

## BOARD OF TRUSTEES SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. The District and its Colleges are governed by a six-member Board of Trustees, five elected at large for four-year terms by county voters and one elected by students in the District for a one-year term.

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Skyline College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 3402 Mendocino Avenue, Santa Rosa, CA 95403, (707) 569-9177, an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Skyline College and the San Mateo County Community College District have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other information contained herein, are subject to change without notice by the administration of Skyline College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the College and the District. The College and the District further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures, consistent with applicable laws.

## SKYLINE COLLEGE

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*Please visit our  
web site at:*

**skylinecollege.edu**

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PART 1 DIVIDER

# 4 CALENDAR FOR 2002-2003

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## SUMMER SESSION, 2002

<b>June 17</b>	Summer Session Begins
<b>July 4</b>	Independence Day Holiday
<b>July 26</b>	Six-Week Summer Session Ends
<b>August 9</b>	Eight-Week Summer Session Ends

## FALL SEMESTER, 2002

<b>August 19</b>	Day and Evening Classes Begin
<b>August 30</b>	Last Day to Add Semester Length Classes
<b>August 30</b>	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
<b>September 2</b>	Holiday – Labor Day
<b>September 9</b>	First Census Day
<b>September 13</b>	Last Day to Drop Semester Length Classes Without Appearing on Student's Record
<b>October 4</b>	Last Day to Apply for AA/AS Degree/Certificate
<b>November 9 &amp; 10</b>	Declared Recess
<b>November 11</b>	Holiday – Veterans' Day
<b>November 15</b>	Last Day to Withdraw from Semester Length Classes Without Penalty Grade
<b>November 27</b>	Declared Recess – Evening Classes Only
<b>November 28</b>	Holiday – Thanksgiving
<b>November 29 - December 1</b>	Declared Recess
<b>December 12 - 18</b>	Final Examinations (Day & Evening Classes)
<b>December 18</b>	Day and Evening Classes End
<b>December 19 - January 12</b>	Inter-Semester Recess

## SPRING SEMESTER, 2003

<b>January 13</b>	Day and Evening Classes Begin
<b>January 20</b>	Holiday – Martin Luther King, Jr.
<b>January 27</b>	Last Day to Add Semester Length Classes
<b>January 27</b>	Last Day to Drop Semester Length Classes with Eligibility for Partial Refund
<b>February 3</b>	First Census Day
<b>February 6</b>	Last Day to Drop Semester Length Classes Without Appearing on Student's Record
<b>February 13</b>	Last Day to Apply for AA/AS Degree/Certificate
<b>February 14</b>	Holiday – Lincoln's Birthday
<b>February 15 &amp; 16</b>	Declared Recess
<b>February 17</b>	Holiday – Presidents' Day
<b>April 14 - 20</b>	Spring Recess
<b>April 23</b>	Last Day to Withdraw from Semester Length Classes Without Penalty Grade
<b>May 17 - 23</b>	Final Examinations (Day & Evening Classes)
<b>May 23</b>	Day and Evening Classes End
<b>May 26</b>	Holiday – Memorial Day

## TENTATIVE SUMMER SESSION, 2003

<b>June 16</b>	Summer Session Begins
<b>July 4</b>	Independence Day Holiday
<b>July 25</b>	Six-Week Summer Session Ends
<b>August 8</b>	Eight-Week Summer Session Ends



## **FROM THE PRESIDENT**

Welcome to Skyline College!

As President of Skyline, I extend a warm welcome to you on behalf of our entire college community – faculty, staff, and students. Our goal is to make the Skyline campus friendly and supportive for all students.

Whether your educational goal is to transfer to a university, to prepare yourself for a new or better job, or to take classes to improve your skills, I am confident that you will find Skyline the right place to help you reach your goals.

At Skyline, you will find students of all ages, ethnicities, cultures and backgrounds. Our campus is enriched by the perspectives of our diverse college community and educational programs that are grounded in excellence.

Skyline is a comprehensive community college, which means that we have classes, programs and support services that respond to your individual needs. We have a new One-Stop Student Services Center where you can count on personal assistance to set goals, decide on a career, plan your educational program, and select the right classes to meet your goals. Faculty members at Skyline uphold high standards. They are very supportive of students and extend themselves to those who are conscientious and hard-working.

We have a beautiful Library/Learning Center that can provide special help for you as you pursue your studies. Professional staff and tutors are there to offer out-of-class assistance to you. Be sure to explore these special learning opportunities early in your college career. In addition, we have a variety of special programs such as Punte, MESA and ASTEP that help you achieve academic success. We also have an Honors Transfer Program and Phi Theta Kappa (an Honors Society), and a host of athletic and sports opportunities.

Skyline is ready to facilitate an exciting and successful college experience for you. Best wishes as you join the Skyline community.

Sincerely,

A handwritten signature in black ink that reads "Frances L. White". The signature is written in a cursive, flowing style.

Frances L. White, Ph.D.  
President

# 6 INTRODUCTION

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## SKYLINE COLLEGE

Skyline College opened in 1969 and is one of three community colleges in the San Mateo County Community College District. Skyline serves primarily the northern portion of San Mateo County, which includes South San Francisco Unified and Jefferson Union High School Districts and Capuchino High School of the San Mateo Union High School District. Students residing anywhere within San Mateo County may enroll at Skyline.

The 111-acre site, just west of Skyline Boulevard in San Bruno, is conveniently available to residents of South San Francisco, Daly City, San Bruno, Pacifica, and other North County communities.

Skyline College offers many cultural, educational, and vocational opportunities for students of all ages. Many Skyline graduates transfer to the numerous colleges and universities in the area. The needs of these students who transfer to upper-division work are carefully provided for in the curriculum. Other Skyline College students, having achieved the Associate in Arts (A.A.) or Associate in Science (A.S.) degree or a vocational certificate, find either employment or advancement in business and industry.

The San Mateo County Community College District has served the educational needs of hundreds of thousands of county residents since 1922 when San Mateo Junior College first opened its doors.

The District at first only included the San Mateo County Union High School District. Today, it encompasses all of San Mateo County. Similarly, enrollment in the District grew from the initial 35 to the present 3-college enrollment of more than 25,000 day and evening students. In addition to Skyline College in San Bruno, the District also includes Cañada College in Redwood City and College of San Mateo.

## MISSION STATEMENT

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, increase their cultural awareness, and realize their individual potential. The District is committed to leadership by providing quality education and promoting life-long learning in partnership with its community and its surrounding educational institutions. It actively participates in the economic, social, and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

## MISSION

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the San Mateo County Community College District will fulfill the following mission with excellence:

1. provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement;
2. provide lower division programs to enable students to transfer to baccalaureate institutions;
3. provide occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies;
4. provide developmental and remedial education in language and computational skills required for the successful completion of educational goals;
5. provide a range of student services to assist students in attaining their education and career goals;
6. provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community;
7. celebrate the community's rich cultural diversity, reflect this diversity in student enrollment, promote it in its staff, and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Shared governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes, and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

## ACCREDITATION

Skyline College is approved by the Office of the Chancellor of the California Community Colleges and is fully accredited by the Western Association of Schools and Colleges, the recognized local accrediting agency, which is affiliated with the Federation of Regional Accrediting Commissions of Higher Education. The Office of Private Postsecondary Education also approves Skyline College to offer courses to U.S. Veterans for collection of veterans' benefits. The accreditation reports and approval are available for review in the Office of the President.

## STATEMENT ON ACADEMIC FREEDOM

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

The District's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the District does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

## COMMUNITY EDUCATION PROGRAMS

In addition to enrolling in college credit courses at Skyline, residents of North San Mateo County also are encouraged to attend a wide variety of not-for-credit, fee-based Community Education programs offered by the Office of Corporate and Community Education.

Community Education classes and workshops, which are designed for personal enrichment and professional development, include: small business entrepreneurship, arts and crafts, health and wellness, travel, personal financial management, test preparation, writing workshops and much more. Community Education classes are offered at Skyline College as well as Cañada College and College of San Mateo. Call (650) 574-6149 to request a schedule of Community Education classes.

## CORPORATE EDUCATION PROGRAMS

Corporate Education delivers customized, on-site training programs to businesses both large and small in the North San Mateo County area. We offer complete assessments, customized program development and delivery, and post-training evaluations. Choose from a wide variety of programs including ESL, hazardous waste management, Zenger Miller leadership and management training, TQM, electronics, computers, automotive technology and more. Call (650) 574-6180 for information.

## THE LEARNING CENTER (TLC)

Through its instructional laboratories, courses, workshops, and tutorial program, The Learning Center provides individualized and small group assistance in all levels of English, Reading, Mathematics, and a variety of academic subject areas. The Learning Center consists of the following components:

- **The English Assistance Lab (EAL)** – offers two courses – English 650 English Supplement and ENGL 655 English Supplement for the Non-Native Speaker. These courses are open entry/open exit, variable unit, self-paced, and provide assistance and instruction in English skills including mechanics, brainstorming, organization, development, editing and proofreading.
- **The Math Assistance Lab (MAL)** – from basic math skills to Calculus, the MAL will help you improve your skills and confidence in any level of mathematics. The MAL also offers three courses – MATH 811 Fundamentals of Mathematics (variable units), MATH 111 Elementary Algebra, and MATH 112 Elementary Algebra II.
- **Computer Lab** – Macintosh and PC's are available for completing term papers, essays, resumes, and letters. The computers also can be used as a tutor in English, mathematics, chemistry, reading, and other subject areas.
- **Tutorial Assistance Program** – provides one-on-one and small group tutoring in a variety of subject areas as well as study skills instruction. Students can improve their skills in note taking, time management, study-reading, memorization, preparing for and taking exams, and concentration by participating in workshops or using self-paced instructional programs.
- **Student Support Services (TRIO)** – provides a supportive environment for students who are low income, first generation college students, physically handicapped, or learning disabled through specialized counseling and academic support. For general information about The Learning Center, please call (650) 738-4144. The Learning Center is located on the first floor of Building 5, Library/Learning Resources.

## MEDIA SERVICES

Media Services houses audio and video cassettes and players for use by students and faculty. Students may also have audiotapes duplicated for study in specific classes. In addition, Media Services provides off air recording, audio/video production and reproduction.

## THE COLLEGE LIBRARY

Skyline College Library, which occupies the second floor of Building 5, features electronic resources as well as a book collection of 45,000 volumes and subscriptions to 250 magazines, journals and newspapers. Through a local area network, students have access to the Internet, the Peninsula Library System (PLS) online catalog, and periodical and other research databases in online and CD-ROM formats. The Library's web address is [skylinecollege.edu/Library](http://skylinecollege.edu/Library).

The Library also has six group study rooms, numerous study carrels providing privacy for individual work, and a computer demonstration area for class orientations.

Borrowing privileges are extended to all students presenting a library card; the Library will issue cards to students with appropriate identification.

The Library offers two courses: LSCI 100 – Introduction to Information Research and LSCI 105 – Online Research.

## MICROCOMPUTER LAB

The Microcomputer Lab, located in the Center for Advanced Learning Technology on the first floor of Building 2, is configured into two classrooms and a drop-in area, which provide the use of networked PC-platform computers to any registered student doing specific course-related work. At the beginning of each term, students pay a modest materials fee to help offset the cost of printing.

## BOOKSTORE

**HOURS:** Skyline College Bookstore will be open during the regular Fall and Spring semesters Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 3:00 p.m. The FIRST TWO WEEKS OF THE FALL and SPRING SEMESTER and the FIRST WEEK OF THE SUMMER SESSION, the hours will be posted in the Bookstore. Regular summer session hours vary.

**TEXTBOOKS:** A required book is a must for the course, while a recommended book is one that the instructor feels would be a useful and valuable addition. The shelf tags indicate whether the book is required or recommended.

**CHECKS:** First party bank imprinted checks with at least your name are accepted for purchases and may be cashed with presentation of a California Drivers License or California ID and your student ID card. All checks are limited to \$10 over the amount of purchases. A fee is assessed for returned checks. NO TWO PARTY OR COMPANY CHECKS ARE ACCEPTABLE.

**REFUNDS – EXTENDED POLICY:** During the first two weeks of Fall/Spring semester or the first week of Summer session, textbooks (web orders determined by return postmark date) are returnable with your cash register receipt, drop slip, and your ID. A credit voucher will be issued and redeemable thirty (30) working days for all check purchases. Bankcard purchases are credited to the bankcard. Textbooks are returnable for the full value only if they are in new or original condition. Do not write on or remove wrappings until you are sure that you will be keeping the merchandise. Paperbacks, software and diskettes are non-returnable. If a book has become marked or soiled in any way, it is a used book, and the Bookstore can only refund the used book price.

**RETURNS – STANDARD POLICY:** Any item purchased in the Bookstore may be returned within 3 days from date of purchase (web orders may be returned within 3 days from date of ship date) if accompanied by the cash register receipt and ID. The merchandise must be in its original condition for full refund. The merchandise must not be marked, soiled or unwrapped. Paperbacks, software and diskettes are non-returnable. NO REFUNDS WILL BE ISSUED FOR MERCHANDISE PURCHASED DURING THE LAST 5 WEEKS OF ANY SEMESTER.

**USED BOOK SELL-BACK POLICY:** The Bookstore will buy back undamaged books during the final exam period of each semester. You will receive up to one half of the purchase price, provided the book has been requested for use again on this campus, that it is the current edition, is not a workbook, and is not a government or campus publication. If an instructor has not requested a book to be used again on this campus, a wholesale price will be offered which is approximately 25% or less of the market value to the Bookstore or the used book companies, because there is no market for them. A discontinued book may be worth more in your personal library.



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PART 2 DIVIDER

# 10 ADMISSION

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## ELIGIBILITY REQUIREMENTS FOR ADMISSION

Individuals interested in attending Skyline College must first be admitted to the College before enrolling in any classes. In accordance with our open enrollment policy, anyone who is a high school graduate or 18 years of age or older, and is able to benefit from the instruction offered, is eligible to attend Skyline College. Individuals who are not high school graduates and are under the age of 18 may also attend Skyline if they have passed the High School Proficiency Examination or the General Education Development (GED) test.

## PROCEDURES FOR ADMISSION

Prospective students must complete an Application for Admission available on the web at <http://skylinecollege.edu>, in the Class Schedule, or on paper from the Admissions and Records Office. When the application has been submitted to the Office of Admissions and Records, the next step(s) is/are:

**New Students:** Unless exempt from Matriculation requirements (see Matriculation, page 12, for more information), complete the following tasks:

- Schedule and take the college placement test. Contact the Assessment Office at (650) 738-4164, the Class Schedule or the web for dates, times and locations for testing.
- Take the English and Math tests.
- Attend an orientation or complete orientation on the web.
- Meet with a counselor for program planning. Bring a high school and/or college transcript for your counselor to review.

**Veterans:** Submit Form DD-214 to the Office of Admissions and Records to receive educational benefits.

**Transfer students:** Provide prior transcripts to determine completion of prerequisite and/or graduation requirements.

## CALIFORNIA RESIDENCY

It is not necessary to be a legal resident of California (as defined in the Education Code) in order to attend Skyline College. Students who have not been California residents for a full year before the opening day of a given term must pay a non-resident tuition fee in addition to the fees paid by California residents. See Residence Requirements on pages 14 and 15 for further details.

## CHOICE OF COLLEGE

Residents of the District may elect to attend College of San Mateo, Cañada College or Skyline College. In the event the capacity of one college is reached, students may be advised to enroll at one of the other colleges. Academic major and date of application will be taken into consideration if such diversion becomes necessary.

## SPECIAL PROGRAMS ADMISSIONS

**Registration Information** – To ensure timely submission of your application to all special programs, students should contact the Office of Admissions and Records for appropriate deadline information.

**Automotive Technology** – Admission to the day Automotive Technology Program is by special application only. Applications are available in the Automotive Department Office and in the Office of Admissions and Records. No application is required for the evening or Saturday programs.

**Cosmetology Program** – Admission to the Cosmetology program is by special application only. Applications are available in the Cosmetology Department Office and the Office of Admissions and Records. No special application is required for the Spa, Manicuring or Esthetics programs.

**Respiratory Therapy** – Admission to the Respiratory Therapy Program is by special application only. There is one class of students started each year. Applications are due in the Spring Semester for admission into the Fall Semester class. For information and application materials, please contact the Science/Math/Technology Division Office.

**Surgical Technology** – Admission to the Surgical Technology Program is by special application only. This is a ten-month program that includes hospital rotations. Applications are due in the Spring Semester for admission into the Fall Semester class. For information and application materials, please contact the Science/Math/Technology Division Office.

**Honors Transfer Program** – Admission to the Honors Transfer Program is by special application only. Applications are available from the program coordinator, Connie Beringer, and are also on the program's web site, <http://www.smccd.net/accounts/skyhon>. Qualified students are invited to apply at any time. All Honors classes are open to students who are not in the program but who wish to do honors level work in a particular subject.

**High School Concurrent Enrollment Program** – High school students may be admitted to selected courses in either day or evening when their schedule permits attendance and when there is reasonable expectation of success in the courses. Further information on the Concurrent Enrollment Program is given below.

## HIGH SCHOOL STUDENTS

Students attending high school as juniors or seniors may register concurrently for Skyline College classes with the approval of the Dean of Admissions and Records or the Dean of Counseling. Interested students must submit a Concurrent Enrollment Application, together with the required recommendation and high school transcript.

Applications are available on the College website under High School Students, from the High School Counselors Office, or from the Admissions and Records Office.

**Requirements for admission are as follows:**

- Enrolled as a junior or senior in high school.
- High school grade point average of 2.0, a C.

3. Parent's permission to enroll.
4. Principal or designee's permission to enroll.

**Cost for concurrent enrollment:**

1. No enrollment fee or health fee is charged.
2. Must pay the \$1 Student Representation Fee.
3. Students classified as non-residents must pay nonresident tuition.
4. Parking fees must be paid if parking a vehicle on campus.

Because of enrollment limitations, high school students may not be permitted to enroll in classes in certain impacted programs.

In special cases, with a high school principal's recommendation, high school freshmen and sophomores may be considered for admission under the procedure outlined above.

High school students will be admitted only into courses that have space available. The final decision for admission of any student to any class rests with Skyline College. Courses available to high school students under this program are not to supplant or eliminate any courses scheduled by a particular high school. The student will be required to fulfill necessary prerequisites for courses.

Students participating in the Concurrent Enrollment Program will receive college credit for all coursework successfully completed. Students may request that a transcript of all college coursework completed be sent to their high school registrar to be considered for credit toward high school graduation.

## INTERNATIONAL STUDENTS

Skyline College is authorized under Federal law to enroll non-immigrant international students. This program is intended to serve students possessing or seeking F-1 student visas. Applicants must complete the INTERNATIONAL STUDENT APPLICATION available in the Office of Admissions and Records, or in a download format from Skyline's web site: <http://skylinecollege.edu>. Applicants are required to submit additional documents that demonstrate satisfaction of the following requirements:

1. Completion of the equivalent of a United States high school education with satisfactory grades equivalent to "C" (2.0 grade point average) or above.
2. Completion of TOEFL (Test of English as a Foreign Language) with a paper based score of 480 or a computer based score of 157.
3. Demonstration of sufficient command of the English language to profit from instruction at Skyline College.
4. Demonstrated ability to meet annual student expenses (including all living expenses) of approximately \$15,000 per year (see Schedule of Classes for the current schedule of College fees).
5. Provide proof of having a valid medical health insurance policy with a minimum coverage amount of \$35,000. Applicants may choose to enroll in a medical health insurance plan provided by a private carrier through the San Mateo County Community College District at a cost of approximately \$500 per year.

Students accepted into the International Student Program will be expected to enroll in and complete a minimum of 12 units each semester with a minimum of a "C" (2.0 grade point average) to remain in good standing.

Complete information about the International Student Program is available from the International Student Program Coordinator at (650) 738-4315.

## FOREIGN STUDY PROGRAM

The San Mateo County Community Colleges, in cooperation with the American Institute for Foreign Study, offer students of all ages the opportunity to study and live abroad, earning up to 15 units toward an Associate degree which are transferable for Bachelor's degree credit. Current offerings include a London Semester in the fall, a Semester in Paris or Florence in the spring, and a summer program in Costa Rica. Students applying to participate must have completed at least 12 college units with a minimum GPA of 2.5. Costs, including flights and living accommodations, are reasonable and financial aid is available. Early planning is advisable. Call (650) 574-6595 for details and a brochure.

## VETERANS AND VETERANS' DEPENDENTS

Skyline College offers approved instruction to veterans, service members, dependents and survivors of veterans, and to other eligible persons, and is authorized by the Department of Veterans Affairs to certify students who are working toward an Associate degree program, or certain certificate and transfer programs, for benefits under Chapters 30, 32 (Veterans), Chapter 31 (Vocational Rehabilitation), Chapter 35 (Veterans' Spouses or Dependents), and Chapter 1606 (Selected Reserve). All Veterans, except those under Chapter 31, pay for their own college fees, books and supplies. Veterans who have previously attended college must file official copies of all college transcripts with the Office of Admissions and Records.

The State of California provides a program for the children of Veterans who are deceased or disabled from service-connected causes. Applications are available at [www.cdva.ca.gov/service](http://www.cdva.ca.gov/service) or from the California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100, or 550 Quarry Road, San Carlos, CA 94070, (650) 802-6598.

College policy regarding Academic Probation (explained on page 23) applies to all students. However, Veteran students placed on Academic Probation for failure to maintain a 2.0 grade point average must improve their GPA within the following two semesters or the College is required to report a termination of Veterans benefits due to unsatisfactory academic progress (as defined by the Department of Veterans Affairs). Veterans whose overall grade point average remains below 2.0 (C) for more than two semesters will be allowed to pursue their educational goal but will not be certified for educational benefits until such time as their overall grade point average is at least 2.0 (C) or higher.

Students interested in attending Skyline College and collecting Veteran's Educational Benefits should contact the Veteran's Assistant in the Office of Admissions and Records, Building 2, Student Services Center, to apply for benefits, or call (650) 738-4462 for further information.

See also: "Veterans and Veterans' Dependents" under the Student Services section of this Catalog.

## MILITARY SERVICE CREDIT

For academic credit purposes, a veteran is defined as an honorably discharged member of the United States Armed Forces who was on active duty for one year or longer. Upon presentation of separation or discharge papers, veterans are exempted from the Physical Education requirement for the Associate degree. They are also granted six units of elective credit toward the Associate degree.

Veterans who qualify may receive credit for military service schools toward the Associate in Arts/Science degree upon presentation of proof to the Office of Admissions and Records. Units of credit for military service (6 units) and military service schools (to a maximum of 14 units) will be recorded and annotated on the student's academic record.

For further information contact the Office of Admissions and Records, (650) 738-4251.

## MATRICULATION POLICY

Matriculation is the process that brings the College and a student who enrolls for credit into an agreement for the purpose of developing and realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to enable students to attain their objectives efficiently through the College's established programs, policies and requirements. All students, except those exempted on the basis of locally established criteria (e.g., holders of Associate or higher degrees, students taking courses only for personal enrichment or upgrading of job skills, and students whose primary institution is another college or university), are expected to complete the components of matriculation.

The College provides matriculation services through several interrelated components:

1. **Admissions:** Collects and analyzes admissions information on each applicant, identifies students needing special services, and assists students with enrollment in a program of courses to attain their educational goals.
2. **Skills Assessment and Placement Testing:** Measures a student's abilities in English, reading, mathematics, learning and study skills, and assesses his/her interests and values related to the world of work. In addition to helping students with course selection, assessment results are used for referral to specialized support services.
3. **Orientation:** Acquaints students with College facilities, special programs and services, and academic expectations and procedures.
4. **Advisement/Counseling and Course Selection:** Provides for a student to meet with a counselor/advisor to develop an

individual Student Educational Plan (SEP), choose specific courses, and update his/her plans periodically.

5. **Student Follow-Up:** The academic progress of each student is regularly monitored. Special efforts are made to assist students who have not determined an educational goal, who are enrolled in pre-collegiate basic skills courses, and/or who have been placed on academic probation.

Each component of matriculation is subject to the student appeal process. Skyline College strongly encourages students to follow the recommendations of their counselor/advisor in making course selections. Recommendations will be based on all information available to the counselor/advisor, which includes, but is not limited to, assessment results, previous coursework, employment experience, etc.

Each matriculated student is expected to:

1. Express at least a broad educational intent upon entering college and be willing to declare a specific educational goal following the completion of 15 semester units of degree applicable credit course-work.
2. Attend classes regularly and complete assigned coursework.
3. Collaborate with a counselor in the development of a student educational plan.

Each matriculated student is entitled to:

1. Participate in the process of developing his/her student educational plan. A student who believes the College has not afforded him/her the opportunity to develop or implement this plan may file a complaint in the office of the Matriculation Coordinator, Student Services Center, Room 2221.
2. Be given equal opportunity to engage in the educational process regardless of gender, marital status, physical handicap, race, color, sexual orientation, religion or national origin. A student who alleges he/she has been subject to unlawful discrimination may file a grievance with the Vice President of Student Services.
3. Challenge any prerequisite, corequisite, or other limitation on enrollment by filing a petition with the appropriate Division Dean on one or more of the following grounds:
  - a. the student has the knowledge or ability to succeed in the course despite not meeting the prerequisite;
  - b. the prerequisite or corequisite is discriminatory or is being applied in a discriminatory manner;
  - c. the prerequisite or corequisite has not been established in accordance with the district's process for establishing prerequisites or corequisites;
  - d. the student will be subject to undue delay in attaining the goal of his/her educational plan because the prerequisite or corequisite has not been made reasonably available.
4. Obtain a Petition to Challenge a Prerequisite form for any prerequisite or corequisite course for a particular term. Petitions are available from the Student Services Information Counter, Building 2, the Division Dean, or the Matriculation Coordinator, Room 2221.

5. Request a waiver of any matriculation requirement on the basis of extraordinary circumstances by filing a petition in the office of the Matriculation Coordinator, Room 2221.
6. Review the matriculation regulations of the California Community Colleges and exemption criteria established by this District and file a complaint when he/she believes the College has engaged in any practice prohibited by these regulations. The regulations are available and complaints may be filed in the office of the Matriculation Coordinator, Room 2221.

## ATHLETICS

Skyline College participates as a member of the Coast Conference in the following intercollegiate sports:

### VARSITY

- Men's Varsity Baseball
- Men's Varsity Basketball
- Men's Varsity Cross Country
- Men's Varsity Soccer
- Men's Varsity Wrestling
- Women's Varsity Badminton
- Women's Varsity Cross Country
- Women's Varsity Soccer
- Women's Varsity Volleyball

In order to be eligible a student must adhere to the California State Athletic Code and Coast Conference eligibility rules and regulations. The following principles pertain to all matters of eligibility:

1. In order to be eligible, a student-athlete must be actively enrolled in a minimum of 12 units during the season of sport. Such eligibility is required for non-conference, conference, and post-conference participation.
2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units with a cumulative 2.0 (C) grade point average. These units must be completed prior to the beginning of the semester of the second season of competition. All units must be completed and passed at a regionally accredited post-secondary institution.
3. A student transferring for academic or athletic participation, who has previously participated in intercollegiate athletics at another California Community College, must complete 12 units in residence prior to the beginning of the semester of competition.
4. In order to continue athletic participation in any sport, the student-athlete must maintain a cumulative 2.0 (C) grade point average in accredited post-secondary coursework computed since the start of the semester of first participation.
5. The 12 unit residency rule for previous participants will be waived for a student-athlete who has not competed at a post-secondary institution in the past five years.
6. In meeting the unit requirements, courses in which grades of D, F, or NC were received may be repeated. Under special circumstances, courses that have been completed with a grade of C or better may be repeated; however, the units will not be counted toward the minimum unit requirement in the semester of competition.

Student-athletes who plan to transfer prior to receiving an Associate degree should meet with their counselor/advisor and verify eligibility status for transfer based on past work and test scores from high school.

Those students who wish to seek financial assistance (athletic scholarship) and be eligible for competition must meet minimum requirements in accordance with the Bylaws of the National Collegiate Athletic Association (NCAA) manual.

Questions regarding eligibility should be addressed to the Dean of Physical Education/Athletics, Building 3, Room 3102, or call 738-4271.

## ADVANCED PLACEMENT

**Please Note:** The following Advanced Placement Test Policy was in effect at the time of this publication. The policy is under review and may be subject to change. Please contact the Office of Admissions and Records for current policy information.

### Advanced Placement Test (APT)

Skyline College will award credit based on Advanced Placement results from the College Board Entrance Examinations (CEEB). Credit is normally given for test scores of 3 or above in each subject. These subjects include: English, History, Art History, Music, Biology, Chemistry, Mathematics, Physics, French, German, and Spanish. Advanced Placement credit will be posted as such on the student's transcript upon receipt of official exam results by the Office of Admissions and Records.

Advanced Placement credit units are not applicable for meeting unit load requirements for programs such as financial aid, veterans' or social security benefits, scholastic honors, or graduation residency requirements.

### College Level Examination Program (CLEP)

Skyline College participates in the College Level Examination Program (CLEP). A maximum of 15 units can be earned – 3 units in each of the five general examinations. College Level Examination Program units will be posted as such to the student's transcript upon receipt of official examination results by the Office of Admissions and Records. CLEP credit units are not applicable for meeting unit load requirements for programs such as financial aid, veterans' educational benefits, scholastic honors, athletic eligibility, or graduation residency requirements.

### Tech Prep Associate Degree Programs

Tech Prep Associate Degree Programs are available through a partnership with local high schools and the San Mateo County Regional Occupation Program. These programs include the granting of college credit for articulated courses that are successfully completed by students while attending high school or ROP. College credit for articulated courses completed at the high school or ROP will be posted according to the criteria stipulated in the articulation agreement.

Tech Prep units are not applicable for meeting such unit load requirements as those for financial aid, veterans' benefits, scholastic honors, or graduation residency requirements.

## TRANSFER STUDENTS

Students transferring to Skyline College from another accredited college or university will have their academic transcript evaluated upon receipt by the Office of Admissions and Records. One official transcript of records from each college attended should be submitted for evaluation. Credit will only be allowed for lower-division course work. At the time of evaluation, the Academic Standards Policy of Skyline College will be applied (see Academic Standards section in this catalog). Transfer credit accepted will be indicated on the student's final grade report and on the student's academic transcript.

Upper-division credits completed at a four-year college or university cannot be accepted or counted toward the Associate degree. Skyline College and many four-year colleges or universities have articulation agreements that allow comparable courses to be used in lieu of university courses when transferring from Skyline College to a four-year college or university.

Transfer Admission Agreements are available for some universities. Students are assured admission into the university upon completion of the courses on the agreement. Information regarding course-to-course agreements and Transfer Admission Agreements may be obtained through a counselor or the Transfer Opportunity and Career Center.

## RESIDENCE REQUIREMENTS FOR ADMISSION

**Legal Requirement:** California State law (California Education Code, Chapter One, Article One, beginning with Section 68000-70902) requires that each student enrolled in or applying for admission to a California Community College provide such information and evidence as deemed necessary to determine his/her residence classification. The burden of proof to establish residence is on the student.

**Rules of Residency – Adults over 19 years of age:** A student over 19 years of age may establish California residency by meeting the following criteria:

1. Verify physical presence in California one year prior to the day before the start of the semester. Residence is determined by union of act and intent. The one-year period begins when you are **not only present** in California but **also** have demonstrated clear intent to become a permanent resident of California.
2. Clearly verify an intent to make California a permanent place of residence by (no one factor is controlling):
  - living in California for two consecutive years
  - owning residential property or continuously occupying rented or leased property in California
  - registering to vote and voting in California
  - obtaining a license from California for professional practice
  - holding active membership in service or social clubs
  - showing California as a home address on California State and Federal Tax forms
  - having spouse, children, or other close relative reside in California

- paying California State tax as a resident
- possessing a California driver's license
- possessing California motor vehicle license plates and registration
- maintaining California as legal state of residence on Leave and Earnings statement and W-2 form while in the armed forces
- establishing and maintaining active California bank accounts
- being a petitioner for divorce in California.

3. Not be involved in conduct inconsistent with a claim of California residency. Some examples of inconsistent conduct which nullify intent are:

- maintaining voter registration in another state
- attending an out-of-state institution as a resident of that state
- declaring nonresidency for California State income tax purposes
- renewing a driver's license and/or registering a vehicle in another state during the time period for which California residency is claimed
- being a petitioner for divorce in another state.

**Rules of Residency – Married Minors:** A married student under 18 years of age may establish residency in the same manner as an adult.

**Rules of Residency – Unmarried Minors:** An unmarried student under 18 years of age derives residency from the parent with whom he/she last resided. The student may be classified as a resident if the parent with whom he/she last resided has been a legal resident of California for more than one year immediately preceding the semester of admission.

**Resident Classification:** A student is entitled to resident classification under the following circumstances:

1. Student has been present in California for more than one year prior to the semester of admission and has been entirely self-supporting for that time and met the residency requirements.
2. Student is a permanent resident alien over 18 years of age and has resided in California as a permanent resident more than one year prior to the semester of admission.
3. Student is a permanent resident alien under 18 years of age and has resided with parent(s) who has been a permanent resident(s) more than one year prior to the semester of admission.
4. Student is a full-time employee of a public school district in a position requiring certification.
5. Student is an apprentice as defined in Section 3077 of the labor code, and enrolling in apprentice or related classes only.
6. Student earns livelihood primarily by performing agricultural labor for hire in California for at least two months per year in each of the two years preceding the semester of admission.
7. Student lived with parent(s) who is agricultural laborer(s) as specified in number 6 above and is claimed as a tax dependent.

8. Minor student has been under continuous care and control of adult(s), not a parent, for more than two years prior to the semester of admission. Such adult(s) must have been California resident(s) during the most recent year.

**Exceptions:** A student is entitled to resident classification for the minimum time necessary to become a resident if the following circumstances apply:

1. A minor student in continuous attendance, whose parents had established California residence (for one year), and who left the state may be classified as a resident until he/she has attained the age of 18 years and may achieve residency on his/ her own.
2. A student is on active duty in the military service, stationed in California, and has not been assigned to California for educational purposes.
3. A student is a dependent child (i.e., natural, adopted, or step), or spouse of an active military service person stationed in California, is given resident classification for the minimum time necessary to become a resident.
4. A student is a full-time employee, or child or spouse of a full-time employee, of an educational institution or any California State Agency may be entitled to resident classification until he/she has resided in California the minimum time necessary to establish residency.

## DETERMINATION OF RESIDENCY

A student classified as a non-resident will be required to pay tuition at the time of enrollment, in an amount set forth by the Board of Trustees. Non-immigrants precluded by the Immigration and Nationality Act from establishing residency in the United States include, but may not be limited to, those with B, C, D, F, H-2, H-3, J and M visas and their dependents. Also, any student not holding a valid visa is precluded from establishing California residence. Other non-immigrants are not precluded from establishing residence solely on the basis of their status as aliens. They may be classified as residents if they meet the requirements of State law.

Information regarding Nonresident tuition fees and refunds may be found in the "Fees/Refund Policy" section of this Catalog.

**Incorrect Classification:** Nonresident students enrolled without payment of fees because of falsification of information shall be excluded from classes upon notification pending payment of fee. Written notification may be given at any time. Students excluded because of falsification shall not be readmitted during the semester or summer session from which they were excluded, nor shall they be admitted to any following semester or summer session until all previously incurred tuition obligations are paid.

If a student is erroneously determined to be a nonresident and a tuition fee has been paid, the fee is fully refundable, provided acceptable proof of state residence is presented within the period for which the fee was paid.

**Reclassification:** Reclassification to resident status must be requested by the student. Financial independence during the current year and preceding two years will be considered at the time the student requests reclassification. Information regarding requirements for reclassification is available in the Office of Admissions and Records.

**Limitation of Residency Rules:** The student is cautioned that this summation of rules regarding residency determination is by no means a complete explanation of their meaning. For further information, contact the Office of Admissions and Records. The student should also note that changes may have been made in the statutes and in the regulations between the time this statement is published and the beginning of the semester for which they are applying.

## NONRESIDENT TUITION EXEMPTION

An application form is available in the Admissions and Records Office for a student who wishes to be considered for this exemption.

- (A) Any student, other than a student who is a nonimmigrant alien under 8 U.S.C. 1101(a)(15), shall be exempt from paying nonresident tuition at any community college district if the following conditions exist:

Attended high school in California for three or more years;  
 Graduated from a California high school or attained the equivalent of such graduation; and  
 Registers for or is enrolled in a course offered by any college in the district for any term commencing on or after January 1, 2002.

- (B) Any student seeking an exemption under subdivision (A) shall complete a questionnaire form prescribed by the Chancellor and furnished by the college district, verifying eligibility for this nonresident tuition exemption, and may be required to provide documentation in addition to the information required by the questionnaire as necessary to verify eligibility for an exemption. All nonpublic student information so provided shall be confidential and shall not be disclosed unless required by law.
- (C) Any student without lawful immigration status who is seeking an exemption under subdivision (A), shall, in the questionnaire described in (B), affirm that he or she has filed an application to legalize his or her immigration status, or will file such an application as soon as he or she is eligible to do so.
- (D) A student seeking this tuition exemption has the burden of providing evidence of compliance with the requirements of this section.
- (E) Nothing in this statute modifies eligibility standards for any form of student financial aid.
- (F) Nothing in this statute authorizes a refund of nonresident tuition that was paid for any term commencing prior to January 1, 2002.

# 16 REGISTRATION

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## REGISTRATION

Procedures students must follow prior to registration are determined according to their educational goal on the Admissions Application.

Students who have been continuously enrolled will receive an appointment to register in the mail. Registration may be processed on or after the registration date.

New students who intend to earn an Associate degree, transfer to a four-year college or university, or earn a certificate from a vocational program, and those students who are undecided about their goal are expected to:

- take the Math and English placement tests
- attend an orientation
- attend a counseling session to begin development of a Student Educational Plan (SEP).

New students who wish to take courses for personal enrichment, improve present job skills, satisfy requirements for another educational institution, or who have already earned an Associate or higher degree may avail themselves of the services listed above but are not required to do so.

Registration is conducted through WebSMART or SMART (the telephone registration system), which make it possible to enroll in classes, make adjustments to your program, access final grades, and pay any college-related fees using the internet or telephone. Once admissions requirements have been completed along with placement testing, orientation and counseling, if applicable, complete instructions are mailed including a Personal Identification Number (PIN) which allows access to WebSMART or SMART. All registration functions may also be done in person in the Admissions and Records Office if needed. Students should consult the current Class Schedule for registration details and deadlines.

## PLACEMENT TESTS

Placement tests are required for all students planning to enroll at Skyline College who are seeking a degree or vocational certificate from the college, who are intending to transfer to a four-year college or university or who are undecided about their educational goal. The placement tests are designed to assess a student's skills in reading, English and mathematics. The results of the tests, along with other criteria, are used to determine appropriate English and mathematics courses that a student may take. Placement tests in English or English for Speakers of Other Languages (ESOL) and mathematics are given to all new matriculating students. Placement tests are required to enroll in any English, English for Speakers of Other Languages, and/or mathematics course and any course that has an English or mathematics prerequisite. Placement tests are also recommended for most Associate Degree and university-level courses.

Certain students are exempt from taking the English and/or Mathematics Placement Test:

1. Students who have taken the Placement Tests at Skyline College, College of San Mateo or Canada College within the last two years and the test results are available.

2. Students who have taken a placement test at another California Community College within the last two years.
3. Students who have completed coursework in English or mathematics with grades of "C" or better.
4. Students who have completed the College Board Advanced Placement Test (AP) in English Language or in English Literature with a score of 3, 4 or 5 or the College Board Advanced Placement Test in Mathematics with a score of 3, 4 or 5.

For further information about the placement tests, call the Assessment Office at (650) 738-4164.

**NOTE:** Any student who needs assistance in taking the placement tests because of a physical, hearing, visual or learning limitation should call the enabler (738-4280) at least one week prior to the test date so that appropriate arrangements can be made.

## ORIENTATION

Skyline's Orientation program is required for all students planning to enroll at Skyline College who are seeking a degree or vocational certificate from the college, who are intending to transfer to a four-year college or university, or who are undecided about their educational goal. The purpose of orientation is to provide essential information about registration procedures, college policies, student services, academic expectations, and information about how to accomplish educational goals. Students may select to complete the orientation program in-person or online. For further information about the Orientation Programs, see the Class Schedule or call the Counseling Office at (650) 738-4317.

## SELECTING CLASSES

Students who have completed the Placement Tests and Orientation Program will receive assistance from a counselor in reviewing assessment results, exploring educational goals and selecting appropriate courses. Through the counseling process, students will learn about course prerequisites and about the required courses for a certificate, degree, to transfer, or to meet career goals. Students will be shown how to use the Class Schedule and College Catalog to plan courses. During registration periods, all counseling is provided on a first-come, first-served drop-in basis. During the remainder of the year, counseling appointments may be made in the One-Stop Student Services Center, Building 2, or by calling (650) 738-4317.

## UNITS OF CREDIT

A "unit" of credit represents attendance for one class hour per week throughout one semester in lecture or recitation with some preparation time required outside of class, or three hours in laboratory or other exercises not requiring homework for preparation, or an equivalent combination.

Students planning to complete their Associate degree in two years should enroll in 15-16 units per semester. A schedule of 15 college units presupposes that the average student will devote approximately 45 hours per week to class attendance and preparation.



## UNIT LOAD LIMITATIONS

Students working more than 20 hours per week should limit their programs to 12 or fewer units. The combination of work hours and class hours should be carefully discussed with a counselor when completing a Student Educational Plan. No student may take more than 19 units per semester without the special approval of a counselor and the Dean of Counseling. This unit limitation is inclusive of all courses in the day, evening, or weekend program, or at another college or university.

A program of 12 units or more is considered full-time in establishing eligibility for athletics, financial aid, International Student visas, Veterans benefits, and most other benefits which are dependent upon full-time enrollment status for maximum benefits. Some programs pro-rate benefits based on a reduced unit load. Students should check with their program coordinator for specific unit requirements.

Enrollment status is defined as follows: Full-time = 12+ units; three-quarter time = 9-11 units; half-time = 6-8 units; and less than half-time = .5-5.5 units.

## EDUCATIONAL PLANNING

Students enrolling at Skyline College should plan a program of study that will meet their educational goals by consulting with a counselor early in the educational process to develop an individual Student Educational Plan (SEP). The objective may be to transfer to a four-year college or university. Depending on the program followed, the transfer student may also receive an Associate in Arts or Science degree from Skyline College. The student may qualify to enter an occupational field after completing a Certificate or Associate in Arts or Science Degree Program.

If, in the course of enrollment at Skyline College, a student finds it advisable to change their program of study, the student should consult a counselor. The student should be aware that any changes may result in extending the time necessary to fulfill all program requirements. The student has the ultimate responsibility for planning their program.

## TRANSFER OF CREDIT

Students expecting to transfer to an accredited four-year college or university can complete the first two years of their course work at Skyline College. The student may decide to spend more than two years at Skyline College or to transfer to a four-year institution with less than junior standing. It is important to consult with a counselor in order to arrange a program that will meet the requirements for transfer to the institution of the student's choice. Transfer information is also available in the Transfer Opportunity and Career Center, Building 2, Room 2227, by calling 738-4337, or by accessing Assist.org.

Students should make an early choice of a transfer college to begin satisfying all requirements as soon as possible. Students unable to make this decision upon entering Skyline College may elect to follow the requirements shown in the curricula of the California State Universities and Colleges or the University of California. Private or independent colleges and universities have their own requirements and should be contacted directly.

## PROGRAM CHANGES/WITHDRAWAL

Prior to the beginning of the semester or summer session and throughout the Late Registration period, program changes are completed using WebSMART or SMART. All program changes are the responsibility of the student. A student who is registered in a course and stops attending will not be automatically withdrawn and may receive a penalty grade. It is the student's responsibility to officially withdraw following prescribed procedures and timelines as published in the Class Schedule. Students should check with the Admissions and Records Office for specific deadline dates for short courses and summer session classes. Refer to "Withdrawal from Classes" in this Catalog for complete details on withdrawal procedures.

## FIRST CLASS MEETING ATTENDANCE

Students who register for a class but do not attend the first class meeting may be replaced by other students. It is the student's responsibility to officially withdraw following established procedures and timelines published in the Class Schedule. Students should check with the Office of Admissions and Records for specific deadline dates for short courses and summer session classes. (See "Attendance Regulations" in this Catalog.)

## AUDITING OF COURSES

In compliance with State regulations, Skyline College has identified certain courses that may be audited. To register in a course as an auditor, the student must have taken the course on a credit basis for the maximum times allowable.

An auditor may register only after the Late Registration period has concluded with the professor's signature on an Audit Petition form and on a space available basis. A \$15 per unit fee, the Health Services Fee, and the Student Representation Fee will be charged at the time of enrollment. Students enrolled in 10 units or more for credit can audit up to 3 units free. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course. Auditable courses are listed in the Class Schedule.

## VARIABLE UNIT COURSES

Some courses are offered for variable units that are earned according to the amount of subject matter the student completes during the length of the course. When registering for a variable unit course, students should enroll in the number of units they plan to complete. There will be no refunds for units not earned. Students earning additional units will be charged accordingly.

## OPEN CLASSES

It is the policy of this District that, unless specifically exempted by statute, every course, course section or class shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets the prerequisites of the course, provided space is available. The policy is established pursuant to Chapter 11, Division 2, Part VI of Title 5 of the California Administrative Code, commencing with Section 51820.

# 18 FEES/ REFUND POLICY

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## STUDENT FEES

The fees listed in this Catalog are those in effect at the time of publication. Fees are subject to change at any time by action of Federal or State statute, the Board of Governors of the California Community Colleges, or the San Mateo County Community College District Board of Trustees. A list of fees is published in each semester's Class Schedule and is available on WebSMART and in this Catalog under Fees.

## ENROLLMENT FEE

A state-mandated enrollment fee of \$18 per unit is payable by all students. The enrollment fee is calculated each semester based upon the student's combined enrollments at Skyline College, Cañada College, and the College of San Mateo.

The Board of Governors of the California Community Colleges has established a fee waiver program to help students pay the enrollment fee. Information on eligibility requirements, application deadlines, and application forms are available in the Financial Aid Office, in the Class Schedule, and on WebSMART under "Financial Aid Forms."

Students classified as nonresidents of the State of California must pay an additional Nonresident fee. See details under "Nonresident Tuition Fee."

## HEALTH SERVICES FEE

All students, except high school students or those registering exclusively for Saturday, Sunday, or off-campus courses, are required to pay a \$12 Health Services Fee each semester for day or evening classes, or \$9 for each summer session. This fee provides campus health services and medical coverage for injuries incurred while the student is on campus or attending an off-campus, College-sponsored event.

Students who depend exclusively upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination, or organization may be exempted from paying the Health Services Fee. A petition for a Health Services Fee exemption may be obtained from the Health Center, Building 2, Room 2207, or by calling the Health Center at (650) 738-4270.

## PARKING FEE

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee (motorcycles are excluded if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the college. Parking permits may be transferred from one vehicle to another. One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen.

One day parking permits are available for \$1.00 per day (in quarters only) from coin operated parking permit dispensers in the visitors Parking Lot 3, Parking Lot 5 or Parking Lot 8. Refer to the campus map for dispenser locations.

Students may pay for their parking permits at the time of SMART or WebSMART registration, or in person at the Cashier's Office, Bldg. 2, Student Services Center. The permit, once purchased, may be obtained either at the Cashier's Office, or the Security Office, Bldg. 2, third floor, Room 2319. Security Office hours are 8:00 am to 8:00 pm Monday-Thursday, and 8:00 am to 4:00 pm on Fridays.

Day students must park in student lots only. Evening students may park in student lots and staff lot 8. All other staff lots are reserved for staff only. Please refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, students must obey all campus, local and state regulations. Backing into parking spaces is prohibited, and violators will be cited.

At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect in student parking lots only. The grace period does not apply to staff lots and other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space. Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk. However, any such incidents should be reported to the Campus Security Office, Bldg. 2, Room 2319, (650) 738-4199.

## DISABLED STUDENT PARKING

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must purchase a student parking permit issued through Skyline College. Disabled parking is available in student or staff lots.

Transportation from student lots to campus may be arranged through the Disabled Students Program & Services Office at (650) 738-4280.

## TRANSCRIPT FEE

An official transcript summarizing a student's complete academic record of course work taken at Cañada College, College of San Mateo, and Skyline College will be sent directly to colleges, employers, and other agencies upon written request by the student. Transcripts from high schools and other colleges will not be forwarded. There is no fee for the first two transcripts requested. There is a \$3 fee for each additional transcript requested. Express Service, usually within twenty-four hours or less, may be available at additional expense. Contact the Transcript Department in the Office of Admissions and Records for additional information.

## STUDENT BODY FEE (OPTIONAL)

The voluntary Student Body Fee is \$5 per semester payable at the time of registration or at the Cashier's Office. Students who pay the fee receive an Associated Students "Express Card" which entitles them to special discounts at local businesses, movie theaters, shops, restaurants, and for on-campus products and services including Cosmetology Department hair care and Athletic events. Funds collected also help support student activities, services and scholarships.

## STUDENT REPRESENTATION FEE

The Student Representation Fee of \$1 per student per semester was established by an election of the student body of Skyline College. Under applicable provisions of the California Education Code, the students established the fee by a two-thirds majority of the students who voted in the election. The money collected through the Student Representation Fee will be expended to provide support for students or their representatives who may be stating their positions and viewpoints before city, county and district government, as well as before offices and agencies of local, State, and Federal governments. A student has the right to refuse to pay the Student Representation Fee for religious, political, moral or financial reasons. The fee is not covered by the California Community Colleges Board of Governors Waiver (BOGW) and is not refundable unless an action of the college prevents the student from attending.

## STUDENT UNION FEE

By a vote of the Skyline Student Body, students will be assessed a Student Union Fee (Fall and Spring semesters only) of \$1.00 per unit up to a maximum of \$5.00 per semester and no more than \$10.00 per student per academic year. Funds collected will be used to support the financing, construction and operation of the Student Union.

## NONRESIDENT TUITION FEE

Students who do not qualify as California residents as determined by the California Education Code must pay Nonresident Tuition fees. Refer to the Class Schedule for the current fee rate. The Office of Admissions and Records determines residency status at the time of admission. Refer to the "Determination of Residency" section of this Catalog for more information.

## ENROLLMENT VERIFICATION

Skyline College subscribes to the National Student Clearinghouse (NSC) for enrollment verifications. Company or business requests for enrollment verification can be made directly to [www.studentclearinghouse.org](http://www.studentclearinghouse.org), by phone at (703) 742-4200, or by fax at (703) 742-4239. A nominal fee is charged to the company for this service.

Students may obtain an official Enrollment Verification Certificate at any time by accessing the NSC web site at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). To process a request: 1) click on the Students icon, 2) click on the link for Performing Enrollment Verifications and follow instructions. Please be prepared to pay a \$2.50 fee by entering your Visa, MasterCard or American Express credit card number, 3) print your Enrollment Verification Certificate. This Enrollment Verification Certificate can be presented to health insurance agencies, housing authorities, consumer products companies, banks, etc. when asked to provide official evidence of enrollment at Skyline College.

## ADDITIONAL EXPENSES

Students must purchase their own textbooks and supplies. Considerable savings are possible through the purchase of used textbooks from the Skyline College Bookstore. Excluding living and transportation costs, the total of all expenses for a full-time student should not exceed \$600 per semester for California residents.

Some courses require special equipment or lab fees at student expense:

1. ART – \$5 to \$15 lab fee is required for certain art courses.
2. AUTOMOTIVE TECHNOLOGY – \$600 to \$1,200 tool costs for the first year and approximately \$2,000 for the entire program.
3. COSMETOLOGY – \$1,000 over the two-year program for uniforms and equipment.
4. CHEMISTRY and BIOLOGY – Laboratory fee for breakage, if applicable.

Please refer to the course description in the Class Schedule for specific course fee information.

## PAYMENT OF FEES

Fees may be paid in any of the following ways:

- By credit card via WebSMART at <http://WebSMART.smccd.net>
- By credit card via the SMART telephone system at (650) 372-3700
- By mailing a check or money order to the Cashier's Office
- In person at the Cashier's Office, Building 2, Student Services Center
- By inserting a check or money order payment in the drop box at the main entrance to Building 2

## REFUND/WITHDRAWAL POLICY FOR, ENROLLMENT, HEALTH, STUDENT REPRESENTATION, STUDENT UNION, AND PARKING FEES

1. Semester Length Courses: Students dropping all semester length courses within the first two weeks of the period of instruction may receive credit toward future registration fees for the full amount paid to the College. If a refund is requested, a \$10 processing fee (plus an additional \$50 processing fee for Nonresident tuition) will be retained by the College.

**NOTE:** If a parking permit has been issued, it must be returned to the Cashier's Office by the date specified in the Class Schedule each semester before a credit or a refund will be processed.

2. Summer Session and Short Courses: Students will receive a refund or credit toward future registration fees if they officially withdraw from courses on or before the first 10% of the period of instruction for each course.

3. All Courses: Students who officially withdraw from all courses and request a refund will be subject to a \$10 enrollment processing fee. An additional \$50 nonresident processing fee will be charged to nonresident and international students (F-1 Visa) requesting a refund. Students receiving Financial Aid are advised to contact the Financial Aid Office regarding a possible repayment of federal funds received prior to withdrawal.

4. A processing fee may be charged only once per semester or summer session. For students who pay an enrollment fee of less than \$10 and cancel their registration or withdraw from all classes before the deadline, the processing fee shall equal the enrollment fee.

5. Variable Unit Courses: No enrollment fee or nonresident tuition refund or credit is available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they are enrolled.

6. Students who officially withdraw or reduce their program after the tenth day of instruction for semester long classes, or after 10% of the period of instruction for short or summer session classes, shall not be eligible for a refund. A withdrawal initiated by a professor will not result in a refund.

Exceptions to the refund policy may be authorized by petition to the Academic Standards and Policies Review Committee in cases of unique or extraordinary circumstances beyond the control of the student.

The Student Body fee is fully refundable on or before Friday of the fourth week of instruction for semester length courses and on or before the first 30% of the period of instruction for short courses. To request a credit or refund of this fee, please contact the Cashier's Office.

### Please Note:

1. Credit balances remain on student accounts for a maximum of five (5) years.
2. Students may either choose to maintain a credit balance on their accounts or contact the Cashier's Office to arrange for a refund. Refunds are NOT issued automatically.
3. Fees paid by personal check(s) will require 30 days for bank clearance before refunds can be processed.
4. To be eligible for a refund or credit, a student must officially withdraw from a course on or before the refund deadline date as published in the Schedule of Classes. A withdrawal initiated by an instructor will not result in a refund or credit.
5. Student records are automatically held until all debts to the District colleges have been cleared.

## GRADES AND GRADE POINTS

There are two systems of grading at Skyline College:

- Letter Grades:** Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0

- Credit/No Credit:** Each division of the College may designate courses in which a student is evaluated on a "Credit/No Credit basis" only. These courses will be so identified in the Announcement of Courses section of this catalog and will use the following evaluative symbols:

Symbol	Definition	Grade Point
CR	Credit (at least satisfactory - C or better)	0
NC	No credit (less than satisfactory or failing)	0

- Credit/No Credit Options:** Each division of the College may designate courses in which a student may elect to receive a letter grade or be graded on a "Credit/No Credit" basis.

Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly outside their major field, without jeopardizing their grade point average. Courses in which such option exists will be so designated by the Division Dean in consultation with appropriate members of the division faculty.

Students electing a "Credit/No Credit" option must submit the appropriate form to the Office of Admissions and Records within the first 30% of the term. Changes will not be permitted after this time.

The utilization of courses graded on a "Credit/No Credit" basis to satisfy major or certificate requirements must be approved by the Division Dean in consultation with appropriate members of the division faculty. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses in which the student has elected a "Credit/No Credit" option.

Four year colleges and universities vary widely in the number of units of "Credit/No Credit" courses they accept. Students should consult the catalog of the college to which they may transfer for its regulations in this regard.

### Nonevaluative Symbols

- I – Incomplete:** This symbol is to be used in case of incomplete academic work for unforeseeable, emergency, and justifiable reasons. Conditions for the removal of the "Incomplete" shall be set forth by the professor in a written record which also indicates the grade to be assigned in lieu of removal. The student will receive a copy of this record and a

copy will be filed with the Dean of Admissions and Records. A final grade will be assigned by the professor when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the grade previously determined by the professor will be entered in the permanent record by the Dean of Admissions and Records.

An "Incomplete" must be made up no later than one year following the end of the term in which it was assigned. Established college procedures may be utilized to request a time extension in cases involving unusual circumstances. Students who have received an "Incomplete" must not register in the same course during the time period in which the "Incomplete" is in effect.

The "I" shall not be used in the computation of grade point average.

- IP – In Progress:** This symbol is to be used in the student's permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is "in progress" and that the assignment of unit credit and grade will be given when the course is completed.

The "IP" shall not be used in the computation of grade point average.

- RD – Report Delayed:** This symbol is to be used only by the Dean of Admissions and Records for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is to be replaced by a permanent symbol as soon as possible.

The "RD" shall not be used in the computation of grade point average.

- W – Withdrawal** (See "Withdrawal from Class(es)")

## GRADE POINT AVERAGE

GPA (Grade Point Average) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units attempted (See "Academic Standards Policy").

In calculating a student's degree applicable grade point average, grades earned in non-degree applicable credit courses shall not be included.

## SCHOLASTIC HONORS

A Dean's List of students who have achieved academic honors is published at the end of each semester. The list contains all the names of students who have completed 12 units or more of letter-graded course work during the semester at Cañada College, College of San Mateo, and Skyline College with a grade point average of 3.3 or above.

Recognition of a student's academic excellence will be given at graduation on the basis of their grade point average according to the following scale:

**Grade Point Average**

3.3  
3.5  
4.0

**Acknowledgment**

Honors  
High Honors  
Highest Honors

## FINAL GRADE REPORTS

Each student is responsible for his/her own academic progress. Final grade reports are not mailed to students but are available and may be accessed on WebSMART or SMART (San Mateo Automated Registration by Telephone). Dates of final grade availability for specific semesters are published in the current Schedule of Classes. Final grades are available on the World Wide Web at:

<http://skylinecollege.edu>

Click on "Web Services for Students."

## CHANGE OF FINAL GRADES

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence.

An earned grade of A, B, C, D, F, W, CR, or NC may be changed by the professor **within one year** if an error has occurred. Grades cannot be changed on the basis of a student completing class work subsequent to the assignment of the final grade.

## ACADEMIC STANDARDS POLICY

The Academic Standards Policy of Skyline College and the San Mateo County Community College District is based on a cumulative grade point average of 2.0 (C), the minimum standard required for graduation or transfer. A grade point average of less than 2.0 is considered deficient.

Grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of letter graded (GPA) units.

Academic standing, including determination of probation or dismissal status, is based upon all coursework completed at Cañada College, College of San Mateo, and Skyline College.

In addition to the following academic standards, special program eligibility requirements for financial aid, athletics, Veteran's Educational Benefits (see "Veterans and Veterans Dependents" section in this Catalog), may differ. Students should consult with their specific program coordinator for applicable program eligibility requirements.

## PROBATION

A student will be placed on academic probation under the following criteria:

- 1. Academic Probation based on grade point average:** A student who has attempted at least 12 semester units, as recorded on their official college transcript, is placed on academic probation if the student has earned below a cumulative 2.0 (C) grade point average.
- 2. Academic probation based on failure to maintain satisfactory progress:** A student who has enrolled in a total of at least 12 semester units, as recorded on their official college transcript, is placed on academic probation when the percentage of all units for which entries of W, I and NC are recorded reaches or exceeds 50 percent. (See Calendar for deadline dates for withdrawal.)

The two probation criteria described above are applied in such a manner that a student may be placed on probation under either or both systems.

A student on probation may petition the Academic Standards and Policies Review Committee, in accordance with College procedures, for removal from probation if that status has resulted from unusual circumstances beyond the student's control.

## REMOVAL FROM PROBATION

A student on academic probation on the basis of grade point average is removed from probation when his/her cumulative grade point average is 2.0 (C) or higher.

A student on academic probation on the basis of failure to maintain satisfactory progress is removed from probation when the percentage of units in this category is no longer 50 percent or above.

## DISMISSAL

A student in probationary status shall be subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable:

- The student's cumulative grade point average is less than 1.75 in all units attempted.
- The cumulative total of units in which the student has been enrolled for which entries of W, I, and NC have been recorded reaches or exceeds 50 percent.

Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning the Academic Standards and Policies Review Committee for reinstatement.

A student in dismissal status must meet with a counselor in the Student Success Program in order to be reinstated to the College and allowed to enroll in classes. The Student Success Program consists of a workshop and meeting with a counselor during the semester. Normally, students in dismissal status are restricted to a certain number of units. The student must demonstrate academic progress during the semester after reinstatement in order to enroll in subsequent semesters. Students who wish to waive the Student Success Program requirements must receive approval from a counselor or the Dean of Counseling.

## ACADEMIC RENEWAL POLICY

Up to 36 semester units of substandard coursework (i.e., D, F and NC) within a maximum of two semesters and one summer session which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions:

- The academic renewal policy may be applied when alleviation of prior work is necessary to qualify a student for financial aid, admission to a program, transfer to another institution, or for the completion of a certificate program.
- A period of at least three years must have elapsed since the course work to be alleviated was completed.
- A student seeking alleviation must have completed 9 units with a minimum cumulative grade point average since the course work to be alleviated was completed in accordance with the following scale:

Units	Grade Point Average
9	3.5
15	3.0
24	2.0

- The substandard course work to be alleviated must have been taken at Cañada College, College of San Mateo and/or Skyline College. The course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or equivalent accrediting agency.
- To request academic renewal, a student must file a formal petition with the Office of Admission and Records.

6. When academic course work is alleviated from the computation of a grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible providing a true and complete academic history. Although course work is being alleviated from the computation of grade point average, the courses and the actual grades will remain on the transcript.

## WITHDRAWAL FROM CLASSES

To withdraw from a class students may obtain a Petition to Change Program (add/drop form) from the Office of Admissions and Records, Building 2, second floor, or access WebSMART or SMART registration. Official withdrawal is the responsibility of the student. A student who does not withdraw in accordance with established procedures may receive a penalty grade.

A student may withdraw from a semester-length class during the first four weeks of instruction and no notation will be made on the student's academic record. In courses less than a regular semester's duration, a student may withdraw prior to the completion of 30 percent of the period of instruction and no notation will be made on the student's academic record.

After the fourth week of instruction, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction and a "W" grade shall be recorded on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be recorded on the student's academic record.

The academic record of a student who remains in class beyond the time periods set forth above must reflect a grade using an authorized symbol other than "W" (refer to Grades, Grade Points). A student who must withdraw for verifiable extenuating circumstances (i.e., personal illness, automobile accident, death or severe illness in the immediate family or other severe physical or emotional hardship), may petition the Academic Standards and Policies Review Committee for an exception to this policy. Any extenuating circumstance must be verified in writing (i.e., letter from physician, official accident report, obituary notice, etc.).

## MILITARY WITHDRAWAL

Military withdrawal may be requested when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a military withdrawal symbol (MW) will be assigned for each course if the withdrawal occurs after the period during which no notation is made for withdrawals on the student's record. Military withdrawals are not counted in progress probation and dismissal calculations. Students granted military withdrawal may request refund of the enrollment fee. The entire enrollment fee will be refunded unless academic credit has been awarded.

## COURSE REPETITION

### A. REPEAT FOR CREDIT

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments). These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the course description. Courses that are not so designated may not be repeated under this policy.

A student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Students who wish to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

Further information on this policy is available from the Office of Admissions and Records.

### B. GRADE ALLEVIATION

A student who has received a substandard grade of D, F, or NC in a credit course taken at Cañada College, College of San Mateo, and/or Skyline College may repeat the course for purposes of grade alleviation. Normally, a student may repeat a credit course only once. Under unusual circumstances, a student may petition the Dean of Admissions and Records for permission to repeat a course more than once.

Upon satisfactory completion of the repeated course, only the grade earned in the repeated course will be used in the computation of the grade point average. In no case will the unit value of the repeated course be counted more than once. The student's permanent academic record shall be annotated to ensure that all entries are legible and that a true and complete academic record is maintained. Although a course is being alleviated from the computation of the grade point average, the original course and actual grade will remain on the student's academic record.

To the extent possible, preference for enrollment in a credit course shall be given to students who have not previously taken the course. Exceptions to this policy may be made to the Dean of Admissions and Records. Course repetition involving work completed at a non-District institution may be honored on application to the Office of Admissions and Records.

### C. SPECIAL CIRCUMSTANCES

Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior permission from the Dean of Admissions and Records before such course repetition will be authorized.



Courses repeated under this provision shall be subject to the same terms and conditions outlined in “Grade Alleviation,” section B above. Grades awarded for courses repeated under this provision shall not be considered in calculating the student’s grade point average and in no case will the unit value of the repeated course be counted more than once.

## CREDIT BY EXAMINATION

A currently enrolled student in good standing may be permitted to obtain credit for courses listed in the Catalog if he/she is especially qualified through previous training or instruction and can demonstrate such qualifications by successfully completing an examination approved by the faculty of the appropriate division. Credit will not be allowed for a course for which credit has been previously granted or for which credit has been earned in a more advanced course in the same sequence. A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be applied from courses for which credit has been earned by examination. College credit earned by examination may not be used for meeting unit load requirements for programs such as financial aid or Veteran’s Educational benefits. Credits earned by examination cannot be used to satisfy the 12 unit residence requirement for the Associate Degree or Certificate of Completion. The student’s academic record shall be clearly annotated to reflect that credit was earned by examination. Credit by examination may be earned through the Advanced Placement Test (APT), the College Level Entrance Placement (CLEP) examination, credit by challenge, and/or credit by certification and/or license.

A student may challenge a course for credit by examination only one time. A challenge examination may not be used in order to improve a grade already received for a course.

## PREREQUISITES, COREQUISITES, AND RECOMMENDED PREPARATION

The Board of Trustees of the San Mateo County Community College District allows colleges to establish prerequisites, corequisites, and recommended preparation for courses and educational programs. Prerequisites and corequisites must be determined to be necessary and appropriate and must be established in line with Title 5 regulations in the California Administrative Code.

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or program. Prerequisites are so designated in course descriptions in this Catalog.

A corequisite is a course that a student is required to take simultaneously in order to enroll in another course. Corequisites are so designated in course descriptions in this Catalog.

Advisories or recommended preparation for a course or program is a condition that a student is advised, but not required, to meet before or in conjunction with enrollment. Advisories are designated as “recommended” in course descriptions in this

Catalog.

Students who wish to challenge a prerequisite or corequisite should contact the Matriculation Coordinator, Room 1215. (See Matriculation Policy for further information about prerequisites and corequisites.)

## SEQUENTIAL COURSES

To enroll in and receive credit for sequential courses, students must complete the courses in order – e.g., English 836 and Reading 836 must be completed before English 100. Also, a student may not enroll in or receive credit for a course taken after successful completion of an equivalent course – e.g., French 111 cannot be taken after successful completion of French 110.

## ACADEMIC STANDARDS AND POLICIES REVIEW COMMITTEE

The Academic Standards and Policies Review Committee considers requests for waivers and/or exceptions to academic policies. Inquiries should be directed to the Office of Admissions and Records.

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PART 3 DIVIDER

# 28 STUDENT RECORDS, RESPONSIBILITIES AND RIGHTS

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## PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the Student's education records within 45 days of the day the College receives a request for access. Students should submit to the Dean of Admissions and Records, a written request that identifies the record(s) they wish to inspect. The Dean will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the Dean of Admissions and Records for the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The Act provides that the College may release certain types of "Directory Information" unless the student submits a request in writing to the Dean of Admissions and Records that certain or all such information not be released without his/her consent. Currently enrolled students may request that "Directory Information" be withheld by notifying the Dean of Admissions and Records in writing each term or semester. Such requests must be submitted within two weeks after the first day of instruction.

"Directory Information" at the College includes: (1) student's name and city of residence, (2) participation in recognized activities and sports, (3) dates of enrollment, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended, and (6) height and weight of members of athletic teams.

A copy of the Family Educational Rights and Privacy Act (Sec. 438, P.L. 93-380) is available in the Office of Admissions & Records, Building 2, Student Services Center, during normal business hours or on the web.

## STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

In order to make Skyline College a safe and pleasant environment for students and employees, the College has established procedures in compliance with the Student Right-to-Know (SRTK) and Campus Security Act (Federal Public Law 101-542). Persons seeking information concerning Skyline College law enforcement procedures, crime prevention efforts, and crime statistics should contact the College Security Office, Building 2, Room 2319, (650) 738-4301.

The Act also requires institutions to make available the completion or graduation rate of certificate or degree-seeking full-time students. Persons seeking information concerning completion or graduation rates specified by the Act should contact the Public Information Office, Building 1, Room 1318, (650) 738-4324, or view the information on the College web site at <http://skylinecollege.edu/smcccd/skyline/sts/research/srtk.html>. A paper copy of this information may be obtained at the Office of Admissions and Records, Building 2, Student Services Center, (650) 738-4251.

More information about SRTK may be found on the California Community Colleges Chancellor's Office website at <http://srtk.cccco.edu/index.asp>.

## HOLDS ON STUDENT RECORDS

A hold will be placed on a student's record by the Office of Admissions and Records for fees and any other financial obligations owed to Cañada College, College of San Mateo, and/or Skyline College. Students will be notified when holds have been placed on their records. Students will not be allowed to register or have any educational records released, including transcripts, while an outstanding balance remains on their account.

## ACADEMIC INTEGRITY

Academic dishonesty defrauds all those who depend upon the integrity of the College, its courses and its degrees and certificates. The college community has the responsibility to make every reasonable effort to foster honest academic conduct.

Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill that he or she does not possess. The two most common kinds of academic

dishonesty are “cheating” and “plagiarism.” Cheating is the act of obtaining or attempting to obtain academic work through the use of dishonest, deceptive, or fraudulent acts. Plagiarism is representing the work of someone else as his/her own and submitting it to fulfill academic requirements.

It is the student’s responsibility to know what constitutes academic dishonesty. If a student is unclear about a specific situation, he/she should speak to the professor. The following list includes, but is not limited to, some of the activities which exemplify academic dishonesty:

#### **Cheating:**

- Copying, in part or in whole, from someone else’s test.
- Submitting work presented previously in another course, if contrary to the rules of either course.
- Altering or interfering with grading.
- Using or consulting any sources or materials not authorized by the professor during an examination.
- Committing other acts that defraud or misrepresent one’s own academic work.

#### **Plagiarism:**

- Incorporating the ideas, words, sentences, paragraphs, or parts of another person’s writing, without giving appropriate credit, and representing the product as your own work.
- Representing another’s artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- Submitting a paper purchased from a research or term paper service.

#### **Other specific examples of academic dishonesty:**

- Purposely allowing another student to copy from your paper during a test.
- Giving your homework, term paper or other academic work to another student to plagiarize.
- Having another person submit any work in your name.
- Lying to an instructor or College official to improve your grade.
- Altering graded work after it has been returned, when submitting the work for re-grading without the instructor’s permission.
- Removing tests or examinations from the classroom without the approval of the instructor.
- Stealing tests or examinations
- Having a typist correct work for spelling or grammar (if contrary to the rules of the course).
- Forging signatures on drop/add slips or altering other College documents.

#### **Consequences of Academic Dishonesty:**

Academic sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, you may:

- Receive a failing grade on a test, paper, or examination.
- Have your course grade lowered, or possibly fail the course.

Under the standards of Academic Sanctions, you may be subject to:

- A warning
- Temporary exclusion from an activity or class
- Censure
- Disciplinary probation
- Suspension
- Expulsion

The Dean of Admissions and Records maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once.

#### **Student Appeals:**

In all instances, a student who has been subject to an academic or administrative sanction has the right to appeal the decision of the professor or administrator in accordance with established College due process procedures. Refer to Student Grievance and Appeals Policy in the **Student Handbook**.

## **ATTENDANCE REGULATIONS**

The more class sessions students miss, the greater the chances that grades may suffer. Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Regular attendance affords the student the opportunity to acquire the content of the specific session and, over the length of the course, the continuity of the professor’s plan for the presentation of the subject matter in the course.

### **WHEN REPEATED ABSENCES PLACE THE PROBABILITY OF THE STUDENT’S SUCCESS IN DOUBT, THE PROFESSOR MAY DROP SUCH A STUDENT FROM THE COURSE.**

Absence means non-attendance for whatever reason. It is the prerogative of the professor to determine when absences are excessive. A guideline used by many professors to determine when absences are considered excessive is when the student has been absent twice the number of clock hours that the class meets during a week, or a pro-rata value designed to relate to shorter than semester length courses or practicum intensive programs. This is strictly a guideline and will vary with each professor depending on the subject matter of the course or laboratory. The professor will only drop a student from a course if absences, in the opinion of the professor, have placed the student’s success in jeopardy.

If the student believes that there were extenuating circumstances related to the absences which resulted in being dropped from a course, the student may petition the Academic Standards and Policies Committee within five academic calendar days. The petition must contain an explanation of the absences, progress in the course to date, and justification for reinstatement. If the absences were due to illness, the petition must include a physician's written confirmation or a confirmation from the College Health Center. A student submitting a petition may, with the permission of the professor, remain in class until the decision of the Academic Standards and Policies Committee is reached. After considering the petition, the Committee will make a recommendation to the professor. In all cases, the decision of the professor is final.

## CONDUCT

Students enrolled in Skyline College are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution. Students are also subject to civil authority and to the specific regulations established by each college in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District. Each student has the obligation to know and uphold College Rules and Regulations as detailed in the **Student Handbook**.

Social or other functions which have been approved by the appropriate administrative office may use the name of the College and are thereby identified as College functions and become subject to the same high standards of conduct and of supervision, whether conducted on or off the campus.

Social or other functions for which no patrons are listed from the membership of the faculty are not College functions. No off-campus organizations may use the College name or imply College sponsorship in any publicity or other information.

Any student may be subject to disciplinary action, including suspension and/or expulsion, if his/her actions on campus are disruptive or are in violation of College rules and regulations. In cases involving disciplinary action, the student will have access to established appeals procedures.

## AUTHORITY OF PROFESSORS

Students are expected to be prepared for the course(s) in which they enroll and to be able to demonstrate to the professor their levels of preparation, if requested to do so. Students are also expected to perform the work of the course in a timely and systematic manner. The professor of a course has the authority to determine the level of preparation and level of performance of any student enrolled in that course. Any professor, with the approval of the Vice President, may seek to exclude from a course any student whose conduct is disruptive. Any student who refuses to leave a classroom when requested to do so

by the professor or by an administrator of the College is subject to disciplinary action.

## TEMPORARY LEAVE OF ABSENCE

Students who will be absent for more than one week should notify their professors. If the cause of the absence is due to health reasons, the College Nurse should also be notified.

## EXTENDED LEAVE OF ABSENCE/ WITHDRAWAL FROM COLLEGE

College Policy permits the granting of a leave of absence to students who find it necessary to withdraw from all of their courses for reasons involving extenuating circumstances. For the purpose of this policy, only cases of verified accident, illness or other extraordinary circumstances, beyond the control of the student, will be considered.

1. A petition for an Official Leave of Absence may be filed at any time during the semester. Circumstances warranting the leave must be verified and/or documented, where applicable.
2. After 75% of the semester has passed, all petitions for an Official Leave of Absence, along with all supporting documentation, must be reviewed by the Academic Standards and Policies Committee to determine eligibility. Students will be notified within seven calendar days of the Committee's decision.
3. Students who have completed a short course or completed units in a variable unit course prior to the effective date of the Leave of Absence will be issued those units and will be liable for any applicable fees.
4. Courses for which a student receives a "W" as a result of receiving an Official Leave of Absence will not be included in the computation of academic progress.

Petitions for an Official Leave of Absence are not granted automatically and must be filed, along with all supporting documentation, to avoid the possibility of receiving penalty grades.

## STUDENT GRIEVANCES AND APPEALS

Students are encouraged to pursue their academic studies and become involved in other sponsored activities that promote their intellectual growth and personal development. The College is committed to the concept that, in the pursuit of these ends, the student should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he/she has been subject to unjust actions, or denied his/her rights, redress can be sought through the filing of an appeal or grievance. Detailed information is provided in the Student Handbook, which is available in the Student Activities Office. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Student Activities Office in Building 2, Room 2350b, or call (650) 738-4275.

## FINES

Fines are assessed for failure to comply promptly with library regulations, and students are also required to pay for careless or unnecessary damage to College property. Students who are delinquent in their financial obligations to the College may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the College authorities. Future admission/registration may be denied until these delinquencies are removed.

## NON-DISTRICT SPONSORED TRANSPORTATION

Some classes may be conducted off campus. Unless you are specifically advised otherwise, you are responsible for arranging for your own transportation to and from the class site. Although the District may assist in coordinating the transportation and/or recommended travel times, route or caravanning, be advised that the District assumes no liability or responsibility for the transportation, and any person driving a personal vehicle is not an agent of the District.

## FIELD TRIP/ EXCURSION GUIDELINES

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the District, its officers, agents, and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity.

## POLICY ON SEXUAL HARASSMENT

It is the Policy of the San Mateo County Community College District and Skyline College to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff, and/or the harassment of staff by students or other staff, is considered intolerable behavior that will be investigated and acted upon immediately.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violations of this policy should contact the Vice President of Student Services, Building 1, Room 1315, (650) 738-4333.

Additional redress: In addition to and concurrently with the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate governmental agencies such as the Equal Employment Opportunity Commission, the Office of Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or State or Federal Court.

## POLICY ON DRUG-FREE CAMPUS

Skyline College, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on District or College property or at any function sponsored by the District or Colleges.

Students are expected to conduct themselves as responsible citizens and in a manner compatible with the Community College function as an educational institution. Students are subject to civil authority and to all District and College rules and regulations. Students found to be in violation of the drug-free campus policy by manufacturing, distributing, dispensing, possessing or using controlled substances, as defined in California statutes, on any District property will be subject to disciplinary measures up to and including possible cancellation of registration.

The College Health Center will provide information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs. Students may be referred to various outside agencies for enrollment in a drug recovery program.

## POLICY ON SMOKING

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor locations and within a distance of fifteen (15) feet from any District doorway, entrance to an interior area, or air intake vent. Violation of this policy could lead to disciplinary action under usual disciplinary procedures. For a complete copy of the Smoking Policy and Guidelines, contact the Student Activities Office, (650) 738-4275.

## REVISIONS OF REGULATIONS OR POLICIES

Any changes in regulations or policies adopted by the San Mateo County Community College District Board of Trustees or the administration of Skyline College will be considered an official ruling and will supercede any regulation or policy on the same subject which appears in this Catalog and/or other official publications, provided that the new regulation or policy has been officially announced and posted.

## POLICY AND PROCEDURES FOR UNLAWFUL DISCRIMINATION COMPLAINTS

The policy of San Mateo County Community College District is to provide an educational and employment environment in which no person shall be unlawfully denied full and equal access to, the benefits of, or be unlawfully subjected to discrimination on the basis of ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability in any program or activity that is administered by, funded directly by, or that receives any financial assistance from the State Chancellor or Board of Governors of the California Community Colleges.

The policy of the District is also to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment.

Employees, students, or other persons acting on behalf of the District who engage in unlawful discrimination as defined in this policy or by state or federal law may be subject to discipline, up to and including discharge, expulsion, or termination of contract.

In so providing, San Mateo County Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101)<sup>1</sup>.

The Officer designated by the District to receive and investigate staff and student complaints of unlawful discrimination is the Vice Chancellor, Human Resources and Employee Relations, at (650) 358-6767.

Authority: Cal. Code Regs., tit. 5, § 59300; Gov. Code, §§ 11135-11139.5; Ed. Code, § 66250 et seq.; 42 U.S.C. § 2000d; 20 U.S.C. § 1681; 29 U.S.C. § 794; 42 U.S.C. § 12100 et seq.; 42 U.S.C. § 6101.

<sup>1</sup> If the federal statutes cited above would result in broader protection of the civil rights of individuals than that broader protection or coverage shall be deemed incorporated by reference into, and shall prevail over conflicting provisions of Title 5, section 59300, as cited in the Model Policy.

## POLÍTICA DE NO DISCRIMINACIÓN

Skyline College no discrimina por razones de raza, color, nacionalidad, sexo, orientación sexual, edad, incapacidad física, religión, u otros factores en sus leyes, procedimientos o prácticas conforme a los reglamentos establecidos por el Título VI del Acta de Derechos Civiles de 1964, el Título IX de las Enmiendas Educativas de 1972 (45 CRF 86), el Acta de Rehabilitación de 1973, Sección 504.104.7 and 104.8 y B (PL93-112), el Acta de Americanos Incapacitados de 1992, y el Acta de Discriminación por Edad (42 U.S.C.-6101). La Política de No Discriminación, así como el procedimiento para presentar quejas se encuentra en el documento titulado "Política sobre Discriminación y Acoso

Sexual y Procedimiento para la Presentación de Quejas". Toda pregunta relacionada con estas normas deberá dirigirse a Harry Joel, Vice-Canciller de Recursos Humanos, quien es el oficial nombrado por el Distrito para recibir e investigar las quejas presentadas por parte de los alumnos de Skyline College. Su numero de teléfono es: (650) 358-6767.

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## **ATHLETICS**

Skyline College sponsors men's and women's intercollegiate athletic competition within the Coast Conference for the benefit of those students interested in team competition.

Skyline adheres to the California Community College Athletic Code and to the Coast Conference eligibility rules and regulations. Final decisions rest with the Coast Conference Commissioner or the California Community College Commission on Athletics.

For further clarification contact the Athletic Director, Building 3, Room 3102, (650) 738-4271.

## **CHILD CARE**

The Skyline College Children's Center is located at the Loma Chica School across the street from campus and provides a comprehensive child development program as a service to assist low income students who have young children. The center is open from 7:30 a.m. to 5 p.m. during Fall and Spring semesters and during the six-week summer session. The Toddler Program serves children ages 18-30 months and the Preschool Program serves children ages 2½-5 years. One parent must be enrolled at Skyline College. The program is subsidized by the California Department of Education and fees are based on a sliding scale. For more information, call (650) 359-8637.

## **COUNSELING CENTER**

The Counseling Division at Skyline College is designed to assist students in all aspects of their development as students. The division's aim is to help students be successful at accomplishing their goals. Career and educational counseling are emphasized. A counselor can help a student establish both immediate and long range goals and provide information about courses and programs that transfer to four-year colleges and universities. Counselors assist students in developing an individual Student Educational Plan (SEP), which is their guide to achieving their goals. All students are required to have an SEP on file once they have completed 15 units at Skyline College. Assistance with students' personal and social concerns is also available.

Counseling appointments are made in the One-Stop Student Services Center, Building 2, second floor, or by calling (650) 738-4317. Drop-in counseling is also available for brief informational questions. Check the Class Schedule for drop-in times.

## **TRANSFER OPPORTUNITY AND CAREER CENTER**

The Transfer Opportunity and Career Center (TOCC) is located in Building 2, Room 2227. The Center provides comprehensive transfer and career services, resources and activities.

Transfer support services include transfer counseling, transfer, financial aid and application workshops, university tours, visits with university representatives, a yearly Transfer Day, and extensive transfer information and articulation resources. The Transfer Center also coordinates guaranteed transfer programs with selected universities such as UC Davis, UC Santa Cruz, UC Riverside and Notre Dame de Namur University. Extensive trans-

fer information and a full calendar of activities is also available online through the Transfer Center web page, which can be accessed at <http://skylinecollege.edu>. The Center also works in cooperation with multicultural campus support services in activities that promote transfer for underrepresented students.

Comprehensive career services, which include resources that provide job descriptions, salary studies, future career trends and emerging occupations, are also provided by the TOCC. Traditional career assessment and interpretation services are provided, along with individualized career counseling to enhance students' career search in planning their educational and vocational goals. Students may also explore numerous computerized guidance systems such as EUREKA and Career Path.

Job placement opportunities are made available through postings in a job binder in the TOCC.

The Center has both day and evening hours. Students are invited to visit the TOCC and pick up calendars of transfer and career events, or call (650) 738-4337 (Career Center) or 738-4232 (Transfer Center) for further information.

## **DISABLED STUDENTS PROGRAM**

Skyline College's Disabled Students Program and Services (DSPS) is designed to equalize the educational opportunities of physically and learning disabled students. Skyline offers services to students with learning disabilities, psychological disabilities, and long or short-term physical disabilities. Services include, but are not limited to, ASL interpreting, registration assistance, extended time placement testing, lockers, adaptive physical education classes, access to and classes in using computers with adaptive software and hardware, alternate formats of textbooks and printed materials upon request, as well as tutoring services.

Skyline College and this program are committed to providing services that will enhance the educational experience of its disabled student population. For a more detailed description of the Disabled Students Program, stop by the Disabled Students Program and Services Office, Building 2, Room 2208. Office hours are Monday through Friday, 8 am to 4 pm. Office hours are extended until 7 pm on Tuesday evenings. The telephone number is (650) 738-4280; TDD (650) 738-4329.

## **EXTENDED OPPORTUNITY PROGRAM AND SERVICES (EOPS)**

Extended Opportunity Program and Services (EOPS) is designed to improve access, retention and completion of educational goals by students who are both low income and educationally disadvantaged. EOPS students have the potential to succeed in college but have not been able to realize their potential because of economic and/or educational barriers.

EOPS offers a range of services such as counseling, one-on-one tutorial assistance, bilingual counseling in Spanish, transfer assistance, UC and CSU application fee waivers, a book service program, vocational grants, and a calculator loan program. In addition, EOPS students who are single heads of households receiving AFDC/TANF or CalWORKs with a child under the age

of 14 are eligible for the Cooperative Agencies Resources for Education (CARE) program. CARE provides additional services and support to students by way of childcare, transportation assistance, automotive grants, and special workshops specifically tailored to the needs of CARE students.

EOPS is committed to helping students access the resources necessary to succeed in college and works cooperatively with other programs and services on campus whose goals are enhancing scholastic achievement and academic excellence. EOPS also sponsors activities and workshops that provide cultural enrichment and which promote personal growth. The EOPS office is located in Building 2, Room 2212. Hours of operation are 8 a.m. to 4:30 p.m. For additional information call (650) 738-4139, email [skyeops@smccd.net](mailto:skyeops@smccd.net), or visit the EOPS web page at <http://skylinecollege.edu>.

## FINANCIAL AID

Skyline College is dedicated to the concept that no individual should be denied an education solely for financial reasons. The purpose of financial aid is to provide access and resources to those students who need financial assistance to meet the basic costs of attending college. All students who apply for admission to the college are encouraged to apply for financial aid.

There are four types of financial aid: 1) Grants, 2) Scholarships, 3) Employment, and 4) Loans. There are two primary sources of financial aid - the Federal government and the State of California. To be eligible for all federal and most state grants and loans, students must meet the following criteria:

- Be an U.S. citizen or an eligible non-citizen (permanent resident, resident alien, refugee, asylee). NOTE: The Board of Governor's Waiver may have less restrictive residency requirements for non-U.S. citizens.
- Be enrolled or eligible for enrollment at Skyline College.
- Have completed the Skyline College matriculation process.
- Be enrolled in a degree, certificate program or an eligible transfer program. Short certificate programs may not qualify for federal aid.
- Meet Financial Aid academic progress requirements; these requirements are not the same as the college academic progress requirements.
- Have financial need.
- Not be in default on a Federal student loan or owe a repayment of a federal grant.
- Have a high school diploma, a GED (General Equivalency Diploma), or state certificate of completion, or pass an assessment test to determine an ability to benefit.
- Male students must be registered with Selective Service unless not required to register.
- Must not have been convicted of the possession or sale of drugs.

Further information about all programs and types of resources available can be found in the Student Financial Aid Handbook and/or on the College website under Financial Aid.

### To Apply for Financial Aid:

Most of the resources mentioned require a student to complete and submit the Free Application for Federal Student Aid (FAFSA), either by completing a paper application or an electronic application available at <http://www.fafsa.ed.gov>. Some additional College forms must be completed to provide information required before financial aid can be awarded. Applications may be submitted at any time during an academic year. The deadline to apply for the California Grant programs only is March 2 or September 2 (for community college students only) prior to the next academic year. Scholarship applications do not require completion of the FAFSA. Skyline College Scholarship applications are distributed in the spring of each year. The deadline for applications is generally the end of February. Students should check the Scholarship bulletin board outside the Financial Aid Office on a regular basis for announcements about scholarships.

### Awards and Disbursement of Financial Aid:

When a financial aid file is completed, the file will be reviewed within three weeks of receipt of all documents required. Students will be notified of eligibility for financial aid and amounts of funding that will be available in an award letter sent by the Financial Aid Office. First time students must attend a Financial Aid Orientation before receiving funding. Continuing students' checks will be mailed approximately two weeks after notification of an award. Students who seek and attain employment on campus must work to earn the funds provided and are paid on a monthly payroll. Students who desire a loan must complete additional paperwork to apply for the loan.

### Return of Federal Funds When a Student Withdraws:

Students who receive federal financial aid and do not attend any classes or who withdraw from all classes prior to completing more than 60% of the semester will be required to repay all or part of any unearned funding that was paid to them. A student's withdrawal date, for purposes of federal financial aid, will be determined as follows:

1. The date the student officially notified the Admissions Office of his or her intent to withdraw, or
2. The midpoint of the semester for a student who leaves without notifying the college, or
3. The student's last date of attendance at a documented, academically-related activity.

Students will be billed for any funds that are required to be repaid. Funds must be repaid immediately or the student may be reported to the U.S. Department of Education for a grant overpayment.

For more detailed information about Financial Aid, students should visit the Financial Aid Office in Building 2, Student Services Center, visit the Skyline College website, or call (650) 738-4236.

## HEALTH SERVICES

The following services are available from the Skyline College Health Center:

- Emergency care and first aid
- Health screening for blood pressure, hearing, vision, Tuberculosis, and pregnancy
- Consultation and evaluation of present health condition
- Nutrition and stress counseling
- Counseling and referrals for problems related to alcohol and drugs, eating disorders, acquaintance/date rape, and other related matters
- Anonymous HIV counseling and referral

Emergency and accident insurance coverage is in effect when students are on campus or attending college sponsored events. Students are encouraged to carry their own health and dental insurance. An application for low cost medical and dental insurance is available through the College Health Center.

The Skyline College Health Center is located in Building 2, Room 2205 and is open from 8 a.m. to 4:30 p.m. and 6:00 p.m. to 8:30 p.m. Monday through Thursday, and from 8 a.m. to 4:30 p.m. on Fridays, while classes are in session. The College Health Center is closed on weekends. College Health Center personnel are happy to assist students with any health issues. Please feel free to drop in or call the Center at (650) 738-4270.

## CONTINUING EDUCATION HOURS FOR HEALTH PROFESSIONALS

The following courses comply with the requirements of the Board of Registered Nursing for continuing education hours taken by registered nurses and vocational nurses for their relicensures. The general public is welcome unless course description states otherwise.

Skyline College will issue a certificate to each licensee as verification that the established criteria for successful completion of these courses have been met. One unit of credit equals 15 CEU hours. Skyline College provider number is 00227.

Courses approved for CEU hours include, but are not limited to, the following:

- Anthropology 110, 360
- American Sign Language 111, 112
- Business 101, 103, 123, 264
- Career 665
- Computer Science 155
- Family & Consumer Sciences 212, 313, 392
- French 110, 111, 112, 120, 121, 122
- Health Science 130, 150
- History 235
- Italian 111, 112, 121, 122
- Japanese 111, 112
- Management 120, 235
- Mathematics 200
- Philosophy 103, 240
- Psychology 105, 110, 171, 201, 268, 301, 390

- Respiratory Therapy 430, 445, 450, 475, 485, 490
- Social Science 115
- Sociology 105, 141, 665
- Spanish 110, 111, 112, 120, 121, 122, 130, 140
- Speech 120

See the College Nurse for a complete list of approved courses.

## HOUSING

The Coordinator of Student Activities will assist students in finding housing in the community. All arrangements are made between the owner and the student. Dormitories or college sponsored housing facilities are not available. Questions regarding housing should be directed to the Student Activities Office, Room 2350b.

## PARKING

All persons driving an automobile, truck or van who utilize campus parking facilities during scheduled class hours and final examination periods are required to pay a parking permit fee (motorcycles are excluded if parked in designated motorcycle parking). Students enrolled exclusively in weekend or off-campus classes are exempt. The parking fee is \$30.00 for fall and spring semesters and \$20.00 for the summer session. These fees are nonrefundable except by action of the college. **Parking permits may be transferred from one vehicle to another.** One replacement permit may be purchased for \$20.00 if the initial permit is lost or stolen.

One day parking permits are available for \$1.00 per day (in quarters only) from coin operated parking permit dispensers in the visitors Parking Lot 3, Parking Lot 5 or Parking Lot 8. Refer to the campus map for dispenser locations.

Students may pay for their parking permits at the time of **SMART** or **WebSMART** registration, or in person at the Cashier's Office, Bldg. 2, Student Services Center. The permit, once purchased, may be obtained either at the Cashier's Office, or the Security Office, Bldg. 2, third floor, Room 2319. Security Office hours are 8:00 am to 8:00 pm Monday-Thursday, and 8:00 am to 4:00 pm on Fridays.

Day students must park in student lots only. Evening students may park in student lots and staff lot 8. All other staff lots are reserved for staff only. Please refer to the campus map for parking lot locations. While parking in Skyline College campus parking lots, students must obey all campus, local and state regulations. **Backing into parking spaces is prohibited, and violators will be cited.**

At the beginning of each term, a grace period of two weeks (one week for summer session) will be in effect in **student parking lots only**. The grace period does not apply to staff lots and other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a parking permit is not a guarantee of a parking space. Skyline College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of campus parking facilities is at the user's risk.

However, any such incidents should be reported to the Campus Security Office, Bldg. 2, Room 2319, (650) 738-4199.

Physically disabled students who drive vehicles to campus must have a state-issued DMV placard. This placard allows parking in designated disabled parking spaces on campus. Students must purchase a student parking permit issued through Skyline College. Disabled parking is available in student or staff lots.

Transportation from student lots to campus may be arranged through the Disabled Students Program & Services Office at (650) 738-4280.

## STUDENT ACTIVITIES

Experience and involvement in student government are provided for the students of Skyline College under the regulations of the governing board of the San Mateo County Community College District.

Students have an opportunity to develop skills in group leadership, to learn techniques of democratic government and citizenship, as well as to develop responsibility and desirable life habits and attitudes.

The purposes of the Associated Students of Skyline College (ASSC) are:

1. To promote the general welfare of the students.
2. To assure equality of opportunity among the students.
3. To offer an experience in practice of American democratic government.
4. To encourage student participation in the planning and direction of student activities as permitted under the California Education Code and the policies of the Board of Trustees.

The governing body of the Associated Students will coordinate the activities of all student clubs and organizations of the College.

The student activities program is an important part of the educational experience at Skyline College. All registered students are encouraged to participate in the various offerings of the activity program.

With the advice and assistance of the Coordinator of Student Activities, the Student Council directs and supervises all student activities in which the College is represented. Because the direct financial support for many of the activities comes from the purchase of Student Body Cards, students wishing to support these activities will have the opportunity to purchase cards at registration or in Bldg. 2, Room 2350b.

Members of the ASSC who purchase Student Body cards receive the following benefits:

1. Free admission to all regular home athletic games.
2. Admission to social and other activities at rates to be determined by the Student Council.
3. Discount rates for selected services on campus and in the community.
4. Opportunity to hold office.

## STUDENT CLUBS

In order to secure the most from college life, students are encouraged to participate in one or more of the many clubs organized within the Associated Students. These clubs offer many and diverse opportunities to students for both social and educational contacts. Each club elects officers and plans its own program for the semester. A list of student clubs may be found in the current Class Schedule.

Students interested in learning about existing clubs or how new clubs may be formed are invited to speak with the Coordinator of Student Activities, Room 2350b, or call (650) 738-4275.

Sororities, fraternities and other secret organizations are banned under the Education Code of the State of California.

## STUDENT PUBLICATIONS

The following publications are published for the student body:

The **Student Handbook**, which contains information for incoming students about campus rules and student conduct, college staff, student organizations and services of the college.

**The Skyline View**, a biweekly, student-run newspaper that covers the campus community and is produced by Skyline College journalism students. Publication opportunities for non-journalism students include guest opinion columns, letters to the editor, and more.

**Talisman**, the literary magazine produced by the English 161/162 Creative Writing class each May, contains original art and literature. The Victoria Alvarado Memorial Short Story Award, including a cash prize, is given for the best story submitted. The Dorothy Dutcher Award is given for the best submission in poetry or in journal-writing.

## VETERANS AND VETERANS' DEPENDENTS

Skyline College is listed by the Veterans Administration as qualified to receive students under various programs. Students interested in attending Skyline College under the veterans' programs should contact the Veterans' Affairs Assistant in the Office of Admissions and Records to initiate their claims for education benefits. The amount of benefits received by each veteran will vary according to the following scale of units attempted:

- 12 units – full-time benefits
- 9 units – three-quarters benefits
- 6 units – one-half benefits

The State of California provides a program for children of veterans who are deceased or disabled from service-connected causes. Applications should be made to the California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

Veterans may also receive college credit upon presentation of discharge papers (DD214) showing honorable discharge and

active service of one year or more. Eligible veterans may receive a total of six units of credit and may qualify for up to 14 additional units for work satisfactorily completed under certain training programs in the armed forces. Proof of such work should be presented to the Office of Admissions and Records, where these records will be evaluated and any credit awarded will be posted to the student's record. These units cannot be counted toward the semester unit requirement for collecting benefits.

Students in the six-month Reserve Training Programs are not eligible for this credit. This is in accordance with the recommendation of the American Council on Education, issued September, 1968.

See "Veterans and Veterans' Dependents" under the Admission section of this Catalog for further information.

## **LIMITATIONS ON PROGRAMS AND SERVICES**

In order to be able to adjust to the changing availability of resources, Skyline College reserves the right to modify the programs, services, and regulations detailed in this catalog. Regulations are also subject to change by actions of the State legislature and the Board of Governors of the California Community Colleges.

# 38 SPECIAL PROGRAMS

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## ASTEP

### (AFRICAN AMERICAN SUCCESS THROUGH EXCELLENCE AND PERSISTENCE)

The ASTEP Program is designed to improve access, retention and completion of academic goals for African American students by providing them with greater opportunities to develop and enhance their scholastic achievement and academic excellence.

The ASTEP Program offers courses taught from an Africentric perspective. In addition, a variety of support services such as mentoring, academic counseling, group tutoring, priority registration, and academic skills workshops are provided, along with student leadership training seminars and community service learning opportunities. ASTEP also sponsors activities, colloquiums, and field trips that encourage cultural enrichment and promote personal growth. To support students in their goal of transferring to a four-year college or university, ASTEP conducts tours of local colleges and universities that allow students to develop personal experiences in understanding college and university campus life.

More detailed information about the ASTEP Program is available by calling (650) 738-4161, or by visiting the ASTEP web page at <http://skylinecollege.edu>.

## CALWORKS

Skyline College provides assistance to persons who are or were receiving TANF or AFDC benefits, or who have received them within the last two years. Financial assistance and other grants are available to help eligible students with costs related to child care, enrollment fees, books, parking permits, bus passes, and work study.

The CalWORKs office is located in Building 2, Room 2239. For more information about CalWORKs, call (650) 738-4480.

## HONORS TRANSFER PROGRAM

The Skyline College Honors Transfer Program provides enhanced transfer and educational opportunities for highly motivated students who seek a challenging academic experience for intellectual and personal growth. The program provides special Honors sections of regular courses and seminars taught by outstanding instructors, as well as enriched cultural and leadership activities to help Honors students achieve their academic and personal goals.

The program is committed to making it possible for Honors students to maximize their potential by expanding their intellectual capabilities, developing creative and critical thinking skills, practicing leadership skills, and opening new pathways to educational and personal quests.

Some of the advantages of being in the Honors Transfer Program are enhanced transfer and educational opportunities in the form of scholarships, priority consideration to selective universities, honors recognition on transcript, leadership and community service activities, and cultural enrichment. In addition, students are taught by inspiring instructors in a stimulating

environment among other students who seek intellectual challenges to prepare them to succeed in a university setting. Honors students work with a designated Honors counselor who provides them with academic and personal counseling in planning both short- and long-term educational and career goals.

Eligibility criteria for the program are:

- Eligibility for English 100 and
- Eligibility for Intermediate Algebra (Math 120)

And at least one of the following:

- Minimum 3.5 high school GPA, or
- An SAT score of at least 1200, ACT score of 26, or
- Minimum cumulative college GPA of 3.25 in at least 9 units of college degree applicable courses.

Interested students who do not meet the eligibility criteria above may be admitted into the program on a provisional basis. In addition to the application form, these students must also:

1. Be referred by an instructor or counselor, and
2. Be interviewed by the Honors Coordinator and Honors Counselor.

To complete the program, students must graduate with a minimum 3.0 overall GPA and a 3.0 GPA in at least 15 units of Honors coursework. In addition, students must complete a community service requirement. Each Honors course completed will be noted "Honors" on the student's transcript, and students who complete the program will be recognized at graduation. In addition, many universities recognize academic excellence as reflected by completion of the program.

For more information and an application form, contact Connie Beringer, HTP Coordinator, at (650) 738-4343, or e-mail her at [beringer@smccd.net](mailto:beringer@smccd.net), or visit the Honors Transfer Program web page at <http://skylinecollege.edu>, click on Honors at Skyline.

## HONOR SOCIETY – PHI THETA KAPPA

Beta Theta Omicron is the Skyline College chapter of Phi Theta Kappa, the International Honor Society for two-year colleges. Beta Theta Omicron has earned five star status – the highest status awarded to a chapter. Members of Phi Theta Kappa are eligible for the National Dean's List, the All-America and All-California Academic teams, and a wealth of scholarships at four-year colleges and universities that are available only to Phi Theta Kappans.

Students who have completed 12 units at Skyline College with a GPA of 3.5 in degree-applicable courses and who are currently enrolled are eligible to join. All members of Beta Theta Omicron are lifetime members of Phi Theta Kappa.

Members may participate in a variety of leadership, scholarship, fellowship, and service activities provided by Beta Theta Omicron. Additional information and applications are available at <http://skylinecollege.edu/boo>. Applications are also available in the Office of Admissions and Records.

## MESA

### (MATH, ENGINEERING & SCIENCE ACHIEVEMENT)

The MESA (Math, Engineering, & Science Achievement) Program at Skyline College provides support, encouragement and assistance to students with math and science based majors. MESA serves economically disadvantaged students who plan to transfer to a four-year university and major in such subjects as Biology, Chemistry, Computer Science, Earth Science, Engineering, Math, Nursing, Physical Therapy, Physics, and Pre-Med. The MESA Program offers academic and transfer counseling, field trips to universities and industries, Academic Excellence Workshops, and leadership development opportunities. Students also have access to the MESA Center, which gives them a chance to work on school projects, meet other students with similar majors, or access the internet using the program's computers.

The MESA Center is located in Building 7, Room 7207. For more information contact Rick Hough at (650) 738-4193 or Tiffany Reardon at (650) 738-4244.

## PUENTE

The goal of the Puente Program is to increase the number of educationally under-served students who enroll in four-year colleges and universities. Through the reading of Chicano/Latino literature and writings, counseling assistance, and connections to professional mentors, students receive the instruction and support they need to achieve academic success and transfer. Students also participate in extracurricular activities, such as college tours, UC representative visits, and family nights, which are designed to increase the retention of Puente Students. Originally, the goal of the Puente Program was to increase the number of Mexican American and Latino students who transfer to four-year colleges and universities. Today, the program is open to all students.

The Puente Program curriculum includes the following courses:

**Fall Semester** English 836 (Writing Development)  
and CRER 650 (Puente Seminar)

**Spring Semester** English 100 (Composition)

For more information, contact Puente Program Counselor Imelda Hermsillo at (650) 738-4493, Building 2, Room 2215.

## TECH PREP

Skyline College Tech Prep programs link the last two years of high school and two years of community college study. Tech Prep programs prepare students for success in high-skill, high-wage careers through curriculum that integrates academics with hands-on experiences.

Tech Prep articulation agreements have been approved by local high schools, the San Mateo County Regional Occupational Program (ROP), and Skyline College in the following areas: Accounting, Automotive Technology, Business, Computer Applications and Office Technology, Early Childhood Education, Fashion Merchandising, and Telecommunications Technology. These agreements enable students to earn college credit and/or advanced placement for high school/ROP course work. Other approved articulation agreements exist at Cañada College and the College of San Mateo.

Articulation agreements will be honored at any of the three colleges in the San Mateo County Community College District. Students who earn Tech Prep certificates for articulated high school/ROP courses receive the college credits after completing at least 6 units with a minimum 2.0 GPA at one of the three colleges within the District.

Tech Prep students master the skills necessary for success. They learn how to develop good work habits, how to work on teams, and how to be effective in real work settings. They visit and work at local companies. Some enter career employment after completing community college study; others transfer to four-year colleges and universities. Many work at good jobs while continuing their education.

For more information regarding Tech Prep, contact the Business Division Dean at (650) 738-4201.

## WOMEN IN TRANSITION (WIT)

The Women in Transition (WIT) Program is designed to help women make the transition back into the academic environment. Whether you are a re-entry student with a few college courses under your belt, a first-generation college student, or trying to become self-sufficient and learn new skills, the WIT Program can assist you. Our goal is to encourage women to expand their horizons and reach their intellectual, professional and personal goals. It is our philosophy that central to a student's success is a comprehensive academic and social support system that extends from pre-orientation through graduation. To that end, the WIT Program combines the rigors of an academic program with an integrated support network that helps women persist and succeed. This includes pre-registration counseling, career and life planning courses, the Women in Transition seminar, and core WIT courses in English and Math, in addition to information on transferable coursework and job placement. For further information please contact Rosemary Bell, WIT Coordinator, at (650) 738-4213 or via email at [bellro@smccd.net](mailto:bellro@smccd.net). Visit our website at <http://www.smccd.net/accounts/skyline/ss-ca/wit/witwel.html>.

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PART 4 DIVIDER

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## ADMISION

Los estudiantes graduados de la escuela secundaria, residentes del Distrito de Condado de San Mateo, podrán asistir a Skyline College una vez que hayan completado los requisitos de admisión. De ser aceptados podrán concurrir a las clases que se ofrecen de día o de noche.

Los estudiantes mayores de 18 años que no hayan obtenido su graduación de la escuela secundaria y son residentes legales del Distrito de Condado de San Mateo, pueden ser admitidos en las clases en virtud de su experiencia y madurez.

Los estudiantes no graduados de la escuela secundaria que deseen obtener su diploma en Skyline College, deben poseer la aprobación de la última escuela secundaria a la que asistieron, o de una escuela secundaria local. Una de esas escuelas le extenderá el diploma de estudios secundarios cuando el estudiante haya cumplido los requisitos asignados.

Los estudiantes no graduados de escuela secundaria que tengan 16 o 17 años pueden ser admitidos si han aprobado el examen equivalente al diploma de secundaria (California High School Proficiency Examination), o el examen de educación general (G.E.D.) con un puntaje mínimo de 50 en cualquier prueba, y un promedio general de 55 o más en todos los exámenes.

Matrícula Concurrente - (Hart Bill). Mediante este estatuto los estudiantes en los grados once y doce pueden inscribirse en ciertos cursos en Skyline College. Por más información, consulte a su consejero en su escuela secundaria, o en la Oficina de Admisión y Archivos de Skyline College.

## REQUISITOS DE ADMISION

Los estudiantes que estén tramitando su admisión deberán:

1. Llenar una de las solicitudes oficiales de Skyline. La falsificación de este documento significara la cancelación de la solicitud.
2. Tomar el examen de ingreso y otros exámenes exigidos, cuyas fechas se encuentran en la solicitud de admisión.
3. Los veteranos deben mostrar evidencia de su servicio militar y de entrenamientos especiales que hayan tomado para poder recibir crédito por éstos.

## ASISTENCIA EN EL PRIMER DIA DE CLASE

Los estudiantes que no se presenten el primer día de clases, serán reemplazados por otros estudiantes que se hayan registrado para esa clase tardíamente.

## PLANEANDO SU PROGRAMA CON UN CONSEJERO

Una de las responsabilidades más importantes de Skyline College es la de asistir a cada estudiante en el desarrollo y uso efectivo de sus capacidades. Con este objetivo Skyline provee consejeros profesionales que ayudan al estudiante a establecer sus metas educacionales y vocacionales, y a resolver problemas de índole social o personal.

Estos consejeros podrán ser consultados por medio de una cita durante el período de inscripción y a través del año escolar. Los consejeros ayudan al estudiante a escoger las clases que más les

convengan, pero la responsabilidad final de seleccionar los cursos depende totalmente del alumno. Se recomienda consultar con el consejero cada vez que el estudiante desee cambiar su programa.

Se le recomienda al estudiante que consulte con su consejero acerca de cualquier clase de problema que pueda tener una incidencia negativa en su éxito académico. El estudiante deberá analizar con su consejero las razones de su bajo rendimiento académico, si ésto ocurre.

Los estudiantes deben sentirse libres de acudir a los consejeros y profesores en busca de información y asesoramiento.

## CAMBIOS EN SU PROGRAMA

El estudiante no podrá abandonar un programa hasta que no haya completado el procedimiento de cambio de programa.

El estudiante no podrá agregar una clase que dure todo el semestre, luego de la fecha indicada en el catálogo. Las clases de menos duración no podrán sumarse después de la tercera semana de haber comenzado las clases. Para mayor información consulte con la Oficina de Admisión y Archivos.

## EXAMENES DE UBICACION

Todo alumno que se matricule en Skyline College deberá presentar los resultados del examen de ubicación antes de inscribirse, a menos que ya haya completado un curso de redacción en inglés a nivel universitario, en otro colegio o universidad. (Los solicitantes al programa WIT están exentos.) Este requisito no se aplicara a aquellos alumnos que se hayan inscrito en una o dos clases, a menos que piensen tomar un curso de inglés.

Quienes no hayan cumplido con este requisito, podrán hacerlo a través del Examen de Ubicación (College Placement Test), cuya fecha figura en la respuesta a su solicitud de admisión.

## REQUISITOS DE RESIDENCIA

Para poder asistir a un colegio público en la comunidad se necesita cumplir con ciertos requisitos académicos y residenciales. Cuando el estudiante es menor de edad y soltero, su residencia legal será la de su padre, madre o tutor legal. El estudiante residente, sea mayor o menor de edad, deberá haber residido en el Estado de California por más de un año desde la fecha en que da inicio el semestre para el cual está pidiendo admisión. Como documentos probatorios se pueden presentar copias de su formulario de impuestos, o la constancia de haber votado, si se trata de un ciudadano americano. La falsificación de la residencia puede causar la cancelación de la matrícula.

Los estudiantes que tienen visa permanente pueden acogerse al status de residente. Los estudiantes extranjeros, con excepción de los refugiados, serán considerados no-residentes.

En la oficina de Admisión y Archivos puede obtener información referida a la documentación exigida y las excepciones de pagos a los que no son residentes.

## ESTUDIANTES EXTRANJEROS

Skyline College ofrece un programa especial para los estudiantes extranjeros. Este programa incluye los servicios de un consejero que se especializa en tratar los problemas académicos y personales de dichos estudiantes.

Los solicitantes extranjeros deberán:

1. Haber finalizado estudios de secundaria equivalentes a los de este país.
2. Demostrar suficiente conocimiento del idioma inglés que le permita beneficiarse de los cursos impartidos en el Colegio.
3. Completar el Exámen TOEFL con un mínimo de 480 puntos.
4. Demostrar que pueden cumplir con los gastos de matrícula (\$174.00 por unidad) y con otros gastos personales.
5. Períodos de solicitud: SEMESTRE DE OTOÑO De marzo al primer lunes de mayo. SEMESTRE DE PRIMAVERA De septiembre al primer lunes de noviembre.
6. Para mayor información, solicite el "Manual para estudiantes extranjeros" en la Oficina de Admisión y Archivos.

## EL ESTUDIANTE NO-RESIDENTE

El estudiante que no es residente deberá pagar \$174.00 por unidad durante el año académico de 2003-2004. La cuota deberá ser pagada al matricularse. El Director de la oficina de Admisión y Archivos será el encargado de establecer el estado de "residente" o "no-residente." El estudiante residente no tendrá que pagar cuotas.

## POLIZA DE DEVOLUCION DE COLEGIATURA PARA ALUMNOS NO-RESIDENTES

Todo alumno que no sea residente deberá pagar su colegiatura. El alumno no-residente que haya sido eximido de pagar su colegiatura por error, deberá hacerlo no bien se le notifique, de lo contrario su matriculación sera anulada.

El alumno será notificado de su situación por escrito o personalmente, y de ser cancelada su matriculación, tendrá derecho a una apelación.

Así mismo, el alumno no residente que haya sido admitido en una clase o más clases sin haber pagado su colegiatura, podra ser excluído de las mismas hasta que ese pago sea hecho. Los pagos de la colegiatura podrán ser devueltos íntegra o parcialmente de acuerdo a los siguientes reglamentos:

1. Se le devolverá la colegiatura si ésta ha sido cobrada por error.
2. El alumno que cancele su matriacula antes del inicio de clases o que se retire del colegio antes del lunes de la cuarta semana del semestre, recibirá la devolución íntegra, menos \$50.00 de cargo administrativo.
3. El alumno que reduzca su programa de estudio, podrá obtener la devolución que refleje dicha reducción. Luego del lunes de la cuarta semana de clases, no habrá devoluciones.
4. El alumno que se retire oficialmente de las clases de verano, o de otras clases que no coincidan con el comienzo del semestre, podrá reclamar una devolución íntegra si su retiro es anterior al lunes de la segunda semana de clases.

## GASTOS DEL ESTUDIANTE

Cada estudiante es responsable por la compra de sus libros y cuadernos. Para disminuir los gastos es posible comprar los textos usados en la librería del colegio. Los gastos totales incluyen

do el transporte no deben exceder los \$600 por semestre.

Algunas clases requieren gastos adicionales:

1. Arte - En ciertas clases se requiere una cuota adicional.
2. Mecánica Automotriz - Requiere un gasto de \$1200 en herramientas mecánicas el primer año; el costo total de los instrumentos en todo el programa será de \$2000.
3. Cosmetología - Los gastos de dos años sumarán \$1000.
4. Química y Biología - Cuota de laboratorio por el daño de equipo y materiales utilizados.
5. Estacionamiento - Una cuota aprobada por el Distrito del Condado de San Mateo. Dicha cuota será de \$30.00 para los semestres de otoño y primavera, y \$20.00 para el verano. Por mayor información los estudiantes deben concurrir a la Oficina de Operaciones.

Los estudiantes que no son residentes deben pagar además \$174.00 por unidad. Todas las reglas relacionadas con la conducta estudiantil y con la fijación de la cuotas estan sujetas a cambios de las leyes del distrito, del estado y del gobierno.

## TRASLADO DE ACREDITACIONES

El crédito recibido en otros colegios será aprobado por Skyline luego de una breve evaluación del mismo. Una vez aprobado, dichos datos pasarán a integrar el archivo permanente del individuo. También es posible recibir crédito mediante los programas conocidos como Advanced Placement Program y el College Level Examination Program, y las unidades así recibidas serán registradas en el archivo permanente del estudiante.

## GRADOS DE CALIFICACIONES Y PUNTOS DE ACREDITACION

Las calificaciones se basan en una escala en la que la calificación más alta recibe cuatro puntos y la más baja cero. Se usan los siguientes símbolos:

A	Excelente	4 puntos por unidad
B	Muy Bueno	3 puntos por unidad
C	Bueno	2 puntos por unidad
D	Deficiente	1 punto por unidad
F	Reprobado	0 puntos por unidad
W	Retirado	0 puntos por unidad
INC	Incompleto	0 puntos por unidad

### Crédito/No Crédito

CR	Crédito	0 puntos por unidad
NC	No crédito	0 puntos por unidad

Se ofrecen también cursos en los que la calificación de crédito/no crédito ha sido establecida previamente, así como otros en los que el estudiante tiene la opción de escoger crédito/no crédito o una letra de calificación.

La calificación "incompleta" se le asigna a aquel estudiante que por diversas razones no haya podido completar el curso. Será su responsabilidad informar al profesor acerca de las mismas, y arreglar con este el modo de completar el trabajo pendiente. La calificación de "incompleta" tiene que ser borrada antes de terminar el próximo semestre. Por más información, comunicarse con el Director de Admisión y Archivos.

El grado "W" indica retiro involuntario de clase, y el estudiante será borrado de la lista de alumnos. Por supuesto, en este caso no recibirá crédito.

## POLIZA DE RENOVACION ACADEMICA

Si a lo largo de dos semestres y un verano, un estudiante ha obtenido calificaciones inferiores a un promedio de dos puntos, pero su trabajo actual refleja un progreso satisfactorio, las calificaciones previas pueden ser ignoradas si se llenan los siguientes requisitos:

1. Deben haber transcurrido más de tres años desde la terminación del semestre en que se recibieron esas bajas calificaciones.
2. Los estudiantes que quieran rectificar calificaciones bajas, deberán completar nueve (9) unidades con un promedio de 3.5; o quince (15) unidades con un promedio de 3.0; o veinticuatro (24) unidades de estudios con un promedio de 2.0.
3. Un semestre o trimestre se define como las unidades intentadas durante un sólo término académico. Los términos académicos no necesitan ser consecutivos.
4. Para rectificar las calificaciones bajas, los estudios deben realizarse en el Skyline College.

La Política de Renovación Académica se utiliza solamente cuando el mejoramiento de las calificaciones es necesario para poder ser admitido a un determinado programa, para ser transferido a otra institución, para completar un programa, o para graduarse en Skyline.

La Oficina de Admisión y Archivos determinará si esto puede hacerse después de que la solicitud formal se haya hecho en dicha oficina. Cuando el trabajo académico se haya hecho, las nuevas calificaciones quedarán en los registros permanentes.

## PROMEDIO

El promedio de las calificaciones se determina al dividir el número total de puntos adquiridos por el número total de unidades terminadas.

## INFORME DE CALIFICACIONES

Cada estudiante es responsable de su propio progreso académico. Un informe a la mitad de semestre y otro al final del semestre serán enviados a cada estudiante y servirán para computar su promedio.

## TRASLADOS OFICIALES DE CALIFICACIONES

De acuerdo con el pedido del estudiante, Skyline College enviará un documento oficial con las calificaciones totales del alumno a las universidades, agencias o casas de empleo. En dicho documento aparecerán sólo los cursos tomados en Skyline. El Colegio cobra un precio mínimo por este servicio.

## CREDITO POR MEDIO DE EXAMENES

El crédito a estudiantes ya matriculados puede ser concedido en aquellos casos en que el alumno pueda probar a través de exámenes que su educación y experiencia es equivalente al curso ofrecido. El crédito obtenido por estos medios no llena los requisitos de residencia de 12 unidades para el título de Asociado en Artes de Skyline College. Los interesados en adquirir crédito por estos medios, deben consultar con su consejero.

## LIMITACIONES EN EL NUMERO DE UNIDADES

Excluyendo la clase de Educación Física, el número normal de unidades es de 15. Un alumno debe tomar un mínimo de 12 unidades para ser considerado alumno de tiempo completo. Los estudiantes no podrán tomar más de 18 unidades sin haber obtenido el permiso de su consejero. Se aconseja a los estudiantes que trabajan 20 horas o más por semana, no tomar más de 10 unidades. Las combinaciones de empleo y clases deben ser discutidas con el consejero.

## REGLAMENTOS DE ESTADO ACADEMICO

- A. Un estudiante está en período de prueba si:
  1. presenta deficiencia en el promedio de calificaciones. Si obtiene menos de 2 puntos en todas las 12 unidades que tomó durante el semestre.
  2. presenta negligencia en el mantenimiento de buenas calificaciones. El estudiante que tenga más de la mitad de sus calificaciones con "W", "I", y "NC" en sus 12 unidades, será puesto en período de prueba.
- B. El estudiante puede ser puesto en período de prueba, bajo cualquiera de los casos precedentes, y también puede ser expulsado por dichas razones.
- C. El estudiante que haya obtenido un permiso temporal para estar ausente de Skyline College, no se verá afectado por estas reglas.
- D. El estudiante que estando en período de prueba, sume deficiencias adicionales, puede ser expulsado.
- E. Un estudiante que haya sido colocado en período de prueba, puede apelar la decisión ante el comité de normas académicas. Dicha decisión puede ser retirada, si el estudiante logra demostrar mejoría en sus deficiencias o inocencia respecto al bajo rendimiento.

## REGLAMENTOS DE ASISTENCIA

Al matricularse, cada estudiante contrae la responsabilidad de asistir a las clases y al laboratorio. Cuando el alumno no asiste a clases pone en peligro sus estudios, y el instructor puede despedirlo a su voluntad.

1. Si un alumno no asiste a clases un total de horas igual al total de horas ofrecidas en un período de dos semanas, puede ser despedido de la clase.
2. El estudiante que es despedido de una clase puede apelar ante el Comité de Imparcialidad, después del quinto día de haber sido

expulsado de clase. Mientras el Comité resuelve, el estudiante podrá continuar yendo a clase, si tiene el consentimiento del profesor. El Comité comunicará su recomendación al profesor, quien será el que en última instancia tenga la decisión.

## AUSENCIA TEMPORAL DEL COLEGIO

No es necesario notificar al colegio en caso de enfermedad del alumno, si ésta no dura más de una semana. Luego de la primera semana de enfermedad, el estudiante deberá obtener un permiso especial del centro de salud.

Un permiso de emergencia, si bien no constituye una excusa para determinada ausencia del estudiante, debe ser pedido para que los profesores estén informados de la misma.

## AUSENCIA PERMANENTE DEL COLEGIO

El estudiante que debe ausentarse por un tiempo indeterminado deberá llenar una solicitud. Si el estudiante no pide la solicitud y se ausenta, recibirá calificaciones "F" en sus clases.

Generalmente, el estudiante podrá entregar la solicitud hasta el viernes de la undécima semana del primer semestre y hasta la décima semana del segundo semestre.

## REGLAMENTOS DE EXPULSION

- A. El estudiante que estando en período de prueba obtenga un promedio de calificaciones inferior a 1.75 en todas las unidades, o cuando el 50% de esas calificaciones sean "W", "I" o "NC", podrá ser expulsado de Skyline. Normalmente, dicho estudiante no podrá tomar clases de día o de noche por un plazo de un semestre, hasta que el Comité de Normas Académicas reexamine su caso.
- B. Si la expulsión se debe a circunstancias irregulares, el estudiante puede apelar por escrito al Comité de Normas Académicas, y mientras el Comité decide, podrá asistir a clases.

## REPETICION DE CURSOS

El estudiante que reciba una calificación de "D", "INC", o "F" en un colegio del Distrito del Condado de San Mateo, puede repetir el curso en Skyline, con el permiso escrito del consejero o del Vice Presidente. Una vez que el estudiante cumpla satisfactoriamente con el curso, deberá apelar al Director de Admisión y Archivos para que la nueva calificación sea computada en el promedio del estudiante.

Las unidades de un curso repetido se contarán solo una vez para obtener el título de Asociado en Artes, un certificado o para pasar a otro colegio.

El archivo permanente será anotado de tal modo que todos los cursos intentados estén incluidos, asegurando una historia académica completa y veraz.

Se tomarán en cuenta cursos repetidos en colegios fuera del Distrito, si el alumno lo gestiona con el Director de Admisión y Archivos.

## HONORES ACADEMICOS

Cada semestre se publica una lista en la que se incluyen aquellos estudiantes que han completado por lo menos 12 unidades con un promedio de 3.0 ("B"), o superior.

Hay honores académicos que se otorgan durante las ceremonias de graduación a estudiantes que han acumulado un promedio total de por lo menos 3.3 ("B").

## CENTRO DE ENSEÑANZA

El Centro de Enseñanza ofrece un sistema para ayudar al estudiante a usar todo su potencial de aprendizaje. Ofrece asistencia individual en las áreas de escritura, lectura, matemáticas, programas audiovisuales y a desarrollar su habilidad en el estudio.

El Centro cuenta con varios programas. Estos incluyen el Laboratorio de Computadoras para uso de los profesores, empleados y estudiantes; el Programa de Desarrollo de Habilidades que ofrece asistencia y servicio especial a personas con problemas serios en lectura, ortografía, redacción; El Laboratorio de Inglés para todos aquellos que deseen asistencia en vocabulario, gramática, comprensión, escritura, etc.; el Laboratorio de Matemáticas que ofrece asistencia a quienes deseen mejorar sus habilidades en este campo, desde simples sumas hasta cálculos; y el Programa de Asistencia Tutorial que ofrece ayuda individual o de grupo, en clase o en el laboratorio. La asistencia es bilingüe.

El Centro también ofrece el servicio de programas audiovisuales con un equipo de televisores y aparatos para diapositivas, música, idiomas extranjeros, y gran material pregrabado para diferentes clases. Para mayor información, llamar al Centro: 738-4144.

## VETERANOS Y DEPENDIENTES DE VETERANOS

Skyline College está vinculado con la Administración de Veteranos para recibir estudiantes en muchos de sus programas. Quienes deseen asistir a Skyline, deberán notificar a la Oficina de Veteranos, edificio 2, cuarto 2225, para determinar su elegibilidad. Los beneficios que recibirá el veterano, dependerán del número de unidades que tome.

12 unidades – recibe todos los beneficios

9 unidades – recibe tres cuartos de los beneficios

6 unidades – recibe la mitad de los beneficios

El estado de California ofrece programas para los hijos de los veteranos que fallecieron o se han lisiado por causas relacionadas al servicio militar. Deberán dirigir sus solicitudes al California Department of Veterans Affairs, 875 Stevenson Street, Suite 250, San Francisco, CA 94103, (415) 554-7100.

Los Veteranos pueden recibir crédito colegial al presentar sus documentos (DD214) indicando que han salido del servicio militar honorablemente. Los veteranos que llenen los requisitos pueden recibir un total de 14 unidades adicionales si han completado ciertos entrenamientos especiales ofrecidos por las Fuerzas Armadas. Dicha prueba deberá ser presentada en la oficina de Admisión y Archivos, en donde será evaluada, y luego inscrita en los archivos.

Los estudiantes que han servido en el programa de Entrenamiento para Reservas de diez meses no podrán recibir crédito. Esta decisión fué tomada por el Concilio Americano de Educación en el mes de septiembre de 1968.

## **PROGRAMA DE ASISTENCIA EDUCACIONAL PARA ESTUDIANTES**

El Programa de Asistencia Educativa (EOPS) está diseñado con el objeto de brindar asistencia a todos aquellos alumnos con impedimentos de idioma, sociales y económicos, y para facilitarles su participación plena en el campo educacional y/o vocacional. El Programa de Asistencia Educativa provee servicios de apoyo (ayuda financiera, orientación) directamente al alumno. Además, el programa está vinculado con otros servicios académicos dispuestos para fortalecer el éxito del alumno.

El Programa de Asistencia Educativa (EOPS) contribuye al desarrollo cultural del alumno, además de ofrecer orientación bilingüe y multicultural, así como un servicio de préstamos para obtener libros.

Para mayor información, consultar con la oficina EOPS en el edificio 2, aula 2212, o llamar al 738-4139.

## **LA MUJER QUE SE REINTEGRA AL MUNDO ACADÉMICO**

El colegio ofrece un programa especial para las mujeres que regresan al mundo académico después de haberse ausentado durante muchos años. El programa ofrece clases básicas de inglés, ciencias sociales y matemáticas, así como una clase de introducción al ambiente académico.

No tienen que haberse graduado de una escuela secundaria ni tienen que tomar exámen para matricularse. Este programa de un semestre ofrece una variedad de recursos educativos a la mujer que desea proseguir sus estudios formales.

Por más información, hable con cualquier consejero de Skyline College.

## **NORMA SOBRE ACOSO SEXUAL**

Es política de Skyline College prohibir la persecución u hostigamiento sexual en cualquier forma que ésta se produzca. Tal persecución, ya sea entre alumnos o entre personal y alumnos, se considera conducta intolerable que será inmediatamente investigada y se procederá en consecuencia.

Las personas que desean más información sobre esta política así como los que tengan quejas relacionadas con infracciones de esta naturaleza deberán dirigirse a la oficina del Vice Presidente de Asuntos Estudiantiles (738-4333).

## **SERVICIOS DE CONSEJERO ESPECIAL PARA ESTUDIANTES LISIADOS**

Skyline College ofrece servicios a estudiantes con impedimentos físicos, visuales, o con problemas de dicción. Esos servicios los provee el Consejero Especial para lisiados.

Algunos de estos servicios son: estacionamiento especial para estudiantes lisiados que manejen su auto a Skyline, asistencia en movilización y orientación, libros en disco para estudiantes con incapacidad o limitaciones visuales, tutor para estudiantes con dificultades de aprendizaje, transporte para personas en sillas de rueda, etc.

Skyline College y el Programa de Servicios Especiales están interesados en proveer cualquier servicio que el estudiante necesite para participar mejor en sus estudios. Se puede llamar 738-4280.

## **AYUDA FINANCIERA**

El propósito del programa de ayuda financiera es el de que a nadie se le niegue la oportunidad de obtener una educación debido a falta de recursos económicos. A todo estudiante que lo requiera, se le recomienda hacer la solicitud de ayuda financiera, la cual será concedida en base a las necesidades del estudiante: ingresos de su familia, magnitud de sus bienes, número de hijos, gastos médicos, etc. Cada solicitud será evaluada individualmente, y consideradas todas las circunstancias particulares.

La oficina de Ayuda Financiera administra un programa de subvenciones, préstamos, y empleos que se dan conjuntamente o por separado. Además, asiste y alienta al estudiante en la solicitud de becas o subvenciones como California State Scholarships, College Opportunity Grants, Vocational Training Grants y otros beneficios.

La determinación de elegibilidad para ayuda financiera toma aproximadamente ocho semanas desde la fecha de solicitud. Los estudiantes deben estar al tanto de la fecha de prioridad anunciada por la Oficina de Ayuda Financiera a comienzos del año (enero), para así poder enviar la solicitud y recibir la ayuda máxima. Las solicitudes recibidas luego de esa fecha serán consideradas en la medida de la cantidad de fondos disponibles.

Para mayor información el estudiante debe visitar la Oficina de Ayuda Financiera en el edificio #2, cuarto 2234, o llamar al 738-4236.

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PART 5 DIVIDER

# 48 ASSOCIATE DEGREE REQUIREMENTS

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## ASSOCIATE IN ARTS DEGREE ASSOCIATE IN SCIENCE DEGREE

The awarding of an Associate Degree is intended to represent more than an accumulation of units. It is to symbolize a successful attempt on the part of the College to lead students through patterns of learning experiences designed to develop individual capabilities and insights.

Among these are the ability to think and to communicate clearly and effectively both orally and in writing; to use mathematics; to understand the modes of inquiry of the major disciplines; be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems; and to develop the capacity for self-understanding. In addition to these accomplishments, the student shall possess sufficient depth in some field of knowledge to contribute to lifetime interest.

Central to an Associate Degree, General Education is designed to introduce students to the variety of means through which people comprehend the modern world. It reflects the conviction of colleges that those who receive their degrees must possess in common certain basic principles, concepts and methodologies both unique to and shared by the various disciplines. College educated persons must be able to use this knowledge when evaluating and appreciating the physical environment, the culture and the society in which they live. Most importantly, General Education should lead to better self-understanding.

Graduation from Skyline College with the Associate in Arts or Associate in Science degree requires the completion of at least 60 units, including requirements A through F listed below. Substitutions and waivers for degree requirements may be authorized by petition to the appropriate Division Dean. An application for the degree must be filed in the Office of Admissions and Records during the last semester of attendance (refer to calendar for the college year for deadline).

## GRADUATION REQUIREMENTS STUDENT CATALOG RIGHTS

Graduation requirements are listed in the Catalog. A student remaining in continuous attendance at Cañada College, College of San Mateo, or Skyline College may, for the purposes of graduation, elect to meet the requirements in effect at the college from which the student will graduate, either at the time the student began such attendance or any subsequent year of continuous enrollment.

For the purpose of this policy, "continuous enrollment" means attendance through at least the fourth week of instruction in either the fall or spring semester in each calendar year. Absence to attend another accredited college or university shall not be considered an interruption in attendance if the absence does not exceed one year. Catalog rights cannot supersede any State or Federal regulation or requirement in effect at the time of graduation.

### A. RESIDENCE REQUIREMENT

A minimum of 12 units must be completed in residence at Skyline College.

### B. SCHOLARSHIP REQUIREMENT

A 2.0 grade point average is required in the following categories: 1) overall grade point average, 2) the 60 units submitted for the Associate degree (including incoming transfer coursework used to meet degree requirements), 3) coursework taken in the San Mateo County Community College District, and 4) units applied to a major. *Note: Some majors require a minimum C (or Credit) grade in each course.*

### C. MAJOR REQUIREMENT

A minimum of 18 units in a discipline or related disciplines as specified by the appropriate division. A grade point average of 2.0 in the major is required. Fifty percent of the units required for the major must be completed at Skyline College. Associate in Science degrees will be awarded in the fields of biological and physical sciences or occupational curriculum. For students planning to transfer to a four-year institution, fulfillment of lower division requirements for the institution of their choice will be considered a major in Liberal Arts.

A student may earn more than one AA and/or AS degree from Skyline College. Although a course used for a prescribed graduation requirement or to meet general education requirements may count toward more than one degree, no course may count toward the major course requirements for more than one degree major.

### D. BASIC COMPETENCY REQUIREMENTS

Competency requirements exist for the areas of Reading, Writing, and Mathematics. Students must demonstrate competency according to the following in each of the areas in order to be eligible for the AA or AS degree.

*Note: Satisfactory completion is defined as a grade of C or better.*

1. READING
  - a. Eligibility for Reading 420 as determined by a Skyline College approved English placement test; or
  - b. Satisfactory completion of English 100 or English 105 or equivalent course; or
  - c. Satisfactory completion of English 400 or Reading 836 (formerly Reading 802) or English/Reading 846.
2. WRITING
  - a. Eligibility for English 100 or English 105 as determined by a Skyline College approved English placement test; or
  - b. Satisfactory completion of English 100 or English 105 or equivalent course; or
  - c. Satisfactory completion of English 400 or English 836 (formerly English 800) or English/Reading 846.
3. MATHEMATICS/QUANTITATIVE REASONING
  - a. Eligibility for Math 115 or 120 or 122 or higher as determined by a Skyline College approved placement test; or
  - b. Satisfactory completion of Math 110 or equivalent; or
  - c. Satisfactory completion of any course having at least Math 110 (Elementary Algebra) as a prerequisite.



**E. SPECIFIC AREA REQUIREMENTS**

1. AMERICAN HISTORY AND INSTITUTIONS – One course of 3 units from Group A and either Group B1 or Group B2 for a total of 6 units. One course may be applied to the General Education requirement in Social Sciences. *Note: Group B2 is specially designed for students who have satisfied the U.S. History requirement only at other institutions, including California community colleges or CSU's. Students who have received credit for PLSC 210 or PLSC 301 may not receive credit for PLSC 200; students who have received credit for PLSC 200 may not receive credit for PLSC 210 or PLSC 301.*

a. U.S. History & U.S. Government:  
History 108, 201, 202, 235, 244  
Political Science 210  
Social Science 110

b1. State & Local Government:  
History 240, 310  
Political Science 301  
Social Science 115

b2. U.S. Government/State & Local Government:  
Political Science 200

2. ENGLISH – *Two courses (minimum of 6 units). One of these courses may be the English course which fulfills the General Education "Language and Rationality" requirement. Courses that may be used to satisfy the English requirements are:*

English 100, 105, 110, 161, 165, 400, 836, 846  
Film 440  
Journalism 120  
Literature 101, 111, 113, 225, 251, 265, 266, 267, 370, 373, 432  
Reading 420, 846  
Speech 100, 120, 150

*Note: English 846 and Reading 846 are the same course.*

3. PHYSICAL EDUCATION – *Two activity courses in Physical Education are required; however, this requirement may be waived or modified for students in the following categories:*

- a. Graduates of community colleges, other colleges, or universities.  
b. Evening college students: Students who have completed a minimum of 60% of the units submitted in fulfillment of the Associate degree during evening hours.  
c. Veterans with one or more years of service who have submitted a DD214.  
d. Persons who successfully petition the Dean of Physical Education/Athletics for a medical waiver or modification.

Waivers other than for the reasons stated herein should be sought through the regular procedures of the college for waiver of any graduation requirement via the Vice President of Student Services.

4. ETHNIC AND CULTURAL DIVERSITY REQUIREMENT – *Students must complete a total of 3 units from either group listed below. The course may be applied to General Education requirements.*

Group a. General

Business 221  
Early Childhood Education 214, 272  
Family & Consumer Sciences 119, 213  
Fashion 119  
History 235, 240  
Speech 150  
Sociology 141

Group b. Area Studies

Anthropology 360  
Art 105, 120  
Business 226  
History 104, 106, 244, 420, 430, 435  
Interior Design 120  
Literature 116, 251, 265, 266, 267, 370, 373  
Music 240, 250  
Philosophy 300, 320  
Political Science 320  
Psychology 268  
Spanish 161, 162  
Social Science 150

**F. GENERAL EDUCATION REQUIREMENTS**

General Education is the part of an educational program that introduces students to areas of study that develop breadth of outlook and contribute to balanced development. This general education is complementary to, but different in emphasis from, the specialized education received for a job, a profession, or from focusing on a particular field of study. The purpose of the program in General Education is to assist students in moving toward the following goals:

- Developing critical and constructive thinking for problem solving and value discrimination.
- Understanding their relationship to their biological, physical, and cultural environment.
- Understanding the creative activity of others and participating to some extent in creative activity.
- Using basic mechanical, mathematical, and communication skills to solve everyday problems, understand ideas of others, and express ideas effectively.
- Developing a code for personal and civic life as a responsible citizen in a democracy.
- Maintaining good mental and physical health and social adjustment.

**Requirements**

A minimum of 18 units with a minimum of 3 units each in Sections 1, 2, 3, 4a, and 4b. Balance of course work may be taken from any section (1 through 5).

*Note: Courses preceded by an asterisk (\*) have prerequisites.*

**1. NATURAL SCIENCES**

*Students fulfilling Associate degree requirements only may select Natural Science course(s) from Group a or b. Students fulfilling GE requirements for transfer must select two courses from the list, at least one of which must be selected from Group b.*

**Group a. Anthropology 125**

Biology 130, 140, 145, 150, 365

Electronics 110

Geology 100, 105, \*180

Oceanography 100

**Group b. Laboratory Courses**

Biology 101, 110, 111, 215, \*230, \*240, 250, \*260,

Chemistry 112, \*210, \*220, \*234 & \*237, \*235 & \*238, \*410

Geology 210, \*220

Physics \*210, \*220, \*250, \*260, \*270

*Note: Chemistry courses listed must be completed in pairs as indicated to fulfill laboratory requirement.*

**2. HUMANITIES**

American Sign Language 111, \*112, \*121, \*122

Arabic 111

Art 101, 102, 105, 107, 115, 120, 130, 201, 204, 207, 208, 214, 221, 231, 301, 350, 351, 354, 355, 405, 408, 411

Chinese 111, \*112

English \*110, \*161, \*162

Family & Consumer Sciences 113, 119, 150

Fashion 113, 119, 150

Film 370, 375, 380, 440, 450

History 100, 101, 104, 106, 430, 435

Humanities 106, 115, 116, 117

Interior Design 110, 120, 310

Italian 111, \*112, \*121, \*122

Japanese 111, \*112, 115

Literature 101, 111, 113, 116, 225, 251, 265, 266, 267, 370, 373, 416, 432

Music 100, 110, 111, 115, 144, 202, 204, 240, 250, 275, 301, 350, 470, 475

Philosophy 100, 160, 175, 240, 300, 320

Social Science 140

Spanish 110, 111, \*112, \*120, \*121, \*122, \*130, \*140, \*161, \*162

Speech 111

Tagalog 111, \*112, \*121, \*122

**3. SOCIAL SCIENCES**

Administration of Justice 100

Anthropology 110, 125, 150, 155, 180, 360

Business 100, 101, 200, 201, 210

Early Childhood Education 201, 214

Economics 100, \*102

Education 100

Family & Consumer Sciences 213, 392

Geography 110, 150

Health Science 150

History 108, 201, 202, 235, 240, 244, 310, 420

Political Science 115, 130, 150, 200, 210, 301, 320

Psychology 100, 110, 200, 201, 268, 300, \*301, 390, 410

Social Science 110, 115, 150

Sociology 100, 105, 110, 141

*Note: Early Childhood Education 201 and Psychology 201 are the same course. Early Childhood Education 214 and Family & Consumer Sciences 213 are the same course. Psychology 110 and Sociology 110 are the same course.*

**4. LANGUAGE AND RATIONALITY**

*A minimum of 2 courses, one from Group a. and one from Group b., must be selected to satisfy the General Education Requirement.*

**Group a. English Composition**

English \*100, \*105, \*110, \*161, \*165, 400, \*836, \*846

Journalism \*120

Reading \*846

*Note: English 846 and Reading 846 are the same course.*

**Group b. Communication and Analytical Thinking**

Accounting \*100, \*121, \*131

Business 103, \*115, \*120, \*123, 400, \*401

Computer Science 118, 155, \*156, \*190, \*250, \*252, \*284, \*286

English \*165

Mathematics \*110, \*111 & \*112, \*115, \*120, \*122, \*123, \*130, \*150, \*153, \*200, \*201, \*222, \*241, \*242, \*251, \*252, \*253, \*270, \*275

Philosophy 103, \*109, 200

Psychology \*171

Reading \*420

Speech 100, 120, \*127, 130, 150, 160

**5. PERSONAL DEVELOPMENT**

*Up to 3 units of course work in Section 5 may be applied towards completion of General Education Requirements, or students may select an additional 3 units of General Education from areas 1-4 above. Note: Students with a major in Liberal Arts must complete a minimum of 3 units in Personal Development to meet **major** requirements.*

Business 107, 109

Career and Life Planning 100, 111, 132, 135, 136, 137, 140, 410, 650

Computer Applications & Office Technology 110

Family & Consumer Sciences 310, 313, 320, 392

Gerontology 101

Health Science 100, 130, 150

Library 100, 105, 106, 107, 108, 110

Physical Education

Combatives 101 to 405

Dance 101 to 450

Fitness 110 to 400

Individual 101 to 255

Physical Education 100, 130, 201, 202

Recreation Education 100, 150, 300

Team Sports 100 to 179

Varsity 100 to 380

Reading \*425

Student Government 115

*Note: Courses preceded by an asterisk (\*) have prerequisites.*

**G. SATISFACTION OF GRADUATION REQUIREMENTS BY EXAMINATION**

Some of the course requirements for the AA or AS. Degree may be satisfied by examination in accordance with regulations established by the college.

**CHANGES IN STATE REGULATIONS GOVERNING COMMUNITY COLLEGES**

The state of California has legislated a series of reforms designed to strengthen the community colleges. One of these reforms was a comprehensive review of standards for instruction in each course and classification of each course as applicable to the Associate degree. Classes that do not count as units for the Associate degree are shown in the college catalog following the course description. A course that does not count as units will have the following statement at the end of the course description: *(Units do not count towards the Associate degree.)*

# 52 ASSOCIATE DEGREE & CERTIFICATE PROGRAMS

## DEGREE AND CERTIFICATE PROGRAMS AT SKYLINE

Program	Degree	Certificate
Accounting	A.S.	•
Administration of Justice	A.A.	•
Allied Health Science	A.S.	
Art	A.A.	
Automotive Technology	A.S.	•
Automotive Technician	A.S.	
Japanese Automotive Technology	A.S.	•
Service Advising		•
Toyota Technical Education Network	A.S.	•
Biotechnology	A.S.	
Business		
Administrative Assistant	A.S.	•
Business Administration	A.S.	•
Business Information Systems	A.S.	•
Computer Information Specialist	A.S.	•
General Supervision		•
International Trade	A.S.	•
Global Business Practices		•
International Business		•
Import and Export		•
Legal Aspects of International Business		•
Legal Secretary	A.S.	•
Marketing	A.S.	•
Medical Transcriptionist	A.S.	•
Office Assistant	A.S.	•
Office Information Systems	A.S.	•
Public Transit Management		•
Retail Management	A.S.	•
Web Developer	A.S.	•
Cosmetology	A.S.	•
Cosmetician/Esthetician		•
Manicuring		•
Dance	A.A.	

Program	Degree	Certificate
Early Childhood Education	A.S.	•
Emergency Medical Technology		•
English	A.A.	
Family & Consumer Sciences	A.S.	•
Fashion Merchandising	A.S.	•
General Merchandising	A.S.	•
Image Consulting	A.S.	•
Hospitality Administration		
Hotel Operations	A.S.	•
Meetings & Convention Management	A.S.	•
Liberal Arts	A.A.	
Lifespan	A.A.	•
Mathematics	A.A.	
Music	A.A.	
Natural Science	A.S.	
Paralegal, Legal Assistant	A.A.	•
Physical Education	A.A.	
Psychology	A.A.	
Recreation Education		
Municipal Recreation		•
Respiratory Therapy	A.S.	
Spanish	A.A.	
Speech	A.A.	
Surgical Technology	A.S.	•
Telecommunications Technology	A.S.	•
Networking		•
PC Configuration & Repair		•
Wiring & Installation		•
University Studies	A.A.	

## ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

Following are courses of study leading to college-approved majors in AA or AS degree and certificate programs. Not all courses in all majors are offered each semester. Many courses listed in these programs will transfer to four-year colleges or universities in satisfaction of lower division requirements; however, an Associate degree does not necessarily complete all lower division requirements for transfer. For specific courses students should confer with their counselors or contact the college to which they intend to transfer.

### CERTIFICATE OF COMPLETION

A Certificate of Completion (generally 18 to 30 units) is awarded in certain occupational fields upon satisfactory completion (minimum 2.0 grade point average) of a specific course of study. Units earned in obtaining a certificate may be applied toward the 60 units required for an AA or AS degree and may also satisfy the major requirement. A minimum of 12 units must be taken at Skyline College. Certificate requirements for an individual student shall be listed in the Skyline College Catalog at the time studies begin. Those requirements may be followed throughout the student's course of study as long as they remain in continuous enrollment. For the purposes of this requirement, continuous enrollment is defined as matriculated enrollment in at least one semester each calendar year. If a break in attendance occurs before the certificate is earned, the certificate requirements shall become those listed in the College Catalog which is current at the time studies are resumed.

#### Graduation Requirements for AA or AS Degree in Career Programs

	Units
American History & Institutions . . . . .	6
American History & Institutions. . . . .	6
English . . . . .	6
Major . . . . .	18
General Education. . . . .	18
Physical Education . . . . .	2 courses
Basic Competency in English and Mathematics	
Total units	60

**Note:** See **Associate Degree Requirements** section for specific details.

### ACCOUNTING

The certificate or associate degree in Accounting prepares students for a variety of positions in the accounting field. Many students find part-time employment in the accounting field after completing the first accounting courses in the program and continue to work while fulfilling program requirements.

Because lower division accounting courses are required for all business administration degree programs, accounting courses provide an important foundation for students who plan to transfer to a four-year bachelor's degree program.

**Note to students intending to transfer to schools of business or four-year colleges and universities:** See your counselor for special course requirements that may not be listed below. Management courses do not transfer to UC.

#### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ACCOUNTING

Required Core Courses	Units
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
ACTG 194 QuickBooks Pro <b>or</b> . . . . .	1
ACTG 197 Computerized Accounting . . . . .	1.5
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2

#### Plus a minimum of 12 units from the following:

ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 171 Federal Income Tax . . . . .	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree . .	1.5
BUS. 100 Introduction to Business . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Mathematical Analysis for Business. . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 140 Security Investments. . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
ENGL 110 Composition, Literature, and Critical Thinking <b>or</b>	
ENGL 165 Critical Thinking & Advanced Compositions . . .	3
ECON 100 Principles of Macroeconomics. . . . .	3
ECON 102 Principles of Microeconomics . . . . .	3
SPCH 100 Fundamentals of Speech <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Communicating Across Cultures . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	22-22.5

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**Note:** Minimum C grade required in all courses applied to the major.

#### ACCOUNTING CERTIFICATE

Required Courses	Units
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
ACTG 194 QuickBooks Pro <b>or</b> . . . . .	1
ACTG 197 Computerized Accounting . . . . .	1.5
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2

**Plus a minimum of 12 units from the following:**

ACTG 100 Accounting Procedures . . . . .	3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 171 Federal Income Tax . . . . .	3
ACTG 196 Intermediate QuickBooks & QuickBooks Pro . . . . .	1.0
ACTG 198 Adv. Computerized Accounting with Peachtree . . . . .	1.5
BUS. 100 Introduction to Business . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Mathematical Analysis for Business. . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 140 Security Investments. . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
ENGL 110 Composition, Literature, and Critical Thinking <b>or</b> ENGL 165 Critical Thinking & Advanced Compositions . . . . .	3
ECON 100 Principles of Macroeconomics. . . . .	3
ECON 102 Principles of Microeconomics . . . . .	3
SPCH 100 Fundamentals of Speech <b>or</b> SPCH 120 Interpersonal Communication <b>or</b> SPCH 150 Communicating Across Cultures . . . . .	3
<b>TOTAL REQUIRED UNITS.</b> . . . .	22-22.5

**Note:** Minimum C grade required in all courses applied to the major.

**ACCOUNTING ASSISTANT I CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	3
ACTG 194 Quick Books Pro <b>or</b> . . . . .	1
ACTG 197 Computerized Accounting . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 225 Spreadsheets I. . . . .	1
ACTG 103 Ten-Key Skills. . . . .	0.5
CAOT 301 Professional Portfolio. . . . .	1
<b>TOTAL REQUIRED UNITS</b> . . . . .	8-8.5

**ADMINISTRATION OF JUSTICE**

The Administration of Justice program seeks to prepare students for careers in law enforcement and legal studies. The courses in Skyline’s program lead to transfer programs at four-year colleges and universities.

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ADMINISTRATION OF JUSTICE**

<b>Required Core Courses</b>	<b>Units</b>
ADMJ 100 Intro to Administration of Justice . . . . .	3
ADMJ 102 Principles & Procedures of Justice. . . . .	3
ADMJ 104 Concepts of Criminal Law . . . . .	3
ADMJ 106 Legal Aspects of Evidence. . . . .	3
ADMJ 108 Community Relations. . . . .	3

**Plus a selection of 9 units from the following:**

ADMJ 120 Criminal Investigation. . . . .	3
ADMJ 123 Concepts of Enforcement Principles . . . . .	3

ADMJ 125 Juvenile Procedures. . . . .	3
ADMJ 135 Narcotics & Special Investigations . . . . .	3
ADMJ 205 Judicial Process in California. . . . .	3
ADMJ 665 Selected Topics in Admin. of Justice. . . . .	.5-2
LEGL 252 Princ. of Civil & Admin. Process . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b> . . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**ADMINISTRATION OF JUSTICE CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ADMJ 100 Intro to Administration of Justice . . . . .	3
ADMJ 102 Principles & Procedures of Justice. . . . .	3
ADMJ 104 Concepts of Criminal Law . . . . .	3
ADMJ 106 Legal Aspects of Evidence. . . . .	3
ADMJ 108 Community Relations. . . . .	3

**Plus a selection of 9 units from the following:**

ADMJ 120 Criminal Investigation. . . . .	3
ADMJ 123 Concepts of Enforcement Principles . . . . .	3
ADMJ 125 Juvenile Procedures. . . . .	3
ADMJ 135 Narcotics & Special Investigations . . . . .	3
ADMJ 205 Judicial Process in California. . . . .	3
ADMJ 665 Selected Topics in Admin. of Justice. . . . .	.5-2
LEGL 252 Principles of Civil & Admin. Process. . . . .	3
<b>TOTAL REQUIRED UNITS.</b> . . . .	24

**ALLIED HEALTH**

Careers in Allied Health professions are among the fastest growing in Northern California. The Associate in Science Degree with a major in Allied Health provides foundation courses necessary for health careers and for transfer programs to four-year colleges and universities.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ALLIED HEALTH SCIENCE**

<b>Required Core Courses</b>	<b>Units</b>
BIOL 240 General Microbiology . . . . .	4
BIOL 250 Human Anatomy . . . . .	4
BIOL 260 Intro to Physiology . . . . .	5
CHEM 410 Chemistry for Health Sciences <b>or</b> . . . . .	4
CHEM 210 General Chemistry I. . . . .	5

**Plus a selection of at least 8 units from the following:**

BIOL 110 Principles of Biology . . . . .	4
BIOL 130 Human Biology . . . . .	3
BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
CHEM 220 General Chemistry II . . . . .	5
FCS 310 Nutrition . . . . .	3
HSCI 420 EKG Technology. . . . .	3
PHYS 210 General Physics I . . . . .	4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b> . . . . .	25-26
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## ART

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ART

**Required Core Courses** **Units**

**Select 6 units from the following:**

ART 101 History of Art I . . . . .	3
ART 102 History of Art II . . . . .	3
ART 105 Art of Asia & the Near East . . . . .	3
ART 120 Art of the Americas . . . . .	3

**Select 4 to 6 units from the following:**

ART 201 Form & Composition I . . . . .	2-3
ART 204 Drawing I . . . . .	2-3
ART 301 Design I . . . . .	2-3

**Select 4 to 6 units from the following:**

ART 221 Painting I . . . . .	2-3
ART 351 Photography I . . . . .	2-3
ART 405 Sculpture I . . . . .	2-3
ART 411 Ceramics I . . . . .	2-3

**Plus a selection of 4 to 6 units in any other Art courses.**

TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18-24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## AUTOMOTIVE TECHNOLOGY

The College's Automotive Technology program is certified by the National Automotive Technicians Education Foundation (NATEF) of the National Institute for Automotive Service Excellence (ASE). The program is conducted in a well-equipped facility with a large fleet of late model domestic and import vehicles. Automobile manufacturers provide substantial support for the program.

Students can pursue a certificate or degree in Automotive Technology or a specialty degree or certificate in Japanese Automotive Technology. A strong partnership with Toyota Motor Sales, U.S.A., Inc. provides many opportunities for students enrolled in these programs. The College also provides numerous classes to update the knowledge and skills of practicing technicians.

The Automotive Service Advising program provides a certificate leading to entry-level positions in new car dealerships and independent automotive repair facilities. Students who complete the program are skilled in service operations and customer satisfaction.

### ADMISSION PROCEDURES AND REQUIREMENTS

The high student demand for occupational/technical training in the automotive trade necessitates that Skyline College develop a selection procedure that will allow fair and equitable opportunity for all students seeking admission to this program. Preference will be given to students who are residents of the San Mateo County Community College District. Students applying from outside the District will only be accepted on a space-available basis. Applicants will be informed of the status of

their applications within four weeks of the application deadline. Applications must be received by April 15 for the fall semester and by November 15 for the spring semester. All documents must be sent to the Office of Admissions and Records. Applications received after the deadline will be assigned the next available number on a waiting list according to the date received. Applicants are responsible for submitting the following:

1. Completed Automotive Technology Program application.
2. Completed Skyline College application.
3. Documented proof of prior experience. All statements must be substantiated by attached documents of verification (a transcript or letter from employer). Such documentation may come from one or more of the following:
  - a. One semester of AUTO 710 at Skyline College (or equivalent from another community college) with a grade of B or better.
  - or**
  - b. One year of high school automotive training with a grade of B or better (verified by official transcript). Also, a letter of recommendation from an automotive instructor or Tech Prep Certificate of Credit would be important considerations.
  - or**
  - c. One year ROP Auto Shop with a grade of B or better or equivalent training. (Certificate and letter from instructor.)
  - or**
  - d. One year of related work experience, with accompanying letter of verification from employer specifying employment dates and duties.
4. All students must meet the math proficiency requirements in one of the following ways:
  - a. Satisfactory completion of a placement test by scoring on the Skyline Placement Test at a pre-algebra level.
  - or**
  - b. Submitting a college transcript showing completion of 3 units of MATH 811 or 1.5 units of AUTO 782 or its equivalent with a grade of C or better.
5. All students must meet the English proficiency requirement by:
  - a. Eligibility for ENGL 400, 800, 105, or 100 and READ 836 or 420 on the Skyline College Placement Test.
  - or**
  - b. Completion of ENGL 826 with a grade of C or better and READ 826 with a grade of B or better.
6. Applicants who attended high school in the preceding two years are required to have attained a 2 grade point average during the last two years of high school.
7. Pre-enrollment interview with the Skyline College Automotive counselor.

**Note:** Minimum requirements may be lowered at the discretion of the selection committee depending on the number of available seats and the number of applicants.

Once items 1 through 7 have been completed, and the applicant has met all criteria for admission to the program, he/she will receive the next available number on the admission waiting list to be admitted to the program as opportunities occur. The waiting list will be in effect for the semester in which the applicant is applying. Students who are not accepted must file a new application if they wish to be considered for admission to any subsequent semester. For further information on the Automotive Program, please call 738-4371.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN AUTOMOTIVE TECHNOLOGY**

Required Core Courses	Units
AUTO 713 Automotive Electricity & Electronics <b>or</b> . . . . .	15
AUTO 730 Japanese Basic Electrical <b>and</b> . . . . .	8
AUTO 748 Japanese Advanced Electrical . . . . .	7

**Plus a selection of 30 units from the following:**  
 AUTO 716 Automotive Cooling/Heating & Air Cond. . . . . 5  
 AUTO 721 Automotive Steering, Suspension & Brakes . . . . 15  
 AUTO 734 Automotive Engine Diagnosis & Repair. . . . . 15  
 AUTO 735 Automotive Transmissions & Drive Trains  
     Diagnosis & Repair . . . . . 15  
 AUTO 751 Automotive Engine Performance . . . . . 15  
**TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 45**  
 Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAMS**

**Automotive Electricity/Electronics**  
 AUTO 713 Automotive Electricity/Electronics. . . . . 15

**Automotive Cooling/Heating & Air Conditioning**  
 AUTO 716 Automotive Cooling/Heating & Air Conditioning . . 5

**Automotive Chassis Technology**  
 AUTO 721 Automotive Steering, Suspension & Brakes . . . . 15

**Automotive Engines Technology**  
 AUTO 734 Automotive Engine Diagnosis & Repair. . . . . 15

**Automotive Drive Train Technology**  
 AUTO 735 Auto Transmissions & Drive Trains  
 Diagnosis & Repair . . . . . 15

**Automotive Engine Performance Technology**  
 AUTO 751 Automotive Engine Performance. . . . . 15

**Automotive Advanced Engine Performance Technology**  
 AUTO 752 Advanced Engine Performance . . . . . 15

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN AUTOMOTIVE TECHNICIAN**

Required Core Courses	Units
AUTO 758 Automotive Computer Controls . . . . .	3
AUTO 771 Automotive Electrical II. . . . .	2
*AUTO 772 Clean Air Car I . . . . .	3
AUTO 773 Automotive Electrical I . . . . .	3
AUTO 774 European Electronic Engine Controls . . . . .	3

AUTO 775 Oscilloscopes & Exhaust Gas Analyzers . . . . . 1.5  
 \*AUTO 772 can be waived if a current unlimited smog license is possessed.

**Plus a selection of 22.5 units from the following:**

AUTO 753 Service Advising . . . . .	3
AUTO 789 Shop Regulations & Operations. . . . .	1.5
AUTO 785 Automotive Hazardous Materials. . . . .	1.5
AUTO 754 High Performance Engines I. . . . .	3
AUTO 755 High Performance Engines II . . . . .	3
AUTO 783 Precision Measurement. . . . .	1.5
AUTO 769 Head & Valve Services . . . . .	2.5
AUTO 779 Block Services . . . . .	2.5
AUTO 777 Automatic Transmissions I. . . . .	3
AUTO 787 Automatic Transmissions II . . . . .	3
AUTO 778 Manual Transmissions I . . . . .	2
AUTO 781 Electrical III . . . . .	3
AUTO 765 Ignition Systems I . . . . .	1.5
AUTO 764 Emissions Control Systems I. . . . .	1.5
AUTO 794 Carbureted Fuel Systems . . . . .	1.5
AUTO 793 Engine Performance . . . . .	3
AUTO 790 Automotive Brakes I . . . . .	2.5
AUTO 761 Automotive Brakes II . . . . .	1.5
AUTO 792 Automotive Chassis I. . . . .	3
AUTO 791 Automotive Chassis II . . . . .	2
AUTO 756 Chrysler Electronic Engine Controls . . . . .	3
AUTO 757 Ford Electronic Engine Controls. . . . .	3
AUTO 759 GM Electronic Engine Controls . . . . .	3
AUTO 762 Toyota/Mazda Electronic Engine Controls . . . . .	3
AUTO 786 Automotive Air Conditioning I . . . . .	2.5
AUTO 709 Automotive Service Orientation . . . . .	2
AUTO 798 Alternative Fuels I . . . . .	1.5
AUTO 799 Alternative Fuels II. . . . .	1.5
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 38</b>	
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN JAPANESE AUTOMOTIVE TECHNOLOGY**

Required Core Courses	Units
AUTO 713 Automotive Electricity & Electronics <b>or</b> . . . . .	15
AUTO 730 Japanese Basic Electrical <b>and</b> . . . . .	8
AUTO 748 Japanese Advanced Electrical . . . . .	7

**Plus a selection of 25 units from the following:**  
 AUTO 743 Pre-Delivery Service . . . . . .5  
 AUTO 745 Japanese Brakes & Chassis . . . . . 11  
 AUTO 747 Japanese Air Conditioning . . . . . 4  
 AUTO 749 Japanese Engine Performance . . . . . 14.5  
 AUTO 796 Japanese Engines. . . . . 6.5  
 AUTO 797 Japanese Transmissions . . . . . 8.5  
**TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 40**  
 Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).



**JAPANESE AUTOMOTIVE CERTIFICATE PROGRAMS**

**Japanese Engine and Drive Train Technology**

AUTO 796 Japanese Engines. . . . . 6.5  
 AUTO 797 Japanese Transmissions. . . . . 8.5

**Japanese Brake, Chassis and Air Conditioning Technology**

AUTO 745 Japanese Brakes & Chassis . . . . . 11  
 AUTO 747 Japanese Air Conditioning . . . . . 4

**Japanese Electrical Technology**

AUTO 730 Japanese Basic Electrical . . . . . 8  
 AUTO 748 Japanese Advanced Electrical . . . . . 7

**Japanese Engine Performance Technology**

AUTO 749 Japanese Engine Performance . . . . . 14.5

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN TOYOTA TECHNICAL EDUCATION NETWORK**

**Required Core Courses Units**

AUTO 713 Automotive Electricity & Electronics **or** . . . . . 15  
     AUTO 730 Japanese Basic Electrical **and** . . . . . 8  
     AUTO 728 Toyota Advanced Electrical . . . . . 7

**Plus a selection of 25 units from the following:**

AUTO 706 Toyota Engines . . . . . 6.5  
 AUTO 707 Toyota Transmissions . . . . . 8.5  
 AUTO 725 Toyota Brakes & Chassis . . . . . 11  
 AUTO 727 Toyota Air Conditioning . . . . . 4  
 AUTO 729 Toyota Engine Performance . . . . . 14.5  
 TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 40

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**TOYOTA TECHNICAL EDUCATION NETWORK CERTIFICATE PROGRAMS**

**Toyota Engine and Drive Train Technology**

AUTO 706 Toyota Engines . . . . . 6.5  
 AUTO 707 Toyota Transmissions . . . . . 8.5

**Toyota Brake, Chassis and Air Conditioning Technology**

AUTO 725 Toyota Brakes & Chassis . . . . . 11  
 AUTO 727 Toyota Air Conditioning . . . . . 4

**Toyota Electrical Technology**

AUTO 730 Japanese Basic Electrical . . . . . 8  
 AUTO 728 Toyota Advanced Electrical . . . . . 7  
 Toyota Engine Performance Technology  
 AUTO 729 Toyota Engine Performance. . . . . 14.5

**SERVICE ADVISING CERTIFICATE PROGRAM**

<b>Required Courses</b>	<b>Units</b>
AUTO 710 Fundamentals of Auto Mechanics . . . . .	4.5
AUTO 851/753 Automotive Service Advising. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math. . . . .	3
BUS. 170 Selling Fundamentals . . . . .	3
BUS. 401 Business Communications . . . . .	3

BUS. 670 Work Experience. . . . . 1  
 CAOT 100 Beginning Computer Keyboarding. . . . . 1.5  
 TOTAL REQUIRED UNITS. . . . . 22

**BIOTECHNOLOGY**

The Biotechnology Industry is experiencing an increasing need for trained technicians. Numerous opportunities for employment are available to graduates of programs like Skyline's. Students receive hands-on training in biology and chemistry and master a variety of skills essential to the field of biotechnology.

Biotech technicians perform experiments and assays, manufacture products, or assist with research. Key tasks include testing procedures, material processing, equipment maintenance, inventory control and data collection and evaluation. Technicians also observe and document safe practices, quality assurance, record keeping and compliance with government regulations.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN BIOTECHNOLOGY**

<b>Required Core Courses</b>	<b>Units</b>
BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
BIOL 240 General Microbiology . . . . .	4
CHEM 234 Organic Chemistry I . . . . .	3
CHEM 235 Organic Chemistry II . . . . .	3
CHEM 237 Organic Chemistry Lab I . . . . .	2
CHEM 238 Organic Chemistry Lab I . . . . .	2
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**BUSINESS**

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN ADMINISTRATIVE ASSISTANT**

Administrative Assistant, Executive Secretary, Secretary, and Professional Secretary are the career goals of students who enroll in this program. Students acquire basic skills in keyboarding, oral and written communications, filing, and business procedures and practices. The most popular computer applications packages are used to train students in word processing, spreadsheets, and desktop publishing. Internet topics such as e-mail, searching, and HTML are included.

Students complete this program by developing skills in organizational management, decision making, and human relations and are prepared to compete as professionals in the business world.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 401 Business Communications . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2

CAOT 230 Database Applications I . . . . .	1
CAOT 400 Internet I . . . . .	1.5
SPCH 120 Interpersonal Communication . . . . .	3

**Plus a minimum of 8 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 400 Business English. . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Professional Portfolio. . . . .	1
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	22.5

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**ADMINISTRATIVE ASSISTANT CERTIFICATE**

Required Courses	Units
BUS. 400 Business English. . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 400 Internet I . . . . .	1.5
SPCH 120 Interpersonal Communication . . . . .	3

**Plus a minimum of 5 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5

CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Professional Portfolio. . . . .	1
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
TOTAL REQUIRED UNITS . . . . .	22.5

**ASSOCIATE IN SCIENCE DEGREE WITH MAJOR IN BUSINESS ADMINISTRATION**

The Business Administration Associate degree or certificate provides the foundation for students planning to transfer to a four-year college or university and includes core requirements in accounting, economics, and information systems.

Required Core Courses	Units
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Math Analysis for Business <b>or</b> . . . . .	3
MATH 241 Applied Calculus I <b>or</b> . . . . .	5
MATH 251 Calculus with Analytic Geometry II. . . . .	5
BUS. 123 Statistics <b>or</b> . . . . .	3
MATH 200 Probability & Statistics. . . . .	4
BUS. 201 Business Law . . . . .	3
ECON 100 Princ. of Macroeconomics. . . . .	3
ECON 102 Princ. of Microeconomics . . . . .	3

**Plus a minimum of 6 units from the following:**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 200 Intro to International Business. . . . .	3
BUS. 212 International Business Practice Firm . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 226 Global Business Negotiation. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe. . . . .	1.5
BUS. 243 Legal Environment of International Business. . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Intro to Customs Brokerage . . . . .	1.5
BUS. 264 Labor/Law Collective Bargaining. . . . .	3
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 401 Business Communications . . . . .	3
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1

CAOT 231 Database Applications II . . . . .	2
PSYC 300 Social Psychology . . . . .	3
SPCH 100 Fundamentals of Speech <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Communicating Across Cultures . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30-33
Plus General Education and other requirements for the Associate degree (refer to Graduation Requirements).	

**BUSINESS ADMINISTRATION CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 120 Math Analysis for Business <b>or</b> . . . . .	3
MATH 241 Applied Calculus I <b>or</b> . . . . .	5
MATH 251 Calculus with Analytic Geometry II. . . . .	5
BUS. 123 Statistics <b>or</b> . . . . .	3
MATH 200 Probability & Statistics. . . . .	4
BUS. 201 Business Law . . . . .	3
ECON 100 Princ. of Macroeconomics. . . . .	3
ECON 102 Princ. of Microeconomics . . . . .	3

**Plus a minimum of 3 units from the following:**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 200 Intro to International Business. . . . .	3
BUS. 212 International Business Practice Firm . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 226 Global Business Negotiation. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe. . . . .	1.5
BUS. 243 Legal Environment of International Business. . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Intro to Customs Brokerage . . . . .	1.5
BUS. 264 Labor/Law Collective Bargaining. . . . .	3
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 401 Business Communications . . . . .	3
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
PSYC 300 Social Psychology . . . . .	3
SPCH 100 Fundamentals of Speech <b>or</b>	
SPCH 120 Interpersonal Communication <b>or</b>	
SPCH 150 Communicating Across Cultures . . . . .	3
TOTAL REQUIRED UNITS . . . . .	27-30

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN BUSINESS INFORMATION SYSTEMS**

The Business Information Systems Program combines marketable computer skills with economics, statistics, accounting, and business practices. This program is designed for the person who will assume the leadership for information systems in a small-to-medium sized business and will provide support to system and workstations users.

<b>Required Core Courses</b>	<b>Units</b>
ACTG 121 Financial Accounting . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
COMP 155 Computer Programming Visual BASIC . . . . .	3
Electives from Group A. . . . .	6
Electives from Group B. . . . .	3

**Group A – Select 6 units from the following:**

ACTG 131 Managerial Accounting <b>or</b>	
ECON 102 Princ. of Microeconomics . . . . .	3
BUS. 100 Introduction to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics. . . . .	3
BUS.101 Human Relations at Work . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 150 Small Business Management. . . . .	3

**Group B – Select 3 units from the following:**

CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 480 Intro to Local Area Networks . . . . .	3
CAOT 490 Technical Overview of the Internet . . . . .	3
COMP 156 Intermediate Programming in Visual BASIC <b>or</b>	
COMP 190 Intro to Programming in C. . . . .	3
COOP 670 Vocational Co-op Ed. . . . .	1
TCOM 100 Survey of Telecommunications . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	27
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**BUSINESS INFORMATION SYSTEMS CERTIFICATE**

Required Courses	Units
ACTG 121 Financial Accounting . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
COMP 155 Computer Programming Visual BASIC . . . . .	3
Electives from Group A. . . . .	6
Electives from Group B. . . . .	3

**Group A – Select 6 units from the following:**

ACTG 131 Managerial Accounting <b>or</b>	
ECON 102 Princ. of Microeconomics . . . . .	3
BUS. 100 Introduction to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 150 Small Business Management. . . . .	3

**Group B – Select 3 units from the following:**

CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
CAOT 400 Internet I. . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 480 Intro to Local Area Networks . . . . .	3
CAOT 490 Technical Overview of the Internet . . . . .	3
COMP 156 Intermediate Programming in Visual BASIC <b>or</b>	
COMP 190 Intro to Programming in C. . . . .	3
COOP 670 Vocational Co-op Ed. . . . .	1
TCOM 100 Survey of Telecommunications . . . . .	3
TOTAL REQUIRED UNITS. . . . .	27

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN COMPUTER INFORMATION SPECIALIST**

This program is designed for the student seeking a career that requires exceptional computer skills. Career opportunities range from data entry operators to computer information specialists. The program gives students experience with the most popular computer software application packages, covers the basics of the Internet, and includes a comprehensive review of English for today's business environment.

This career is excellent for a detailed-oriented person with good keyboarding skills and an interest in computer software applications.

**Required Core Courses**

	Units
BUS. 400 Business English. . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 230 Database Applications I. . . . .	1
CAOT 400 Internet I . . . . .	1.5

**Plus a minimum of 7 units from the following:**

ACTG 103 Ten Key Skills . . . . .	0.5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
CAOT 226 Spreadsheets II . . . . .	2
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Professional Portfolio. . . . .	1
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 480 Intro to Local Area Networks . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**COMPUTER INFORMATION SPECIALIST CERTIFICATE**

Required Courses	Units
BUS. 400 Business English. . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 230 Database Applications I. . . . .	1
CAOT 400 Internet I . . . . .	1.5

**Plus a minimum of 7 units from the following:**

ACTG 103 Ten Key Skills . . . . .	0.5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 105 Intro to Computers with Windows II . . . . .	1

CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
CAOT 226 Spreadsheets II . . . . .	2
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Professional Portfolio. . . . .	1
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 480 Intro to Local Area Networks . . . . .	3
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

**GENERAL SUPERVISION CERTIFICATE**

Skyline’s General Supervision program provides the fundamental business background and the practical knowledge necessary for a successful supervisor and motivator of people. Students study business law, management principles, communications, and supervisory techniques. They also gain an appreciation of computer applications and can select from a variety of courses including marketing, accounting, international trade, and small business development.

<b>Required Courses</b>	<b>Units</b>
BUS. 201 Business Law <b>or</b> BUS. 264 Labor Law & Collective Bargaining . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
MGMT 100 Intro to Business Management . . . . .	3
MGMT 120 Management Communications . . . . .	3
MGMT 235 Techniques of Supervision . . . . .	3
SPCH 150 Communicating Across Cultures . . . . .	3

**Plus a selection of 6 units from the following:**

ACTG 100 Accounting Procedures. . . . .	0.5
BUS. 101 Human Relations at Work . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 115 Business Math. . . . .	1.5-3
BUS. 150 Small Business Management. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 181 Personal Power & Leadership . . . . .	1.5
BUS. 183 Building High Performance Teams . . . . .	1.5
BUS. 200 Intro to International Business . . . . .	3
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 401 Business Communications . . . . .	3
CAOT 212 Word Processing I: WordPerfect <b>or</b> CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b> CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 670 Vocational Co-Op Ed . . . . .	1-4
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>22.5</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN INTERNATIONAL TRADE**

International Trade involves activities related to the global exchange of goods and services to satisfy needs. These activities include acquiring, developing, and managing physical, financial, and human resources. Skyline’s program prepares students for many exciting careers in the global business environment.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business. . . . .	3
BUS. 210 International Finance. . . . .	1.5
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 243 Legal Environment of International Business. . . . .	1.5
BUS. 226 Global Business Negotiations. . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5

**Plus a selection of 6 units from the following:**

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications. . . . .	3
BUS. 212 International Business Practice Firm . . . . .	3
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 226 Global Business Negotiation. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 231 Put Your Business on the Web . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 278 Distribution Management . . . . .	3
BUS. 401 Business Communication . . . . .	3
BUS. 665 International Transportation and Logistics. . . . .	1.5
BUS. 670 Internship in International Trade. . . . .	1-4
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>18</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**INTERNATIONAL TRADE CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business . . . . .	3
BUS. 210 International Finance . . . . .	1.5
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 243 Legal Environment of International Business. . . . .	1.5
BUS. 226 Global Business Negotiations. . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5

**Plus a selection of 6 units from the following:**

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications. . . . .	3
BUS. 212 International Business Practice Firm . . . . .	3
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 226 Global Business Negotiation. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 231 Put Your Business on the Web . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 278 Distribution Management . . . . .	3
BUS. 401 Business Communication . . . . .	3
BUS. 665 International Transportation and Logistics. . . . .	1.5
BUS. 670 Internship in International Trade. . . . .	1-4
TOTAL REQUIRED UNITS. . . . .	18

**INTERNATIONAL BUSINESS CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business. . . . .	3
BUS. 221 Intercultural Business Communications. . . . .	1.5
BUS. 210 International Finance . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 243 Legal Environment of International Business. . . . .	1.5

**Plus a selection of 3 units from the following:**

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications. . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 231 Put Your Business on the Web . . . . .	3
BUS. 241 Doing Business in Asia. . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 665 International Transportation and Logistics. . . . .	1.5
BUS. 670 Internship in International Trade. . . . .	1-4
TOTAL REQUIRED UNITS. . . . .	12

**IMPORT & EXPORT CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business. . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 243 Legal Environment of International Business. . . . .	1.5
BUS. 665 International Transportation and Logistics. . . . .	1.5

**Plus a selection of 3 units from the following:**

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications. . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 231 Put Your Business on the Web . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe . . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 670 Internship in International Trade. . . . .	1-4
TOTAL REQUIRED UNITS. . . . .	12

**LEGAL ASPECTS OF INTERNATIONAL BUSINESS CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business. . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 226 Global Business Negotiations. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 243 Legal Environment of International Business. . . . .	1.5

**Plus a selection of 3 units from the following:**

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications. . . . .	3
BUS. 212 International Business Practice Firm . . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 231 Put Your Business on the Web . . . . .	3
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe. . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5

BUS. 279 Import & Export Management. . . . .	1.5
BUS. 665 International Transportation and Logistics. . . . .	1.5
BUS. 670 Internship in International Trade. . . . .	1-4
TOTAL REQUIRED UNITS . . . . .	12

**GLOBAL BUSINESS PRACTICES CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 200 Intro to International Business. . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 241 Doing Business in Asia . . . . .	1.5
BUS. 242 Doing Business in Europe. . . . .	1.5
BUS. 244 Doing Business in Latin America. . . . .	1.5

**Plus a selection of 3 units from the following:**

BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Business Information Systems. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 187 Marketing Communications. . . . .	3
BUS. 210 International Finance. . . . .	1.5
BUS. 212 International Business Practice Firm . . . . .	3
BUS. 225 Foundations of Global E-Business . . . . .	1.5
BUS. 226 Global Business Negotiations. . . . .	1.5
BUS. 227 Global Business Contracts . . . . .	1.5
BUS. 230 Intro to International Marketing. . . . .	1.5
BUS. 231 Put Your Business on the Web . . . . .	3
BUS. 243 Legal Environment of International Business. . . . .	1.5
BUS. 245 Introduction to Customs Brokerage . . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 665 International Transportation and Logistics. . . . .	1.5
BUS. 670 Internship in International Trade 1-4	
TOTAL REQUIRED UNITS . . . . .	12

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN LEGAL SECRETARY**

This can be one of the most dynamic careers in the administrative field. This program is designed to develop the skills and knowledge associated with the practice of law. Career opportunities are available with small and large legal firms, legal departments of large corporations, and government agencies dealing with the legal system.

Students develop an understanding of typical civil and administrative procedures and learn about case docketing and calendaring management. Students also learn how to use the Internet for legal research, prepare correspondence, and legal documents including California Judicial Council forms. Organizational and communications skills are developed along with competency with legal terminology and drafting of legal documents.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 401 Business Communications . . . . .	3
BUS. 443 Law Office Procedures <b>or</b>	
LEGL 443 Law Office Procedures . . . . .	4

CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
LEGL 245 Legal Operations . . . . .	3
LEGL 252 Principles of Civil & Administrative Process . . . . .	3

**Plus a minimum of 9 units from the following:**

ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 115 Business Math. . . . .	1.5-3
BUS. 400 Business English. . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Suite . . . . .	2
CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
LEGL 250 Legal Research. . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
SPCH 120 Interpersonal Communications. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	25
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**LEGAL SECRETARY CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 401 Business Communications . . . . .	3
BUS. 443 Law Office Procedures <b>or</b>	
LEGL 443 Law Office Procedures . . . . .	4
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
LEGL 245 Legal Operations . . . . .	3
LEGL 252 Principles of Civil & Administrative Process . . . . .	3

**Plus a minimum of 9 units from the following:**

ACTG 103 Ten Key Skills . . . . .	0.5
ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 115 Business Math. . . . .	1.5-3
BUS. 400 Business English. . . . .	3

BUS. 670 Business Work Experience . . . . .	1
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Suite . . . . .	2
CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 400 Internet I. . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
LEGL 250 Legal Research. . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
SPCH 120 Interpersonal Communications. . . . .	3
TOTAL REQUIRED UNITS. . . . .	25

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN MARKETING**

The Marketing Program provides basic skills for employment in a people-oriented environment. Program offerings emphasize the humanistic side of business with classes focusing on interpersonal communication, presentation techniques, marketing and promotion, customer analysis, and interactive business skills.

<b>Required Core Courses</b>	<b>Units</b>
BUS. 187 Marketing Communications. . . . .	3
BUS. 231 Put Your Business on the Web . . . . .	3
SPCH 100 Fundamentals of Speech. . . . .	3

**Plus one course from the following:**

BUS. 180 Fundamentals of Marketing. . . . .	3
H.R. 101 Hospitality Marketing . . . . .	3

**Plus one course from the following:**

BUS. 123 Statistics. . . . .	3
MATH 200 Probability & Statistics. . . . .	4

**Plus one course from the following:**

BUS. 200 Introduction to International Business . . . . .	3
BUS. 212 International Business Practice Firm . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 230 Introduction to International Marketing . . . . .	1.5

**Plus a minimum of 6 units from the following:**

ACTG 100 Accounting Procedures . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 150 Small Business Management. . . . .	3
BUS. 170 Selling Fundamentals . . . . .	3
BUS. 175 Advertising . . . . .	3
BUS. 181 Personal Power & Leadership . . . . .	1.5
BUS. 182 Techniques of Promotion. . . . .	3

BUS. 183 Building High Performing Teams. . . . .	1.5
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Business Work Experience <b>or</b> . . . . .	1-3
COOP 670 Vocational Cooperative Education <b>or</b>	
H.R. 670 Hotel Work Experience . . . . .	1-4
FASH 152 Visual Merchandising . . . . .	3
H.R. 108 Intro to Meetings & Convention Management . . . . .	3
H.R. 112 Princ. of Meetings & Convention Management . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	22.5-25
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**MARKETING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 187 Marketing Communications. . . . .	3
BUS. 231 Put Your Business on the Web . . . . .	3

**Plus one course from the following:**

BUS. 180 Fundamentals of Marketing. . . . .	3
H.R. 101 Hospitality Marketing . . . . .	3

**Plus a minimum of 3 units from the following:**

BUS. 200 Introduction to International Business . . . . .	3
BUS. 212 International Business Practice Firm . . . . .	3
BUS. 221 Intercultural Business Communication . . . . .	1.5
BUS. 230 Introduction to International Marketing . . . . .	1.5

**Plus a minimum of 6 units from the following:**

ACTG 100 Accounting Procedures . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 150 Small Business Management. . . . .	3
BUS. 170 Selling Fundamentals . . . . .	3
BUS. 175 Advertising . . . . .	3
BUS. 181 Personal Power & Leadership . . . . .	1.5
BUS. 182 Techniques of Promotion. . . . .	3
BUS. 183 Building High Performing Teams. . . . .	1.5
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
BUS. 225 Foundations of Global E-Commerce. . . . .	1.5
BUS. 279 Import/Export Management . . . . .	1.5
BUS. 670 Business Work Experience <b>or</b> . . . . .	1-3
COOP 670 Vocational Cooperative Education <b>or</b>	
H.R. 670 Hotel Work Experience. . . . .	1-4
FASH 152 Visual Merchandising . . . . .	3
H.R. 108 Intro to Meetings & Convention Management. . . . .	3
H.R. 112 Princ. of Meetings & Convention Management . . . . .	3
TOTAL REQUIRED UNITS . . . . .	18



**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN MEDICAL TRANSCRIPTIONIST**

Through this program, students are prepared to work in a variety of settings including public and private medical clinics, hospitals, medical research groups, and city and state health departments. Students learn medical terminology, anatomy, transcription, and word processing. Employment opportunities are in both full- and part-time categories and have high potential for advancement, an option for working at home, and flexible hours.

Among the skills mastered are medical terminology and medical transcription. Students learn a variety of report formats. These include Chart Notes, Reports of Operation, Discharge Summaries, and Consultation Reports. Students will learn patient assessment techniques and diagnostic and therapeutic procedures.

<b>Required Core Courses</b>	<b>Units</b>
BIOL 250 Human Anatomy . . . . .	4
BUS. 485 Medical Terminology. . . . .	3
BUS. 486 Medical Transcription . . . . .	4
BUS. 670 Business Work Experience <b>or</b>	
BUS. 487 Medical Transcription Internship . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2

**Plus a minimum of 9 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BIOL 130 Human Biology . . . . .	3
BIOL 260 Introduction to Physiology. . . . .	5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 400 Business English. . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Applications. . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 301 Professional Portfolio. . . . .	1
CAOT 400 Internet I . . . . .	1.5
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>24</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**MEDICAL TRANSCRIPTIONIST CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BIOL 250 Human Anatomy . . . . .	4
BUS. 485 Medical Terminology. . . . .	3
BUS. 486 Medical Transcription . . . . .	4
BUS. 670 Business Work Experience <b>or</b>	
BUS. 487 Medical Transcription Internship . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	

CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2

**Plus a minimum of 9 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BIOL 130 Human Biology . . . . .	3
BIOL 260 Introduction to Physiology. . . . .	5
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 400 Business English. . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Introduction to MS Office Suite . . . . .	2
CAOT 201 Integration of MS Applications. . . . .	1
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 301 Professional Portfolio. . . . .	1
CAOT 400 Internet I . . . . .	1.5
<b>TOTAL REQUIRED UNITS. . . . .</b>	<b>24</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN OFFICE ASSISTANT**

Interested in an office career as a clerk, receptionist, or administrative support assistant? The Office Assistant program can provide you with the necessary tools. Students acquire computer application skills, strengthen written and oral communications skills, learn office procedures and practices as well as Internet topics such as searching, e-mail, and HTML.

This program emphasizes keyboarding, word processing, and popular business software applications. Students learn to prepare letters, memos, reports, and presentations for use in today's business office.

<b>Required Core Courses</b>	<b>Units</b>
ACTG 103 Ten Key Skills . . . . .	0.5
CAOT 101 Computer Keyboarding Skill Building. . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 400 Internet I . . . . .	1.5

**Plus a minimum of 10 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 201 Integration of MS Office Applications. . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2

CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Professional Portfolio . . . . .	1
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**OFFICE ASSISTANT CERTIFICATE**

Required Courses	Units
ACTG 103 Ten Key Skills . . . . .	0.5
BUS. 400 Business English . . . . .	3
CAOT 101 Computer Keyboarding Skill Building . . . . .	1.5
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 400 Internet I . . . . .	1.5

**Plus a minimum of 7 units from the following:**

ACTG 194 Introduction to QuickBooks . . . . .	1
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 401 Business Communications . . . . .	3
BUS. 670 Business Work Experience . . . . .	1
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 201 Integration of MS Office Applications . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II . . . . .	1
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Professional Portfolio . . . . .	1
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
TOTAL REQUIRED UNITS . . . . .	18

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN OFFICE INFORMATION SYSTEMS**

The Office Information Systems Program focuses on the software and system user. Individuals learn the office environment software most commonly used and transfer that knowledge to office leadership positions, selection of appropriate software for the company and training of coworkers on the software and systems.

Required Core Courses	Units
ACTG 121 Financial Accounting . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 400 Internet I . . . . .	1.5
Electives from Group A . . . . .	6
Electives from Group B . . . . .	6

**Group A – Select a minimum of 6 units from the following:**

ACTG 131 Managerial Accounting <b>or</b>	
ECON 102 Princ. of Microeconomics . . . . .	3
BUS. 100 Intro to Business <b>or</b>	
ECON 100 Princ. of Macroeconomics . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math . . . . .	1.5-3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 123 Statistics . . . . .	3
BUS. 150 Small Business Management . . . . .	3
CAOT 301 Professional Portfolio . . . . .	1

**Group B – Select a minimum of 6 units from the following:**

COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 156 Intermediate Programming In Visual BASIC . . . . .	3
COMP 190 Intro to Programming in C . . . . .	3
CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
COOP 670 Vocational Co-Op Ed . . . . .	4
TCOM 100 Survey of Telecommunications . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	32.5
Plus General Education and other requirements for the Associate Degree (refer to Associate Degree Requirements).	

**OFFICE INFORMATION SYSTEMS CERTIFICATE**

Required Courses	Units
ACTG 100 Accounting Procedures <b>or</b>	
ACTG 121 Financial Accounting . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 105 Intro to Computers with Windows II . . . . .	1
CAOT 212 Word Processing I: WordPerfect <b>or</b>	
CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect <b>or</b>	
CAOT 215 Word Processing II: Word . . . . .	2
CAOT 225 Spreadsheets I . . . . .	1
CAOT 226 Spreadsheets II . . . . .	2

CAOT 230 Database Applications I . . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 400 Internet I . . . . .	1.5
Electives from Group A. . . . .	6
Electives from Group B. . . . .	6

**Group A – Select a minimum of 6 units from the following:**

ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 120 Math Analysis for Business . . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 150 Small Business Management. . . . .	3
CAOT 301 Professional Portfolio. . . . .	1
ECON 100 Princ. of Macroeconomics. . . . .	3
ECON 102 Princ. of Microeconomics . . . . .	3

**Group B – Select a minimum of 6 units from the following:**

CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 156 Intermediate Programming in Visual BASIC. . . . .	3
COMP 190 Intro to Programming in C. . . . .	3
COOP 670 Vocational Co-Op Ed . . . . .	4
TCOM 100 Survey of Telecommunications . . . . .	3
TOTAL REQUIRED UNITS . . . . .	32.5

**PUBLIC TRANSIT MANAGEMENT CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
MGMT 100 Intro to Business Management . . . . .	3
MGMT 120 Management communications . . . . .	3
MGMT 235 Techniques of Supervision . . . . .	3
MGMT 270 Public Transmit Management . . . . .	3

**Plus a minimum of 12 units from the following:**

ACTG 100 Accounting Procedures . . . . .	3
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 123 Statistics. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 201 Business Law . . . . .	3
BUS. 264 Labor Law & Collective Bargaining . . . . .	3
BUS. 400 Business English. . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 225 Spreadsheets I. . . . .	1
CAOT 226 Spreadsheets II . . . . .	2
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
COOP 670 Vocational Co-Op Ed. . . . .	1-4
MGMT 255 Intro to Quality Control. . . . .	3
TOTAL REQUIRED UNITS. . . . .	24

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN RETAIL MANAGEMENT**

Developed in cooperation with the Western Association of Food Chains, the certificate and degree program in Retail management gives students core courses in preparation for management and supervisory positions with excellent prospects for employment.

**Required Core Courses** **Units**

**Group A – Foundations Courses**

BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	3
BUS. 401 Business Communications <b>or</b>	
ENGL 100 Composition <b>or</b> . . . . .	3
ENGL 105 Intensive Composition . . . . .	4
MGMT 120 Management Communications <b>or</b>	
SPCH 120 Interpersonal Communications. . . . .	3

**Group B – Intermediate Courses**

ACTG 100 Accounting Procedures <b>or</b>	
ACTG 121 Financial Accounting . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
MGMT 100 Intro to Business Management . . . . .	3

**Group C – Advanced Courses**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
*MGMT 215 Management of Human Resources . . . . .	3

**\*Note:** MGMT 215 is not offered at Skyline College. It is offered at CSM and Cañada College, where students in this program can complete the course.

TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 30-31  
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**RETAIL MANAGEMENT CERTIFICATE**

**Required Courses** **Units**

**Group A – Foundations Courses**

BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 115 Business Math. . . . .	3
BUS. 401 Business Communications <b>or</b>	
ENGL 100 Composition <b>or</b> . . . . .	3
ENGL 105 Intensive Composition . . . . .	4
MGMT 120 Management Communications <b>or</b>	
SPCH 120 Interpersonal Communications. . . . .	3

**Group B – Intermediate Courses**

ACTG 100 Accounting Procedures <b>or</b>	
ACTG 121 Financial Accounting . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
MGMT 100 Intro to Business Management . . . . .	3

**Group C – Advanced Courses**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
*MGMT 215 Management of Human Resources . . . . .	3

**\*Note:** MGMT 215 is not offered at Skyline College. It is offered at CSM and Cañada College, where students in this program can complete the course.

TOTAL REQUIRED UNITS . . . . . 30-31

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN WEB DEVELOPER**

Interested in the exciting and dynamic field of Web development? If so, our Web Developer major is for you. This program is designed to prepare students for a stimulating career as a Web Developer, Web Designer, or Web Master. The courses in this program provide students with a foundation in Web creation and design.

Upon completion of the program, students may chose to practice as a professional in a variety of areas such as web development, web design, or web maintenance, or they may choose to continue with advanced or specialized training.

<b>Required Core Courses</b>	<b>Units</b>
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I . . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 406 Multimedia and the Web I: Audio. . . . .	1.5
CAOT 407 Multimedia and the Web II: Video . . . . .	1.5
CAOT 410 Web Graphics I . . . . .	1
CAOT 411 Web Graphics II . . . . .	1
CAOT 412 Web Animation. . . . .	1
CAOT 415 Web Design and Management . . . . .	2

**Plus a minimum of 5.5 units from the following:**

ART 214 Color. . . . .	2-3
ART 301 Design. . . . .	2-3
ART 376 Digital Imaging I . . . . .	2
ART 377 Digital Imaging II. . . . .	3
BUS. 231 Put Your Business on the Web . . . . .	3
CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Professional Portfolio. . . . .	1
CAOT 320 Graphic Design for Computer Users . . . . .	1.5
CAOT 405 HTML & Web Authoring Applications III. . . . .	1.0
CAOT 413 Advanced Flash. . . . .	1.5
CAOT 420 Web Scripting I . . . . .	1.5
CAOT 421 Web Scripting II. . . . .	1.5
CAOT 422 Web Scripting III . . . . .	1.5
CAOT 425 Web Design Principles. . . . .	1.5
CAOT 427 Collaboration & Web Production I . . . . .	1.5
CAOT 430 Web Database I. . . . .	1
CAOT 431 Web Database II . . . . .	1
CAOT 432 Web Database III . . . . .	1
CAOT 480 Intro to Local Area Networks . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**WEB DEVELOPER CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
CAOT 400 Internet I . . . . .	1.5
CAOT 403 HTML & Web Authoring Applications I. . . . .	1.5
CAOT 404 HTML & Web Authoring Applications II . . . . .	1.5
CAOT 406 Multimedia and the Web I: Audio. . . . .	1.5
CAOT 407 Multimedia and the Web II: Video . . . . .	1.5
CAOT 410 Web Graphics I . . . . .	1
CAOT 411 Web Graphics II . . . . .	1
CAOT 412 Web Animation. . . . .	1
CAOT 415 Web Design and Management . . . . .	2

**Plus a minimum of 5.5 units from the following:**

ART 214 Color. . . . .	2-3
ART 301 Design. . . . .	2-3
ART 376 Digital Imaging I . . . . .	2
ART 377 Digital Imaging II. . . . .	3
BUS. 231 Put Your Business on the Web . . . . .	3
CAOT 220 Desktop Publishing: PageMaker . . . . .	1.5-3
CAOT 222 Business Presentations I . . . . .	1
CAOT 223 Business Presentations II. . . . .	1
CAOT 230 Database Applications I. . . . .	1
CAOT 231 Database Applications II . . . . .	2
CAOT 301 Professional Portfolio. . . . .	1
CAOT 320 Graphic Design for Computer Users . . . . .	1.5
CAOT 405 HTML & Web Authoring Applications III. . . . .	1.0
CAOT 413 Advanced Flash. . . . .	1.5
CAOT 420 Web Scripting I . . . . .	1.5
CAOT 421 Web Scripting II. . . . .	1.5
CAOT 422 Web Scripting III . . . . .	1.5
CAOT 425 Web Design Principles. . . . .	1.5
CAOT 427 Collaboration & Web Production I . . . . .	1.5
CAOT 430 Web Database I. . . . .	1
CAOT 431 Web Database II . . . . .	1
CAOT 432 Web Database III . . . . .	1
CAOT 480 Intro to Local Area Networks . . . . .	3
TOTAL REQUIRED UNITS . . . . .	18

**COSMETOLOGY**

This program prepares students for licensing as a Cosmetologist, Esthetician, and Manicurist. The Cosmetology program involves 1600 hours of comprehensive training in beauty services. The Esthetician program focuses on training in skin care treatment and techniques. The Manicurist program provides training in various services related to nails.

A program in Spa Technician Training is also available. Students learn skills and knowledge related to therapies and treatments for employment in the rapidly expanding Spa Services Industry.

Courses in the Cosmetology programs focus on theoretical foundation, practical manipulative skills, business knowledge,

and the professional and ethical training needed for licensing through the State Board of Barbering and Cosmetology. Prepared with excellent entry-level skills, students are able to work in many facets of the beauty industry.

**ADMISSIONS PROCEDURES AND REQUIREMENTS**

The Associate in Science degree with a major in Cosmetology or the Cosmetology Certificate Program requires the completion of a special application packet to be considered for admission. Admission applications are not considered for acceptance until all documents listed have been completed and received by the Office of Admissions and Records. All requirements must be submitted by the deadline date. The following components of the application packet are required.

1. Completed Cosmetology Program application.
2. Completed Skyline College English Placement Tests. The English Placement Tests may be waived for those students who have completed an AA/AS or BS degree.
3. Transcripts from former colleges.
4. Completed college matriculation requirements.
5. Signed Cosmetology Program contract.
6. Completed Skyline College Application

For further information on the Cosmetology Program, please call 738-4165.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN COSMETOLOGY**

Required Core Courses	Units
COSM 700 Cosmetology Concepts & Practice I . . . . .	8
COSM 710 Cosmetology Concepts & Practice II. . . . .	6
COSM 720 Cosmetology Concepts & Practice III . . . . .	6
COSM 730 Cosmetology Concepts & Practice IV . . . . .	8
COSM 740 Cosmetology Concepts & Practice V . . . . .	8-12

**Additional units may be completed in the following:**

COSM 690 Special Projects	
COSM 750 Cosmetology Brush-up	
COSM 782 Advanced Cosmetology Concepts	
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	40
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**COSMETOLOGY CERTIFICATE PROGRAM**

The program is open to both men and women and enables completion in three semesters including a four-week summer session. Class sessions are from 8:00 a.m. to 5:00 p.m., Monday through Friday. New students are admitted at the beginning of the semester and at mid-semester. Upon completion of the 1600-hour program, students are eligible for the Cosmetology certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

Suggested High School preparation: Art, Chemistry, Business courses, General Science, and Speech.

The Associate in Science degree with a major in Cosmetology or the Cosmetology Certificate Program requires the completion of a special application to be considered for admission.

**COSMETOLOGY CERTIFICATE**

**Required Courses**

COSM 700 Cosmetology Concepts & Practice I . . . . .	8
COSM 710 Cosmetology Concepts & Practice II. . . . .	6
COSM 720 Cosmetology Concepts & Practice III . . . . .	6
COSM 730 Cosmetology Concepts & Practice IV . . . . .	8
COSM 740 Cosmetology Concepts & Practice V . . . . .	8-12

**Additional units may be completed in the following:**

COSM 690 Special Projects	
COSM 750 Cosmetology Brush-up	
COSM 782 Advanced Cosmetology Concepts	
TOTAL REQUIRED UNITS . . . . .	40

**MANICURING CERTIFICATE**

The program is open to both men and women. Upon completion of the 400-hour program, students are eligible for the manicuring certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

**Course required for the Manicuring Certificate: Units**

COSM 754 Manicuring . . . . .	10
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**COSMETICIAN/ESTHETICIAN CERTIFICATE**

The program is open to both men and women. Upon completion of the 600-hour program, students are eligible for the Cosmetician/Esthetician Certificate and are qualified to apply for licensing through the California State Board of Cosmetology.

**Course required for the Cosmetician/Esthetician Certificate:**

COSM 775 Cosmetician/Esthetician . . . . .	16
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**DANCE**

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN DANCE**

Required Core Courses	Units
DANC 110 Modern Dance. . . . .	1
DANC 130 Jazz Dance . . . . .	1
DANC 140 Ballet. . . . .	1
DANC 330 Creative Dance . . . . .	1
DANC 390 Dance Composition/Theory/Choreography . . . . .	3
DANC 400 Dance Production . . . . .	2
BIOL 250 Human Anatomy . . . . .	4
MUS. 100 Fundamentals of Music. . . . .	3

**Plus a selection of 6 units from the following:**

ART 201 Form & Composition I . . . . .	2-3
ART 202 Form & Composition II . . . . .	2-3
BIOL 260 Introduction to Physiology. . . . .	5
DANC 101 Beginning Dance. . . . .	.5-1
DANC 105 Dance & Wellness . . . . .	.5-1
DANC 350 Aerobic Dance. . . . .	1
DANC 440 Princ. of Dance Company/ Arts Program Management. . . . .	.5-2
DANC 450 Intermediate/Adv. Dance Production . . . . .	.5-1
DANC 665 Ethnic Dance. . . . .	1

FITN 332 Stretching & Flexibility . . . . . 1  
 P.E. 100 Intro to Physical Education . . . . . 2  
 TOTAL REQUIRED UNITS IN MAJOR AREA . . . . . 22  
 Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## EARLY CHILDHOOD EDUCATION

The Early Childhood Education curriculum is designed to meet the needs of persons who wish to work or are now working with young children. Graduates of Skyline’s program will be qualified for positions as Child Development Center Assistants, Associate Teachers, and/or Teachers - depending on the number of units taken in line with requirements of the state licensing agency, the Child Development Training Consortium. Classroom instruction is supplemented by observation and practicums in programs serving young children.

Students desiring state licensing must achieve a minimum grade of C in each Early Childhood Education course and must have an overall GPA of 2 or higher to earn an Associate degree at Skyline.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN EARLY CHILDHOOD EDUCATION

An Associate degree with 24 ECE units and at least 16 general education units qualifies a student for state licensing as a Child Development Teacher. A grade of C or better is required in all of the courses used to satisfy the requirements of the major.

<b>Required Core Courses</b>	<b>Units</b>
ECE 201 Child Development <b>or</b>	
PSYC 201 Child Development. . . . .	3
ECE 210 Early Childhood Education Princ. . . . .	3
ECE 211 Early Childhood Education Curriculum . . . . .	3
ECE 212 Child, Family & Community <b>or</b>	
FCS 212 Child, Family & Community. . . . .	3

**Plus a selection of at least 12 units from the following:**

ECE 214 Child-Parent Relations <b>or</b>	
FCS 213 Child-Parent Relations . . . . .	3
ECE. 240 ECE Administration: Business/Legal . . . . .	3
ECE. 241 ECE Administration: Human Relations . . . . .	3
ECE. 242 Adult Supervision in ECE/CD Classrooms . . . . .	2
ECE 270 Intro to Infant/Toddler Child Care. . . . .	3
ECE 272 Cultural Diversity in Early Childhood Education. . . . .	3
ECE. 275 Children’s Language & Literacy Development . . . . .	3
ECE 311 Children’s Nutrition <b>or</b>	
FCS 311 Children’s Nutrition . . . . .	1
ECE 665 Selected Topic in Early Childhood Education. . . . .	.5-2
ECE 670 Cooperative Education in ECE . . . . .	1-4
Any ECE course offered by Cañada College . . . . .	3
MINIMUM TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	24

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## EARLY CHILDHOOD EDUCATION CERTIFICATE

A certificate will be granted upon successful completion of the required number of units of coursework. A grade of C or better is required in all of the courses used to satisfy the requirements of the certificate. ECE 670: Cooperative Education in Early Childhood Education is strongly recommended for those students planning to work in early childhood classroom settings.

Completion of the certificate requirements qualifies students for state licensing as a Child Development Center Assistant or Associate Teacher.

<b>Required Core Courses</b>	<b>Units</b>
ECE. 201 Child Development <b>or</b>	
PSYC 201 Child Development. . . . .	3
ECE. 210 Early Childhood Education Princ.. . . . .	3
ECE. 211 Early Childhood Education Curriculum. . . . .	3
ECE. 212 Child, Family & Community <b>or</b>	
FCS 212 Child, Family & Community. . . . .	3

**Plus a selection of at least 6 units from the following:**

ECE. 214 Child-Parent Relations <b>or</b>	
FCS 213 Child-Parent Relations . . . . .	3
ECE. 240 ECE Administration: Business/Legal . . . . .	3
ECE. 241 ECE Administration: Human Relations . . . . .	3
ECE. 242 Adult Supervision in ECE/CD Classrooms . . . . .	2
ECE. 270 Intro to Infant/Toddler Child Care. . . . .	3
ECE. 272 Cultural Diversity in Early Childhood Education . . . . .	3
ECE. 275 Children’s Language & Literacy Development . . . . .	3
ECE. 311 Children’s Nutrition <b>or</b>	
FCS 311 Children’s Nutrition . . . . .	1
ECE. 665 Selected Topic in Early Childhood Education . . . . .	.5-2
ECE. 670 Cooperative Education in ECE . . . . .	1-4
Any ECE course offered by Cañada College . . . . .	3
MINIMUM TOTAL REQUIRED UNITS. . . . .	18

## EMERGENCY MEDICAL TECHNOLOGY

This program represents the first phase of training in the Emergency Medical Technician career structure. The course covers all techniques of emergency equipment and supplies considered within the responsibilities of the EMT-I. In addition to didactic and skills training on campus, the course includes observation in a local hospital Emergency Room and a ride-along rotation with a local ambulance company.

### EMERGENCY MEDICAL TECHNOLOGY CERTIFICATE

<b>Required Course</b>	<b>Units</b>
EMC. 410 Emergency Medical Technician I . . . . .	7

## ENGLISH

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN ENGLISH

Required Core Courses	Units
<b>Select a minimum of 6 units from the following:</b>	
ENGL 100 Composition . . . . .	3
ENGL 105 Intensive Composition . . . . .	4
ENGL 110 Composition, Literature & Critical Thinking . . . . .	3
ENGL 165 Critical Thinking/Adv. Composition. . . . .	3

<b>Plus a selection of 12 units from the following:</b>	
FILM 440 Film Study & Appreciation. . . . .	3
LIT. 101 Contemporary Literature . . . . .	3
LIT. 113 Intro to the Novel . . . . .	3
LIT. 225 Mirrors of Today: Contemp. Poetry . . . . .	3
LIT. 251 Women in Literature. . . . .	3
LIT. 265 Asian American Literature . . . . .	3
LIT. 266 Black Literature . . . . .	3
LIT. 267 Filipino American Literature . . . . .	3
LIT. 370 Readings in Lit. of the Latino in the US . . . . .	3
LIT. 373 Latin American Lit in Translation . . . . .	3
LIT. 416 Modern European Lit in Translation . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

### ROTATION OF LITERATURE COURSES – DAY AND EVENING CLASSES

(Listed below are the tentative Literature offerings for the upcoming semesters.)

#### Fall 2002

Day	LIT. 116 Introduction to World Literature
Evening	LIT. 101 Contemporary Literature

#### Spring 2003

Day	LIT. 265 Asian American Literature
Evening	LIT. 113 Introduction to the Novel

#### Fall 2003

Day	LIT. 266 Black Literature
	LIT. 373 Latin American Literature in Translation
Evening	LIT. 432 Folklore LIT 225 or
	LIT. 225 Mirrors of Today: Contemp Poetry

#### Spring 2004

Day	LIT. 267 Filipino American Literature
	LIT. 370 Readings in Literature of the Latino in the United States
Evening	LIT. 191 Children’s Literature

(For information on class meeting days and times for Literature courses, consult the current Schedule of Classes.)

## FAMILY & CONSUMER SCIENCES

The Family and Consumer Science associate degree major is a cultural core program which provides transfer opportunities in five possible areas: clothing and textiles, child development and family relations, food and nutrition/food services, design and housing, and general family and consumer science.

A certificate in Family and Consumer Science endorses a foundation for paid employment in many entry-level jobs in the above mentioned fields. Advanced education, depending on the area of specialization, opens the door to jobs in industry, business, government, education, and private agencies.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FAMILY & CONSUMER SCIENCES

Required Core Courses	Units
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
ECE./FCS 212 Child, Family & Community . . . . .	3
FCS 213 Child-Parent Relations or	
ECE. 214 Child-Parent Relations. . . . .	3
FCS 310 Nutrition . . . . .	3
FCS 392 Life Cycle. . . . .	3
INTD 110 Environmental Design . . . . .	3

#### Plus a selection of 6 units from the following:

BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Small Business Management. . . . .	3
COOP 670 Vocational Co-Op Education . . . . .	1-4
ECE./FCS 311 Children’s Nutrition. . . . .	1
FASH 151 Fashion Merchandising. . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FCS/FASH 150 History of Costume. . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
H.R. 200 Sanitation & Safety Techniques . . . . .	3
HSCI 100 General Health Education . . . . .	3
INTD 120 Designing Interiors for Multicultural Populations. . .	3
MUS. 100 Fundamentals of Music. . . . .	3
MUS. 115 Music, Art & Ideas. . . . .	3
PSYC 100 General Psychology. . . . .	3
PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 210 Child Development. . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**FAMILY & CONSUMER SCIENCES CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
FASH/FCS 113 Textiles . . . . .	3
FASH/FCS 117 Creating a Personal Image . . . . .	3
FASH/FCS 119 Clothing, Culture & Society . . . . .	3
ECE./FCS 212 Child, Family & Community . . . . .	3
FCS 213 Child-Parent Relations or ECE. 214 Child-Parent Relations. . . . .	3
FCS 310 Nutrition . . . . .	3
FCS 392 Life Cycle. . . . .	3
INTD. 110 Environmental Design . . . . .	3

**Plus a selection of 6 units from the following:**

BUS. 101 Human Relations at Work . . . . .	3
BUS. 150 Small Business Management. . . . .	3
COOP 670 Vocational Co-Op Ed. . . . .	1-4
ECE./FCS 311 Children’s Nutrition. . . . .	1
FASH 151 Fashion Merchandising. . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FCS 313 Holistic Perspective in Nutrition . . . . .	1
H.R. 200 Sanitation & Safety Techniques . . . . .	3
HSCI 100 General Health Education . . . . .	3
INTD 310 Housing. . . . .	3
MUS. 100 Fundamentals of Music. . . . .	3
MUS. 115 Music, Art & Ideas. . . . .	3
PSYC 100 General Psychology. . . . .	3
PSYC/SOCI 110 Courtship, Marriage, & Family . . . . .	3
PSYC 210 Child Development. . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
<b>TOTAL REQUIRED UNITS.</b> . . . .	<b>30</b>

**FASHION MERCHANDISING**

Fashion promotion, visual merchandising, fashion coordination, retail buying, and store management are some of the fields for which this program prepares students. Since the fashion industry is one of the fastest growing segments of business in the Bay Area, internship and employment opportunities are readily available.

In addition to immediate employment opportunities, the Certificate and Associate in Science degree programs in Fashion Merchandising, General Merchandising, and Image Consulting provide a foundation for transfer and pursuit of a Bachelor’s degree.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN FASHION MERCHANDISING**

<b>Required Core Courses</b>	<b>Units</b>
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
FASH 113 Textiles . . . . .	3
FASH 117 Creating a Personal Image . . . . .	3
FASH 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3

FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 156 Fashion Shows & Special Events . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

**Plus a selection of 5 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ART 301 Design. . . . .	2-3
ART 338 Advertising Art . . . . .	2
BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Mathematics. . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 170 Selling Fundamentals . . . . .	3
BUS. 175 Advertising . . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH/FCS 150 History of Costume. . . . .	3
FASH 160 Business of Image Consulting. . . . .	2
FASH 670 Vocational Co-Op Education. . . . .	1-4
INTD 110 Environmental Design . . . . .	3
PSYC 100 General Psychology. . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b> . . . . .	<b>30</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**FASHION MERCHANDISING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
FASH 113 Textiles . . . . .	3
FASH 117 Creating a Personal Image . . . . .	3
FASH 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 156 Fashion Shows & Special Events . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

**Plus a selection of 5 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
ART 301 Design. . . . .	2-3
ART 338 Advertising Art . . . . .	2
BUS. 100 Intro to Business. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math. . . . .	1.5-3
BUS. 150 Small Business Management. . . . .	3
BUS. 170 Selling Fundamentals . . . . .	3
BUS. 175 Advertising . . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH/FCS 150 History of Costume. . . . .	3
FASH 160 Business of Image Consulting. . . . .	2



INTD 110 Environmental Design <i>(suggested for students interested in display)</i> . . . . .	3
PSYC 100 General Psychology . . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
<b>TOTAL REQUIRED UNITS.</b> . . . .	<b>30</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN GENERAL MERCHANDISING**

<b>Required Core Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	1.5
BUS. 101 Human Relations at Work . . . . .	3
BUS. 115 Business Math. . . . .	3
BUS. 170 Selling Fundamentals . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
FASH 113 Textiles . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 670 Vocational Co-Op Ed . . . . .	1

**Plus a selection of 3 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
ART 301 Design. . . . .	2-3
BUS. 100 Intro to Business. . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 175 Advertising . . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
COOP 670 Vocational Co-Op Education . . . . .	1-4
FASH 117 Creating a Personal Image . . . . .	3
FASH 119 Clothing, Culture & Society . . . . .	3
FASH/FCS 150 History of Costume. . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
INTD 110 Environmental Design . . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA.</b> . . . .	<b>29.5</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**GENERAL MERCHANDISING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	1.5
BUS. 101 Human Relations. . . . .	3
BUS. 115 Business Mathematics. . . . .	3
BUS. 170 Selling Fundamentals . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
FASH 113 Textiles . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 670 Vocational Co-Op Education . . . . .	1

**Plus a selection of 3 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5
ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
ART 301 Design. . . . .	2-3
BUS. 100 Intro to Business. . . . .	3
BUS. 103 Intro to Business Information Systems . . . . .	3
BUS. 150 Small Business Management. . . . .	3
BUS. 175 Advertising . . . . .	3
BUS. 201 Business Law . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
COOP 670 Vocational Co-Op Education . . . . .	1-4
FASH 117 Creating a Personal Image . . . . .	3
FASH 119 Clothing, Culture & Society . . . . .	3
FASH/FCS 150 History of Costume. . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
INTD 110 Environmental Design . . . . .	3
<b>TOTAL REQUIRED UNITS</b> . . . . .	<b>29.5</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN IMAGE CONSULTING**

<b>Required Core Courses</b>	<b>Units</b>
ART 301 Design . . . . .	3
FASH 113 Textiles . . . . .	3
FASH 117 Creating a Personal Image . . . . .	3
FASH 119 Clothing, Culture & Society . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 160 Business of Image Consulting. . . . .	2
FASH 670 Vocational Co-Op Ed . . . . .	1
SPCH 100 Fundamentals of Speech or	
SPCH 120 Interpersonal Communication . . . . .	3

**Plus a selection of 3 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
BUS. 150 Small Business Management. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH/FCS 150 History of Costume. . . . .	3
FASH 156 Fashion Shows & Special Events . . . . .	3
PSYC 100 General Psychology. . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA</b> . . . . .	<b>30</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**IMAGE CONSULTING CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ART 301 Design . . . . .	3
FASH 113 Textiles . . . . .	3
FASH 117 Creating a Personal Image . . . . .	3
FASH 119 Clothing, Culture, & Society . . . . .	3
FASH 151 Fashion Merchandising. . . . .	3
FASH 152 Visual Merchandising . . . . .	3
FASH 153 Apparel & Home Fashion Analysis . . . . .	3
FASH 160 Business of Image Consulting. . . . .	2
FASH 670 Vocational Co-Op Education . . . . .	1
SPCH 100 Fundamentals of Speech or	
SPCH 120 Interpersonal Communications. . . . .	3

**Plus a selection of 3 units from the following:**

ACTG 100 Accounting Procedures . . . . .	1.5-3
BUS. 150 Small Business Management. . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 190 Retailing, E-Commerce & Buying. . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 200 Intro to MS Office Suite . . . . .	2
FASH/FCS 150 History of Costume. . . . .	3
FASH 156 Fashion Shows & Special Events . . . . .	3
PSYC 100 General Psychology. . . . .	3
<b>TOTAL REQUIRED UNITS. . . . .</b>	<b>30</b>

**HOSPITALITY ADMINISTRATION**

This is the leading industry in the Bay Area. The hospitality field includes hotels, restaurants, clubs, convention bureaus, meeting planning and transportation services. Skyline offers two certificate and degree programs tailored to this industry.

Hotel and Restaurant Operations provides training in room administration, food and beverage management, management principles, marketing and supervisory techniques.

Meeting and Convention Planning focuses on meeting design, budgeting, program planning, logistics, evaluation and analysis, and meeting markets. These programs open the door to employment in the industry by integrating an opportunity for practical work experience as a part of the education.

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN HOTEL OPERATIONS**

<b>Required Core Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	3
BUS. 401 Business Communications . . . . .	3
H.R. 100 Intro to Hospitality & Travel. . . . .	3
H.R. 101 Hospitality Marketing . . . . .	3
H.R. 103 Food & Beverage Operations . . . . .	2
H.R. 104 Rooms Administration . . . . .	3
H.R. 110 Hospitality Law . . . . .	2
H.R. 670 Hotel Work Experience. . . . .	3
MGMT 235 Techn. of Supervision . . . . .	3

**Plus a selection of 6 units from the following:**

ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 201 Business Law . . . . .	3
H.R. 105 Hotel Information Systems . . . . .	3
H.R. 108 Intro to Meetings/Convention Mgmt . . . . .	3
H.R. 112 Princ of Meetings/Convention Mgmt. . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>31</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**HOTEL OPERATIONS CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	3
H.R. 100 Intro to Hospitality & Travel. . . . .	3
H.R. 101 Hospitality Marketing . . . . .	3
H.R. 103 Food & Beverage Operations . . . . .	2
H.R. 104 Rooms Administration . . . . .	3
H.R. 110 Hospitality Law. . . . .	2
H.R. 670 Hotel Work Experience. . . . .	3
MGMT 235 Techniques of Supervision . . . . .	3

**Plus a selection of 6 units from the following:**

ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 201 Business Law . . . . .	3
BUS. 401 Business Communications . . . . .	3
H.R. 102 Property & Equipment Systems . . . . .	3
H.R. 105 Hotel Information Systems . . . . .	3
H.R. 210 Hotel Real Estate Development. . . . .	3
<b>TOTAL REQUIRED UNITS. . . . .</b>	<b>28</b>

**ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN MEETINGS AND CONVENTION MANAGEMENT**

<b>Required Core Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 401 Business Communications . . . . .	3
ECON 100 Princ. of Macroeconomics. . . . .	3
H.R. 100 Intro to Hospitality & Travel. . . . .	3
H.R. 108 Intro to Meetings/Convention Mgmt.. . . . .	3
H.R. 110 Hospitality Law. . . . .	2
H.R. 112 Princ. of Meetings/Convention Mgmt.. . . . .	3

**Plus a selection of 6 units from the following:**

ACTG 121 Financial Accounting . . . . .	3
ACTG 131 Managerial Accounting. . . . .	3
BUS. 107 Dealing with Difficult People . . . . .	1
BUS. 109 Working with People Worldwide . . . . .	1
BUS. 123 Statistics. . . . .	3
BUS. 201 Business Law . . . . .	3
H.R. 104 Rooms Administration . . . . .	3
H.R. 103 Food & Beverage Operations . . . . .	2
H.R. 670 Hotel Work Experience . . . . .	1-4
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	32
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**MEETINGS AND CONVENTION MANAGEMENT CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ACTG 100 Accounting Procedures . . . . .	3
BUS. 101 Human Relations at Work . . . . .	3
BUS. 180 Fundamentals of Marketing. . . . .	3
BUS. 401 Business Communications . . . . .	3
ECON 100 Princ of Macroeconomics . . . . .	3
H.R. 100 Intro to Hospitality & Travel. . . . .	3
H.R. 108 Intro to Meetings/Convention Mgmt.. . . . .	3
H.R. 110 Hospitality Law. . . . .	2
H.R. 112 Princ of Meetings/Convention Mgmt. . . . .	3
H.R. 670 Hotel Work Experience. . . . .	3
TOTAL REQUIRED UNITS. . . . .	29

**LIBERAL ARTS**

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN LIBERAL ARTS**

**Requirements:**

Completion of three additional units in each of the General Education Associate Degree Requirement Areas:

<b>Area</b>	<b>Units</b>
F1. Natural Sciences . . . . .	3
F2. Humanities . . . . .	3
F3. Social Sciences . . . . .	3
F4a. English Composition . . . . .	3
F4b. Communication & Analytical Thinking . . . . .	3
F5. Personal Development . . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18

(Exclusive of any units taken in satisfaction of any other Associate degree requirements.)

**Note:** Minimum C grade required in all courses applied to the major.

**LIFESPAN**

The Lifespan major gives students breadth of knowledge in developmental stages from birth to death. Its core curriculum combines child development, family studies, and gerontology courses and may lead to further studies in any of these majors at a baccalaureate university. Students completing the Lifespan major or certificate program will have knowledge of children's growth and educational requirements, family issues and dynamics, and the needs of the elderly.

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN LIFESPAN**

<b>Required Core Courses</b>	<b>Units</b>
ECE. 201 Child Development or	
PSYC 201 Child Development. . . . .	3
ECE./FCS 212 Child, Family & Community . . . . .	3
FCS 392 Life Cycle. . . . .	3
GERO 101 Health and Aging. . . . .	3

**Plus a selection of 6 units from the following:**

BIOL 130 Human Biology . . . . .	3
ECE. 214/ Child-Parent Relations or	
FCS 213 Child-Parent Relations . . . . .	3
FCS 310 Nutrition . . . . .	3
GERO 102 Essentials of Care of the Older Adult . . . . .	3
HSCI 100 General Health Education . . . . .	3
HSCI 130 Human Sexuality. . . . .	3
HSCI 150 Death & Dying. . . . .	3
HSCI 665 Life Styles - Health Issues . . . . .	5-2
HUM. 106 The Awakening of Individuality . . . . .	3
PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 200 Developmental Psychology . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
ECE. 670 or HSCI 670 Co-Op Education. . . . .	1-4
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**LIFESPAN CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
ECE. 201 Child Development or	
PSYC 201 Child Development. . . . .	3
ECE./FCS 212 Child, Family & Community . . . . .	3
FCS 392 Life Cycle. . . . .	3
GERO 101 Health and Aging. . . . .	3

**Plus a selection of 6 units from the following:**

BIOL 130 Human Biology . . . . .	3
ECE. 214/ Child-Parent Relations or	
FCS 213 Child-Parent Relations . . . . .	3
FCS 310 Nutrition . . . . .	3
GERO 102 Essentials of Care of the Older Adult . . . . .	3
HSCI 100 General Health Education . . . . .	3
HSCI 130 Human Sexuality. . . . .	3
HSCI 150 Death & Dying. . . . .	3

HSCI 665 Life Styles – Health Issues . . . . .	5-2
HUM. 106 The Awakening of Individuality . . . . .	3
PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 200 Developmental Psychology . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
ECE. 670 or HSCI 670 Co-Op Education. . . . .	1-4
TOTAL REQUIRED UNITS . . . . .	18

## MATHEMATICS

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN MATHEMATICS

Required Core Courses	Units
<b>Select 18 units from the following:</b>	
MATH 251 Calculus w/Analyt. Geometry I. . . . .	5
MATH 252 Calculus w/Analyt. Geometry II . . . . .	5
MATH 253 Calculus w/Analyt. Geometry III. . . . .	5
MATH 270 Linear Algebra . . . . .	3
MATH 275 Ordinary Differential Equations. . . . .	3

<b>Plus 3 units in Computer Programming</b>	
COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 190 Beginning Programming in C. . . . .	3

<b>Plus at least 3 units from the following:</b>	
MATH 200 Statistics . . . . .	4
MATH 201 Quantitative Reasoning . . . . .	3
MATH 270 Linear Algebra . . . . .	3
MATH 275 Ordinary Differential Equations. . . . .	3
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II . . . . .	4
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## MUSIC

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN MUSIC

Required Core Courses	Units
MUS. 100 Fundamentals of Music. . . . .	3
MUS. 301 Piano I . . . . .	2
MUS. 110 Theory Seminar. . . . .	3
MUS. 111 Theory Workshop . . . . .	2
<b>Select 6 units from the following:</b>	
MUS. 115 Music, Art & Ideas. . . . .	3
MUS. 202 Music Appreciation. . . . .	3
MUS. 240 Music of the Americas . . . . .	3
MUS. 250 World Music. . . . .	3

<b>Select 4 units from the following:</b>	
MUS. 302, 303, 304 Piano II, III, IV . . . . .	1-2
MUS. 401, 402, 403, 404 Voice I, II, III, IV . . . . .	2

### Select 4 units from the following:

MUS. 290 Intro to MIDI Music. . . . .	2-3
MUS. 350 The Art of Rock, Rhythm & Blues I. . . . .	3
MUS. 351 The Art of Rock, Rhythm & Blues II. . . . .	3
MUS. 430 Concert Band . . . . .	1-2-3
MUS. 450 Jazz Band . . . . .	1-2-3
MUS. 470 College Choir . . . . .	2-3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

**Note:** See your counselor for assistance with regard to transfer requirements.

## NATURAL SCIENCE

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN NATURAL SCIENCE

Required Core Courses	Units
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<b>Select 18-24 units from the following:</b>	
BIOL 215 Organismal Biology: Core I . . . . .	5
BIOL 230 Intro to Cell Biology: Core II . . . . .	5
BIOL 260 Intro to Physiology . . . . .	5
CHEM 210 General Chemistry I. . . . .	5
CHEM 220 General Chemistry II . . . . .	5
CHEM 234/237 Organic Chemistry/Lab I. . . . .	5
CHEM 235/238 Organic Chemistry/Lab II . . . . .	5
COMP 155 Computer Programming Visual BASIC . . . . .	3
COMP 190 Beginning Programming in C. . . . .	3
GEOL 210 General Geology . . . . .	4
GEOL 220 Historical Geology . . . . .	4
PHYS 210 General Physics I . . . . .	4
PHYS 220 General Physics II . . . . .	4
PHYS 250 Physics with Calculus I . . . . .	4
PHYS 260 Physics with Calculus II . . . . .	4
PHYS 270 Physics with Calculus III. . . . .	4
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	18-24
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## PARALEGAL, LEGAL ASSISTANT

The Paralegal, Legal Assistant Associate degree and Paralegal, Legal Assistant certificate programs prepare students for careers as paralegals, legal assistants, and legal support service workers in a variety of settings.

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PARALEGAL, LEGAL ASSISTANT

Required Core Courses	Units
BUS. 201 Business Law . . . . .	3
CAOT 212 Word Processing I: WordPerfect or	
CAOT 214 Word Processing I: Word . . . . .	1

CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word . . . . .	2
LEGL 240 Introduction to Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research. . . . .	3
LEGL 252 Princ of Civil/Admin. Process . . . . .	3

**Plus a selection of 9 units from the following:**

BUS. 140 Security Investments. . . . .	3
BUS. 264 Labor Law/Collective Bargaining. . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
COOP 670 Vocational Co-Op Ed. . . . .	1-4
H.R. 110 Hospitality Law. . . . .	2
LEGL 260 Adv. Legal Research & Writing . . . . .	3
LEGL 266 Probate, Estates & Trusts . . . . .	3
LEGL 304 Concepts of Criminal Law . . . . .	3
LEGL 305 Judicial Process in Calif.. . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation. . . . .	3
LEGL 443 Law Office Procedures . . . . .	1-4
LEGL 690 Special Projects . . . . .	1-3
LSCI 105 Online Research . . . . .	3
LSCI 106 Online Research I . . . . .	1
LSCI 107 Online Research II . . . . .	1
LSCI 108 Online Research III. . . . .	1
PHIL 103 Critical Thinking. . . . .	3
PLSC 301 Calif. State & Urban Government . . . . .	3
R.E. 100 Real Estate. . . . .	3
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>27</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

**PARALEGAL, LEGAL ASSISTANT CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
BUS. 201 Business Law . . . . .	3
CAOT 212 Word Processing I: WordPerfect or CAOT 214 Word Processing I: Word . . . . .	1
CAOT 213 Word Processing II: WordPerfect or CAOT 215 Word Processing II: Word . . . . .	2
LEGL 240 Introduction to Law . . . . .	3
LEGL 245 Legal Operations . . . . .	3
LEGL 250 Legal Research. . . . .	3
LEGL 252 Princ. of Civil & Admin. Process . . . . .	3

**Plus a selection of 9 units from the following:**

BUS. 140 Security Investments. . . . .	3
BUS. 264 Labor Law/Collective Bargaining. . . . .	3
BUS. 401 Business Communications . . . . .	3
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
COOP 670 Vocational Co-Op Ed. . . . .	1-4
H.R. 110 Hospitality Law . . . . .	2
LEGL 260 Adv. Legal Research & Writing . . . . .	3

LEGL 266 Probate, Estates & Trusts . . . . .	3
LEGL 304 Concepts of Criminal Law . . . . .	3
LEGL 305 Judicial Process in California . . . . .	3
LEGL 306 Legal Aspects of Evidence . . . . .	3
LEGL 320 Criminal Investigation . . . . .	3
LEGL 443 Law Office Procedures . . . . .	1-4
LEGL 690 Special Projects . . . . .	1-3
LSCI 105 Online Research . . . . .	3
LSCI 106 Online Research I . . . . .	1
LSCI 107 Online Research II . . . . .	1
LSCI 108 Online Research III. . . . .	1
PHIL 103 Critical Thinking. . . . .	3
PLSC 301 Calif. State & Urban Government . . . . .	3
R.E. 100 Real Estate Principles. . . . .	3
<b>TOTAL REQUIRED UNITS. . . . .</b>	<b>27</b>

**PHYSICAL EDUCATION**

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PHYSICAL EDUCATION**

The Physical Education major may be used as the basis for careers in teaching, coaching, athletic training, exercise science/fitness, athletic and sports management.

Students intending to earn a Bachelor's degree in physical education/kinesiology should consult early with counselors and current catalogs of the college/university to which they plan to transfer. Specific requirements vary; however institutions usually require that students complete a core of basic sciences and physical education courses as well as general education requirements prior to transfer.

<b>Required Core Courses</b>	<b>Units</b>
BIOL 130 Human Biology . . . . .	3
BIOL 250 Human Anatomy . . . . .	4
FCS 310 Nutrition . . . . .	3
PSYC 100 General Psychology. . . . .	3
P.E. 100 Nature & Scope of Physical Education. . . . .	2

**Plus a minimum of 3 units from 3 different subject areas from the following:**

COMB 301/302/401/404/405 Self Defense	
DANC 101/110/130/140/330/350 Dance/Aerobics	
FITN 110/116/160/201/202/205/210 Conditioning/Fitness/ Strength Training	
FITN 303/332/334/304/305 Stretch/Yoga/Cardiovascular Development	
INDV 101/105/121/125/160/251/253/255 Individual Sports	
P.E. 201/202/203 Sports Medicine	
TEAM 100/111/115/125/132/141/145/150/171/173/175 Team Sports	
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>18</b>
Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).	

## PSYCHOLOGY

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN PSYCHOLOGY

Required Core Courses	Units
CAOT 110 Survey of PC Applications <b>or</b> BUS. 103 Intro to Business Information Systems. . . . .	3
PHIL 103 Critical Thinking <b>or</b> PHIL 200 Intro to Logic. . . . .	3
PSYC 100 General Psychology. . . . .	3
PSYC 105 Experimental Psychology. . . . .	3
PSYC/ECE. 201 Child Development . . . . .	3
PSYC 410 Abnormal Psychology. . . . .	3

**Plus a selection of 6 units from the following:**

PSYC/SOCI 110 Courtship, Marriage & Family . . . . .	3
PSYC 171 Quantitative Reasoning in Psychology . . . . .	3
PSYC 200 Developmental Psychology . . . . .	3
PSYC 268 Black Psychology . . . . .	3
PSYC 300 Social Psychology . . . . .	3
PSYC 301 Psychology of Personal Development . . . . .	3
PSYC 390 Psychology of Consciousness . . . . .	3
PSYC 665 Special Topics in Psychology . . . . .	.5-2
<b>TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .</b>	<b>24</b>

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## RECREATION EDUCATION

The key to the success of any recreational activity may be found in the quality of its leadership. The Recreation Certificate prepares students for careers as paraprofessionals in all areas of recreation.

The recreational leader is called upon to provide many services. They may operate community centers, camps, nature centers, playgrounds, and areas where recreational activities occur. They supervise arts and crafts, drama, dance activities, and sporting activities of all types. The recreation leader will be prepared to work with individuals of all ages from preschool to the older citizen. The following courses are designed to prepare students either to become practicing recreation leaders or to transfer to the university in order to broaden their horizons.

Students who are interested in pursuing a future in the fields of Recreation/Physical Education/Athletics should see the division dean for information relating to the availability of the following courses.

### MUNICIPAL RECREATION CERTIFICATE

Required Courses	Units
REC. 100 Intro to Recreation. . . . .	3
REC. 121, 122, 123, 124 Recreation Leadership & Field Work (Must take two out of four). . . . .	6
REC. 130 Performing Arts in Recreation . . . . .	3
REC. 140 Rec. Prog. Planning/Organization . . . . .	3
REC. 150 Rec. for Special Groups . . . . .	3
REC. 160 Social Recreation Leadership . . . . .	3

REC. 300 Intro to Park Rec. Facilities . . . . .	2
P.E. 100 Nature & Scope of Physical Ed.. . . . .	2

**Suggested Electives:**

REC. 170 Camping Leadership & Outdoor Ed. . . . .	3
COOP 670 Vocational Co-Op Ed. . . . .	1-4
<b>TOTAL REQUIRED UNITS. . . . .</b>	<b>25</b>

## RESPIRATORY THERAPY

Respiratory Therapy is a two-year program that prepares students to administer respiratory care and life support to patients with breathing disorder and cardiopulmonary abnormalities. Most therapists participate in three phases of patient care: diagnosis, treatment, and patient management.

### ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program once a year only, in the Fall semester. Special Respiratory Therapy application forms are available from the Science/Math/Technologies Division Office on the first day of the preceding Spring semester. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately 25 students are admitted to the program each year. Selection is based on criteria approved by the Skyline College Administration and consistent with state regulations. For further information on the Respiratory Therapy Program, please call 738-4382.

Full-time registration is required, and all courses must be taken in sequence. Credit may be given for previous coursework. Minimum grade of C is required in all coursework. An Associate Degree is required to take the Respiratory Care Practitioner Exam administered by the California Respiratory Care Board. To determine specific General Education requirements, applicants are encouraged to contact the Counseling Department.

Admission to the Respiratory Therapy Program requires the following minimum entrance requirements:

1. High school graduation or equivalent.
2. Presently enrolled in or completed in the last five years:
  - a. Algebra equivalent to MATH 110 or 112.
  - b. Chemistry equivalent to CHEM 192 or 410.
  - c. Human Anatomy equivalent to BIOL 250.  
(Note: Human Anatomy may be taken in the summer session preceding the program.)
3. English: Eligibility for Skyline College ENGL 836 or equivalent.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN RESPIRATORY THERAPY

Required Core Courses	Units
RPTH 400 Patient & Health Care Concerns. . . . .	2
RPTH 410 Intro to Patient Care & Respiratory Assessment Techniques . . . . .	3
RPTH 420 Application of Cardiopulmonary Anatomy & Physiology. . . . .	3
RPTH 430 Intro to Respiratory Therapeutics. . . . .	6
RPTH 438 Clinical Clerkship I . . . . .	1
RPTH 445 Respiratory Diseases I . . . . .	2
RPTH 448 Clinical Clerkship II . . . . .	2

RPTH 450 Respiratory Diseases II. . . . .	3
RPTH 458 Clinical Clerkship III . . . . .	6
RPTH 460 Respiratory Critical Care . . . . .	4
RPTH 475 Hemodynamic Monitoring/ Selected Topics in Respiratory Care . . . . .	2
RPTH 480 Pulmonary Function Testing. . . . .	1.5
RPTH 484 Medical Terminology for Respiratory Therapy. . . . .	2
RPTH 485 Clinical Medicine Seminar . . . . .	2
RPTH 488 Clinical Clerkship IV. . . . .	6
RPTH 490 Neonatal/Pediatric/ Rehabilitative Respiratory Care . . . . .	3
RPTH 495 Respiratory Care Board Exam Prep/Review . . . . .	2
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	50.5

Plus Chemistry, Human Anatomy, Human Physiology, Microbiology and General Education/other requirements for the Associate degree (refer to Associate Degree Requirements).

The College also offers a certificate of completion for those graduates having a prior Associate or above degree.

## SPANISH

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN SPANISH

Required Core Courses	Units
SPAN 110 Elementary Spanish <b>or</b> . . . . .	5
SPAN 111/112 Elementary Spanish I, II. . . . .	6
SPAN 120 Advanced/Elementary Spanish <b>or</b> . . . . .	5
SPAN 121/122 Advanced/Elementary Spanish I, II. . . . .	6
SPAN 130 Intermediate Spanish . . . . .	3
SPAN 140 Advanced/Intermediate Spanish. . . . .	3
SPAN 161 Readings in Spanish American Lit. I . . . . .	3
SPAN 162 Readings in Spanish American Lit. II. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	22-24

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## SPEECH

### ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN SPEECH

Required Core Courses	Units
SPCH 100 Fundamentals of Speech . . . . .	3
SPCH 111 Oral Interpretation of Literature. . . . .	3
SPCH 120 Interpersonal Communication . . . . .	3
SPCH 127 Argumentation . . . . .	3
SPCH 130 Voice & Articulation . . . . .	3
SPCH 150 Communicating Across Cultures . . . . .	3

**Plus a selection of 3 units from the following:**

ENGL 110 Composition, Literature & Critical Thinking . . . . .	3
ENGL 165 Critical Thinking/Adv. Composition. . . . .	3
PHIL 200 Intro to Logic. . . . .	3
SPCH 128 Forensics. . . . .	5-1
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	21

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

## SURGICAL TECHNOLOGY

Surgical Technologists are employed in hospitals, surgery centers, and physician's offices to deliver patient care before, during and after surgery. Skyline's program combines academic and clinical instruction that includes learning to prepare surgical instruments, passing them to the surgeon, and handling specialized equipment. Graduates are eligible to take the national certification exam for Certified Surgical Technologist (CST). The Surgical Technology Program at Skyline College is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP).

### ADMISSION PROCEDURES AND REQUIREMENTS

Students are admitted into the program once a year only, in the fall semester. Special Surgical Technology application forms are available from the Science/Mathematics/Technology Division Office. Applications are submitted in the spring for entrance into the fall semester class. Applicants who have previously applied, and wish to reapply, must submit new applications. Approximately twenty students are admitted into the program each year. Selection is based on criteria approved by the Skyline College Administration and consistent with state regulations. For further information on the Surgical Technology Program, please call 738-4221 or 738 4470.

Admission to the Surgical Technology Program requires the following minimum entrance requirements:

- High school diploma or GED
- MATH 110 or equivalent
- BIOL 250 or equivalent
- Successful completion of a physical examination, including verification of all screenings and immunizations pertinent to health care personnel.

Communication in the operating room is of extreme importance. It is recommended that applicants be eligible for English 836.

All courses must be taken in sequence. Credit may be given for previous coursework. A minimum grade of "C" is required in all Surgical Technology classes.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN SURGICAL TECHNOLOGY

Required Core Courses	Units
SURG 440 Basic Sciences for Surgical Technology. . . . .	6
SURG 441 Surgical Patient Care Concepts . . . . .	10
SURG 442 Surgical Specialties. . . . .	6
SURG 443 Clinical Practice for Surgical Technology . . . . .	8
TOTAL REQUIRED UNITS IN MAJOR AREA . . . . .	30

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

### SURGICAL TECHNOLOGY CERTIFICATE

Required Courses	Units
SURG 440 Basic Sciences for Surgical Technology. . . . .	6
SURG 441 Surgical Patient Care Concepts . . . . .	10
SURG 442 Surgical Specialties. . . . .	6

SURG 443 Clinical Practice for Surgical Technology . . . . . 8  
 TOTAL REQUIRED UNITS. . . . . 30

## TELECOMMUNICATIONS TECHNOLOGY

This program has been designed to serve students entering the field as well as those who are seeking to upgrade their skills in specific areas of telecommunications and provide a hands-on approach to learning in the areas of the transport backbone, networking, computer repair, and wiring and installation. Instruction focuses on both the theory and the practical application of telecommunications. The opportunity exists for students to receive endorsements in specific skill areas as they pursue their Associate Degree. Upon completion of the program, students are prepared for a variety of positions in the Telecommunications Industry. Some students are able to find employment after completing a portion of the program and continue their education while gaining valuable work experience. Students may receive the Telecommunications Technology Certificate and Endorsement Certificates independent of their Associate Degree studies.

**Note:** A grade of “C” or better will be required for all courses applied to the Associate Degree major, the Certificate of Completion, and/or the Endorsement certificates.

### ASSOCIATE IN SCIENCE DEGREE WITH A MAJOR IN TELECOMMUNICATIONS TECHNOLOGY

Required Core Courses	Units
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 105 Intro to Computers with Windows II . . . . .	1
TCOM 100 Survey of Telecommunications . . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications. . . . .	6
TCOM 410 Installation & Wiring Practices for TCOM . . . . .	6
TCOM 420 Fundamentals of Signal Transmission . . . . .	6
TCOM 440 Fundamentals of Data Communications . . . . .	6

**Plus a selection of 6 units from the following:**

TCOM 451 PC Configuration & Repair . . . . .	6
TCOM 452 A+ Certification Exam Preparation. . . . .	1
TCOM 460 Fiber Optics Technology . . . . .	6
TCOM 462 Switching Technology. . . . .	3
TCOM 470 Broadband Networking. . . . .	3
TCOM 480 Intro to Local Area Networks (LAN) . . . . .	3
TCOM 481 Adv. Local Area Networks (LAN) . . . . .	3
TCOM 482 Introduction to Routers. . . . .	3
TCOM 483 Network Switches – Concepts and Applications . . . . .	3
TCOM 484 Routing Concepts and Applications . . . . .	3
TCOM 490 Technical Overview of the Internet. . . . .	3
TCOM 681 Switching Technology. . . . .	3
TOTAL REQUIRED UNITS IN MAJOR AREA. . . . .	35.5

Plus General Education and other requirements for the Associate degree (refer to Associate Degree Requirements).

### TELECOMMUNICATIONS TECHNOLOGY CERTIFICATE

Students should consult their counselor for specific information about program course sequencing, advanced placement, and employment opportunities.

Required Courses	Units
CAOT 104 Intro to Computers with Windows I . . . . .	1.5
CAOT 105 Intro to Computers with Windows II . . . . .	1
TCOM 100 Survey of Telecommunications . . . . .	3
TCOM 405 Electrical Fundamentals for Telecommunications. . . . .	6
TCOM 410 Installation & Wiring Practices for TCOM . . . . .	6
TCOM 420 Fundamentals of Signal Transmission . . . . .	6
TCOM 440 Fundamentals of Data Communications . . . . .	6

**Plus a selection of 6 units from the following:**

TCOM 451 PC Configuration & Repair . . . . .	6
TCOM 452 A+ Certification and Repair. . . . .	1
TCOM 460 Fiber Optics Technology . . . . .	6
TCOM 462 Switching Technology. . . . .	3
TCOM 470 Broadband Networking. . . . .	3
TCOM 480 Intro to Local Area Networks (LAN) . . . . .	3
TCOM 481 Adv. Local Area Networks (LAN) . . . . .	3
TCOM 482 Introduction to Routers. . . . .	3
TCOM 483 Network Switches – Concepts and Applications . . . . .	3
TCOM 484 Routing Concepts and Applications . . . . .	3
TCOM 490 Technical Overview of the Internet. . . . .	3
TCOM 681 Switching Technology . . . . .	3
TOTAL REQUIRED UNITS . . . . .	35.5

### NETWORKING ENDORSEMENT CERTIFICATE

Required Courses	Units
TCOM 480 Intro to Local Area Networks. . . . .	3
TCOM 481 Adv. Local Area Networks. . . . .	3
TCOM 482 Introduction to Routers . . . . .	3

**Plus one of the following:**

TCOM 410 Wiring & Installation Practices . . . . .	6
TCOM 451 PC Configuration & Repair . . . . .	6
TCOM 483 Network Switches – Concepts and Applications . . . . .	3
TCOM 484 Routing Concepts and Applications . . . . .	3
TCOM 490 Technical Overview of the Internet. . . . .	3
TOTAL REQUIRED UNITS. . . . .	12-15

### PC CONFIGURATION & REPAIR ENDORSEMENT CERTIFICATE

Required Courses	Units
ELEC 110 Fundamentals of Electronics <b>or</b> . . . . .	3
TCOM 405 Electrical Fundamentals of TCOM. . . . .	6
TCOM 451 PC Configuration & Repair . . . . .	6
TOTAL REQUIRED UNITS . . . . .	9-12



**WIRING & INSTALLATION ENDORSEMENT CERTIFICATE**

<b>Required Courses</b>	<b>Units</b>
TCOM 405 Electrical Fundamentals of TCOM. . . . .	6
TCOM 410 Wiring & Installation Practices . . . . .	6
TCOM 460 Fiber Optic Technology. . . . .	6
<b>TOTAL REQUIRED UNITS . . . . .</b>	<b>18</b>

**UNIVERSITY STUDIES**

The University Studies major recognizes with an Associate degree the acquisition of lower division general education and other requirements for transfer to four-year colleges and universities.

**ASSOCIATE IN ARTS DEGREE WITH A MAJOR IN UNIVERSITY STUDIES**

The Associate in Arts in University Studies degree is designed for students planning to transfer to the California State University, University of California, or independent colleges. The degree enables students to complete necessary transfer admission requirements in combination with Skyline College Associate degree requirements. The University Studies degree has three options:

**Option 1: California State University Pattern**

To meet the requirements for this pattern students must complete a total of 60 semester units (56 semester units must be CSU transferable) to include either A or B below with a minimum C or better grade in each course:

- A. Complete the California State University General Education Certification program (a minimum of 39 semester units), or
- B. Complete the CSU version of the Intersegmental General Education Transfer Curriculum (IGETC) – a minimum of 37 units.
- C. Remaining units should be chosen in consultation with a counselor to fulfill Associate Degree competency and specific area requirements and lower-division major preparation and/or electives.

**Option 2: University of California Pattern**

To meet the requirements for this pattern students must complete a minimum of 60 units transferable to the University of California with at least a 2.4 UC transferable grade point average (in order to meet UC minimum eligibility requirements) to include either A or B below with a minimum C or better grade in each course:

- A. Complete the UC version of the Intersegmental General Education Transfer Curriculum (IGETC) - a minimum of 34 units, or
- B. Complete campus specific UC transfer admission requirements (in consultation with a counselor).
- C. Remaining units should be chosen in consultation with a counselor to fulfill Associate degree competency and specific area requirements and lower-division major preparation and/or electives.

**Option 3: Independent University Pattern**

Complete a minimum of 60 semester units, which must include all Associate degree competency, specific area and general education requirements as well as a minimum of 21 units applicable to the general education pattern of the transfer institution.

**Note:** Students may also complete either the CSU or UC version of the Intersegmental General Education Transfer Curriculum if accepted by the independent college they are transferring to (consult with a counselor).

**Important:** Completion of the CSU, UC or Independent University Patterns does not guarantee admission to specific campuses and majors (consult with a counselor for further information).

# 82 IF YOU DON'T FIND IT HERE...

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## OTHER EDUCATIONAL OPPORTUNITIES AT SAN MATEO COUNTY COMMUNITY COLLEGES

Skyline College is part of the San Mateo County Community College District, which also operates Cañada College in Redwood City and College of San Mateo. In addition to offering comprehensive general education, vocational, transfer and remedial programs, Cañada College and College of San Mateo offer a number of special programs not available at Skyline. Following is a list of these programs:

### CAÑADA COLLEGE

#### Programs

Drama  
Engineering  
Fashion Design  
Human Services  
Interior Design  
Multimedia  
Radiologic Technology

#### Athletics

Men's Tennis  
Women's Tennis

### CAÑADA OFF-CAMPUS CENTERS

#### Downtown Center

900 Main Street  
Redwood City, CA 94063  
(650) 599-9307

#### OICW/Menlo Park Learning Center

1200 O'Brien Drive  
Menlo Park, CA 94025  
(650) 325-6936/(650) 306-3201

### CAÑADA COLLEGE

4200 Farm Hill Boulevard  
Redwood City, CA 94061  
(650) 306-3100

## COLLEGE OF SAN MATEO

#### Programs

Alcohol & Other Drug Studies  
Astronomy  
Building Inspection  
Dental Assisting  
Drafting  
Electronics  
Engineering  
Fire Technology  
Floristry  
Graphics  
Horticulture  
Human Services  
Medical Assisting  
Multimedia  
Nursing  
Real Estate  
Welding Technology

#### Athletics

Men's Football  
Men's Swimming  
Men's Track  
Women's Basketball  
Women's Softball  
Women's Swimming  
Women's Tennis  
Women's Track  
Women's Water Polo

### COLLEGE OF SAN MATEO

1700 West Hillsdale Boulevard  
San Mateo, CA 94402  
(650) 574-6161

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PART 6 DIVIDER

# 84 ANNOUNCEMENT OF COURSES

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## LIMITATIONS ON SCHEDULING COURSES

All the courses listed in this catalog will not necessarily be scheduled in 2002-2004. Additional courses may be added. Skyline College reserves the right to discontinue, postpone, or combine classes and to change instructors when circumstances warrant such changes. Further, it reserves the right to cancel classes that do not reach a minimum enrollment.

## COURSE DESCRIPTIONS INFORMATION

Courses on the following pages form the basic offerings at Skyline College. Generally, in the following course descriptions, both semesters of a year's course are listed together if the first semester course is a prerequisite to the second semester course. If there is no entry, the course has no prerequisite. All courses are offered for a letter grade, unless otherwise noted.

The credit value of each course in semester units is indicated by the number in parentheses following the title. A semester unit of credit is based upon one hour of the student's time at the college per week in lecture or recitation throughout one semester, together with the time necessary in preparation, or a longer time in laboratory or other exercises not requiring outside preparation. A normal schedule of 15 college units presupposes that the average student will devote approximately 45 hours per week to class attendance and preparation.

Skyline College reserves the right to make appropriate course and program changes during the course of the year which may not be reflected in this catalog.

## COURSE NUMBERING AND TRANSFERABLE CREDIT

The course numbering system in use at Skyline College as part of the San Mateo County Community College District categorizes courses according to the following:

**100-599** Courses generally transferable to a four-year college or university.

**600-699** Courses varying in content and which are usually transferable.

**700-799** Courses that are part of a specific occupational program and which are not generally regarded as transferable.

**800-899** Courses that are non-transferable in nature.

Courses accepted by the University of California are indicated at the end of each course description as "UC". A complete list of transferable courses will be found following the course description section, pages 154-155.

Courses identified by Skyline College as transferable to California State Universities are indicated at the end of each course description as "CSU". Courses that fulfill general education requirements show an area letter designation following. All transferable courses that satisfy general education to CSU are listed on pages 156-160.

**Because of changing regulations governing the transferability of courses among the segments of higher education in California, students should consult a counselor for current information about specific items.**

From time to time, a department may offer a course which is experimental in nature, covers a special topic, or which consists of independent study tailored to a student's needs. Because such courses are never exactly the same, you will not find them described in the catalog. They are, however, regular credit courses of the College. Usually they will be described in the Schedule of Classes or in other course advertising and will have a department name followed by one of the following numbers:

**670** Vocational Cooperative Education courses (1-4)

Vocational Cooperative Education courses are offered under COOP 670 as well as the 670 number in a variety of vocational disciplines. Courses numbered 670 are transferable to CSU.

**680, 880** Experimental Courses

Courses designed to study a particular area or problem beyond the scope of regularly offered courses. These courses can be offered for a letter grade or for Credit/No Credit.

**690** Individual Study in Department (1-3)

Individual study of a particular area or problem beyond the scope of regularly offered courses. Courses numbered 680 or 690 are generally transferable. Courses numbered 880 are not transferable. See a counselor for specifics.

Unless otherwise designated, any course may be offered either in day or evening. Specific information concerning class hours and rooms will be found in the current Schedule of Classes.

## COURSE REPETITION

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments).

These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the College Catalog. For more information on this policy, please consult your College counselor.

Notwithstanding the restrictions cited in the paragraph above, a student who has received a grade D, F or NC may, with authorization, repeat the course one time for the purpose of grade alleviation.

A student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade received each time shall be included for purposes of calculating the student's grade point average. Students who wish to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

## CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN)

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory, (preparatory) courses commonly taught within each academic discipline on California college campuses. The system assures that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN course for the major on another participating campus. Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus. The CANs are listed by the course descriptions in the Skyline College Catalog. A master list of all Skyline courses for which there are articulated CAN numbers can be found on page 163 of this catalog and can be obtained from the Counseling Office.

## ACCOUNTING

### ACTG 100 ACCOUNTING PROCEDURES (1.5-3)

Three lecture hours per week plus two lab hours per week by arrangement. Prerequisite: MATH 811 or equivalent. Recommended: BUS. 115 or equivalent, either CAOT 104 or CAOT 225 or equivalent, and eligibility for ENGL 836.

Introduction to financial accounting procedures for businesses, with emphasis on service and merchandising operations. Instruction in manual and computerized accounting systems with hands-on computer experience. Transfer credit: CSU.

### ACTG 103 TEN KEY SKILLS (.5)

(Credit/No Credit.)

One class hour plus two lab hours per week for eight weeks.

Proficiency in using the touch method is developed on the ten-key calculating machine for the four basic functions of addition, subtraction, multiplication, and division. Transfer credit: CSU.

### ACTG 121 FINANCIAL ACCOUNTING (3)

Three lecture hours per week and one lab hour per week by arrangement. Prerequisites: ACTG 100 (3 units) with a grade of C or better, or equivalent. Recommended: MATH 120 with a grade of C or better, or equivalent; CAOT 225 or equivalent; and eligibility for ENGL 836.

Introduction to financial accounting principles and concepts, content and meaning of balance sheet, income statement, and cash flow statements. Meaning and application of generally accepted accounting principles (GAAP). Transfer credit: UC; CSU. (CAN BUS 2; ACTG 121 + ACTG 131 = CAN BUS SEQ A).

### ACTG 131 MANAGERIAL ACCOUNTING (3)

Three lecture hours per week and one lab hour per week by arrangement. Prerequisite: ACTG 121 with a grade of C or better, or equivalent. Recommended: Either BUS. 120 or MATH 241, or equivalent; and CAOT 225 or equivalent.

Accounting techniques which serve the needs of management. Includes: forecasting, budgeting, cost accounting, break even analysis, responsibility accounting, and other practices which facilitate decision making. Transfer credit: UC; CSU. (CAN BUS 4; ACTG 121 + ACTG 131 = CAN BUS SEQ A).

### ACTG 171 FEDERAL INCOME TAX (3)

Three lecture hours per week and two lab hours per week by arrangement.

Introduction to federal income tax accounting theory and practice. Transfer credit: CSU.

### ACTG 194 INTRODUCTION TO QUICKBOOKS & QUICKBOOKS PRO (1)

(Credit/No Credit or letter grade.)

A total of sixteen lecture hours plus sixteen lab hours by arrangement. Recommended: Eligibility for READ 836 and ENGL 836.

Development and operation of a computerized accounting system using QuickBooks or QuickBooks Pro. May be repeated for credit. Transfer credit: CSU.

### ACTG 196 INTERMEDIATE QUICKBOOKS & QUICKBOOKS PRO (1)

(Credit/No Credit or letter grade.)

A total of sixteen lecture hours plus sixteen lab hours by arrangement. Prerequisite: ACTG 194 or equivalent.

Financial accounting features of setting up and maintaining a computerized accounting system using the advanced features of QuickBooks Pro along with coverage of the financial information and complex issues encountered with QuickBooks Pro. May be repeated for credit. Transfer credit: CSU.

### ACTG 197 COMPUTERIZED ACCOUNTING (1.5)

(Credit/No Credit or letter grade.)

A total of twenty-four lecture hours plus sixteen lab hours by arrangement. Prerequisite: ACTG 100 or equivalent.

Students will install and set up Peachtree, a popular integrated commercial accounting software package. Peachtree will be used to perform daily processing tasks related to the General Ledger, Accounts Receivable/Payable, Inventory, and Job Costing. A review of accounting concepts and principles is an integral part of the course. Transfer credit: CSU.

### ACTG 198 ADVANCED COMPUTERIZED ACCOUNTING WITH PEACHTREE (1.5)

(Credit/No Credit or letter grade.)

A total of twenty-four lecture hours plus sixteen lab hours by arrangement. Prerequisite: ACTG 197 or equivalent.

Peachtree, an integrated commercial accounting software package, will be used to review, differentiate, and interpret accounting concepts and data in a multitude of business situations. Topics include payroll, book and tax depreciation methods, advanced general ledger tasks, cashflow analysis, and financial statement analysis using computerized modules: payroll, fixed assets, reports, analyses and budgets. Advanced features will be discussed. Transfer credit: CSU.

VISIT OUR WEBSITE AT  
[skylinecollege.edu](http://skylinecollege.edu)

## ADMINISTRATION OF JUSTICE

### ADMJ 100 INTRODUCTION TO ADMINISTRATION OF JUSTICE (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

History and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations and their interrelationships; theories of crime, punishment, and rehabilitation. Survey of the ethics, education, and required training for professionalism in the system. *Transfer credit: UC; CSU (D3). (CAN AJ 2).*

### ADMJ 102 PRINCIPLES AND PROCEDURES OF JUSTICE (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

The role and responsibilities of each segment within the administration of justice system – law enforcement, judicial, and corrections. Procedures in each sub-system and how they relate to one another. May include field research. *Transfer credit: CSU.*

### ADMJ 104 CONCEPTS OF CRIMINAL LAW (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Historical development and philosophy of criminal law and constitutional provisions. Special emphasis on legal definitions, the classifications of crime and their application to the administration of justice system. Study of case law, methodology, and concepts of law as a social force. *Also listed as LEGL 304. Transfer credit: UC; CSU. (CAN AJ 4).*

### ADMJ 106 LEGAL ASPECTS OF EVIDENCE (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions and interpreting individual rights and case studies. *Also listed as LEGL 306. Transfer credit: CSU.*

### ADMJ 108 COMMUNITY RELATIONS (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

The roles of administration of justice practitioners and their agencies. Principal emphasis upon professional image of the system of justice administration and the development of positive relationships between members of the system and the public. *Also listed as SOCI 108. Transfer credit: UC; CSU.*

### ADMJ 120 CRIMINAL INVESTIGATION (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

A course designed for introductory and in-service Administration of Justice students to provide orientation to general and specific aspects of crimes and detection. The course also covers crime scene searches and suspect apprehension. *Also listed as LEGL 320. Transfer credit: CSU.*

### ADMJ 123 CONCEPTS OF ENFORCEMENT PRINCIPLES (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Explanation of theories, philosophies, and concepts related to the role expectations of the enforcement officer. Emphasis is placed on patrol, traffic, and public service responsibilities and their relationship to the administration of justice systems. *Transfer credit: CSU.*

### ADMJ 125 JUVENILE PROCEDURES (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

The study of the extent, causation, and prevention of juvenile delinquency. Includes an analysis of juvenile courts, probation, institutional treatment, parole, and prevention programs. The sociological and anthropological approaches to juvenile delinquency will be discussed in terms of their relationship to the administration of justice systems. *Transfer credit: CSU.*

### ADMJ 135 NARCOTICS AND SPECIAL INVESTIGATIONS (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

This course is designed to acquaint the Administration of Justice student with background and historical information necessary to enter a law enforcement agency. Such information involves identification of drugs, drug abuses, mental and physical effects, and addiction. There will also be special emphasis on vice and deviant behavior including victimless crimes. *Transfer credit: CSU.*

### ADMJ 205 JUDICIAL PROCESS IN CALIFORNIA (3)

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

An overview of the federal court system, the California courts, and administrative agency tribunals. Careful examination of roles and relationships of the courthouse work group. *Also listed as LEGL 305. Transfer credit: CSU.*

### ADMJ 665 SELECTED TOPICS IN ADMINISTRATION OF JUSTICE (.5-2)

**(Credit/No Credit.)**

*Eight lecture hours per .5 unit.*

Advanced specialized study in Administration of Justice. This program is designed to offer unique or specialized criminal justice topics of contemporary student interest. Students will learn from and work closely with criminal justice practitioners and bring this newly acquired knowledge back into the community. Topics vary. *May be repeated for credit. Transfer credit: CSU.*

## AMERICAN SIGN LANGUAGE

### ASL 111 AMERICAN SIGN LANGUAGE I (3)

**(Credit/No Credit or letter grade.)**

*Three lecture hours and one lab hour by arrangement per week.*

A basic course in American Sign Language using the “audio-lingual” approach with focus on everyday communication: exchanging information, beginning with exchanging names and moving to talking about one’s background; identifying others; making requests; giving reasons; giving opinions; giving simple directions. Topics center around personal information and the immediate environment. Grammar is introduced in context, with an emphasis on developing question and answer skills. Students rehearse conversation strategies for getting attention, asking for clarification, and correcting information to minimize misunderstanding. *Transfer credit: UC; CSU (C2).*

**ASL 112 AMERICAN SIGN LANGUAGE II (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour by arrangement per week.  
Prerequisite: ASL 111 or equivalent.

Functions and grammar introduced in American Sign Language I are reviewed and expanded to include giving directions, making plans, describing and identifying objects and locations, giving simple instructions, and telling what happened. Topics move from students talking about themselves and the immediate environment to talking about others and their community. Students develop language skills necessary to question, describe, and explain. Students rehearse conversation strategies and volunteer appropriate information to maintain a comfortable exchange. Transfer credit: UC; CSU (C2).

**ASL 121, 122 ADVANCED ELEMENTARY  
AMERICAN SIGN LANGUAGE I AND II (3, 3)  
(Credit/No Credit or letter grade.)**

Three lecture hours plus one lab hour per week. Prerequisites: ASL 121 – Completion of ASL 112 or equivalent curriculum with a grade of C or better. ASL 122 – Completion of ASL 121 or equivalent curriculum with a grade of C or better.

Covers the fundamental principles of Level II American Sign Language and introduces more advanced information about the Deaf community and Deaf culture. Transfer credit: UC; CSU.

**ANTHROPOLOGY****ANTH 110 CULTURAL ANTHROPOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Comparative analysis of culture from prehistoric times to the present. Prime emphasis is given to primitive peoples and their behavior regarding rituals, technology, politics, courtship and marriage, status and role, religion, and magic. Where appropriate, comparison is made with present-day American society in order to show the effect of societal diversity, size, and complexity on cultural factors. Transfer credit: UC; CSU (D3). (CAN ANTH 4).

**ANTH 125 PHYSICAL ANTHROPOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Biological consideration of the origin, development, and potential survival of humans and other primates. Topics include concepts of evolution: natural selection and populations, patterns of inheritance, the fossil record, and behavioral adaptations. The course will examine how biological, physical, and cultural variations have allowed human populations to adapt to various physical environments. Transfer credit: UC; CSU (B2). (CAN ANTH 2).

**ANTH 150 INTRODUCTION TO ARCHAEOLOGY:  
BONES, BEADS AND THE BASICS OF  
MATERIAL CULTURE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

Explore diverse cultures using theories and methods of anthropological archaeology. The course typically includes discussions of the development of archaeological research, excavation methods, data analysis, and selected cultural sequences. Field trips may be required. Transfer credit: UC; CSU (D3).

**ANTH 155 HUMAN PREHISTORY AND THE RISE  
OF CIVILIZATION (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

An anthropological survey of human and hominid pre history spanning over two million years. Emphasis is on the origin and cultural evolution of the world's first settled communities and early civilizations, including Mesopotamia, Egypt, India, China, Europe, Central America, and South America. Transfer credit: UC; CSU (D3).

**ANTH 180 MAGIC, WITCHCRAFT AND RELIGION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

A cross-cultural exploration of supernatural belief systems focusing on non-literate, tribal, and ethnic cultures; history and methods of the anthropological approach to religion; the dynamics of myth, magic, totem, taboo, cults, and sects. Transfer credit: UC; CSU (D3).

**ANTH 360 NATIVE PEOPLES OF NORTH AMERICA (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An introduction to the life ways of representative Native American culture groups found in different geographical areas of North America. The course will examine settlement patterns and environmental adaptations, social organizations, world view, and the arts chronologically and cross-culturally, with emphasis on the impact of contact with European cultures. Field trips may be arranged to investigate archaeological evidence. Transfer credit: UC; CSU (D3).

**ARABIC****ARBC 111 ELEMENTARY ARABIC I (3)**

(Credit/No Credit or letter grade.)

Three lecture hours and one lab hour by arrangement per week.

Conversation in the language, dictation, reading and study of the fundamentals of grammar; simple oral and written exercises; and introduction to Arabic culture. Transfer credit: CSU (C2).

**ART**

Art majors should consult the program outlined in "Degree Programs" for suggested plan of study. All studio classes with an asterisk (\*) require three hours studio work per week in addition to lab hours included in class hours. Studio hours are by arrangement.

Studio art courses are offered for two or three units according to the number of class hours a course meets per week. Studio art courses offered for two units of credit consist of two hours lecture and two hours lab per week. Studio art courses offered for three units of credit consist of three hours lecture and three hours lab per week.

**ART 101, 102 HISTORY OF WESTERN ART I, II (3, 3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

Comprehensive survey of the history of architecture, painting and sculpture in the western world and the relation of art to the development of history. Illustrated lectures.

**ART 101 History of Western Art I** – Ancient and Medieval art to the beginning of the 14th century. *Transfer credit: UC; CSU (C1).* (CAN ART 2).

**ART 102 History of Western Art II** – Renaissance to modern art from the 15th to the 20th centuries. *Transfer credit: UC; CSU (C1).* (CAN ART 4).

**ART 105 ART OF ASIA AND THE NEAR EAST (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Survey of Asian and Near Eastern Art, especially India, China and Japan, and Persia. Investigation of the cultural sources of art work as well as their aesthetic qualities. *Transfer credit: UC; CSU (C1).*

**ART 107 ART OF OUR TIMES (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An introduction to the American visual experience of today including painting, sculpture, architecture, industrial, interior, package, advertising, furniture, design, etc. *Transfer credit: CSU (C1).*

**ART 115 ART, MUSIC AND IDEAS (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An introduction to the understanding and appreciation of art and music. An investigation into the elements of art and music will equip the student to see and hear with greater discrimination, as well as recognize how these elements have been used in the Western tradition. Lectures are illustrated with slides, tapes, films, etc., and enhanced by live performances when possible. *Also listed as MUS. 115. Transfer credit: UC; CSU (C1).*

**ART 120 ART OF THE AMERICAS (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An examination of the diverse indigenous arts and cultures of the Americas, the impact of colonialism and the development of ethnic arts in the 19th and 20th centuries in the Americas. *Transfer credit: UC; CSU (C1).*

**ART 130 ART APPRECIATION (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Explanation of the world of the artist. The tools and language of art as a basis for understanding the artists' goals and judging their ability to reach those goals. *Transfer credit: UC; CSU (C1).*

**ART 201, 202 \*FORM AND COMPOSITION I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

Four or six class hours per week. Prerequisite: ART 202 – ART 201.

**ART 201 Form and Composition I** – Study of form and space relationships with rendering of line, mass, and values through a sequence of original problems based on the fundamental understanding of geometric forms. Media will include pencils, conte crayons, inks and paints. Recommended as a first level course for anyone desiring to participate in an art experience or program. *Transfer credit: UC; CSU (C1).*

**ART 202 Form and Composition II** – Further study of form and advanced composition using various media in black and white and in color, illustration, experimental pictorial composition and three dimensional constructions. *May be repeated for credit. Transfer credit: UC; CSU.*

**ART 204, 205 \*DRAWING I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

Four or six class hours per week. Prerequisite: ART 205 – ART 204 or ART 201.

**ART 204 Drawing I** – Basic introduction to drawing using both simple and complex forms derived from nature, life, and still life sources. A variety of media will be used. Recommended as a first level course for anyone desiring to participate in an art experience or program. *Transfer credit: UC; CSU (C1).* (CAN ART 8).

**ART 205 Drawing II** – Materials and techniques in common use; traditional and contemporary pen, pencil, and conte crayon expression. Rendering of everyday objects and scenes. Methods of depicting shade, shadows, and textures, and acquiring skill in value transition. *May be repeated for credit. Transfer credit: UC; CSU.*

**ART 207 \*LIFE DRAWING (2 or 3)  
(Credit/No Credit or letter grade.)**

Four to six class hours per week.

Study of the human form in art. Fundamentals of anatomy and expressive representation of the human figure. Studio practice drawing from life. *May be repeated for credit. Transfer credit: UC; CSU.*

**ART 208, 209 \*PORTRAIT DRAWING I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

Four or six class hours per week. Prerequisite: ART 209 – ART 208.

Portrait characterization class for both advanced and beginning students who will work at their own level with individual instruction. Students can choose and experiment with drawing media and color. Male and female models will sit for portraits. *ART 209 may be repeated for credit. Transfer credit: UC; CSU.*

**ART 214 COLOR (2 or 3)  
(Credit/No Credit or letter grade.)**

Four or six class hours per week plus additional studio hours.

Drawing proficiency is not required. Introduction to the physical and psychological properties of color. This course stresses the knowledge and skills needed to use color aesthetically. *Transfer credit: UC; CSU.*



**ART 221, 222 \*PAINTING I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week. Prerequisite: ART 222 – ART 221.*

**ART 221 Painting I** – Basic introduction to form and color through painting. A choice of oil paints, acrylics, or poster paints. Studio practice and projects. Various approaches to design and painting. Recommended as a first level course for anyone desiring to participate in an art experience or program. *Transfer credit: UC; CSU (C1). (CAN ART 10).*

**ART 222 Painting II** – Additional study of form and color through painting. Studio practice and projects involving painting, design, and composition. *May be repeated for credit. Transfer credit: UC; CSU.*

**ART 231, 232 \*WATERCOLOR I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week. Prerequisites: ART 231 – Satisfactory completion of one or more college level studio art courses is recommended. ART 232 – ART 231 or equivalent.*

**ART 231 Watercolor I** – Introduction to Transparent and Opaque Watercolor. Varied approaches and techniques. *Transfer credit: UC; CSU.*

**ART 232 Watercolor II** – Additional exploration of watercolor painting as a vehicle for creative art expression. *May be repeated for credit. Transfer credit: UC; CSU.*

**ART 234 PRINTMAKING I (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week plus additional studio hours.*

Introduction to printmaking including etching, monotype, woodcut and linocut techniques. Limited editions of prints will be produced in each of the four areas. *Transfer credit: UC; CSU.*

**ART 235 PRINTMAKING II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week plus additional studio hours.*

Further exploration of printmaking techniques including etching, monotype, woodcut and linocut. Students will specialize in an area for advanced study and production. *May be repeated for credit. Transfer credit: UC; CSU.*

**ART 248 PORTRAITS IN PASTEL (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week. Prerequisite: ART 208 or equivalent.*

Painterly approach to portraiture using soft pastel to draw and color. Pastel techniques involved in application, color mixing, and the use of different surfaces will be presented in conjunction with drawing and coloring the portrait. Main media will be soft pastels. Other related media may be used. *Transfer credit: UC; CSU (C1).*

**ART 301, 302 \*DESIGN AND ADVANCED DESIGN (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week. Prerequisites: ART 302 – ART 301.*

**ART 301 Design** – Introduction to basic design elements and principles including color, line, and form. Studio application involving various approaches to subject matter and abstract organization. Both two and three dimensional applications will be explored. *Transfer credit: UC, CSU (C1). (CAN ART 14).*

**ART 302 Advanced Design** – Additional study of design elements and principles. Studio practice centered upon creative interpretations and problem solving, using varied art materials and techniques both two and three dimensional. *May be repeated for credit. Transfer credit: UC, CSU.*

**ART 311, 312 \*LETTERING AND LAYOUT I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week.*

Development of student proficiency in lettering and layout techniques and principles required for graphic design. *ART 312 may be repeated for credit. Transfer credit: CSU.*

**ART 322 \*ILLUSTRATION (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week. Prerequisite: ART 204 Drawing I; Recommended: ART 301 Design.*

The use of diverse art techniques and materials to meet the image or illustration requirements of commercial designs. Drawing, painting, three-dimensional, and photographic techniques will be examined. *May be repeated for credit. Transfer credit: CSU.*

**ART 338 \*ADVERTISING ART (2)  
(Credit/No Credit or letter grade.)**

*Four class hours per week.*

Study of commercial art techniques and approaches with an emphasis on creative design and illustration used in advertising art. Studio practice in preparation of art work for reproduction. *May be repeated for credit. Transfer credit: CSU.*

**ART 350 VISUAL PERCEPTION THROUGH  
PHOTOGRAPHY (3)**

**(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

A basic photography course which integrates “how-to-take” photographs with analytical considerations of image compositions, visual vocabularies, and photographic techniques to gain insights into photography’s communicative abilities. Images from print media, movies, and television are explored to learn how photography communicates ideas and influences viewers’ understanding of photographs. *Transfer credit: CSU (C1).*

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**ART 351, 352, 353\* PHOTOGRAPHY I, II AND III (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week. Prerequisites: ART 352 – ART 351 or equivalent; ART 353 – ART 352 or equivalent.*

**ART 351 Photography I** – Use of exposure meter, filters, print papers, formulas and processing, and special lenses and shutters. Problems of artificial and natural lighting, enlarging or spotting prints, and print finishing and mounting. Individual projects are chosen from the fields of scenic and nature photography, as well as portraiture. *Transfer credit: UC; CSU (C1).* (CAN ART 18).

**ART 352 Photography II** – Study of photographic and print-making processes supplemented with individual projects. *Transfer credit: UC; CSU (C1).*

**ART 353 Photography III** – Provides the serious student with a first-hand working knowledge of advanced camera, studio, and darkroom techniques. The class concerns itself with studio and location exercises. Assignments are selected from the areas of fashion, advertising, photojournalism, architecture, and portraiture. *May be repeated for credit. Transfer credit: CSU.*

**ART 354, 355 COLOR PHOTOGRAPHY I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Six or nine class hours per week plus lab hours by arrangement. Prerequisite: ART 355 – ART 354 or equivalent. Transfer credit: CSU (C1).*

**ART 354 Color Photography I** – Introduction to the use of color materials as expressive media. Use of photographic equipment, materials and chemical processes in color photography. Mastery of the technical aspects of color balance and exposure will be emphasized.

**ART 355 Color Photography II** – Application of skills learned in beginning color photography to projects in advanced exposure control, chemical processes, composition, color balance and lab skills. Expands basic knowledge through a more intensive and thorough investigation of tools and techniques within color photography. *May be repeated for credit.*

**ART 363 ALTERNATIVE PROCESSES IN PHOTOGRAPHY I (3)  
(Credit/No Credit or letter grade.)**

*Two lecture hours plus three lab hours per week. Prerequisite: ART 351 or demonstration of basic darkroom skills.*

An introduction to non-silver printing processes, transfer of Polaroid images to other media, and hand-coloring techniques for print modification. Explores manipulations of original images to reveal forms of expression unattainable through traditional photographic processes. *Transfer credit: CSU.*

**ART 364 ALTERNATIVE PROCESSES IN PHOTOGRAPHY II (3)  
(Credit/No Credit or letter grade.)**

*Two lecture hours plus three lab hours per week. Prerequisite: ART 363 or equivalent skills and techniques.*

Elaboration and refinement of techniques introduced in ART 363: non-silver printing processes, Polaroid transfer, emulsion transfer, lithographic materials, and others. Emphasizes the completion of a cohesive portfolio of personally significant images

utilizing sophisticated application of non-traditional photographic processes. *May be repeated for credit. Transfer credit: CSU.*

**ART 376 DIGITAL IMAGING I (2)  
(Credit/No Credit or letter grade.)**

*One and one half lecture hours plus one and one half lab hours per week.*

A beginning course to explore digital computer imagery as an art medium. Students work with digital files and digital image manipulation programs such as Adobe Photoshop to produce personally significant works. Introduction to principles of design, art theory, and the works of contemporary and historic artists. *Transfer credit: UC; CSU.*

**ART 377 DIGITAL IMAGING II (3)  
(Credit/No Credit or letter grade.)**

*Two lecture and three lab hours per week plus one lab hour by arrangement per week. Prerequisite: ART 376.*

An intermediate course expanding creative efforts in producing art with computerized imaging and the alteration of the art with image manipulation software such as Adobe Photoshop. Refinement of use of output modes for digital files. Continued in-depth application of principles of design, art theories, and consideration of the works of contemporary and historic artists. *Transfer credit: CSU.*

**ART 405, 406 \*SCULPTURE I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week. Prerequisites: ART 406 – ART 405.*

**ART 405 Sculpture I** – An introduction to sculpture processes. Studio practice using a variety of materials e.g., wood, metal, plaster, clay, stone and mixed-media assemblage to make three dimensional works of art. *Transfer credit: UC; CSU (C1).* (CAN ART 12).

**ART 406 Sculpture II** – Advanced study and practice in three dimensional form; a continuation of ART 405 in developing mastery of the media of sculpture e.g., wood, metal, plaster, clay, stone, and mixed-media assemblage. *May be repeated for credit. Transfer credit: UC; CSU.*

**ART 407 \*SCULPTURE III: DIRECT METAL (2 or 3)  
(Credit/No Credit or letter grade.)**

*Four or six class hours per week. Prerequisite: Art 405.*

Creation of sculptural form in metal, using welding, brazing, and soldering techniques for fabrication of line, plane, found-object and mixed-media compositions. *May be repeated for credit. Transfer credit: CSU.*

**ART 408 BRONZE CASTING (1)  
(Credit/No Credit or letter grade.)**

*Total of thirteen lecture and nine lab hours.*

An intensive introduction to the bronze casting process. Students will be given an overview of objects made of bronze, from earliest tools produced to present-day sculpture and from many different cultures. They will then make a sculpture in clay and take that sculpture through all of the stages involved in converting it into a finished bronze. *Transfer credit: CSU.*

**ART 411, 412 \*CERAMICS I AND II (2 or 3)  
(Credit/No Credit or letter grade.)**

Four or six class hours per week. Prerequisites: ART 412 – ART 411. Completion of or concurrent enrollment in ART 301 recommended.

**ART 411 Ceramics I** – Survey of ceramic materials and their function in relation to art values. Basic studio practice in hand-building processes and glazing of ware. Related study of clay origins and compositions, decorating techniques, the firing of kilns, and glaze composition. *Transfer credit: UC; CSU (C1). (CAN ART 6).*

**ART 412 Ceramics II** – Additional study of ceramic processes and their application in art. *May be repeated for credit. Transfer credit: UC; CSU.*

**ART 417 \*CERAMIC GLAZING TECHNIQUES (2 or 3)  
(Credit/No Credit or letter grade.)**

Four or six class hours per week. Prerequisite: Art 412.

Advanced glazing techniques including special glazes, glaze composition and multi-firing techniques. Projects with emphasis on glaze effects. *May be repeated for credit. Transfer credit: UC; CSU.*

**ART 665 SPECIAL TOPICS IN ART (.5 or 1 or 2 or 3)  
(Credit/No Credit or letter grade.)**

One and one half, three, six or nine hours per week plus additional studio hours. Recommended: Successful completion of a beginning art studio course.

Advanced or specialized study in studio arts. Designed for students in ceramics, drawing, painting, photography, printmaking, and sculpture, this course provides extended study of a particular media, technique, or artistic problem through selected themes as listed in the class schedule. *May be repeated for credit. Transfer credit: UC; CSU.*

## AUTOMOTIVE TECHNOLOGY

**TOYOTA TECHNICAL EDUCATION NETWORK**

**\*Note: Auto 730 Japanese Basic Electrical is the required core course for the Toyota Technical Education Network Associate Degree.**

**AUTO 706 TOYOTA ENGINES (6.5)**

Lecture/Laboratory total of 160 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of engine design and operation including basic measuring, inspection, diagnosis, and repair. Primary emphasis will be on diagnosis and valve train repair. *Transfer credit: CSU.*

**AUTO 707 TOYOTA TRANSMISSIONS (8.5)**

Lecture/Laboratory total of 200 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of powertrains, including clutches, manual and automatic transmissions and transaxles, and differentials. Primary emphasis will be on testing, diagnosis, and repair. *Transfer credit: CSU.*

**AUTO 725 TOYOTA BRAKES AND CHASSIS (11)**

Lecture/Laboratory total of 270 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of mechanical and hydraulic brake systems, steering and suspension systems, tires, and wheel alignment. Emphasis will be on system operation, diagnosis, adjustment, testing, and repair. This course will prepare the student for the California Brake Adjusters License and Automotive Service Excellence (A.S.E.) Examinations. *Transfer credit: CSU.*

**AUTO 727 TOYOTA AIR CONDITIONING (4)**

Lecture/Laboratory total of 90 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive climate controls and components. Principles of heating and air conditioning and the engine's cooling system will be discussed. The course covers system evacuating, recycling and recharging of the air conditioning system, with emphasis on testing, diagnosis, and repair. *Transfer credit: CSU.*

**AUTO 728 TOYOTA ADVANCED ELECTRICAL (7)**

Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive electronics, body electrical, instrumentation, ignition systems, and basic engine computer controls. Primary emphasis will be on testing, diagnosis, and repair. *Transfer credit: CSU.*

**AUTO 729 TOYOTA ENGINE PERFORMANCE (14.5)  
(Approved Clean Air Course)**

Lecture/Laboratory total of 344 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of ignition systems, fuel systems, emission control, computer control, and driveability diagnostics. Students will receive instruction necessary to take the Automotive Service Excellence examination in the area of Engine Performance. *Transfer credit: CSU.*

**AUTO 730 JAPANESE BASIC ELECTRICAL\* (8)**

Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of electrical fundamentals, automotive batteries, wiring diagrams, starting and charging systems, and lighting systems. Primary emphasis on testing, diagnosis, and repair. This course will prepare the student for the California Lamp Adjusters License. *Transfer credit: CSU.*

**AUTO 743 PRE-DELIVERY SERVICE (.5)**

Lecture/Laboratory total of 16 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive pre-delivery service (PDS) and routine service procedures including locating rattles, noises, radio and mirror installation, lubrication and other basic service procedures. *Transfer credit: CSU.*

## JAPANESE AUTOMOTIVE TECHNOLOGY

### AUTO 730 JAPANESE BASIC ELECTRICAL\* (8)

Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of electrical fundamentals, automotive batteries, wiring diagrams, starting and charging systems, and lighting systems. Primary emphasis on testing, diagnosis, and repair. This course will prepare the student for the California Lamp Adjusters License. *Transfer credit: CSU.*

**\*This course is also the required core course for the Japanese Automotive Technology Associate Degree.**

### AUTO 743 PRE-DELIVERY SERVICE (0.5)

Lecture/Laboratory total of 16 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive pre-delivery service (PDS) and routine service procedures including locating rattles, noises, radio and mirror installation, lubrication and other basic service procedures. *Transfer credit: CSU.*

### AUTO 745 JAPANESE BRAKES AND CHASSIS (11)

Lecture/Laboratory total of 270 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of mechanical and hydraulic brake systems, steering and suspension systems, tires, and wheel alignment. Emphasis will be on system operation, diagnosis, adjustment, testing, and repair. This course will prepare the student for the California Brake Adjusters License and Automotive Service Excellence (A.S.E.) Examinations. *Transfer credit: CSU.*

### AUTO 747 JAPANESE AIR CONDITIONING (4)

Lecture/Laboratory total of 90 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive climate controls and components. Principles of heating and air conditioning and the engine's cooling system will be discussed. The course covers system evacuating, recycling and recharging of the air conditioning system, with emphasis on testing, diagnosis, and repair. *Transfer credit: CSU.*

### AUTO 748 JAPANESE ADVANCED ELECTRICAL (7)

Lecture/Laboratory total of 180 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of automotive electronics, body electrical, instrumentation, ignition systems, and basic engine computer controls. Primary emphasis will be on testing, diagnosis, and repair. *Transfer credit: CSU.*

### AUTO 749 JAPANESE ENGINE PERFORMANCE (14.5)

Lecture/Laboratory total of 344 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of ignition systems, fuel systems, emission control, computer control, and driveability diagnostics. Students will receive instruction necessary to take the Automotive Service Excellence examination in the area of Engine Performance. *Transfer credit: CSU.*

### AUTO 796 JAPANESE ENGINES (6.5)

Lecture/Laboratory total of 160 hours. Prerequisite: Admission to the Automotive Technology Program.

This course involves the basic study of engine design and operation including basic measuring, inspection, diagnosis, and repair. Primary emphasis will be on diagnosis and valve train repair. *Transfer credit: CSU.*

### AUTO 797 JAPANESE TRANSMISSIONS (8.5)

Lecture/Laboratory total of 200 hours. Prerequisite: Admission to the Automotive Technology program.

This course involves the basic study of powertrains, including clutches, manual and automatic transmissions and transaxles, and differentials. Primary emphasis will be on testing, diagnosis, and repair. *Transfer credit: CSU.*

## AUTOMOTIVE TECHNOLOGY PROGRAM

### AUTO 665 SELECTED TOPICS IN AUTOMOTIVE TECHNOLOGY (.5-1.5)

(Credit/No Credit)

Eight lecture hours plus lab hours per .5 unit.

These short courses are designed for automotive professionals who need to meet current Smog Check licensing requirements and prepare for the Automotive Service Excellence (ASE) certification test. *Each topic may be taken two times for credit. Transfer credit: CSU.*

### AUTO 708 AUTOMOTIVE PRINCIPLES LAB (1-2)

(Credit/No Credit or letter grade.)

Lecture/Laboratory total of 48 hours.

Student is encouraged to perform minor maintenance procedures for own vehicle. A general elective for those desiring a basic knowledge of the automobile. *May be repeated for credit on a space available basis. Transfer credit: CSU.*

### AUTO 709 AUTOMOTIVE SERVICE ORIENTATION (2)

Lecture/Laboratory total of 48 hours.

This course involves the study of entry level job skills necessary to gain employment in the automotive repair field, including tire rotation, repair, mounting, balancing; fluid level checks; engine oil and filter change; lubrication; battery testing, charging and replacement; charging system output testing, and fan belt replacement. *Transfer credit: CSU.*

### AUTO 710 FUNDAMENTALS OF AUTOMOTIVE MECHANICS (4.5)

Lecture/Laboratory total of 96 hours.

An introduction to the automotive technology program and profession. A survey course of the basic tools and fasteners and related mathematics required in automotive service. This course is recommended for those students desiring entrance into the Automotive Technology Day Program. *Transfer credit: CSU.*

**AUTO 713 AUTOMOTIVE ELECTRICITY AND ELECTRONICS (15)**

Lecture/Laboratory total of 360 hours. Prerequisite: Admission to Automotive Technology Program.

This course involves the study of electrical fundamentals, electrical test equipment, automotive batteries, starting and charging systems, wiring diagrams, lighting circuits, various advanced body electrical circuits and controls. Primary emphasis on diagnosis, testing and repair. *Transfer credit: CSU.*

**AUTO 716 AUTOMOTIVE COOLING/HEATING AND AIR CONDITIONING (5)**

Lecture/Laboratory total of 120 hours. Prerequisite: Admission to Automotive Technology Program.

Theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. *Transfer credit: CSU.*

**AUTO 721 AUTOMOTIVE STEERING, SUSPENSION AND BRAKES (15)**

Lecture/Laboratory total of 360 hours. Prerequisite: Admission to Automotive Technology Program.

A study of automotive steering, suspension and brakes. Emphasis will be placed on the theory, operation, diagnosis and repair of modern braking systems, steering and suspension systems. Topics include: four-wheel steering, tires and wheels, supplemental inflatable restraints, power steering, power and anti-lock braking systems. *Transfer credit: CSU.*

**AUTO 734 AUTOMOTIVE ENGINE DIAGNOSIS AND REPAIR (15)**

Lecture/Laboratory total of 360 hours. Prerequisite: Admission to Automotive Technology Program.

A detailed study of various engine designs and materials. Lab will include diagnosis, inspection, repair methods, and parts necessary for complete repair. Also, various machines and machining operations will be covered. *Transfer credit: CSU.*

**AUTO 735 AUTOMOTIVE TRANSMISSION AND DRIVE TRAINS DIAGNOSIS AND REPAIR (15)**

Lecture/Laboratory total of 360 hours. Prerequisite: Admission to Automotive Technology Program.

A detailed study of the clutch, standard and automatic transmissions, drive lines and differentials: theory of operation including: friction materials, hydraulics, torque converters, gear trains, planetary gears, and controls as well as gear ratios, torque multiplication, speeds, drive line angles and tooth patterns. *Transfer credit: CSU.*

**AUTO 751 AUTOMOTIVE ENGINE PERFORMANCE (15)**

Lecture/Laboratory total of 360 hours. Prerequisite: Admission to Automotive Technology Program.

A study of the engine sub-systems responsible for good engine performance, clean air, and fuel economy. Systems to be covered include: ignition, fuel, emission, and computer controls. *Transfer credit: CSU.*

**AUTO 752 ADVANCED ENGINE PERFORMANCE (15)**

Lecture/Laboratory total of 360 hours. Prerequisite: Admission to the Automotive Technology Program or demonstration of equivalent skills; satisfactory completion of AUTO 751.

An in-depth study of import and domestic computerized engine controls. Emphasis will be placed on the theory, operation, and testing procedures necessary to accurately diagnose and repair driveability complaints. Students will receive instruction necessary to take the State of California test for obtaining a Qualified Test and Repair Mechanic's License (Smog). *Transfer credit: CSU.*

**AUTOMOTIVE APPRENTICESHIP PROGRAM/ADVANCED COURSES**

Courses in the AUTO 800 series are part of the Automotive Apprenticeship Program, which is only available to students indentured with a Joint Apprenticeship Council.

Courses listed below that have a 700 series number are designed for advanced students. Professional experience or Journeyman level is recommended for these advanced courses.

**AUTO 741 B.A.R. LEVEL 1 CITATION (.5) (Credit/No Credit)**

Total of 8 hours lecture/demonstration.

Student will receive instruction in how to perform visual and functional inspections, use emission control systems application reference manuals, and what responsibilities each mechanic has to the Smog Check Program. This course satisfies the State requirement for clearing level 1 Citation. *(Units do not count toward the Associate Degree.)*

**AUTO 742 B.A.R. LEVEL 2 CITATION (.5) (Credit/No Credit)**

Total of 8 hours lecture/demonstration/lab. Prerequisite: Completion of, or concurrent enrollment in AUTO 741.

Student will receive instruction in how to properly complete a work order; to include estimates, revised estimates, and final invoices. The student will perform visual inspections of all emission control systems on a variety of vehicles. This course satisfies the State requirement for clearing level 2 Citation. *(Units do not count toward the Associate Degree.)*

**AUTO 806 FUNDAMENTALS OF AUTOMOTIVE (.5-4)**

Lecture total of 4 hours per week. Class to be taken in conjunction with AUTO 807.

An introduction to the automotive profession. A survey course of basic tools and fasteners and related mathematics required in automotive service. Course also covers the function and theory of each of the systems of the automobile. This course available only at San Francisco County Jail in San Bruno. Students can transfer to the automotive program at Skyline College. *(Units do not count toward the Associate Degree.)*

**AUTO 807 FUNDAMENTALS OF AUTOMOTIVE LAB (.5 -4.5)**

Laboratory total of 8.5 hours per week. Class to be taken in conjunction with AUTO 806.

Basic lab exercises to correspond with topics covered in lecture sessions in AUTO 806. This course available only at San Francisco County Jail in San Bruno. Students can transfer to the automotive program at Skyline College. (Units do not count toward the Associate Degree.)

**AUTO 808/760 HISTORY OF THE AUTOMOBILE (1.5)**

Total of 24 class hours. Prerequisite: See above.

An in-depth study of the history of the automobile and its relationship to the Industrial Revolution, economic development, increased mobility of people, and use during war and peace time. Transfer credit: AUTO 760 – CSU.

**AUTO 810/788 APPRENTICESHIP SYSTEMS (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of the roles the union and the employer each play in training the apprentice. The history of apprenticeship systems, union philosophy, and employment benefits will be discussed. Transfer credit: AUTO 788 – CSU.

**AUTO 811/789 SHOP REGULATIONS AND OPERATIONS (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of automotive laws and regulations as they relate to business practices and licenses, occupational safety, writing of work orders, handling of warranty claims, customer services, and fair employment practices. Transfer credit: AUTO 789 – CSU.

**AUTO 812/784 TOOLS OF THE AUTOMOTIVE INDUSTRY (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of various automotive tools. Proper usage, handling maintenance, and repair of many common and complex tools will be emphasized. Quality, design, and pricing of tools will be discussed. Transfer credit: AUTO 784 – CSU.

**AUTO 814/782 AUTOMOTIVE MATH (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of mathematics as it relates to the automotive profession. Fractions, decimals, gear and pulley ratios, torque, horsepower, etc., will be discussed. Discussion of the metric system is included.

**AUTO 815/783 PRECISION MEASUREMENT (1.5)**

Total of 24 class hours. Prerequisite: See above.

This course covers the proper use, care, and calibration of precision measuring instruments. Students will learn how to use this data to calculate compression ratios, engine displacement, etc., and to select correct repair procedures. Transfer credit: AUTO 783 – CSU.

**AUTO 822/769 HEAD AND VALVE SERVICES (2.5)**

Total of 48 class hours. Recommended: Professional experience.

In-depth study of all aspects of cylinder head components, diagnosing, disassembly, repair, reassembly, and use of various tools and equipment. Transfer credit: AUTO 769 – CSU.

**AUTO 823/779 BLOCK SERVICE (2.5)**

Total of 48 class hours. Prerequisite: See above.

A study of the proper methods of disassembling, measuring, machining, and reassembling of engine blocks. Various machining equipment, safe working habits, and the handling of waste coolant, oil and oil filters is included. Transfer credit: AUTO 779 – CSU.

**AUTO 830/776 DRIVE LINES AND DIFFERENTIALS (2.5)**

Total of 48 class hours. Prerequisite: See above.

A study of the principles and operation of drive lines and differentials. Emphasis will be on measuring and correcting drive line angles, diagnosis, and repair of differentials, and preventive maintenance of these components. Transfer credit: AUTO 776 – CSU.

**AUTO 832/777 AUTOMATIC TRANSMISSIONS I (3)**

Total of 48 class hours. Prerequisite: See above.

A study of the operating principles of automatic transmissions used on rear wheel drive domestic and import vehicles. Power flow and hydraulic/electrical controls will be studied. Preventive maintenance, diagnosis, and repair procedures are included. Transfer credit: AUTO 777 – CSU.

**AUTO 840/773 AUTOMOTIVE ELECTRICAL I (3)**

Total of 48 class hours. Prerequisite: See above.

A study of basic electricity and solid state electronics. Emphasis is placed on the use of analog and digital multimeters required to test electrical circuits and solid state components. Preparation for the State Lamp Test is included. Transfer credit: AUTO 773 – CSU.

**AUTO 842/772 CLEAN AIR CAR I (3)**

Total of 48 lecture hours plus 8 lab hours by arrangement. Prerequisite: See above.

This course is designed to prepare students for the Bureau of Automotive Repair Smog Check licensing exam. Emphasis is placed on smog check rules and regulations, test procedures, and Test Analyzer System (TAS) machine operation. Transfer credit: AUTO 772 – CSU.

**NOTE:** Any student planning to become a licensed Smog Check Technician should contact the Automotive Department Coordinator at (650) 738-4410 to discuss licensing requirements and course prerequisites mandated by the Bureau of Automotive Repair. It is recommended that this be done prior to enrolling in the Clean Air Car course.

**AUTO 844/774 EUROPEAN ELECTRONIC ENGINE CONTROLS (3)**

Total of 48 class hours.

This course is designed to explore European electronic engine controls. Emphasis is placed on the theory, operation, and diagnosis of these systems. It is recommended that AUTO 858/758 be completed prior to enrolling in this course. Transfer credit: AUTO 774 – CSU.

**AUTO 846/771 AUTOMOTIVE ELECTRICAL II (2)**

Total of 36 lecture hours plus 12 lab hours. Prerequisite: See above.

An in-depth study of electrical diagnosis and repair. Starting, charging, and other electrical circuits will be discussed. Proper use of test equipment, shop manuals, and wiring diagrams will be included. Transfer credit: AUTO 771 – CSU.

**AUTO 848/775 OSCILLOSCOPES AND EXHAUST GAS ANALYZERS (1.5)**

Total of 24 class hours. Prerequisite: See above.

This course will study automotive oscilloscopes and exhaust gas analyzers. Basic diagnostics will be taught using each machine separately and together to teach the most efficient and accurate troubleshooting methods. Transfer credit: AUTO 775 – CSU.

**AUTO 850/790 AUTOMOTIVE BRAKES I (2.5)**

Total of 48 class hours. Prerequisite: See above.

A study of automotive braking systems. Emphasis will be placed on the theory of operation, diagnosis, and repair of modern braking systems and their related components. Preparation for the State Brake Test and ASE Certification Test is included. Transfer credit: AUTO 790 – CSU.

**AUTO 851/753 AUTOMOTIVE SERVICE ADVISING (3)**

Total of 48 class hours. Prerequisite: See above.

This course involves the basic study of automotive service advising and procedures. Topics include: greeting the customer, writing the initial repair orders, estimating labor charges, revising repair estimates in accordance with California law, conflict resolution, and returning the vehicle to the customer. Transfer credit: AUTO 753 – CSU.

**AUTO 852/791 AUTOMOTIVE CHASSIS II (2)**

Total of 36 lecture hours plus 12 lab hours. Prerequisite: See above.

Study of four wheel alignment and steering geometry, including alignment angle theory, testing, and adjustments, with major emphasis on the diagnosis of alignment related problems. It is recommended that AUTO 792/853, Automotive Chassis I, be taken first. Transfer credit: AUTO 791 – CSU.

**AUTO 853/792 AUTOMOTIVE CHASSIS I (3)**

Total of 48 class hours. Prerequisite: See above.

Study of mounting, balancing, and repair of wheels and tires. In addition, adjustments and repairs of various steering and suspension systems will be covered. Transfer credit: AUTO 792 – CSU.

**AUTO 854/754 HIGH PERFORMANCE ENGINES I (3)**

Total of 48 class hours. Prerequisite: See above.

This course covers the theory and design of High Performance Engines (part I). Emphasis is placed on the induction system. Topics discussed include intake and exhaust manifold designs, camshaft design and selection, and cylinder head modifications for maximum efficiency. Transfer credit: AUTO 754 – CSU.

**AUTO 855/755 HIGH PERFORMANCE ENGINES II (3)**

Total of 48 class hours. Prerequisite: See above. Recommended: AUTO 854/754.

This course covers the theory and design of High Performance Engines (part II). Emphasis is placed on crankshaft assembly, lubrication and cooling, power measurements and tuning. Topics include design of pistons, piston rings and pins, connecting rods, crankshafts and bearings. Transfer credit: AUTO 755 – CSU.

**AUTO 856/756 CHRYSLER ELECTRONIC ENGINE CONTROLS (3)**

Total of 48 class hours. Prerequisite: AUTO 858/758 with grade C or better, or equivalent.

An in-depth study into Chrysler electronic engine controls. The course is designed to explore the operation, diagnosis, and repair of Chrysler on-board computer systems. Transfer credit: AUTO 756 – CSU.

**AUTO 857/757 FORD ELECTRONIC ENGINE CONTROLS (3)**

Total of 48 class hours. Prerequisite: AUTO 858/758 or equivalent with a C or better.

An in-depth study of the Ford electronic engine controls. The course is designed to explore the operation, diagnosis, and repair of Ford on-board computer systems. Transfer credit: AUTO 757 – CSU.

**AUTO 858/758 AUTOMOTIVE COMPUTER CONTROLS (3)**

Total of 48 lecture hours plus 16 lab hours. Prerequisite: See above.

A study of the various inputs, outputs, and modes of operation common to most computer controlled systems. General diagnosis will be emphasized using multimeters, lab scopes, and scan tools. Students will be introduced to OBD II systems. This course will also assist technicians to prepare for State of California Smog License and the ASE L1 exams. Transfer credit: AUTO 758 – CSU.

**AUTO 859/759 COMPUTER CONTROLS: G.M. (3)**

Total of 48 class hours. Prerequisite: AUTO 858/758 or equivalent with a C or better.

An in-depth study of G.M. computer controlled systems in use today. The course is designed to explore the operations, diagnosis, and repair of G.M. on-board computer systems. Transfer credit: AUTO 759 – CSU.

**AUTO 860/786 AIR CONDITIONING I (2.5)**

Total of 48 class hours. Prerequisite: See above.

Theory and operation of cooling, heating, and air conditioning systems. Lab practices include maintenance, testing, diagnosis, and repair of these systems. Preparation for the ASE Certification Test is included. Transfer credit: AUTO 786 – CSU.

**AUTO 861/761 AUTOMOTIVE BRAKES II (1.5)**

Total of 24 class hours. Prerequisite: AUTO 850/790 with grade of C or better or equivalent.

A study of the various anti-lock brake systems installed on passenger cars and light trucks. Emphasis on the theory of operation, diagnosis, and repair of computer controlled anti-lock brake systems and their related components. Transfer credit: AUTO 761 – CSU.

**AUTO 862/762 TOYOTA/MAZDA ELECTRONIC ENGINE CONTROLS (3)**

Total of 48 class hours. Prerequisite: AUTO 858/758 with grade of C or better, or equivalent.

An in-depth study of Toyota/Mazda Electronic Engine Controls. The course is designed to explore the operation, diagnosis, and repair of Toyota/Mazda on-board computer systems. Toyota/Mazda OBD II systems will be discussed. Transfer credit: AUTO 762 – CSU.

**AUTO 864/764 EMISSIONS CONTROL SYSTEMS I (1.5)**

Total of 24 class hours. Prerequisite: See above.

Study of automotive vehicle emissions control systems, including basic theory, design, and operation. This course will help prepare students planning to enroll in the Clean Air Car course. Transfer: AUTO 764 – CSU.

**AUTO 865/765 IGNITION SYSTEMS I (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of automotive ignition systems. Emphasis is placed on the theory, operation, and testing of electronic and distributorless ignition systems. It is recommended that this course be completed prior to enrolling in the Clean Air Car course. Transfer credit: AUTO 765 – CSU.

**AUTO 868/768 ON-BOARD DIAGNOSTICS II (OBD-II) (3)**

Total of 40 lecture hours plus 24 lab hours. Prerequisite: See above.

Tailored for automotive professionals, this course is an in-depth study of generic On-Board Diagnostics II. Content includes history of OBD-II, comparison of OBD-I and OBD-II, J1930 Common Terminology, Flash Programming, Enhanced Monitors, Fuel Trim Strategies, MIL Strategies and Enabling Criteria, Drive Cycles, I/M Readiness flags, and Diagnostic Trouble Codes. Transfer credit: AUTO 768 – CSU.

**AUTO 870/795 DIESEL FUEL SYSTEMS (3)**

Total of 48 class hours. Prerequisite: See above.

A study of the entire fuel systems used on diesel-powered vehicles (car, truck and marine) including but not limited to fuel tanks, filters, pumps, metering devices and injectors. Transfer credit: AUTO 795 – CSU.

**AUTO 878/778 MANUAL TRANSMISSIONS I (2)**

Total of 36 lecture hours plus 12 lab hours. Prerequisite: See above.

A detailed study of the clutch assembly, manual transmissions and transaxles. Topics of study include: theory of operation, friction materials, gear trains and ratios, constant velocity joints, drivelines, and differentials. Transfer credit: AUTO 778 – CSU.

**AUTO 881/781 ELECTRICAL III (3)**

Total of 48 class hours. Prerequisite: See above.

This course will stress applied techniques in schematic reading and diagnosis of various body electrical circuits, including power doors, mirrors, windows, and seats; sun roofs, air bags, and semiconductor logic gates. This course builds on the concepts introduced in Electrical I and II. Transfer credit: AUTO 781 – CSU.

**AUTO 885/785 AUTOMOTIVE HAZARDOUS MATERIALS (1.5)**

Total of 24 class hours. Prerequisite: See above.

A comprehensive study of materials used in the Automotive Industry that could be classified as hazardous. Class content is structured to be useful to the technician as well as foremen, management, and owners. Transfer credit: AUTO 785 – CSU.

**AUTO 887/787 AUTOMATIC TRANSMISSIONS II (3)**

Total of 48 hours lecture/demonstration. Prerequisite: See above.

A study of the operating principles of the automatic transaxle used on the front wheel drive domestic and import vehicles. Power flow and hydraulic/electrical controls will be studied. Also included will be the final drive gear systems. Transfer credit: AUTO 787 – CSU.

**AUTO 893/793 ENGINE PERFORMANCE (3)**

Total of 48 class hours. Prerequisite: See above.

A study of the engine sub-systems responsible for good engine performance, clean air, and fuel economy. Topics to be covered include basic engine and ignition system operation and testing using various diagnostic test equipment. This course can be applied towards the education requirements necessary for eligibility to take the B.A.R. Smog Test. Transfer credit: AUTO 793 – CSU.

**AUTO 894/794 CARBURETED FUEL SYSTEMS (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of the carburetors and their related fuel delivery systems. Emphasis will be placed on the principles of combustion, fuel characteristics, and carburetor circuits. This course can be applied towards the education requirements necessary for eligibility to take the B.A.R. Smog Test. Transfer credit: AUTO 794 – CSU.

**AUTO 898/798 ALTERNATIVE FUELS I (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of alternative fuels systems and vehicles, including dedicated flexible fuel and Compressed Natural Gas (CNG) systems. An overview of Electric Vehicles (EV) and Advanced Transportation Technologies will also be covered. Transfer credit: AUTO 798 – CSU.

**AUTO 899/799 ALTERNATIVE FUELS II (1.5)**

Total of 24 class hours. Prerequisite: See above.

A study of gaseous fuels as alternative fuels, including a study of basic equipment manufacturer and popular conversion Compressed Natural Gas fuel systems as well as a basic overview of Liquefied Petroleum Gas and Liquefied Natural Gas systems. Transfer credit: AUTO 799 – CSU.

## BIOLOGY

**NOTE TO LIFE SCIENCE MAJORS**

Students planning to major in Biology, Biotechnology, Botany, Zoology, Ecology, Microbiology, Anatomy, Physiology, Forestry, Wildlife Management, Natural Resources, Medicine, Dentistry, Veterinary Medicine, Optometry, and Pharmacy should complete BIOL 215 and 230 (taken in sequence) and CHEM 210, 220, 234, 235, 237, 238; PHYS 210, 220, and the appropriate mathematics prerequisites.



**BIOL 101 MAN IN A BIOLOGICAL WORLD (4)**

Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836.

Study of biology as it relates to humans and their environment, with special emphasis on ecological interrelationships, evolution and genetics, and topics of current importance. Recommended for non-science majors to fulfill laboratory science transfer requirement. *Transfer credit: UC; CSU (B2, B3).*

**BIOL 110 PRINCIPLES OF BIOLOGY (4)**

Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836.

Using natural selection and physiological survival as a unifying theme, this course deals with the basic problems common to all living systems, and compares the functional solution that various organisms have evolved, illuminating the unity in diversity that characterizes life on earth. Recommended for non-science majors to fulfill laboratory science transfer requirement. *Transfer credit: UC; CSU (B2, B3). (CAN BIOL 2).*

**BIOL 111 NATURAL HISTORY OF CALIFORNIA (4)**

Three lecture hours and one three-hour lab period per week with frequent field trips. Recommended: Eligibility for ENGL 836.

Students will investigate the functioning of ecosystems, adaptations of organisms to their environment and natural history of selected organisms. Students will become familiar with natural ecosystems of California, with a primary focus on the San Francisco Bay Area. Laboratory and field investigations will be conducted using the scientific method; critical thinking skills will be emphasized. Recommended for non-science majors to fulfill laboratory science transfer requirements. *Transfer credit: UC; CSU (B2, B3).*

**BIOL 130 HUMAN BIOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A course designed to provide students with an appreciation of the structure, function, and development of their own bodies. Topics include an introduction to science and to scientific methods of investigation, and some elementary chemistry (no previous background necessary) as a basis for understanding human functions such as digestion, circulation, reproduction and other systems. Some diseases and other causes of body malfunction are discussed. *Transfer credit: UC; CSU (B2).*

**BIOL 140 ANIMALS, PEOPLE AND ENVIRONMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course will familiarize the student with the methods and importance of behavioral investigation in animals. Emphasis on past and current human-animal relationships, the impact on animal populations and increasing need for wildlife protection. *Transfer credit: UC; CSU (B2).*

**BIOL 145 PLANTS, PEOPLE AND ENVIRONMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A survey of plants emphasizing those aspects of plant biology that have affected the lives of people. Topics include: the success and failure of modern agriculture; the impact of humans on the environment; and the importance of plants in solving critical problems of hunger and conservation of energy. Attention is given to

modes of inquiry or ways in which scientists carry out their investigations. *Transfer credit: UC; CSU (B2).*

**BIOL 150 INTRODUCTION TO MARINE BIOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A non-technical introduction to the scientific method used in studies of marine biology. Major emphasis is given to the natural history of marine animals and plants and their relationship with the oceanic environment. *Transfer credit: UC; CSU (B2).*

**BIOL 215 ORGANISMAL BIOLOGY: CORE I (5)**

Three lecture hours and six lab hours per week. Recommended: Eligibility for ENGL 836.

As part of a two-course core program, BIOL 215 is an introductory survey of organismal form and function. Analysis of fundamental biological functions including nutrition, gas exchange, reproduction, natural selection, and ecology using representative living organisms. *Transfer credit: UC; CSU (B2, B3). (BIOL 215 + BIOL 230 = CAN BIOL SEQ A.)*

**BIOL 230 INTRODUCTION TO CELL BIOLOGY: CORE II (5)**

Three lecture hours and six lab hours per week. Prerequisite: Completion of BIOL 215; CHEM 210, or equivalent. Recommended: Eligibility for ENGL 836.

As part of a two-course core program, Biology 230 is an introduction to life functions as seen at the cellular level; cellular structure, macromolecular architecture and function, cellular energetics, chemical regulation, photochemical activities, molecular genetics, and genetic engineering. *Transfer credit: UC; CSU (B2, B3). (BIOL 215 + BIOL 230 = CAN BIOL SEQ A.)*

**BIOL 240 GENERAL MICROBIOLOGY (4)**

Three lecture hours and three lab hours per week. Prerequisite: Successful completion of a college-level laboratory science course. Recommended: Eligibility for ENGL 836.

Morphology, taxonomy, ecology, and physiology of microorganisms, with emphasis on bacteria. Laboratory techniques on culture and identification of bacteria. Recommended for agriculture, biochemistry, nursing, pre-medical and pre-dental, biotechnology engineering, and other life science majors. *Transfer credit: UC; CSU (B2, B3). (CAN BIOL 14).*

**BIOL 250 HUMAN ANATOMY (4)**

Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836; one college-level biology course.

Designed to familiarize the student with the structure of the human body, including cadaver dissection by students. Primarily intended for students of nursing, physiotherapy, respiratory therapy, hygiene, and physical education. An elective course for pre-dental, pre-medical, and pre-veterinarian students. Recommended for general life science majors, respiratory therapy majors and physical education majors. *Transfer credit: UC; CSU (B2, B3). (CAN BIOL 10; BIOL 250 + BIOL 260 = CAN BIOL SEQ B.)*

**BIOL 260 INTRODUCTION TO PHYSIOLOGY (5)**

Three lecture hours and six lab hours per week. Prerequisite: CHEM 410, or equivalent. Recommended: Eligibility for ENGL 836; one college-level biology course.

Designed to familiarize the student with the functions of organs and systems of the human body. Includes review of basic processes occurring in cells and application of principles to the study of whole animal systems. Recommended for students majoring in nursing, physiotherapy, respiratory therapy, physical education, psychology, and other related fields. Transfer credit: UC; CSU (B2, B3). (CAN BIOL 12; BIOL 250 + BIOL 260 = CAN BIOL SEQ B.)

**BIOL 365 INTERTIDAL INTERPRETATION (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week plus field trips.

This course is designed to familiarize students with the major life forms of the intertidal zone of the California coast, their taxonomic groupings, common names, basic anatomical and physiological characteristics and their role in the ecosystem. Transfer credit: CSU.

**BIOL 422 FOUNDATIONS OF BIOTECHNOLOGY (1)  
(Credit/No Credit or letter grade.)**

One lecture hour per week. Recommended: Eligibility for ENGL 836.

Overview of the origin and development of biotechnology and the bioscience industries. Includes cell growth, career opportunities, and medical and food products. Also includes laboratory experience with bioreactors and making products. Transfer credit: CSU.

**BIOL 426 GENETIC ENGINEERING (1)  
(Credit/No Credit or letter grade.)**

One lecture hour per week. Recommended: Eligibility for ENGL 836.

This course will examine how genes work and how they can be manipulated and cloned. Topics include DNA and protein synthesis, genetic engineering, and DNA fingerprinting. Also includes laboratory experience with DNA analyses: RFLP and PCR. Transfer credit: CSU.

**BIOL 430 INTRODUCTION TO IMMUNOLOGY (1)  
(Credit/No Credit or letter grade.)**

One lecture hour per week. Recommended: Eligibility for ENGL 836.

This course will examine the immune system and how it protects us from disease. Topics include vaccine and antiserum production by traditional methods and by genetic engineering. Also includes laboratory experience with laboratory techniques. Transfer credit: CSU.

**BIOL 432 FERMENTATION TECHNOLOGY (1)  
(Credit/No Credit or letter grade.)**

Total of sixteen lecture hours. Recommended: Eligibility for ENGL 836.

Overview of the origin and development of industrial fermentations. Course will use fermentation of beverages, food ingredients, enzymes, chemicals and pharmaceuticals to demonstrate microbial metabolism.

**BIOL 665 SELECTED TOPICS IN BIOLOGY  
(.5 or 1 or 1.5 or 2)**

(Credit/No Credit or letter grade.)

Eight lecture hours per .5 unit.

This course is designed to develop specific skills, techniques or concepts that are appropriate to biology and/or biotechnology. The course will focus on one specific topic; for example, new or leading edge developments in biotechnology. Transfer credit: CSU.

**BIOL 675 HONORS COLLOQUIUM IN BIOLOGY (1)**

One lecture hour and three lab hours by arrangement per week. Corequisite: Concurrent enrollment in any non-honors biology level 100 or 200 course.

Readings, discussion and lectures covering selected advanced topics in biology to be determined by the Biology Department and the Honors Program. May be repeated three times for credit. Transfer credit: UC; CSU.

**BUSINESS**

See also listings under Computer Applications & Office Technology, Fashion Merchandising, Hospitality Administration and Management.

The Business Division of Skyline College offers courses that lead to either a transfer program or a career program with an AA/AS degree and/or certificate of proficiency in a specified field.

**TRANSFER STUDENTS**

For information concerning the transfer requirements of other colleges and universities, students should consult the catalogs of the colleges and universities concerned, or their Skyline College counselor.

**BUS. 100 INTRODUCTION TO BUSINESS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A basic orientation course in business designed to develop an understanding of the role of business in the economy and as an aid in selecting a field of vocational specialization. Transfer credit: UC; CSU (D3).

**BUS. 101 HUMAN RELATIONS AT WORK (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The application of basic principles in the behavioral sciences to practical problems of personal growth, self-management, and the development of healthy, productive interpersonal relationships, including those typically encountered at work. Transfer credit: CSU (D3).

**BUS. 103 INTRODUCTION TO BUSINESS  
INFORMATION SYSTEMS (3)**

Three lecture hours plus one lab hour by arrangement per week. Prerequisite: CAOT 104 or equivalent. Recommended: Eligibility for ENGL 836.

Introduction to computers and information systems, terminology, operating systems and applications, hardware, data communications, HTML, Internet issues, and object-oriented programming in Visual Basic. Transfer credit: UC; CSU.

**BUS. 107 DEALING WITH DIFFICULT PEOPLE (1)**  
(Credit/No Credit or letter grade.)

This course provides development of skills needed by students to effectively interact and deal with difficult people, angry or upset clients, customers, co-workers, or significant others. An introduction to the conflict resolution process. *Transfer credit: CSU.*

**BUS. 109 WORKING WITH PEOPLE WORLDWIDE (1)**  
(Credit/No Credit or letter grade.)

This course is designed to acquaint students with the differences in business dealings and working environments on an international basis. Emphasis is on understanding culture, society, management styles, and the work ethic in various countries. *Transfer credit: CSU.*

**BUS. 115 BUSINESS MATHEMATICS (1.5-3)**

*Three lecture hours per week and one lab hour per week. Prerequisite: MATH 811 or equivalent. Recommended: Eligibility for ENGL 836.*

Introduction to the mathematics applications required in entry level positions in business in accounting, merchandising, banking, and real estate. Introduction to the solution of problems on the ten-key electronic printing calculator. *Transfer credit: CSU.*

**BUS. 120 MATHEMATICAL ANALYSIS FOR BUSINESS (3)**

*Three lecture hours per week plus one lab hour per week, by arrangement. Prerequisite: MATH 120 or equivalent. Recommended: Eligibility for ENGL 836.*

To give students the mathematical tools they will need to succeed in the core courses in the business curriculum at the state universities. Includes introduction to calculus including applications; probability, including expected monetary value and decision making; mathematics of finance, including amortization. *Transfer credit: UC, CSU (B4).*

**BUS. 123 STATISTICS (3)**

*Three lecture hours per week plus one lab hour per week by arrangement. Prerequisite: MATH 120 or equivalent. Recommended: BUS. 120 and eligibility for ENGL 836.*

Introduction to descriptive techniques and methods of inference. Includes classification of data, measure of central tendency and dispersion, normal curve, hypothesis testing, correlation and regression analysis, trend analysis. Also introduction to probability and probability distributions. *Transfer credit: UC; CSU (B4).*

**BUS. 140 SECURITY INVESTMENTS (3)**  
(Offered in Evening only.)

*Three lecture hours per week. Recommended: Completion of MATH 811; eligibility for ENGL 836.*

Stocks, bonds, and investment trusts; investment policies, evaluation, charting; issues and industries. *Transfer credit: CSU.*

**BUS. 150 SMALL BUSINESS MANAGEMENT (3)**

*Three lecture hours per week. Recommended: Completion of MATH 811; eligibility for ENGL 836.*

Examination of the opportunities and hazards of small business operation. Significant areas of vital interest to the prospective independent business person, including legal form of organization,

site location, financing, handling of personnel and overall management procedures. For business students who plan to establish or supervise a small business. *Transfer credit: CSU.*

**BUS. 170 SELLING FUNDAMENTALS (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

The role and impact of personal selling in the marketing process. Considers principles and techniques employed effectively in the direct sales process. *Transfer credit: CSU.*

**BUS. 175 ADVERTISING (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

The role of advertising in our economic life with emphasis on advertising methods and media; includes a critique of advertising. *Transfer credit: CSU.*

**BUS. 180 FUNDAMENTALS OF MARKETING (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

An overview of modern marketing techniques used to attract and retain customers. Course focuses on identifying and applying contemporary marketing techniques to a variety of industries, including service and product oriented enterprises. Topics include strategies of advertising, sales, public relations, and promotions, and how these are used to influence buyer behavior. *Transfer credit: CSU.*

**BUS. 181 PERSONAL POWER AND LEADERSHIP (1.5)**  
(Credit/No Credit or letter grade.)

Students build confidence, leadership abilities, and prepare for business world challenges. Topics include traits of successful managers, techniques to develop personal power, and career path exploration. *Transfer credit: CSU.*

**BUS. 182 TECHNIQUES OF PROMOTION (3)**

*Three lecture hours per week. Recommended: BUS. 180 or H.R. 101; eligibility for ENGL 836.*

Introduces students to the techniques and procedures of modern sales promotion. Lecture and class discussion focus on concept and planning of an event. Students will then conduct a specially sponsored campus-wide promotion for General Motors. Some daytime field work is required. *Transfer credit: CSU.*

**BUS. 183 BUILDING HIGH PERFORMING TEAMS (1.5)**  
(Credit/No Credit or letter grade.)

Students will learn the newest techniques of organizing and leading highly effective work teams and departments. Topics include creating a clear vision and purpose, empowering and involving all members, creating an open and productive environment, meeting deadlines, and more. *Transfer credit: CSU.*

**BUS. 187 MARKETING COMMUNICATIONS (3)**  
Three lecture hours per week.

Introduces marketing communications tools companies use to communicate with target customers and audiences. Presents an overview of promotional methods – advertising, direct marketing, sales promotion, public relations, and personal selling. Students learn to deliver unified, high-impact messages about a company and its products by preparing detailed marketing communications plans. *Transfer credit: CSU.*

**BUS. 190 RETAILING, E-COMMERCE AND BUYING (3)**

Three lecture hours per week. Recommended: Completion of BUS. 115 or MATH 811; eligibility for ENGL 836.

General overview of retailing, which includes an introduction to buying, pricing, sales promotion, store management and organization, retail calculations, retail salesmanship, and service policies. Topics include computer-generated sales and advertising. *Transfer credit: CSU.*

**BUS. 200 INTRODUCTION TO INTERNATIONAL BUSINESS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to strategy and management of international business. Topics will include international trade theory and how companies develop competitive advantage in international markets, marketing, production and financial management, the organization of human resources, and management of risk. *Transfer credit: CSU (D3).*

**BUS. 201 BUSINESS LAW (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Origin, development and functions of the law and the legal environment with the objective of promoting a general understanding of legal reasoning. Framework within which the judicial process takes place. Legal problems pertaining to contracts and related topics, sales, and the impact of law on economic enterprise. *Transfer credit: UC; CSU (See counselor for exceptions). (CAN BUS 8).*

**BUS. 210 INTERNATIONAL FINANCE (1.5)**

A minimum of 24 lecture hours total. Recommended: Eligibility for ENGL 836.

This course introduces and examines the practical aspects of international trade finance. The course includes topics such as different types of lenders, domestic and foreign government assistance programs for trade assistance, methods of payment, trade financing, and managing risks in international trade finance. *Transfer credit: CSU (D3).*

**BUS. 212 INTERNATIONAL BUSINESS PRACTICE FIRM (3)**

Two lecture hours plus three lab hours per week. Recommended: Completion of CAOT 104 or equivalent and ACTG 100 or higher level accounting course.

Students in this course engage in the day-to-day realities of operating a business. Students have the opportunity to perform various business functions (e.g., accounting, human resources, marketing and purchasing) as the firm, linked by technology, transacts business with students in other simulated companies in both the U.S. and other countries. *Transfer credit: CSU.*

**BUS. 221 INTERCULTURAL BUSINESS COMMUNICATION (1.5)  
(Credit/No Credit or letter grade.)**

Total of 24 lecture hours. Recommended: Eligibility for ENGL 836

This course introduces and examines the practical aspects of intercultural business communication. The course includes topics in the nature, pattern and comparisons of intercultural business communication, business and social customs, intercultural negotiation practice and strategies, communication in intercultural and international contexts, and region-specific business cultures. *Transfer credit: CSU.*

**BUS. 225 FOUNDATIONS OF GLOBAL E-COMMERCE (1.5)  
(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.

This course introduces the fundamentals of electronic commerce. Students will learn how to conduct and manage e-commerce and the major applications, opportunities and limitations in both domestic and international business. Topics include e-payment transactions; legal, taxation and privacy issues; and globalization in e-commerce. *Transfer credit: CSU.*

**BUS. 226 GLOBAL BUSINESS NEGOTIATION (1.5)  
(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours. Recommended: Eligibility for ENGL 836 or equivalent.

Introduction to the skills necessary to conduct successful negotiations and application of these skills in domestic and international settings. Students will learn the essentials of effective negotiating techniques and explore the elements of cultural diversity that come into play and affect negotiations among international parties. *Transfer credit: CSU.*

**BUS. 227 GLOBAL BUSINESS CONTRACTS (1.5)  
(Credit/No Credit or letter grade.)**

A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.

Introduction to commercial agreements between parties trading across international borders. Topics include commercial contracts, quality control, compliance with government regulations, protection of intellectual property rights, dispute resolution, negotiations, performance, and contract enforcement. *Transfer credit: CSU.*

**BUS. 230 INTRODUCTION TO INTERNATIONAL MARKETING (1.5)  
(Credit/No Credit or letter grade.)**

Total of twenty-four lecture hours. Recommended: Eligibility for ENGL 836.

This course provides a practical approach to international marketing using an in-depth analysis of the political, social, economic, cultural and legal environments in which international marketing occurs. It provides a set of conceptual and analytical tools to help students apply the "Four P's" – product, promotion, price and place to international marketing. *Transfer credit: CSU.*

**BUS. 231 PUT YOUR BUSINESS ON THE WEB (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week.

This course provides a guide to building a small business e-commerce site. It explains in plain English the steps to creating a business website and what to expect from going online. Topics include Internet technologies, developing an e-commerce plan, designing a website, navigation, search engines, transaction security, and online payments. *Transfer credit: CSU.*

**BUS. 241 DOING BUSINESS IN ASIA (1.5)****(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Exploration of business strategies in the Asia-Pacific region. Students will learn how and why business strategies are pursued by multinational corporations doing business in Asia. Students will gain a better insight into the business environment and business protocol in Asia. Topics include business environmental analysis, strategy formulation, strategy implementation and control, and profiles of Japan, Korea, China, Singapore and Hong Kong. *Transfer credit: CSU.*

**BUS. 242 DOING BUSINESS IN EUROPE (1.5)****(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Analysis of the business culture of European countries. Students will learn the major components of the current economic, political and cultural reality of the European nations in order to develop the knowledge and understanding essential to conducting successful business dealings in Europe. *Transfer credit: CSU.*

**BUS. 243 LEGAL ENVIRONMENT OF INTERNATIONAL BUSINESS (1.5)****(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Introductory course to explore various topics related to the legal implications the financial, economic, cultural and political environment of international business. Through analysis of case students and skill-building activities, students will develop a theoretical, practical approach to doing business as a multinational company in a global environment. *Transfer credit: CSU.*

**BUS. 244 DOING BUSINESS IN LATIN AMERICA (1.5)****(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

This course covers the practical aspects of doing business in Latin America. Students will gain additional insight into business protocol and tactics of Latin America. Topics include political, economic, cultural and business environments; opportunity analysis; trade agreements; business strategy; and country and regional profiles of Mexico, the Caribbean, Central America, and South America. *Transfer credit: CSU.*

**BUS. 245 INTRODUCTION TO CUSTOMS BROKERAGE (1.5)****(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836 or equivalent.*

Introduction to the basic regulations, procedures and documentation required in customs brokerage. The course will provide students with basic knowledge and insight into U.S. Customs Brokerage and the Customs Broker examination. Topics include procedures of U.S. customs entry, clearance, documentation, classification, valuation, tariffs, quotas, duty rates, restrictions, prohibitions, and regulations. *Transfer credit: CSU.*

**BUS. 264 LABOR LAW AND COLLECTIVE BARGAINING (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

A survey course examining the role of labor in the American community. Specific course content will include the history of the labor movement, administration of labor unions, contemporary labor law, and an analysis of the collective bargaining process. Scope is expanded to include public sector labor relations as well as its traditional private sector counterpart. (Identical to LEGL 265.) *Transfer credit: CSU.*

**BUS. 278 DISTRIBUTION MANAGEMENT (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

This course is designed for students interested in learning the operations of wholesalers, distributors, manufacturer representatives, commercial warehouses. Subjects covered will include inventory control, protective packaging, materials handling, order processing, warehousing, customer service, sales problems, facilities planning, and relationships to transportation. *Transfer credit: CSU.*

**BUS. 279 IMPORT/EXPORT MANAGEMENT (1.5)****(Credit/No Credit or letter grade.)**

*Total of twenty-four lecture hours. Recommended: Eligibility for ENGL 836.*

An overview of the practical aspects of import/export procedures with an emphasis on small- to medium-sized companies. The complete international trading transactions will be covered, including sourcing, financing, freight forwarding, payment methods, international commercial terms, and documentation. *Transfer credit: CSU.*

**BUS. 326 FILING AND RECORDS MANAGEMENT (1.5)**

*Three lecture hours plus two lab hours by arrangement per week for one-half semester. Prerequisite: Ability to use a typewriter/computer keyboard.*

Development of manual and computerized filing skills. The alphabetic filing system is emphasized as students gain practical experience in manual storage, retrieval, and transfer or destruction of business documents. Students will also develop computerized filing skills through practical experience using a database filing program. *Transfer credit: CSU.*

**BUS. 400 BUSINESS ENGLISH (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

A comprehensive review of English as used by employers. Business-oriented materials are used; areas covered include grammar, punctuation, capitalization, spelling and vocabulary. Designed for anyone who must communicate in writing in a business environment. *Transfer credit: CSU.*

**BUS. 401 BUSINESS COMMUNICATIONS (3)**

*Three lecture hours per week. Prerequisites: Completion of or enrollment in BUS. 400 or one college English course.*

Development of writing skills for actual business situations. Covers such topics as analyzing one's audience and goals; organizing correspondence to get results; writing clearly, concisely and forcefully; revising and editing; and dictating techniques. Provides practical experiences in the kind of clear writing today's employers are seeking. Recommended for business majors and for anyone whose job includes writing letters, memos and reports. *Transfer credit: CSU.*

**BUS. 443 LAW OFFICE PROCEDURES (1-4)**

Sixteen lecture hours and twenty-four lab hours per unit. Prerequisites: CAOT 212 or 214 and BUS. 400 or equivalent skills. Recommended: Eligibility for ENGL 836.

Intensive training in procedures applicable to secretarial duties in law offices. Emphasis on legal terminology, legal documents and correspondence, dictation, and transcription. Also listed as LEGL 443. Transfer credit: CSU.

**BUS. 485 MEDICAL TERMINOLOGY (3)**

Three lecture hours per week. Recommended: Completion of or concurrent enrollment in one college English course.

Designed to give students a basic background in medical terminology as used by medical transcriptionists, court reporters, law related occupations, and allied health occupations. The prefixes, roots, and suffixes of commonly used medical words are presented. Proper names of anatomical structures and their relationship to each other are covered by body system. Also listed as HSCI 484. Transfer credit: CSU.

**BUS. 486 MEDICAL TRANSCRIPTION (1-4)**

One class hour plus four lab hours per week. Prerequisites: Concurrent enrollment in BUS. 485; ability to type 50 net wpm. Recommended: ENGL 836 or equivalent.

Intensive training in medical transcription that includes doctor-dictated history and physicals, surgical reports, operative procedures, x-ray, pathology, and nuclear medicine reports. May be repeated no more than two times for credit. Transfer credit: CSU.

**BUS. 487 MEDICAL TRANSCRIBER INTERNSHIP (1-4)**

Fifty-one hours per unit. Prerequisites: BUS. 485 and 486 or equivalent.

On-the-job training in a hospital or medical office in transcribing actual doctor dictation from cassettes. Individual conferences with instructor. Transfer credit: CSU.

**BUS. 665 SELECTED TOPICS IN BUSINESS (.5 or 1 or 1.5)  
(Credit/No Credit or letter grade.)**

This course is designed to develop specific skills that are utilized in business settings. The course will focus on one specific topic; for example, a specific software package, telephone techniques, time management, human relations skills, small business management, etc. Transfer credit: CSU.

**BUS. 670 BUSINESS WORK EXPERIENCE (1-4)  
(Credit/No Credit.)**

Three to four meetings with instructor. Seventy-five to three hundred hours per semester on-the-job. Prerequisite: Employment in a college approved job directly related to the student's CAOT major.

Students receive on-the-job training in an office environment under the primary supervision of a business employer. Course should be taken within the last two semesters of student's certificate or AS program completion. For a detailed description of Vocational Cooperative Education, see the Cooperative Education section of this Catalog. For further information about Computer Applications & Office Technology majors, please contact your counselor or the coordinator of the CAOT Program. Transfer credit: CSU.

**CAREER AND PERSONAL DEVELOPMENT**

These courses offer students the opportunity to gain knowledge about themselves and their behavior and to develop techniques for successful educational, career and personal planning.

**CRER 100 HOW TO SUCCEED IN COLLEGE (1)  
(Credit/No Credit.)**

This course will provide students with an opportunity to explore their attitudes toward learning and college life. Class activities will include evaluation of individual learning styles and instruction in effective ways of coping with school-related anxiety. Class exercises will help students learn assertiveness and time management skills to enhance their educational experience. Study skills will be included when applicable. Transfer credit: CSU.

**CRER 111 DECISION MAKING (.5 or 1)  
(Credit/No Credit.)**

This course is designed to provide the student with an introduction to the decision making process which stresses the significance of clearly defined values, critical thinking, the importance of gathering and evaluating information, identifying alternatives, and learning about personal risk-taking. Transfer credit: CSU (E1).

**CRER 132 JOB SEARCH (.5 or 1)  
(Credit/No Credit.)**

A course designed to develop practical job search skills to increase the student's options and opportunities for locating immediate and appropriate job sites. Emphasis will be placed on developing the self-knowledge and skills necessary to write a traditional resume, participate in a job interview, and develop a plan of action for employment in the local job market. Transfer credit: CSU (E1).

**CRER 135 SKILLS/SELF-ASSESSMENT (.5 or 1)  
(Credit/No Credit.)**

This course will assist students in assessing their present skills, abilities and preferences and in applying them to decisions regarding future goals and aspirations. Class activities will include a number of self-assessment exercises in which the student will draw from his/her life's experiences to arrive at individualized information necessary for personal, academic and career choices. Transfer credit: CSU (E1).

**CRER 136 CAREER PLANNING (.5 - 1)  
(Credit/No Credit.)**

This course will assist students in the on-going process of career planning. Class activities will include assessing individual preferences in work environments, people environments, lifestyles, geography and interests. They will provide students with opportunities to use information regarding personal values and functional skills in career planning strategies. Transfer credit: CSU (E1).

**CRER 137 LIFE AND CAREER PLANNING (3)**  
**(Credit/No Credit or letter grade.)**

*Recommended: Eligibility for ENGL 836.*

This course is designed for the student who is undecided about an occupation. It provides a comprehensive approach to life and career planning. Vocational interest tests, various insights into his/her abilities, interests, and personality. Occupational trends and ways of learning more about specific careers will be explored. Individual conferences are available to students as well as use of the Career Center. *Transfer credit: CSU (E1).*

**Note:** *This course covers material similar to that of CRER 132, 135 and 136 combined.*

**CRER 140 PEER COUNSELING (1 or 2 or 3)**  
**(Credit/No Credit.)**

*Recommended: Eligibility for ENGL 836 or ENGL 400.*

Prepares students to serve as informational resources to peers. Emphasis on training in basic counseling, assessment, provision of information and referral. Helps students consider their own potential in the "helping professions." Opportunity for supervised field experience. May be repeated for a total of 3 units. *Transfer credit: CSU.*

**CRER 410 COLLEGE AND CAREER ORIENTATION**  
**(.5 or 1 or 2)**  
**(Credit/No Credit.)**

The student is acquainted with college life in general and with the campus facilities and activities of Skyline College in particular. Students will be assisted in developing a sound educational plan. Study skills assessment, time management, personal and social adjustment, and interest and aptitude assessment are some of the topics included. *Transfer credit: CSU.*

**CRER 600 ASSESSMENT, ORIENTATION AND ADVISEMENT (0)**

Following the matriculation steps the student will participate in 1) assessment and interpretation of ESL, English, reading and mathematics skill levels; 2) an orientation introducing educational options, majors, programs and services; and 3) advisement and selection of classes based on assessments, multiple measures, needs and interests. *(Open entry.) (Not applicable to the Associate Degree.)*

**CRER 650 GUIDANCE SEMINAR GROUP (.5 or 1 or 2)**  
**(Credit/No Credit or letter grade.)**

Designed to help students in understanding and dealing with their personal, social, professional, and cross-cultural concerns. Topics and course descriptions may differ each semester and will be designated in the current class schedule. *Transfer credit: CSU.*

**CRER 665 LIFE STYLES HEALTH ISSUES (.5 or 1 or 1.5 or 2)**  
**(Credit/No Credit or letter grade.)**

*Prerequisite: ENGL 400/800 eligibility or demonstration of equivalent competency.*

Explores contemporary topics or life styles as they relate to the health of individuals or society. *Transfer credit: CSU (E1).*

**CRER 801 ENSURING STUDENT SUCCESS (0)**

*Three lecture hours plus one hour by arrangement.*

This course is designed for students experiencing academic difficulties. Students will participate in: 1) a workshop providing information on Skyline College policies and resources, an overview of higher education, time management, and effective study skills and 2) individual counseling to develop a student educational plan and to discuss strategies for improving the student's academic record. *(Open entry.) (Not applicable to the Associate Degree.)*

**CHEMISTRY****CHEM 112 CHEMISTRY IN ACTION (4)**

*Three lecture hours and three lab hours per week.*

A course devoted to the following objectives: To provide some insight, practice, and training in scientific methodology and thinking; to recognize what is science and what is "pseudo-science;" to offer a "chemical perspective" into thinking about many everyday events and happenings; to provide training in the making of measured judgments and to produce a healthy skepticism about what is "chemically" reasonable or unreasonable; to protect one against life's charlatans; and to provide the type of personal satisfaction which comes of being knowledgeable and able to communicate intelligently. *Transfer credit: UC; CSU (B1, B3).*

**CHEM 192 ELEMENTARY CHEMISTRY (4)**  
**(Credit/No Credit or letter grade.)**

*Three lecture hours and three lab hours per week. Prerequisite: MATH 110 or equivalent. Recommended: Eligibility for ENGL 836.*

Principles of inorganic chemistry, nomenclature, atomic structure; chemical calculations involving solids, liquids, and gasses. The lab introduces essential techniques of qualitative measurements. Designed for those students who plan to take CHEM 210. *Transfer credit: UC; CSU. (CAN CHEM 6).*

**CHEM 210 GENERAL CHEMISTRY I (5)**

*Three lecture hours and six laboratory hours per week. Prerequisites: Completion of high school chemistry or CHEM 192 with a grade of "C" or better, or equivalent. Completion of MATH 120 or equivalent with grade of "C" or better, or appropriate math placement test score.*

General chemistry, including a study of atomic and molecular structures, stoichiometric calculations, thermochemistry, gas laws, physical states, atomic electron orbital configuration and bonding. *Transfer credit: UC; CSU (B1, B3). (CAN CHEM 2; CHEM 210 + 220 = CAN CHEM SEQ A).*

**CHEM 220 GENERAL CHEMISTRY II (5)**

*Three lecture hours and six laboratory hours per week. Prerequisite: Completion of CHEM 210 with a grade of "C" or better, or equivalent.*

The second semester of the standard year course in college level chemistry. Topics include acid-base chemistry, equilibrium, kinetics, thermodynamics, electrochemistry, coordination chemistry and nuclear chemistry. *Transfer credit: UC; CSU (B1, B3). (CAN CHEM 4; CHEM 210 + 220 = CAN CHEM SEQ A).*

**CHEM 234 ORGANIC CHEMISTRY I (3)**

Three lecture hours per week. Prerequisite: CHEM 220 with grade of "C" or better. To be taken concurrently with CHEM 237, Organic Chemistry I Laboratory.

Nomenclature, structure, reactions and reaction mechanisms of organic compounds, with emphasis on alkanes, alkenes, alkynes, and alkyl halides. Structural isomerism and stereo isomerism. Infrared and nuclear magnetic resonance spectroscopy is an integral part of the course with emphasis on structural analysis. Transfer credit: UC; CSU (B1).

**CHEM 235 ORGANIC CHEMISTRY II (3)**

Three lecture hours per week. Prerequisite: CHEM 234 and 237 with grades of "C" or better. To be taken concurrently with CHEM 238, Organic Chemistry II Laboratory.

Nomenclature, structure, reactions and reaction mechanisms of aromatic compounds, alcohols, ethers, carbonyl and acyl groups, amines, carbohydrates, lipids, amino acids and proteins. Transfer credit: UC; CSU (B1).

**CHEM 237 ORGANIC CHEMISTRY LAB I (2)**

Six lab hours per week. Prerequisite: CHEM 234; the two classes may be taken concurrently.

Laboratory designed to accompany CHEM 234. Transfer credit: UC; CSU (B3).

**CHEM 238 ORGANIC CHEMISTRY LAB II (2)**

Six lab hours per week. Prerequisite: CHEM 235; the two classes may be taken concurrently.

Laboratory designed to accompany CHEM 235. Transfer credit: UC; CSU (B3).

**CHEM 410 CHEMISTRY FOR HEALTH SCIENCES (4)**

Three lecture hours and three lab hours per week. Prerequisite: MATH 110 or one year of high school algebra. Recommended: Eligibility for ENGL 836.

Survey of the principles of chemistry; chemical properties of inorganic and organic substances; equilibrium in chemical systems with special emphasis on chemical processes in the body. The lab introduces qualitative and quantitative techniques and manipulations with selected inorganic, organic and biochemical reactions. Designed for Health Science majors (i.e., respiratory therapy, home economics, physical education, nursing). Not intended for students majoring in physical or life sciences. Transfer credit: CSU (B1, B3).

**CHINESE**

Language Lab and Listening Requirement: Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

**CHIN 111, 112 ELEMENTARY CHINESE I and II (3, 3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour by arrangement per week. Prerequisite: CHIN 112 – CHIN 111 or equivalent.

A two-semester sequence covering the same course material as a university-level first semester Mandarin Chinese course. Instruction and practice in understanding, speaking, reading, and writing. Transfer credit: UC; CSU.

**COMPUTER APPLICATIONS AND  
OFFICE TECHNOLOGY****CAOT 100 BEGINNING COMPUTER KEYBOARDING (1.5)  
(Credit/No Credit.)**

A minimum of 24 lecture hours plus 16 lab hours by arrangement.

An introductory typing course for students who want to learn how to type and develop skill using the computer keyboard. Emphasis is on developing correct techniques and basic keyboarding skills. No typing applications or formatting will be taught. May be repeated once for credit. Transfer credit: CSU.

**CAOT 101 COMPUTER KEYBOARDING  
SKILL BUILDING (1.5-3)**

(Credit/No Credit.)

A minimum of 24 to 48 lecture hours plus 16 to 32 lab hours by arrangement. Prerequisite: CAOT 100 or equivalent; ability to type without looking at the keyboard.

This course is designed to improve a student's ability to type rapidly and accurately for sustained periods of time without looking at the keyboard. Students may also use the course to improve typing speed and accuracy. May be repeated until 6 units have been earned. (Open entry.) Transfer credit: CSU.

**CAOT 104 INTRODUCTION TO COMPUTERS  
WITH WINDOWS I (1.5)**

(Credit/No Credit or letter grade.)

A minimum of 24 lecture hours plus 8 lab hours by arrangement. Recommended: Eligibility for ENGL 836.

Through hands-on experience, students will be introduced to the PC-compatible computers, the Windows operating system, word processing, spreadsheets, and other business-oriented applications. In a lecture/demonstration format, students will gain a basic knowledge of hardware-software interaction. May be repeated once for credit. Transfer credit: CSU.

**CAOT 105 INTRODUCTION TO COMPUTERS  
WITH WINDOWS II (1)**

(Credit/No Credit or letter grade.)

A minimum of 16 lecture hours plus 8 lab hours. Prerequisite: CAOT 104 or equivalent experience.

Students will acquire skills to become independent computer users. Information will be provided on configuring and purchasing Windows computers. Topics covered include operating systems, hardware, and some DOS. May be repeated once for credit. Transfer credit: CSU.



**CAOT 110 SURVEY OF PC APPLICATIONS (3)  
(Credit/No Credit or letter grade.)**

*A minimum of 48 lecture hours and 24 lab hours.*

This is a general education class for any student interested in an overview of various types of personal computer applications, with the opportunity to attain a minimal competency in basic personal computer usage. Students will gain an understanding of evaluating and choosing software in a large variety of applications. *Transfer credit: CSU.*

**CAOT 200 INTRODUCTION TO MS OFFICE SUITE (2)  
(Credit/No Credit or letter grade.)**

*A minimum of 32 lecture hours plus 22 lab hours by arrangement.*

*Prerequisite: CAOT 104 or equivalent.*

Students receive introductory, hands-on exposure to the four Microsoft Office Suite applications: word processing (Word), spreadsheets (Excel), databases (Access), and presentation graphics (PowerPoint). A cursory preview and discussion on techniques for integrating (sharing) information between applications is given at the end of the course. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 201 INTEGRATION OF MS OFFICE APPLICATIONS (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 10 lab hours by arrangement.*

*Prerequisite: CAOT 200 or equivalent.*

Students will learn how to integrate the four Microsoft Office applications (Word, Excel, Access and PowerPoint) by inserting documents, linking information, and embedding objects using exercises and case studies. Microsoft Office's Internet features are also covered, and students will learn how to convert documents to HTML and create Web presentations. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 212 WORD PROCESSING I: WORDPERFECT (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 16 lab hours by arrangement.*

*Prerequisite: Knowledge of the computer keyboard or completion of a typing class.*

Using a hands-on approach, students will use a computer and word processing software to learn the theories and practical applications of the current version of WordPerfect to create, edit, format, manage and enhance documents using customized features. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 213 WORD PROCESSING II: WORDPERFECT (2)  
(Credit/No Credit or letter grade.)**

*A minimum of 32 lecture hours plus 32 lab hours by arrangement.*

*Prerequisite: CAOT 212 or 214.*

Using a hands-on approach, students will expand their word processing knowledge and skills by learning theories and practical applications of the current version of WordPerfect to focus on advanced applications such as multi-page documents, merges, tables, graphics, macros and styles. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 214 WORD PROCESSING I: WORD (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 16 lab hours by arrangement.*

*Prerequisite: Knowledge of the computer keyboard or completion of a typing class.*

Using a hands-on approach, students will use a computer and word processing software to learn the theories and practical applications of the current version of Word to create, edit, format, manage and enhance documents using customized features. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 215 WORD PROCESSING II: WORD (2)  
(Credit/No Credit or letter grade.)**

*A minimum of 32 lecture hours plus 32 lab hours by arrangement.*

*Prerequisite: CAOT 212 or 214.*

Using a hands-on approach, students will expand their word processing knowledge and skills by learning theories and practical applications of the current version of Word to focus on advanced applications such as multi-page documents, merges, tables, graphics, macros and styles. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 217 WORD PROCESSING III (1-3)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 16 lab hours by arrangement per unit. Prerequisite: CAOT 213 or 215 or equivalent.*

*Prerequisite: CAOT 213 or 215 or equivalent.*

Using a hands-on approach, students become proficient with the advanced features of word processing. In-depth coverage of tables, outlines, merges, style sheets and templates, macros, desktop publishing features, Web documents, online forms, and applications integration. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 220 DESKTOP PUBLISHING: PAGEMAKER (1.5-3)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 to 48 lecture hours plus 24 to 48 lab hours by arrangement. Prerequisite: CAOT 212 or 214 or equivalent.*

In a hands-on environment, students will learn how to use Adobe PageMaker, a desktop publishing software package, to create newsletters, brochures, flyers, and other documents which combine text and graphics. Computer lab time is required to complete assignments. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 222 BUSINESS PRESENTATIONS I: POWERPOINT (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement.*

*Prerequisite: CAOT 104 or equivalent.*

Students will learn to identify elements that make a business presentation effective and will use the Microsoft PowerPoint program to create their own computer-generated business presentations. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 223 BUSINESS PRESENTATIONS II: POWERPOINT (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 222.*

Students will cover advanced presentation concepts to enhance proficiency in embedding visuals and sound clips; edit templates and modify color schemes to create PowerPoint presentations that will be converted to an HTML format and uploaded to a Web page. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 225 SPREADSHEETS I (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement. Recommended: CAOT 104 or equivalent.*

An introduction to Microsoft Excel software, which is used to build, format and print spreadsheets. Topics include the creation of charts and the use of basic functions and formulas. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 226 SPREADSHEETS II (2)  
(Credit/No Credit or letter grade.)**

*A minimum of 32 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 225 or equivalent.*

Students will advance their knowledge of spreadsheets using Microsoft software by learning how to design, enhance, link and consolidate worksheets, as well as apply statistical and financial function design. Additional topics include advanced printing techniques and database management features. *Transfer credit: CSU.*

**CAOT 230 DATABASE APPLICATIONS I (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 104 or equivalent. Recommended: Eligibility for ENGL 800.*

Learn to use Windows database management software package, Microsoft Access, on a PC with a hands-on introduction to database administrative tasks: data input, storage, retrieval, editing and reporting. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 231 DATABASE APPLICATIONS II (2)  
(Credit/No Credit or letter grade.)**

*A minimum of 32 lecture hours plus 32 lab hours by arrangement. Prerequisite: CAOT 230.*

An advanced database course for the student who wants to become professionally competent in database management software to perform advanced administrative tasks using Microsoft Access for business and personal data-handling tasks; emphasis on relational and multiple database design, advanced storage, retrieval, queries, reporting, SQL and Visual Basic for Access. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 235 COMPUTER ILLUSTRATION (2)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 24 lab hours by arrangement. Prerequisite: Familiarity with Mac or Windows formats.*

Beginning class in computer illustration using Adobe Illustrator in a computer lab. Students will receive hands-on instruction with the basic elements and tools of Adobe Illustrator to be used for

business and graphic design illustrations in brochures, ads, logos, and web design. *May be repeated for credit. Transfer credit: CSU.*

**CAOT 300 BUSINESS PROCEDURES AND PRACTICES (2)  
(Offered Spring Semester.)**

*A minimum of 32 lecture hours plus 24 lab hours by arrangement. Prerequisites: Completion of or concurrent enrollment in BUS 400, and completion of CAOT 212 or 214.*

An overview of modern office technology and current practices and procedures. Designed to develop knowledge and skills needed by office support personnel. Topics include computerized office information systems, human relations skills, records management, and administrative support duties. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 301 PROFESSIONAL PORTFOLIO (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement.*

This course assists students in compiling a professional portfolio (resume, application letters, work samples, etc.) which can be used to obtain employment, qualify for promotions, and increase employment opportunities in today's job market. Additional jobseeking strategies will be covered. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 320 GRAPHIC DESIGN FOR COMPUTER USERS (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours. Prerequisite: CAOT 212 or 214 or 220 or equivalent.*

Students learn graphic design concepts that are essential for creating attractive and effective computer-generated documents such as newsletters, brochures, and flyers. Lecture class includes computer assignments completed outside of class. *Transfer credit: CSU.*

**CAOT 400 INTERNET I (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours. Pre requisite: CAOT 104 or equivalent computer experience.*

An introductory level course designed to train students in methods of electronic communications in today's offices. Students will gain practical experience through demonstrations as well as hands-on experience with fax machines/boards, e-mail, the Internet and the World Wide Web (WWW), file transfer protocols (FTP), file compression, and virus checking software. *Transfer credit: CSU.*

**CAOT 403 HTML & WEB AUTHORING APPLICATIONS I (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: Completion of, or concurrent enrollment in, either CAOT 104, CAOT 212 or CAOT 214, or equivalent.*

An introductory course using web authoring software and a hands-on approach to designing web pages that will consist of: text in various sizes and colors, hyperlinks, mailtos, lists, background color/patterns, interlaced/transparent graphics, tables, and frames with the current version of HTML. Principles of color, line, and design for screen presentations will be included. *May be repeated for credit. Transfer credit: CSU.*

**CAOT 404 HTML & WEB AUTHORING APPLICATIONS II (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement.  
Prerequisite: CAOT 403 or equivalent.*

An intermediate hands-on course to increase proficiency with web authoring software while using the most current version of HTML. Consideration of the most recent specifications for use of text, graphics, tables, frames, layout, positioning, media and interaction. Introduction to advanced features of HTML. Attention to website design, development, maintenance, dynamic and universal interface. *May be repeated for credit. Transfer credit: CSU.*

**CAOT 405 HTML & WEB AUTHORING APPLICATIONS III (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement.  
Prerequisite: CAOT 404 or equivalent.*

An advanced course for students completing the Associate Degree program or certificate in Web Developer. In-depth examination of hypertext markup language focusing on Cascading Style Sheet integration. Basic syntax and techniques will be studied and applied. Complete coverage of CSS properties, values, and their relationship to HTML is included. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 406 MULTIMEDIA FOR THE WEB I – AUDIO (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement.  
Prerequisite: CAOT 404 or equivalent.*

Students learn how to create and prepare audio for web page inclusion with the most current sound technologies. Areas of focus include analog and digital sound, conversion methods from analog to digital, sound manipulation techniques, and introduction to various web sound formats such as RealMedia, Windows Media, and QuickTime. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 407 MULTIMEDIA FOR THE WEB II – VIDEO (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement.  
Prerequisite: CAOT 404 or equivalent. Recommended: CAOT 406 or equivalent.*

Students learn how to create and prepare video for web page inclusion. Areas of focus include analog and digital video, conversion methods from analog to digital, video manipulation and enhancement techniques, and introduction to various web video formats such as RealMedia, Windows Media, and QuickTime. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 410 WEB GRAPHICS I (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement.  
Prerequisite: CAOT 403 or equivalent.*

Using a hands-on approach, students will create, adapt and prepare images for inclusion in web pages using graphics software. Topics include digitizing analog images, converting vector-based images, and selecting appropriate image formats to meet various web-design needs. Attention to web-safe colors, file size, HTML image tags, and protocols for transferring images. *May be repeated for credit. Transfer credit: CSU.*

**CAOT 411 WEB GRAPHICS II (1)  
(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement.  
Prerequisite: CAOT 410 or equivalent.*

This course provides a practical, hands-on approach to intermediate techniques for creating graphics for use on the web. Topics include masks, layers, channels and paths. This course will continue to explore the use of various graphic tools using graphics application software for image production and manipulation. *May be repeated for credit. Transfer credit: CSU.*

**CAOT 412 WEB ANIMATION (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement.  
Prerequisite: CAOT 411 or equivalent.*

Students learn to create and prepare web animations for web page inclusion using the most current animation technologies. Areas of focus include animation types, optimization techniques, web implementation, and an introduction to various web animation formats (GIF animation, Flash, and QuickTime VR). *May be repeated for credit. Transfer credit: CSU.*

**CAOT 413 ADVANCED FLASH (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement.  
Prerequisites: CAOT 404 or equivalent and CAOT 412 or equivalent.*

Students expand their knowledge of Flash to create web sites with advanced Flash animation techniques. Areas of focus include advanced techniques for graphics and animation, masking, movie clips, multiple timeline animation, sound control, pull-down menus, ActionScript, preloaders, and complex environments that respond to interactions with the viewer. *May be repeated twice for credit. Transfer credit: CSU.*

**CAOT 415 WEBSITE DESIGN AND MANAGEMENT (2)  
(Credit/No Credit or letter grade.)**

*A minimum of 32 lecture hours plus 16 lab hours by arrangement.  
Prerequisites: CAOT 404 and CAOT 411.*

Students examine color, layout, typography, and interactivity to understand how best to present information in several media. Consideration of user interface in setting up website plans, directory structures and website management to achieve maximum efficiency and accessibility is the focus of this culminating course. Note: This is the final course in the basic Web Developer program and should be taken at the end of the core sequence. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 420 WEB SCRIPTING I (1.5)  
(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement.  
Prerequisite: CAOT 404 or equivalent.*

In-depth examination of the most commonly used web scripting languages and scripting protocols. Scripting elements, procedures and techniques will be studied and applied with the abilities of the non-programmer in mind. Refer to class schedule for specific languages and protocols covered. *Transfer credit: CSU.*

**CAOT 421 WEB SCRIPTING II (1.5)**  
**(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 420 or equivalent.*

In-depth examination of the most commonly used web scripting languages and scripting protocols. Scripting elements, procedures and techniques will be studied and applied with the abilities of the non-programmer in mind. Refer to class schedule for specific languages and protocols covered. *Transfer credit: CSU.*

**CAOT 422 WEB SCRIPTING III (1.5)**  
**(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 16 lab hours by arrangement. Prerequisite: CAOT 421 or equivalent.*

Examination of current server-side technologies to set up and maintain site-level websites. Various scripting languages will be utilized to implement dynamic aspects of web pages and web sites. Consideration of dynamic user interface in setting up website plans, directory structures and website management to achieve maximum efficiency and accessibility is the focus. *May be repeated three times for credit. Transfer credit: CSU.*

**CAOT 425 WEB DESIGN PRINCIPLES (1.5)**  
**(Credit/No Credit or letter grade.)**

*A minimum of 24 lecture hours plus 24 lab hours by arrangement. Prerequisites: CAOT 404 or equivalent and CAOT 411 or equivalent.*

This web design course focuses on organizing information and analyzing and critiquing published sites by applying organizational concepts of chunking, hierarchy, relations and functions. Students will learn to identify visual logic in web page design such as visual hierarchy, contrasting, balance, consistency, web page dimensions, length, and design grids. *May be repeated once for credit. Transfer credit: CSU.*

**CAOT 427 COLLABORATION AND WEB PRODUCTION I (1.5)**

*A minimum of 8 lecture hours plus 48 lab hours. Prerequisite: CAOT 415 or equivalent.*

Examination and evaluation of collaborative techniques in the production of web sites. Working in teams, students will apply collaboration theories and skills in a class-length development project. Students will consider a wide range of issues including project objectives, interpersonal skills, skills evaluation, budgets, and more. *Transfer credit: CSU.*

**CAOT 430 WEB DATABASE I (1)**  
**(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement. Recommended: CAOT 230 or equivalent.*

Introduction to the creation of data-driven websites. Students will utilize a variety of scripting languages, applications and server-side technologies to develop websites that more readily access, retrieve and update information and data. Consult the current Schedule of Classes to identify specific technologies, languages and applications being offered. *May be repeated three times for credit. Transfer credit: CSU.*

**CAOT 431 WEB DATABASE II (1)**  
**(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 430 or equivalent.*

Continuation of data-driven websites. Students will build upon the scripting languages, applications and server-side technologies from CAOT 430 – Web Database I to develop websites that more readily access, retrieve and update information and data. Consult the current Schedule of Classes to identify specific technologies, languages and applications being offered. *May be repeated three times for credit. Transfer credit: CSU.*

**CAOT 432 WEB DATABASE III (1)**  
**(Credit/No Credit or letter grade.)**

*A minimum of 16 lecture hours plus 8 lab hours by arrangement. Prerequisite: CAOT 431 or equivalent.*

An advanced course in the creation of data-driven websites using popular and current applications. Students will learn basic and intermediate techniques of application and their implications in website design and implementation. Consult the current Schedule of Classes to identify specific technologies and applications being offered. *May be repeated three times for credit. Transfer credit: CSU.*

**CAOT 480 INTRODUCTION TO LOCAL AREA NETWORKS (LAN) (3)**

*Three lecture hours per week.*

An introductory course to local area networks (LAN). Topics include LAN hardware, software and topology, transmission medium, wide area network connectivity, diagnostic tools, system administration and vendor specific LAN products. Class is complemented with hands-on use of local area networks. Also listed as TCOM 480. *Transfer credit: CSU.*

**CAOT 490 TECHNICAL OVERVIEW OF THE INTERNET (3)**

*Three lecture hours per week.*

A technical overview of the Internet. This course is intended for students who want to learn about the Internet system architecture, language and vocabulary. Some lectures will be demonstrated on the Internet. Homework assignments may require the student having access on the Internet. Also listed as TCOM 490. *Transfer credit: CSU.*

**CAOT 665 SELECTED COMPUTER TOPICS (.5 or 1 or 1.5)**  
**(Credit/No Credit)**

*A minimum of 8 lecture hours plus a minimum of 4 lab hours by arrangement for each .5 unit.*

Short course used to introduce, develop or review computer topics or applications. The course will focus on a specific topic: the introduction of basic computer skills, introduction of applications packages, upgrades of software packages, or a particular segment of a semester-length course. *May be repeated for credit. Transfer credit: CSU.*

## COMPUTER SCIENCE

See also listings under Computer Applications & Office Technology.

### COMP 118 INTRODUCTION TO OBJECT-ORIENTED PROGRAM DESIGN (4)

(Credit/No Credit or letter grade.)

Three lecture hours and three lab hours per week. Recommended: Completion of MATH 110 with a grade of C or better, or equivalent; and eligibility for ENGL 836 or equivalent.

Introduction to computing systems concepts necessary for program coding, compilation and execution; problem-solving techniques; object-oriented analysis and design; program coding, testing and documentation. Students will use the Java language to explore algorithm development, data types, flow of control, classes, objects, methods, vectors, and event-driven programming. Transfer credit: UC; CSU.

### COMP 155 COMPUTER PROGRAMMING VISUAL BASIC (3)

(Credit/No Credit or letter grade.)

Three lecture hours and one and one-half lab hours per week. Prerequisite: MATH 110 or equivalent. Recommended: Eligibility for ENGL 836.

An introduction to computer programming using the high level language VISUAL BASIC. Emphasis is on structured programming techniques and general problem solving skills in both numerical and non-numerical applications. Students will be able to formulate, represent, and solve problems using the computer. Students will run programs on IBM PC's using the college's microcomputer laboratory. Transfer credit: UC; CSU.

### COMP 156 INTERMEDIATE PROGRAMMING IN VISUAL BASIC (3)

(Credit/No Credit or letter grade.)

Three lecture hours and one and one-half lab hours per week. Prerequisite: COMP 155 or equivalent.

An intermediate course in computer programming using the high level language VISUAL BASIC. Emphasis is on user friendly interfaces, structural programming techniques, and general problem solving skills in both numerical and non-numerical applications. Students will be able to formulate, represent and solve problems using the computer. Transfer credit: UC; CSU.

### COMP 190 INTRODUCTION TO C PROGRAMMING (3)

(Credit/No Credit or letter grade.)

Three lecture hours and one and one-half lab hours per week. Prerequisite: MATH 110 or equivalent. Recommended: MATH 120 or equivalent; eligibility for ENGL 836.

This course provides an introduction to computer science using the C programming language. Students will gain an understanding of the fundamentals of the C language and will examine and use basic algorithms for problem solving. Programming design and problem solving on a computer will be implemented through use of the C language. This course is recommended for students who plan to transfer and major in computer science and those interested in learning the C programming language. Transfer credit: UC; CSU.

### COMP 250 PROGRAMMING METHODS I: C++ (3)

(Credit/No Credit or letter grade.)

Three lecture hours and three lab hours by arrangement per week. Prerequisite: COMP 118 with a grade of C or better or equivalent academic or professional programming experience, and MATH 120 with a grade of C or better, or equivalent. Recommended: Eligibility for ENGL 836 or equivalent.

Introduction to software engineering using the C++ programming language for CS majors and computer professionals. Includes language fundamentals, classes, control structures, functions/libraries, templates, recursion, sorting, searching, pointers, strings, vectors, and class construction. Transfer credit: UC; CSU.

### COMP 252 PROGRAMMING METHODS II: C++ (3)

(Credit/No Credit or letter grade.)

Three lecture hours and three lab hours by arrangement per week. Prerequisite: COMP 250 with a grade of C or better, or one full year of C professional programming experience, or equivalent.

Continuation of Programming Methods I: C++ for Computer Science majors and computer professionals. Topics include advanced class design (inheritance and polymorphism), data abstraction, templates, container classes, pointers and dynamic memory allocation, linked lists, stacks, queues, trees, recursion, graphs, and sorting/searching algorithms. Emphasizes object-oriented features of C++. Transfer credit: UC; CSU.

### COMP 284 PROGRAMMING METHODS I: JAVA (3)

(Credit/No Credit or letter grade.)

Three lecture hours and three lab hours by arrangement per week. Prerequisites: COMP 118 and MATH 120 with a grade of C or better, or equivalent. Recommended: Eligibility for ENGL 836 or equivalent.

Introduction to computer science and web-based programming using the object-oriented Java language for Computer Science majors and computer professionals. Includes Java language fundamentals, classes, control structures, methods, libraries/API packages, recursion, arrays, strings, vectors, searching, sorting, and exception handling. Transfer credit: UC; CSU.

### COMP 286 PROGRAMMING METHODS II: JAVA (3)

(Credit/No Credit or letter grade.)

Three lecture hours and three lab hours by arrangement per week. Prerequisite: COMP 284 with a grade of C or better, or equivalent.

Advanced data structures and programming techniques for Computer Science majors and computer professionals. Object-oriented approach to a variety of data structures, including vectors, stacks, queues, linked lists, trees, bags, sets, and graphs. Includes recursion, sorting and searching topics, such as Big O notation and hash tables. Transfer credit: UC; CSU.

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*skylinecollege.edu*

**COMP 665 SELECTED TOPICS IN COMPUTER SCIENCE (.5-2)  
(Credit/No Credit or letter grade.)**

A minimum of eight lecture hours per one-half unit. Recommended: MATH 120 with a grade of C or better, or equivalent; and eligibility for ENGL 836 or equivalent.

Exploration of selected contemporary topics or themes in Computer Science. Sample topics include new programming languages, operating systems, net-centric computing, problem-solving and program design methodologies, software engineering processes, graphical user interface design, information management, and contemporary issues in Computer Science. May be repeated for credit. Transfer credit: UC; CSU.

**COMP 684 OBJECT-ORIENTED PROGRAMMING AND C++ (2)  
(Credit/No Credit or letter grade.)**

Three lecture hours plus 1.5 lab hours per week. Prerequisite: COMP 190 or equivalent.

An introduction to object-oriented programming for students with a prior knowledge of C. Covers syntax, semantics, and stream I/O of C++ (V2.0) plus data abstractions through class definition, inheritance and derived classes, polymorphism and virtual functions. Some programming required. Transfer credit: CSU.

**COOPERATIVE EDUCATION****COOP 670 VOCATIONAL COOPERATIVE EDUCATION (1-4)  
(Credit/No Credit.) (VA Institutional Rates.)**

Variable work station hours. Prerequisite: Permission of the Cooperative Education Office, concurrent enrollment in a planned vocational program, and employment in a college approved job directly related to the student's academic major.

Students may receive credit for work experience related to their major field or to their established career goal. Seminars and individual conferences are scheduled at convenient times during the semester for the instructor and the student to establish learning objectives related to the student's employment. Students are given appropriate assignments related to the stated objectives and graded in accordance with the college's established grading system. As an alternative, related instruction classes meeting one hour per week, usually in the evening, are available for those students who prefer or need a more structured learning process. Students must be enrolled in a minimum of seven units (including the Cooperative Education course) to earn Cooperative Education credit. One unit of credit for each 75 hours worked per semester, with a maximum of four units per semester, may be earned by students with jobs related to their academic or occupational majors or goals. A maximum of 16 units of college credit may be earned in parallel Cooperative Education. Transfer credit: CSU.

**COOP 671 GENERAL COOPERATIVE EDUCATION (1-3)  
(Credit/No Credit.)**

Variable work station hours.

Designed for the student who does not have a job that relates to a specific occupational goal or college major. Under the direction of the college coordinator, students focus on career awareness and development of desirable employment habits and attitudes. Each student must establish measurable learning objec-

tives appropriate for his/her job. Students may be eligible for up to three units of credit per semester and the course may be repeated for a maximum of six units of credit. One unit of credit may be earned for each 75 hours of paid work (approximately five hours per week) or 60 hours of volunteer work per semester. Students must be enrolled in a minimum of seven units (including the Cooperative Education course) to earn Cooperative Education credit. Transfer credit: CSU.

**COSMETOLOGY****COSM 700 COSMETOLOGY CONCEPTS AND  
PRACTICE I (.5-8)**

Five lecture hours and 35 lab hours per week for eight weeks.

Basic manipulative skills in hair design, permanent waving, hair coloring, hair cutting, and manicuring/pedicuring.

**COSM 710 COSMETOLOGY CONCEPTS AND  
PRACTICE II (.5-8)**

Five lecture hours and 35 lab hours per week for eight weeks.

Prerequisite: Completion of COSM 700 with a grade of C or better.

Basic manipulative skills in facials, arching/waxing, and make-up.

**COSM 720 COSMETOLOGY CONCEPTS AND  
PRACTICE III (.5-8)**

Five lecture hours and 35 lab hours per week for eight weeks.

Prerequisite: Completion of COSM 700 and 710 with a grade of C or better.

Basic manipulative skills in chemical straightening, hair analysis, hair lightening, conditioners and advanced hair coloring and styling techniques, and advanced permanent waving.

**COSM 730 COSMETOLOGY CONCEPTS AND  
PRACTICE IV (.5-8)**

Five lecture hours and 35 lab hours per week for eight weeks.

Prerequisite: Completion of COSM 700, 710 and 720 with a grade of C or better.

Develop manipulative skills in nail wraps, tips and sculptured nails. Introduce and develop manipulative skills in thermal pressing and curling, fingerwaving and scientific scalp treatments.

**COSM 740 COSMETOLOGY CONCEPTS AND  
PRACTICE V (.5-8)**

Five lecture hours and 35 lab hours per week for eight weeks.

Prerequisite: Completion of COSM 700, 710, 720, and 730 with a grade of C or better.

California State Board review. Advanced salon preparation. Emphasizes salon environment in relationship to skill and techniques. May be repeated for credit.

**COSM 750 COSMETOLOGY BRUSH-UP (1-19)**

Nine lecture hours and thirty-one lab hours per week. Lab and theory hours by arrangement. Prerequisite: Cosmetology license.

To satisfy supplemental or out-of-state training requirements. Basic and advanced instruction in beauty salon processes with emphasis on performance and efficiency. May be repeated for credit. (Open entry.)

**COSM 754 MANICURING (1-10)**

Lecture/Lab total of 400 hours.

The art of caring for the hands and nails. Includes instruction in sculpture nails, application of nail tips and nail art. Four hundred hours training in preparation for licensure by the California State Board of Cosmetology in the field of manicuring.

**COSM 760 COSMETOLOGY INSTRUCTOR PREPARATION (1-19)**

Up to nine lecture hours and 31 lab hours per week. Prerequisite: Valid California Cosmetologist's license and a minimum of one year's full-time practical experience.

Designed to develop instructional skills and techniques in the cosmetology field. Upon completion of this course, an applicant is eligible to take the teachers examination of the State Board of Cosmetology.

**COSM 775 ESTHETICIAN (1-8)**

Twenty class hours per week (5 lecture, 15 lab.)

Designed to develop skills and knowledge in skin care. Upon successful completion of the 600 hour course the student will be eligible to apply for Esthetician examination at the California State Board of Cosmetology. May be repeated for credit.

**COSM 781 SUCCESSFUL IMAGE (1.5) (Credit/No Credit.)**

Three class hours per week for one-half semester.

Study of facial cosmetics; introduction to proper make-up application; color coordination in wardrobe planning. This course is designed to extend to the student an opportunity to acquire knowledge and proper techniques for beauty, charm, and poise.

**COSM 782 ADVANCED COSMETOLOGY CONCEPTS (2) (Offered in Evening only.)**

Two lecture hours and 3 lab hours per week for one-half semester. Prerequisite: Valid California Cosmetology license or actively enrolled in Skyline Cosmetology program.

Emphasis is placed on advanced methods, techniques and application of hair fashion, design and coordination. May be repeated for credit.

**COSM 784 SALON PRACTICE (.5-1.5)**

Forty-eight lab hours per unit. Prerequisite: Must be currently enrolled in Cosmetology 710, 720, 730 or 740.

Offers additional salon practice to all students enrolled in the current day program. May be repeated for credit.

**COSM 785 SPA TECHNICIAN TRAINING (1-5) (Credit/No Credit or letter grade.)**

Six lecture hours and six lab hours per week.

Thorough study of wellness services available in day and destination spa businesses. Focus is on health, fitness, and stress management. Students will develop skill in spa treatments, product knowledge, customer relations, business operations, and the job search.

**DATA PROCESSING**

See listings under Computer Applications & Office Technology and Computer Science.

**DEVELOPMENTAL SKILLS****DSKL 810 DEVELOPMENTAL LEARNING SKILLS LAB (1) (Credit/No Credit.)**

Individual and group skill activities designed for students with specific learning problems in the following areas: basic skills; memory/organization/concentration skills; perceptual skills; language skills; conceptual skills. May be repeated up to a total of 4 units. (Open entry.) (Units do not count toward the Associate Degree.)

**DSKL 811 DIFFERENTIAL LEARNING SKILLS ASSESSMENT (.5)**

(Credit/No Credit.)

A total of eight lecture hours plus eight hours by individual appointment.

Students complete an assessment to determine specific learning styles as well as academic skill levels in reading, math and written language. Based upon assessment, an individualized learning strategies plan will be developed for each student. May be repeated once for credit. (Units do not count toward the Associate Degree.)

**DSKL 812 PRE-VOCATIONAL SKILLS (2) (Credit/No Credit.)**

Students develop skills that facilitate decision making, vocational choice and life adjustment. (Units do not count toward the Associate Degree.)

**DSKL 813 DEVELOPMENTAL READING AND THINKING SKILLS (1-3) (Credit/No Credit.)**

Small group classroom instruction designed to assist students in the development/improvement of reading and thinking skills. May be repeated up to a total of 9 units. (Open entry.) (Units do not count toward the Associate Degree.)

**DSKL 814 DEVELOPMENTAL WRITING SKILLS (1-3) (Credit/No Credit.)**

Small group, classroom and individualized activities designed to assist students with the development/improvement of writing skills. May be repeated up to a total of 9 units. (Open entry.) (Units do not count toward the Associate Degree.)

**DSKL 815 DEVELOPMENTAL SPELLING SKILLS (.5-2) (Credit/No Credit.)**

Small group and self-paced lab activities to assist students with improvement of spelling skills. May be repeated for a maximum of 4 units. (Open entry.) (Units do not count toward the Associate Degree.)

**DSKL 817 ASSISTIVE COMPUTER ACCESS (.5-3)  
(Credit/No Credit.)**

*Twenty-four lab hours per .5 unit.*

Designed primarily for students with disabilities, this course provides training in the use of computer access technologies that enhance a student's ability to access and use microcomputers. Students will use the technology as a tool to complete assignments from concurrent subject area courses. No previous computer experience is required. *May be repeated three times for credit. (Open entry.) (Units do not count toward the Associate Degree.)*

**DSKL 818 SKILL DEVELOPMENT ON COMPUTERS (1-2)  
(Credit/No Credit.)**

*Two lab hours plus one hour per week by arrangement. Prerequisite: Completion of or concurrent enrollment in DSKL 811.*

Small group instruction on computers for students with identified learning disabilities. This is an introductory course that includes keyboarding, Internet use, computer library research, word processing, spreadsheets, graphics, and database on ClarisWorks. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**EARLY CHILDHOOD EDUCATION****ECE. 201 CHILD DEVELOPMENT (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

In-depth exploration of areas and issues of major importance in the field of child development. Focuses on personality, intellectual, social, and physical factors. Theoretical concepts, practical application, and current research are covered. *Also listed as PSYC 201. Transfer credit: UC; CSU (D3).*

**ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Overview of the history, nature, and goals of Early Childhood Education. Exploration of various program models in ECE, current issues, and long-range trends. Qualifications and training required for teachers of young children. *Transfer credit: CSU.*

**ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM (1-3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Selection and management of activities for young children that provide quality learning experiences. Appreciation of the value of children's play. Development of appropriate curriculum evaluation methods. *Transfer credit: CSU*

**ECE. 212 CHILD, FAMILY, AND COMMUNITY (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Patterns of family living in a democratic society and the role and interaction of members; varying factors affecting family life: racial, cultural, economic, social, urban and suburban; home-nursery relationships; community resources: health, welfare, education, counseling, guidance, and recreation. Designed with a crosscultural approach to the child, family and community. *Also listed as FCS 212. Transfer credit: UC; CSU.*

**ECE. 214 CHILD-PARENT RELATIONS (3)**

*Three lecture hours per week.*

Emotional, social, intellectual and physical development of children with an emphasis on a multicultural approach to parent-child relations, diversity of family systems in today's society, and how these influence the developing child. *Also listed as FCS 213. Transfer credit: CSU (E1).*

**ECE. 240 EARLY CHILDHOOD EDUCATION  
ADMINISTRATION: BUSINESS/LEGAL (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836 or ENGL/READ 846 or equivalent, plus the 12 ECE core units.*

An overview of the business aspects of caring for children in early childhood settings and its social, political and economic implications. Included are the legal and regulatory requirements for early childhood settings, laws relating to child care, and facets of business and fiscal management. This course is open to all students but is specifically designed for those needing to meet state licensing requirements for ECE Program Directors. *Transfer credit: CSU.*

**ECE. 241 EARLY CHILDHOOD EDUCATION  
ADMINISTRATION: HUMAN RELATIONS (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836 or ENGL/READ 846 or equivalent, plus the 12 ECE core units.*

Focus on the human relations components of operating an early childhood setting and the social, political and economic implications for ECE professionals and parents. Other topics include staffing, supervision, licenses and/or credentials for staff, assessment and evaluation, state and federal regulations governing employment, issues in ECE, and parent involvement. This course is open to all students but is specifically designed for those needing to meet state licensing requirements for ECE Program Directors. *Transfer credit: CSU.*

**ECE. 242 ADULT SUPERVISION IN ECE/CD CLASSROOMS (2)  
(Credit/No Credit or letter grade.)**

*A minimum of 32 lecture hours. Recommended: Eligibility for ENGL 836 and READ 836 or ENGL/READ 846 or equivalent.*

A study of the methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in ECE education settings. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. Although this course is open to all students, it is specifically designed for those those needing to meet state licensing requirements for ECE Masters Teachers, Site Directors, and Program Directors. *Transfer credit: CSU.*



**ECE. 270 INTRODUCTION TO INFANT/TODDLER CHILD CARE (3)**

*Three lecture hours per week.*

This course will focus on caring for infants and toddlers in group child care settings. Topics will include: social-emotional growth and development, routines and environments, language development, physical development, cognitive development, and caring for infants and toddlers in the context of family and culture. *Transfer credit: CSU.*

**ECE. 272 CULTURAL DIVERSITY IN EARLY CHILDHOOD EDUCATION (3)**

*Three lecture hours per week.*

In-depth exploration of cultural diversity in early childhood settings. Focus on developing skills needed to provide culturally sensitive care to young children from a variety of family backgrounds. Topics will include cultural diversity, gender differences, disability, gay and lesbian families, bilingualism. *Transfer credit: CSU.*

**ECE. 275 CHILDREN'S LANGUAGE AND LITERACY DEVELOPMENT (3)**

*Three lecture hours per week.*

This course explores the influences of children's literature in language acquisition, emotional development, and literacy learning. Analysis of the teacher's role in promoting creativity and self expression through verbal and symbolic language. *Transfer credit: CSU.*

**ECE. 311 CHILDREN'S NUTRITION (1)**

*A total of 16 lecture hours. Recommended: Eligibility for ENGL 836.*

This course is designed to assist the parents of young children to develop an understanding of how nutrition contributes to mental and physical growth. The student will learn ways to teach these principles to young children. Simple food preparation techniques and an examination of current literature. *Also listed as FCS 311. Transfer credit: CSU.*

**ECE. 665 SELECTED TOPICS IN EARLY CHILDHOOD EDUCATION (.5 or 1 or 1.5 or 2)**

**(Credit/No Credit or letter grade.)**

*Eight lecture hours per .5 unit.*

This course is designed to develop specific skills that are utilized in Early Childhood Education environments. The course will focus on one specific topic; for example, multicultural curriculum, techniques to foster sense of community, selecting a preschool, handling behavior problems, working with parents, etc. *Transfer credit: CSU.*

**EARTH AND SPACE SCIENCES**

Course descriptions for earth and space science courses may be found elsewhere in this Catalog under the appropriate discipline. Courses offered by the College include: Geology 100, 105, 115, 120, 180, 210, 220, 611, 612, and Oceanography 100, 101, 108.

**ECONOMICS****ECON 100 PRINCIPLES OF MACROECONOMICS (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836 and MATH 110.*

Analysis of the economic system and its problems. Theory of the determination of the level of output; the behavior of prices; monetary theory and institutions; government stabilization policies; economic growth. *Transfer credit: UC; CSU (D3). (CAN ECON 2).*

**ECON 102 PRINCIPLES OF MICROECONOMICS (3)**

*Three lecture hours per week. Prerequisite: ECON 100. Recommended: Eligibility for ENGL 836 and MATH 110.*

Analysis of the economic system and its problems. The functioning of the market and the pricing of products under competitive and non-competitive conditions; wages and labor unions; international trade; comparison of economic systems. *Transfer credit: UC; CSU (D3). (CAN ECON 4).*

**EDUCATION****EDUC 100 INTRODUCTION TO EDUCATION (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Survey of the American education system including review of the development of schools, assessment of issues facing schools, the profession, and society, and an opportunity for students to decide the career potential of education. *Transfer credit: CSU (D3).*

**ELECTRONICS TECHNOLOGY****ELEC 110 INTRODUCTION TO FUNDAMENTALS OF ELECTRONICS (3)**

*Two lecture hours plus three lab hours per week.*

Introduction to reading simple schematic diagrams and construction of elementary electrical/electronics circuits, making measurements with multimeters and oscilloscope using DC power supplies and AC power sources, and basic digital principles. Emphasis will be on laboratory experiments and techniques. *Transfer credit: CSU.*

**EMERGENCY MEDICAL CARE****EMC. 410 EMERGENCY MEDICAL TECHNICIAN I (7)**

*136 classroom instruction hours, 8 hours hospital rotation in a local emergency department, and a minimum of 12 hours riding with a local ambulance company per semester. Prerequisite: A Cardiopulmonary Resuscitation (CPR) Card is required to continue in the course.*

This course represents the first phase of training in the Emergency Medical Technician career structure. The course covers all techniques of emergency medical care presently considered within the responsibilities of the Emergency Medical Technician, as well as all operational aspects of the job which the EMT-1 will be expected to perform. Meets state and national certification requirements for Emergency Medical Technician I.

**EMC. 415 EMERGENCY MEDICAL TECHNICIAN I – REFRESHER (1.5-2)**

*Prerequisite: California EMT I certificate that is current or has not been expired for more than four years.*

A three or four day course that provides EMT’s with the opportunity to renew their EMT I certificate. The three-day course provides 24 hours of Continuing Education Units. The four-day course provides the necessary written and skills testing. *May be repeated for credit.*

**EMC. 425 CPR: HEALTH CARE PROVIDER (.5) (Credit/No Credit.)**

*Total of eight lecture hours.*

This course will qualify students for CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. *Transfer credit: CSU.*

**EMC. 665 SELECTED TOPICS IN EMERGENCY MEDICAL CARE (.5 or 1 or 1.5 or 2)**

*Eight lecture hours per .5 unit.*

This course is designed to review and update specific topics fundamental to the practice of an Emergency Medical Technician or paramedic. Some of these topics may be taken for continuing education units. *May be repeated for credit.*

**ENGLISH**

Reading courses are listed under **READING**. Literature courses are listed under **LITERATURE**. Courses for non-native speakers of English are listed under **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**.

Students are encouraged to take the English/Reading placement tests prior to initial placement in courses. English/Reading placement tests are given to students to assist the counselor and the division in guiding them to the appropriate English course. Proper placement in English/Reading assures that students will begin their college studies in courses where they will have the best chance of success. Initial placement in classes is recommended on the basis of test scores. The tests are given on announced dates throughout the year. Students who transfer to Skyline College and have taken a college English course equivalent to ENGL 100 Composition or ENGL 836 Writing Development at another institution need not take the test.

English faculty may, when appropriate, modify placement recommendations on the basis of the student’s writing performance.

Students should enroll in the course(s) recommended by their placement scores.

Course numbering has changed for several English Composition and Reading courses. If you took courses that satisfy a prerequisite to an English or Reading course under the old numbering system, it will satisfy that prerequisite even though the numbering has changed. The new and old numbers are listed below:

<b>OLD NUMBER</b>	<b>NEW NUMBER</b>
<b>ENGL 801</b>	<b>ENGL 826</b>
<b>ENGL 800</b>	<b>ENGL 836</b>
<b>READ 801</b>	<b>READ 826</b>
<b>READ 802</b>	<b>READ 836</b>

The English/Reading sequences from the lowest to the highest level are listed below:

<b>English Courses</b>	<b>Reading Courses</b>
<b>ENGL 826</b>	<b>READ 826</b>
<b>ENGL 836 or</b>	
<b>ENGL 846 or ENGL 400</b>	<b>READ 836 or READ 846</b>
<b>ENGL 100 or ENGL 105</b>	<b>READ 420</b>
<b>ENGL 110 or ENGL 165</b>	

**ENGL 100 COMPOSITION (3)**

*Three lecture hours and one lab hour by arrangement per week. WRITING PREREQUISITE: ENGL 836 or 400 with a grade of C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary.*

*READING PREREQUISITE: READ 836 with Credit or a grade of C or better, or ENGL 400 (taken at Skyline) with a grade of C or better, or eligibility for 400-level Reading courses on approved college Reading placement test, and other measures as necessary.*

Designed to help the student recognize and critically evaluate important ideas in short and book length texts, express facts and thought logically and gracefully in clear and correct prose. Students will write expository prose dealing with a variety of ideas. *Transfer credit: UC; CSU (A2, 3). (CAN ENGL 2).*

**ENGL 105 INTENSIVE COMPOSITION (4)**

*Five lecture hours and one lab hour by arrangement per week. WRITING PREREQUISITE: ENGL 836 or 400 with grade C or better, or eligibility for ENGL 100 on approved college placement tests and other measures as necessary.*

*READING PREREQUISITE: READ 836 with Credit or a grade of C or better, or ENGL 400 (taken at Skyline) with a grade of C or better, or eligibility for 400-level Reading courses on approved college Reading placement test, and other measures as necessary.*

Designed to help the student recognize and critically evaluate important ideas in short and book length texts, express facts and thought logically and gracefully in clear and correct prose. Extra class hours are devoted to specific reading and writing problems. Students will write expository prose dealing with a variety of ideas, with intensive instruction in the three major components of effective writing: sentence, paragraph, and essay. Course transfers as ENGL 100 to other institutions and is taken in lieu of ENGL 100 by students needing additional writing practice. *Transfer credit: UC; CSU (A2, 3). (CAN ENGL 2).*

**ENGL 110 COMPOSITION, LITERATURE AND CRITICAL THINKING (3)**

*Three lecture hours and one lab hour by arrangement per week. Prerequisite: ENGL 100 or 105 with a grade of C or better.*

Course is designed to introduce students to the major imaginative genres of poetry, drama, and fiction. Students will write expository essays and other kinds of assignments employing methods of literary analysis and demonstrating skill in critical thinking. *Transfer credit: UC; CSU (A2, A3, C2). (CAN ENGL 4).*

**ENGL 161, 162 CREATIVE WRITING I AND II (3, 3)**

Three lecture hours and one lab hour by arrangement per week.  
Prerequisite: ENGL 161: Eligibility for ENGL 836 or ENGL 400; ENGL 162: Completion of ENGL 161.

The craft of writing short stories, sketches, poetry, short dramas, and other literary forms for both personal enjoyment and professional training. During the Spring Semester, class members may volunteer to work on the college's literary magazine. *Transfer credit: ENGL 161 – UC; CSU (C2) (CAN ENGL 6); ENGL 162 – UC; CSU.*

**ENGL 165 CRITICAL THINKING AND ADVANCED COMPOSITION (3)**

Three lecture hours and one lab hour by arrangement per week.  
Prerequisite: ENGL 100 or ENGL 105 with grade of C or better.

This course will teach students to use critical thinking, reading, and writing skills through discussion of ideas and a progression of argumentative writing assignments more advanced than ENGL 100. *Transfer credit: UC; CSU (A3)*

**ENGL 195 TERM PAPER (1-2)**

Prerequisites: Prior training in using library resources or concurrent enrollment in LSCI 100; satisfactory completion or concurrent enrollment in ENGL 100 or 105.

The creation of a research paper based on library sources, from the choice of an appropriate topic through the compilation of a working bibliography and the taking of reading notes to writing the drafts and documenting. *Transfer credit: CSU.*

**ENGL 400 ENGLISH COMPOSITION FOR NON-NATIVE SPEAKERS (5)**

Five lecture hours and one lab hour by arrangement per week.  
Recommended: Completion of ESOL 840 or 841 and 842; or appropriate skill level as indicated by ESL placement test and other measures as necessary.

For advanced non-native speakers of English who have completed ESOL 840, or 841 and 842, or its equivalent but need more intensive work in critical reading and composition before attempting ENGL 100 or 105. *Transfer credit: UC; CSU (A2).*

**ENGL 440 SCREENWRITING (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This beginning film-writing course is designed to give students the necessary tools to write scripts and to analyze various narrative approaches. Participants will learn to criticize and to write synopses as well as master-screen scripts for classical Hollywood texts. Emphasis will be placed on learning formal structures rather than discussing individual thematic tastes. *May be repeated once for credit. Transfer credit: CSU.*

**ENGL 650 ENGLISH SUPPLEMENT (.5-2)  
(Credit/No Credit.)**

One and one-half to six hours per week by arrangement.

Based on individual needs, students will be assigned a series of lessons in spelling, sentence structure, composition, cognition, and/or ESL. The series should promote mastery of skills necessary for success in college courses. The supplementary lessons will be arranged and supervised in the English Assistance Lab of The

Learning Center. *May be repeated three times for credit. (Open entry.) (Units do not count toward the Associate Degree.)*

**ENGL 826 BASIC WRITING SKILLS (3)**

Five lecture hours and one lab hour by arrangement per week.  
Recommendation: Eligibility for READ 826 and ENGL 826 by appropriate scores on college placement tests and other measures as necessary. Corequisite: READ 826 if indicated by college Reading placement test.

A basic composition course focusing on the fundamentals of paragraph and essay writing, organization, sentence skills, reading, and text-based writing. Students will be assigned in-class and outside writing assignments and exercises, individual conferences, and tutoring. ENGL 826 prepares students for ENGL 836. *(Units do not count toward the Associate Degree.)*

**ENGL 836 WRITING DEVELOPMENT (3)**

Three lecture hours and one lab hour by arrangement per week.  
WRITING PREREQUISITE: Completion of ENGL 826 or ESOL 840 or 841/842 with a grade of C or higher, or appropriate scores on approved college placement test and other measures as necessary. READING PREREQUISITE: READ 826 with Credit or a grade of C or higher, or eligibility for READ 836 on approved college Reading placement test, or other measures as necessary.

An introduction to college composition that prepares students to write essays at the college level, focusing on thesis construction, organization, development, sentence skills, reading, and text-based writing. Students will be assigned in-class and outside writing assignments and exercises, individual conferences, and tutoring. ENGL 836 prepares students for ENGL 100/105.

**ENGL 846 READING AND WRITING CONNECTIONS (5)**

Five lecture hours and one lab hour by arrangement per week.  
WRITING PREREQUISITE: Completion of ENGL 826, ESOL 840 or ESOL 841/842 with a grade of C or better, or eligibility for ENGL 836, ENGL 400 or ENGL 846 on approved college placement test and multiple measures.

READING PREREQUISITE: Completion of READ 826, ESOL 840 or ESOL 841/842 with Credit or a grade of C or better, or eligibility for READ 836, ENGL 400, or ENGL 846 on approved Reading Placement Test and multiple measures.

Emphasis on reading and writing as interrelated processes; introduces students to college-level reading and writing. Includes instruction in thesis construction, organization, development, sentence skills, text-based writing, and effective reading strategies to improve comprehension, analysis and vocabulary. *Also listed as READ 846.* ENGL 846 prepares students for ENGL 100/105.

**ENGL 853 COMPUTER-ASSISTED COMPOSITION (.5-3)  
(Credit/No Credit.)**

One and one half to nine hours per week of computer lab instruction.

Theory and practice of composition on the microcomputer. Designed for students who wish to use the computer and appropriate software to generate, organize, and develop ideas; draft, revise, edit, and proofread final drafts of compositions/essays/research papers for any college class. *(Open entry.) (Units do not count toward the Associate Degree.)*

**ENGL 860 VOCABULARY (1.5)**  
**(Credit/No Credit or letter grade.)**

A course focusing on techniques of general vocabulary development, root-words, and affixes. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**ENGL 870 SPELLING (1.5)**  
**(Credit/No Credit or letter grade.)**

A course focusing intensively on the principles of spelling and the application of techniques for improvement in spelling. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**ENGL 875 ENGLISH GRAMMAR (3)**  
**(Credit/No Credit or letter grade.)**

*Three lecture hours per week.*

Review of English grammar with emphasis on practicing standard English skills and correctness for use in academic papers. Appropriate for all levels of English. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES**

A new numbering system has been created for the English courses for **English for Speakers of Other Languages: ESOL 810, 820, 830, and 840**. The equivalent of the day courses are being offered as two courses during the evening/summer program (e.g., ESOL 810 = ESOL 811 + 812). The course content for the evening/summer courses does not dictate in which half the student enrolls first; however, the student must complete both courses before enrolling in the next level.

**ENGL 655 ENGLISH AS A SECOND LANGUAGE SUPPLEMENT (.5-2)**

**(Credit/No Credit.)**

*One and one-half to six hours per week by arrangement. Recommended: Concurrent enrollment in an ESOL course.*

Based on individual needs, students will have directed learning experiences in improving their English skills that will promote mastery of skills necessary for success. These supplementary lessons will be arranged and supervised in the English Assistance Lab in The Learning Center. (Open entry.) *May be repeated for credit a maximum of three times. (Units do not count toward the Associate Degree.)*

**ESOL 800 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES – NOVICE (1-6)**

**(Credit/No Credit.)**

*A minimum of 24 lecture hours and 8 lab hours by arrangement per unit.*

Entry-level course for non-native speakers of English who need to learn the basic skills of studying in the U.S. educational system, living in a U.S. community, and communicating in standard English as it is used in the United States. The course provides practice in reading, writing, grammar, listening and speaking. It is the preparatory level for the subsequent five-level sequence of ESOL courses. *May be repeated for credit up to a maximum of 6 units. (Units do not count toward the Associate Degree.)*

**ESOL 810 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I (6)**

*Nine lecture hours and one lab hour by arrangement per week. Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary.*

For beginning non-native speakers of English who need to develop fluency in the basic structures of English and who place in ESOL 810 by examination. Emphasis is on reading, basic grammatical structure acquisition, oral interaction, and writing. *(Units do not count toward the Associate Degree.)*

**ESOL 811 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I (1st HALF) (3)**  
**(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 812, this course is for beginning non-native speakers of English who need to develop fluency in the basic structures of English and who place in ESOL 810 by examination. Emphasis is on reading, grammatical structure acquisition, oral interaction, and writing. This course is equivalent to the first half of ESOL 810. *(Units do not count toward the Associate Degree.)*

**ESOL 812 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES I (2nd HALF) (3)**  
**(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 811, this course is for beginning non-native speakers of English who need to develop fluency in the basic structures of English and who place in ESOL 810 by examination. Emphasis is on reading, grammatical structure acquisition, oral interaction, and writing. This course is equivalent to the second half of ESOL 810. *(Units do not count toward the Associate Degree.)*

**ESOL 820 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II (6)**

*Nine lecture hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 810 or both 811 and 812, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

This course is for intermediate students who have studied the grammatical structures, basic reading skills, and elements of writing in ESOL 810, or 811 and 812. Emphasis on developing reading competence and oral and written fluency in the more complex structures of English. *(Units do not count toward the Associate Degree.)*

**ESOL 821 ENGLISH FOR SPEAKERS OF OTHER LANGUAGES II (1st HALF) (3)**  
**(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 810 or both 811 and 812, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 822, this course is for intermediate students who have studied the grammatical structures, basic reading skills, and elements of writing in ESOL 810, or 811 and 812. Emphasis on developing reading competence and oral and written fluency in the more complex structures of English. This course is equivalent to the first half of ESOL 820. *(Units do not count toward the Associate Degree.)*

**ESOL 822 ENGLISH FOR SPEAKERS OF  
OTHER LANGUAGES II (2nd HALF) (3)**

**(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 810 or both 811 and 812, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 821, this course is for intermediate students who have studied the grammatical structures, basic reading skills, and elements of writing in ESOL 810, or 811 and 812. Emphasis on developing reading competence and oral and written fluency in the more complex structures of English. This course is equivalent to the second half of ESOL 820. *(Units do not count toward the Associate Degree.)*

**ESOL 830 ENGLISH FOR SPEAKERS OF  
OTHER LANGUAGES III (6)**

*Nine lecture hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 820 or both 821 and 822, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

This course is for advanced students who have studied the grammatical structures in ESOL 820, or 821 and 822, and have acquired conversational fluency and basic reading and writing skills. Emphasis is on critical reading, sentence combining, oral exchange, and paragraph writing. *(Units do not count toward the Associate Degree.)*

**ESOL 831 ENGLISH FOR SPEAKERS OF  
OTHER LANGUAGES III (1st HALF) (3)**

**(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 820 or both 821 and 822, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 832, this course is for advanced students who have studied the grammatical structures in ESOL 820, or 821 and 822, and have acquired conversational fluency and basic reading and writing skills. Emphasis is on critical reading, sentence combining, oral exchange, and paragraph writing. This course is equivalent to the first half of ESOL 830. *(Units do not count toward the Associate Degree.)*

**ESOL 832 ENGLISH FOR SPEAKERS OF  
OTHER LANGUAGES III (2nd HALF) (3)**

**(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 820 or both 821 and 822, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 831, this course is for advanced students who have studied the grammatical structures in ESOL 820, or 821 and 822, and have acquired conversational fluency and basic reading and writing skills. Emphasis is on critical reading, sentence combining, oral exchange, and paragraph writing. This course is equivalent to the second half of ESOL 830. *(Units do not count toward the Associate Degree.)*

**ESOL 840 ENGLISH FOR SPEAKERS OF  
OTHER LANGUAGES IV (6)**

*Nine lecture hours and one lab hour by arrangement per week. Recommended: Satisfactory completion of ESOL 830 or both 831 and 832, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

This course is for advanced students who have studied the grammatical structures, reading skills, and elements of paragraph writing in ESOL 830, or 831 and 832. Emphasis is on thematic reading, discussion, and writing from paragraph to essays, supplemented by exercises in proofreading. *(Units do not count toward the Associate Degree.)*

**ESOL 841 ENGLISH FOR SPEAKERS OF  
OTHER LANGUAGES IV (1st HALF) (3)**

**(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 830 or both 831 and 832, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 842, this course is for advanced students who have studied the grammatical structures, reading skills, and elements of paragraph writing in ESOL 830, or 831 and 832. Emphasis is on thematic reading, discussion, and writing from paragraphs to essays, supplemented by exercises in proofreading. This course is equivalent to the first half of ESOL 840. *(Units do not count toward the Associate Degree.)*

**ESOL 842 ENGLISH FOR SPEAKERS OF  
OTHER LANGUAGES IV (2nd HALF) (3)**

**(Credit/No Credit or letter grade.)**

*Four lecture hours and one lab hour per week. Recommended: Satisfactory completion of ESOL 830 or both 831 and 832, or appropriate skill level as indicated by ESL placement test and other measures as necessary.*

Designed to be taken before or after ESOL 841, this course is for advanced students who have studied the grammatical structures, reading skills, and elements of paragraph writing in ESOL 830, or 831 and 832. Emphasis is on thematic reading, discussion, and writing from paragraphs to essays, supplemented by exercises in proofreading. This course is equivalent to the second half of ESOL 840. *(Units do not count toward the Associate Degree.)*

**ESOL 855 ACCENT REDUCTION (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour by arrangement per week.

For all non-native speakers who need to improve their spoken English. The course will cover the English sound system in general, but the particular focus will be on increasing individual listening comprehension and improving individual student production of standard English as it is spoken in the United States. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**ESOL 875 ENGLISH GRAMMAR FOR SPEAKERS OF OTHER LANGUAGES (3)**  
**(Credit/No Credit or letter grade.)**

Total of 48 lecture hours.

ESOL students review basic forms of English grammar, some of them not found in their native languages: auxiliary verbs and verb tenses, definite and indefinite articles, and idiomatic use of prepositions. Appropriate for all levels of ESOL. *May be repeated once for credit. (Units do not count toward the Associate Degree.)*

**FAMILY AND CONSUMER SCIENCES****FCS 113 TEXTILES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study of natural and chemical fibers; yarns and cloth construction, weaving, finishing, dyeing. Study of purchase, use and care of textiles. Federal legislation, cost and labeling as related to consumer use. Student will examine the various characteristics of fibers and fabrics, including health and comfort levels on the body. *Also listed as FASH 113. Transfer credit: UC; CSU (C1).*

**FCS 117 CREATING A PERSONAL IMAGE (3)**

Three lecture hours per week.

A course designed to aid the student in adapting a fashion appearance appropriate for professional and personal career. Concepts in awareness of personal coloring, figure considerations, hair styling, and use of makeup. Wardrobe planning and selection, accessorizing, and shopping strategies will be emphasized. Specific material for both men and women will be presented. *Also listed as FASH 117. Transfer credit: CSU.*

**FCS 119 CLOTHING, CULTURE AND SOCIETY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study of bodily adornment in terms of cultural, ethnic, historical, sociological, psychological, and economic considerations. Comparison will be made of various cultures and subcultures. Fashion trends and merchandising techniques as they affect the consumer will also be discussed. Student will examine the importance of clothing as an expression of individual and group identity. *Also listed as FASH 119. Transfer credit: CSU (C1).*

**FCS 150 HISTORY OF COSTUME (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836.

This course focuses on the origin and function of clothing and how various cultural patterns have affected costume choice. Study of aesthetic, economic, environmental, political and social influences on fashion will be explored from the ancient world through the 20th century. History of Western dress will be emphasized. *Also listed as FASH 150. Transfer credit: CSU.*

**FCS 212 CHILD, FAMILY AND COMMUNITY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Patterns of family living in a changing society and the role and interaction of members; varying factors affecting family life – racial, cultural, economic, social, urban and suburban; home-nursery relationships; community resources – health, welfare, education, counseling, guidance, recreation and religion. Designed with a cross-cultural approach to the child, family, and community. *Also listed as ECE. 212. Transfer credit: UC; CSU (D3).*

**FCS 213 CHILD-PARENT RELATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Emotional, social, intellectual and physical development of children with an emphasis on a multicultural approach to parent-child relations, diversity of family systems in today's society, and how these influence the developing child. *Also listed as ECE. 214. Transfer credit: CSU (E1).*

**FCS 310 NUTRITION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Basic concepts of nutrition. Role of nutrients in maintenance of life processes; utilization of food by the body; hunger and appetite; personal nutritional evaluation. Special emphasis given to nutrition education and community, national and world nutrition problems. *Transfer credit: UC; CSU (E1). (CAN FCS 2).*

**FCS 311 CHILDREN'S NUTRITION (1)**

Three lecture hours per week for six weeks. Recommended: Eligibility for ENGL 836.

This course is designed to assist parents of young children to develop an understanding of how nutrition contributes to mental and physical growth. The student will learn ways to teach these principles to young children. There will be simple food preparation techniques, and an examination of current literature. *Also listed as ECE. 311. Transfer credit: CSU.*

**FCS 313 HOLISTIC PERSPECTIVE IN NUTRITION (1)**

Three lecture hours per week for six weeks. Recommended: Eligibility for ENGL 836.

This course will provide an overview of both traditional and holistic principles of nutrition, including nutrients and their use in preventing nutritional deficiencies and maintaining health. Included in the course will be a critical analysis of nutritional programs such as food combining, vegetarian, and macrobiotics. Attention will also be given to the effects of environment, mind, and emotions on nutrition. *Transfer credit: CSU (E1).*

**FCS 320 FOOD AND FITNESS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and MATH 110.

Survey of individual nutritional needs and habits in terms of general nutritional theories and values. Study of nutrient needs in different stages of the lifecycle. Adaptation of basic diets to fit specific health needs. Current controversies surrounding common health problems and dietary interrelationships. Analysis of weight control dietary regimes. Evaluation of nutritional needs in relationship to sports and fitness. Psychological, economic and cultural influences on nutrition practices. Food production and distribution as related to consumption, laws and the consumer, factors affecting price and quality, menu planning, and budgeting. *Transfer credit: CSU (E1).*

**FCS 392 THE LIFE CYCLE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Relationships in the family throughout the life cycle. Developmental problems and changes in the family structure. Research in family life education, and types of holistic family community services; identifying competencies needed to create home environment conducive to achieving family goals; critical situations such as divorce, death, bereavement, illness, disaster, and unemployment as they affect family relationships. *Transfer credit: CSU (E1).*

**FCS 665 SELECTED TOPICS IN FAMILY AND  
CONSUMER SCIENCES (.5 or 1 or 1.5)  
(Credit/No Credit or letter grade.)**

Eight lecture hours per .5 unit.

Discussion and evaluation of current topics, trends and issues in the field of family and consumer sciences. New concepts include review of research and application of findings. The course will focus on one of the following topics related to nutrition and child-family studies issues: nutrition and aging, nutrition and sports training, nutrition and weight control, nutrition and pregnancy/lactation, nutrition and HIV/AIDS, nutrition, foods and world culture, and survey/ trends and issues in family and consumer sciences. *Transfer credit: CSU.*

**FASHION MERCHANDISING****FASH 113 TEXTILES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study of natural and chemical fibers; yarns and cloth construction, weaving, finishing, dyeing. Study of purchase, use and care of textiles. Federal legislation, cost and labeling as related to consumer use. Student will examine the various characteristics of fibers and fabrics, including health and comfort level on the body. Also listed as FCS 113. *Transfer credit: UC; CSU (C1).*

**FASH 117 CREATING A PERSONAL IMAGE (3)**

Three lecture hours per week.

A course designed to aid the student in adapting a fashion appearance appropriate for professional and personal career. Concepts in awareness of personal coloring, figure considerations, hair styling, and use of makeup. Wardrobe planning and selection, accessorizing, and shopping strategies will be emphasized. Specific material for both men and women will be presented. Also listed as FCS 117. *Transfer credit: CSU.*

**FASH 119 CLOTHING, CULTURE AND SOCIETY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study of bodily adornment in terms of cultural, ethnic, historical, sociological, psychological and economic considerations. Comparison will be made of various cultures and subcultures. Fashion trends and merchandising techniques as they affect the consumer will also be discussed. Student will examine the importance of clothing as an expression of individual and group identity. Also listed as FCS 119. *Transfer credit: CSU (C1).*

**FASH 150 HISTORY OF COSTUME (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and READ 836.

This course focuses on the origin and function of clothing and how various cultural patterns have affected costume choice. Study of aesthetic, economic, environmental, political and social influences on fashion will be explored from the ancient world through the 20th century. History of Western dress will be emphasized. Also listed as FCS 150. *Transfer credit: CSU.*

**FASH 151 FASHION MERCHANDISING (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Through lectures, guest speakers and field trips the student will have the opportunity to explore a variety of aspects of the ready-to-wear and couture industry. Production cost, promotion and advertising techniques will be studied in relation to large and small manufacture and retail operations. Personal requirements to help prepare students for employment in the field of fashion merchandising are given for guidance value. *Transfer credit: CSU.*

**FASH 152 VISUAL MERCHANDISING (3)**

Three lecture hours per week.

Designed to provide the basic techniques needed for the visual presentation of merchandise. The student will be involved in the study of interior displays, the art of dramatizing the display, store windows, and their coordination with sales promotion. (Fall Semester only.) *Transfer credit: CSU.*

**FASH 153 APPAREL AND HOME FASHION ANALYSIS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Designed to provide information regarding the types and construction features of fashion apparel (including product knowledge of children's, men's and women's apparel) and accessories necessary for fashion buying, consumer information, and the interpretation of this information. This course includes study of textile and non-textile merchandising, fashion lines, and forecasting for home fashions. *Transfer credit: CSU.*

**FASH 156 FASHION SHOWS AND SPECIAL EVENTS (3)  
(Spring Semester only.)**

Three lecture hours per week.

Designed to provide the basic techniques needed for the visual presentation of merchandise through production of fashion shows and special events. The student will be involved in the observation and production of various types of shows and promotions. *Transfer credit: CSU.*

**FASH 160 BUSINESS OF IMAGE CONSULTING (2)**

Three lecture hours per week. Prerequisite: FASH 117 or equivalent.

This course will acquaint students with the principles and practices of the image consulting industry. Setting up and marketing a business; developing a professional knowledge base and resources; working with clientele; setting fees and keeping business records. Students will gain “how-to” experience through lectures, field trips and individual and group projects. *Transfer credit: CSU.*

**FASH 665 SELECTED TOPICS IN FASHION (.5 or 1 or 1.5)**

(Credit/No Credit or letter grade.)

Eight lecture hours per .5 unit.

Designed to enhance interest and develop skills in the business of fashion. The course will focus on one of the following specific topics: principles in color, basics of visual display, business of modeling, fashion as a cultural experience, fashion survey. *May be repeated for credit. Transfer credit: CSU.*

**FILM****FILM 370 FILM PRODUCTION (3)**

(Credit/No Credit or letter grade.)

Four to six hours per week plus additional lab hours by arrangement.

A basic course in the techniques of film production, including operation of motion picture cameras, meters, lenses and related equipment, scripting for film, editing for pictorial continuity. Emphasis on production crew functions. *May be repeated for credit. Transfer credit: UC; CSU (C1).*

**FILM 375 SCRIPTWRITING FOR TELEVISION AND FILM (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Formats and techniques of writing for film and television, including the study and analysis of professional scripts. Scripting assignments will include news features, public service announcements, commercials, dramatic shorts, and documentary and information films. *Transfer credit: CSU.*

**FILM 380 BASIC VIDEO PRODUCTION (3)**

(Credit/No Credit or letter grade.)

Two lecture and three lab hours per week.

Course introduces students to basic video field production, including an orientation to studio production. It incorporates elements of producing, directing, lighting, sound recording, working on a production crew, preparing video titles and graphics, video editing and field production with camcorders. Two video projects are required. *Transfer credit: CSU.*

**FILM 385 INTERMEDIATE FILM/VIDEO WORKSHOP (2)**

(Credit/No Credit or letter grade.)

Two lecture hours plus two lab hours per week. Prerequisite: FILM 370 or 380. Recommended: FILM 375.

Students learn advanced camera, lighting and editing techniques as they work on individual projects or collaborate with other students on short film or video projects. They will produce short works based on scripts they have written, or scripts written by students in Film 375. *May be repeated for credit. Transfer credit: CSU.*

**FILM 440 FILM STUDY AND APPRECIATION (3)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105.

A critical look at film history and culture from silent and classical Hollywood to Japanese and European films. Students learn to critique classical, modern and avant-garde films and to analyze the structure of cinematic language, i.e., motifs, metaphors, narrative cause-effect devices and oppositions. Students develop a visual and ideological understanding of film. *Transfer credit: UC; CSU (C2).*

**FILM 450 GREAT FILM DIRECTORS (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

A study of great film directors using the “auteur” approach to film criticism. Students will study in depth the films of great directors such as Hitchcock, Altman and Kubrick using signature themes and visual style to compare and contrast their works. Thematic evolution and historical connections will also be examined. *Transfer credit: UC; CSU.*

**GEOGRAPHY****GEOG 110 CULTURAL GEOGRAPHY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to cultural geography with a survey of major world cultural patterns, resources, population, and the changing relationships of human groups and the physical environment. *Transfer credit: UC; CSU (D3). (CAN GEOG 4).*

**GEOG 150 WORLD REGIONAL GEOGRAPHY (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A basic survey of geographic regions of the world. The location of physical and cultural regions such as mountain ranges, climatic regions, population centers, urban-economic concentrations, and political divisions. There will be an emphasis on historical influences and future trends in the changing world. *Transfer credit: UC; CSU (D3).*

**GEOG 301 INTRODUCTION TO MAP READING FOR GIS (1)**

(Credit/No Credit or letter grade.)

A total of 32 lecture hours. Recommended: Eligibility for ENGL 836.

This course focuses on map reading skills and introduces the many uses of geographic information systems software. Emphasis on cartographic techniques from paper maps to computer generated maps. *Transfer credit: CSU.*

**GEOG 302 INTRODUCTION TO GIS AND ARC VIEW (1)**

(Credit/No Credit or letter grade.)

A total of 32 lecture hours. Prerequisite: GEOG 301.

This course introduces and provides hands-on instruction in ArcView geographic information systems software. Focus is on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. *Transfer credit: CSU.*



**GEOG 303 GIS APPLICATIONS (1)**  
**(Credit/No Credit or letter grade.)**

A total of 32 lecture hours. Prerequisite: GEOG 302.

Applications of ArcView GIS software. Emphasis is placed on training in use of technology and software in order to provide students with skills and a conceptual basis on which to build further expertise in GIS. Students will complete projects in an area of their choice. Transfer credit: CSU.

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## HEALTH SCIENCE

### HSCI 100 GENERAL HEALTH EDUCATION (3)

Three lecture hours per week.

A study of factors which influence personal health. Attention given to the value of good health practices; examination of self and lifestyle for disease risk; and preventive measures for heart disease and cancer. Topics include stress, mental health, sexual reproductive health, sex roles and living with others, nutrition, exercise and weight control. *Transfer credit: UC; CSU (E1).*

### HSCI 130 HUMAN SEXUALITY (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course provides an overview of human sexual behavior and attitudes. Topics include: sex research, sexual anatomy and response patterns, sexual development and learning, gender identity, conception control, sexual variations and lifestyles, homosexuality, sexual problems and enrichment, relationships and intimacy. *Transfer credit: UC; CSU (E1).*

### HSCI 150 DEATH AND DYING (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Course is designed to increase the knowledge, the understanding, and the coping with the problems of death and dying. *Transfer credit: CSU (E1).*

### HSCI 405 EMERGENCY CARE FOR FIRST RESPONDERS (3)

Three class hours per week.

Develops manipulative and problem solving skills necessary for the initial evaluation and stabilization of victims of emergency illness or trauma. Designed for persons who are interested in a career as a first responder to medical emergencies. Upon completion, student receives CPR and First Responder certificates.

### HSCI 420 EKG TECHNOLOGY (3)

(Credit/No Credit or letter grade.)

Three class hours per week and one eight-hour day per week in an EKG Department. Prerequisite: A valid Health Care Provider CPR Card.

Review of cardiovascular anatomy and physiology with emphasis on electro physiology. Interpretation of the normal and abnormal electrocardiogram. Laboratory and clinical site practice running a 12 lead EKG.

### HSCI 484 MEDICAL TERMINOLOGY (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Designed to give students a basic background in medical terminology as used by medical transcriptionists, court reporters, law related occupations, and allied health occupations. The prefixes, roots, and suffixes of commonly used medical words are presented. Proper names of anatomical structures and their relationship to each other are covered by body system. Also listed as BUS. 485. *Transfer credit: CSU.*

### HSCI 665 LIFE STYLES – HEALTH ISSUES (.5 or 1 or 1.5 or 2)

(Credit/No Credit or letter grade.)

Eight lecture hours per .5 unit. Prerequisite: ENGL 400 or 800 eligibility or demonstration of equivalent competency.

Explores contemporary topics or life styles as they relate to the health of individuals or society. *Transfer credit: CSU (E1).*

## HISTORY

### HIST 100 HISTORY OF WESTERN CIVILIZATION I (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Cultural, political, and economic survey of Western history from the beginnings in the Near East to 1660. Emphasis on the intellectual, artistic, and institutional foundations of Western civilization. *Transfer credit: UC; CSU (C2).* (CAN HIST 2; HIST 100 + HIST 101 = CAN HIST SEQ A).

### HIST 101 HISTORY OF WESTERN CIVILIZATION II (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Western civilization from 1660 to the present, with particular emphasis on European cultural, social, and political development in the 19th and 20th centuries. *Transfer credit: UC; CSU (C2).* (CAN HIST 4; HIST 100 + HIST 101 = CAN HIST SEQ A).

### HIST 104 WORLD CIVILIZATIONS I (3)

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent.

A global and historical survey of civilizations from ancient times to 1500. Focus on Asia/Pacific Islands, Africa, Europe, the Americas, and the Middle East. Emphasis on the origins and development of diverse cultures, political systems, major religions, noted empires, artistic/intellectual achievements, and technological breakthroughs. *Transfer credit: UC; CSU (C2, D3).*

### HIST 106 WORLD CIVILIZATIONS II (3)

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent.

A global and historical survey course of world civilizations from 1500 to the present. Focus on Asia/Pacific Islands, Africa, Europe, the Americas, and the Middle East. Emphasis on the origins of global interdependence, revolutions and nationalist movements, the global economy, cultural and religious issues, technological advancements, and current social issues. *Transfer credit: UC; CSU (C2, D3).*

### HIST 108 SURVEY OF AMERICAN HISTORY (3)

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

A single semester survey that stresses major social, political, and cultural developments in the history of the United States. The course examines selected events, personalities and trends from the colonial period to the present. *Transfer credit: UC; CSU (D1).*

### HIST 201 UNITED STATES HISTORY I (3)

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

U.S. history to the mid-19th century, emphasizing the development of U.S. political, social, economic and cultural foundations. *Transfer credit: UC; CSU (D1).* (CAN HIST 8; HIST 201 + HIST 202 = CAN HIST SEQ B).

**HIST 202 UNITED STATES HISTORY II (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

U.S. History from Reconstruction to the present. *Transfer credit: UC; CSU (D1).* (CAN HIST 10; HIST 201 + HIST 202 = CAN HIST SEQ B).

**HIST 235 HISTORY OF ETHNIC GROUPS IN THE UNITED STATES (3)**

**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

A survey of the social, economic and political history of ethnic groups in the United States, with particular emphasis on minority communities. In addition to examining the histories of individual ethnic communities, the course will explore the historical relationships between different groups. *Transfer credit: UC; CSU (D1).*

**HIST 240 HISTORY OF ETHNIC GROUPS IN CALIFORNIA (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

A survey of the social, economic and political history of ethnic groups in California, with particular emphasis on minority communities. In addition to examining the histories of individual ethnic communities, the course will explore the historical relationships between different groups. *Transfer credit: UC; CSU (D2a).*

**HIST 244 AFRICAN AMERICAN HISTORY (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

A history of the African-American community, beginning with an introduction to West African society and continuing through colonial times to the present. *Transfer credit: UC; CSU (D1).*

**HIST 310 CALIFORNIA HISTORY (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

A study of contemporary California with inquiry into how and why its political, economic, social and cultural qualities have developed. Includes examination of the native Californian, Spanish and American Periods; the institutions, functions and interrelations of federal, state and local politics; California's membership in the Pacific community; and the environment. *Transfer credit: UC; CSU (D2a).*

**HIST 420 SURVEY OF LATIN AMERICAN HISTORY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A comparative, chronological survey of South and Central American history including geography, indigenous peoples, early contact with Europeans, conquest, and struggle for independence. Development of modern Latin American nations, cultural uniqueness, economics, politics, society, and current problems will be explored. *Transfer credit: UC; CSU (C2).*

**HIST 430 EARLY ASIAN CIVILIZATIONS (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent.

A historical and cultural survey of East Asia, South Asia, Southeast Asia, and the Philippines from the origins to the 18th Century. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that have shaped the Asian countries. *Transfer credit: UC; CSU (C2, D3).*

**HIST 435 HISTORY OF THE PHILIPPINES (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100 or ENGL 105 or equivalent.

A historical and cultural survey of the Philippines from its origins to the present. Emphasis will be on a critical evaluation of the main social, political, economic, cultural, intellectual and historical trends that have shaped the Philippines. *Transfer credit: UC; CSU (C2, D3).*

**HOME ECONOMICS**

See listings under Family and Consumer Sciences.

**HOSPITALITY ADMINISTRATION**

The Bay Area's leading industry is the hospitality field, which includes hotels, restaurants, clubs, convention bureaus, meeting planners, transportation services and many others. This program can open the door for students wishing to enter a career in the field. As well, a student may transfer to a wide variety of four-year colleges and universities.

To achieve success in the hospitality field, a student may choose from two Certificate Programs: Hotel Operations or Meeting and Convention Management, as well as obtaining an AS degree in one of these programs.

In addition to general management principles, the students learn the specific skills needed to be successful in the hospitality industry, while developing an awareness of the entrepreneurial opportunities in the field. They also have the opportunity for on-the-job experience through the Hotel Work Experience Program.

**H.R. 100 INTRODUCTION TO HOSPITALITY AND TRAVEL (3)**

Three lecture hours per week. Recommended: Completion of ENGL 836.

A broad overview of the Hospitality and Travel Industry with emphasis on the historical, social, and economic development and impact. A study of the management principles that are indigenous to the industry. *Transfer credit: CSU.*

**H.R. 101 HOSPITALITY MARKETING (3)**

Three lecture hours per week. Prerequisite: H.R. 100. Recommended: Eligibility for ENGL 836.

Introduces students to the techniques and procedures of modern marketing. Lecture and class discussion focus on methods of applying contemporary marketing fundamentals to a variety of industries including service and product oriented enterprises. Emphasis on the hospitality industry. Includes planning and conducting marketing presentations. *Transfer credit: CSU.*

**H.R. 102 PROPERTY AND EQUIPMENT SYSTEMS (3)**

Three lecture hours per week. Prerequisite: Completion of, or concurrent enrollment in, H.R. 100, or industry experience.

An in-depth consideration of the functions of the engineering and housekeeping departments, including utility and energy management, outside contract alternatives, and safety and sanitation requirements. *Transfer credit: CSU.*

**H.R. 103 FOOD AND BEVERAGE OPERATIONS (2)**

Two lecture hours per week. Prerequisite: H.R. 100. Recommended: Completion of ENGL 836 and MATH 811.

Management principles as they relate to organizing, operating, merchandising, and controlling food and beverage service operations. Emphasis will be placed on menu planning, purchasing, and management development. *Transfer credit: CSU.*

**H.R. 104 ROOMS ADMINISTRATION (3)**

Three lecture hours per week. Prerequisite: H.R. 100. Recommended: Completion of ENGL 836 and MATH 811.

A study of the accommodations sector of the industry, including facilities, market sectors, front office systems, reservation systems, hotel classifications, guest services, communication systems, and housekeeping procedures. *Transfer credit: CSU.*

**H.R. 108 INTRODUCTION TO MEETINGS AND CONVENTION MANAGEMENT (1-3)**

Three lecture hours per week. Prerequisite: Completion of, or concurrent enrollment in, H.R. 100.

Acquaints students with the meeting and convention management industry. Offered in three one-unit modules. Unit 1: Understanding the meetings and convention market and site selection; Unit 2: Meeting room setups and food/beverage planning; Unit 3: Audio-visual and on-site management techniques. (Open entry.) *Transfer credit: CSU.*

**H.R. 110 HOSPITALITY LAW (2)**

Two lecture hours per week. Prerequisite: Completion of, or concurrent enrollment in, H.R. 100.

A study of the origin and functions of hospitality and travel law, with emphasis on the framework within which hotels, restaurants, and other members of the travel industry operate. *Transfer credit: CSU.*

**H.R. 112 PRINCIPLES OF MEETINGS AND CONVENTION MANAGEMENT (3)**

Three lecture hours per week. Prerequisite: H.R. 100 and H.R. 108.

Designed to provide students with an in-depth review of meetings and conventions and how they are managed. The roles of the supplier and user are examined in detail. *Transfer credit: CSU.*

**H.R. 200 SANITATION AND SAFETY TECHNIQUES (3)**

Three lecture hours per week.

Basic principles of buying, storing, preparing, and serving food for human consumption. Emphasis will be placed on public health laws, food borne disease and illness, preparation area safety, and equipment and facility sanitation. *Transfer credit: CSU.*

**H.R. 204 QUANTITY FOOD AND BEVERAGE PURCHASING (1.5)**

Three lecture hours per week for eight weeks. Prerequisite: H.R. 100. Recommended: Completion of ENGL 836 and MATH 811.

Familiarization with the kinds and quality of food and beverage available, the market, standard purchasing methods, and standard methods of receiving, storing, and controlling. *Transfer credit: CSU.*

**H.R. 208 FOOD AND BEVERAGE COST CONTROL (1.5)**

Three lecture hours per week for eight weeks. Prerequisite: H.R. 100. Recommended: Completion of ENGL 836 and MATH 811.

Familiarization with the factors affecting food and beverage costs, food and beverage quality, labor costs, and methods of controlling these factors. *Transfer credit: CSU.*

**H.R. 670 HOTEL WORK EXPERIENCE (1-4) (Credit/No Credit.)**

Four to six lecture hours per semester. Seventy-five to three hundred hours per semester on-the-job. Prerequisite: H.R. 100, H.R. 103, H.R. 104, and MGMT 235; enrollment in 7 units including Hotel Work Experience.

For detailed description of Vocational Cooperative Education, see that section of the catalog. For further information on the specific program for Hospitality Administration majors, please contact your counselor or the director of the Hospitality Administration Program. (Open entry.) *Transfer credit: CSU.*

**HUMANITIES****HUM. 106 THE AWAKENING OF INDIVIDUALITY (3) (Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An interdisciplinary exploration of individuality and self-reliance aimed at creating greater self-awareness and critical thinking. Various concepts of individuality are explored along with an examination of trends which destroy it. Creative alternatives aimed at increasing individuality are developed. Partially fulfills general education requirements in the Humanities. *Transfer credit: CSU (C2).*

**HUM. 115 INTRODUCTION TO THE ARTS – LIVE! (3) (Credit/No Credit or letter grade.)**

Three lecture hours per week plus attendance of six to eight events. Recommended: Eligibility for ENGL 836.

A broad survey of the arts including music, dance, theater, films, and visual arts with an emphasis on developing arts appreciation both in theory and through attendance and critiques of live performances and exhibits. Partially satisfies the general education requirement in the area of the Humanities. *Transfer credit: UC; CSU (C2).*

**HUM. 116 CHILDREN'S ARTS APPRECIATION (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

General survey of art forms for children with an emphasis on arts appreciation. Children's literature, music, art, dance, theater, and film will be discussed and analyzed. Opportunities for exploring children's arts in the Bay Area will be identified. Partially fulfills the general education requirement in the Humanities. *Transfer credit: CSU (C2).*

**HUM. 117 THE ARTS, THE SENSES AND THE  
IMAGINATION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Exploration and development of skills necessary for arts appreciation. Promotes growth in the areas of sensory awareness, perception, discrimination, interpretation of meaning in works of art, and the importance of the arts in society. Areas of study selected from film, music, poetry, fiction, architecture, painting, drawing, dance, drama, and domestic arts. Partially satisfies general education requirement in the area of the humanities for the Associate Degree. *Transfer credit: CSU (C1).*

**INTERIOR DESIGN****INTD 110 ENVIRONMENTAL DESIGN (3)**

Three lecture hours per week.

Detailed studies of the home's interior environment. Selection and arrangement of furnishing; principles and elements of design as they relate to the selection and coordination of the home furnishings and accessories. *Transfer credit: CSU (C1).*

**INTD 120 DESIGNING INTERIORS FOR MULTICULTURAL  
POPULATIONS (3)**

Three lecture hours per week.

Detailed studies of the home's interior environment with an emphasis on the influences of Asian and Latin American cultures, as well as other cultures, on Western interior design; the cultural preferences of members of these cultures living in a Western society will be emphasized. *Transfer credit: CSU (C1).*

**INTD 310 HOUSING (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Analysis of housing trends. Study of the family's personality, way of living, aesthetic preferences and resources for housing; study of site plan, design, materials, costs and financing. Students will explore community housing problems and possible future solutions. *Transfer credit: CSU.*

**ITALIAN**

**Language Lab and Listening Requirement:** Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

**ITAL 111, 112 ELEMENTARY ITALIAN I and II (3, 3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour per week. ITAL 111 – Recommended: Eligibility for ENGL 836 or ENGL 400 or equivalent. ITAL 112 – Prerequisite: ITAL 111 or equivalent.

A two-semester sequence covering the same course material as a university-level first semester Italian course. Introduction to the understanding, speaking, reading, and writing of Italian. Includes fundamentals of grammar. *Transfer credit: UC; CSU (C2).* (ITAL 111 + ITAL 112 = CAN ITAL 2).

**ITAL 121, 122 ADVANCED ELEMENTARY  
ITALIAN I and II (3, 3)**

(Credit/No Credit or letter grade.)

Three lecture hours and one lab hour per week. Prerequisite: ITAL 121 – ITAL 112 or equivalent; ITAL 122 – ITAL 121.

A two-semester sequence covering the same course material as a university-level second semester Italian course. Continued study of spoken language with increased emphasis on reading and writing Italian. *Transfer credit: UC; CSU (C2).*

**JAPANESE**

**Language Lab and Listening Requirement:** Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

**JAPN 111, 112 ELEMENTARY JAPANESE I and II (3, 3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour per week. JAPN 111 – Recommended: Eligibility for ENGL 836 or ENGL 400 or equivalent. JAPN 112 – Prerequisite: JAPN 111 or equivalent.

A two-semester sequence covering the same course material as a university level first semester Japanese course. The student will acquire the ability to speak, read, and write in the Japanese language at an elementary level and understand the Japanese culture at a basic level. *Transfer credit: UC; CSU (C2).*

**JAPN 115 BASIC BUSINESS JAPANESE (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour by arrangement per week.

Designed to help students learn Japanese for business purposes. Students will acquire relevant vocabulary, phrases and expressions, and will improve listening comprehension. The learner, regardless of language level in Japanese, will become familiar with questions and responses commonly heard in Japanese business contexts. *Transfer credit: CSU.*

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## JOURNALISM

### JOUR 110 MASS MEDIA AND SOCIETY (3)

Three lecture hours per week. Prerequisite: Eligibility for ENGL 836 or 400 or equivalent.

A general-interest survey course which provides a historical and theoretical perspective through which to assess the impact the mass media – newspapers, magazines, the Internet, radio, television, film, advertising, and public relations – have had on society. Students will learn about the rights and responsibilities of the media, as well as the way in which economic, ethical and legal concerns influence media decisions. The course trains students to become discerning media consumers in this information-saturated age. *Transfer credit: UC; CSU (D3). (CAN JOUR 4).*

### JOUR 120 NEWSWRITING (3)

Three lecture hours and one lab hour per week. Prerequisite: Eligibility for ENGL 100.

Techniques for news gathering, judging news values, and writing various journalistic styles (news stories, editorials, features, columns, sports for print and electronic media). Designed for students interested in professional preparation in print and electronic journalism. *Transfer credit: UC; CSU. (CAN JOUR 2).*

### JOUR 300 NEWSPAPER PRODUCTION (2)

Six lab hours per week. Prerequisite: Eligibility for ENGL 100. Recommended: Completion of, or concurrent enrollment in, JOUR 120.

Production of the college newspaper. Discussion and criticism by staff of the publication. Students will get practical experience in writing as preparation for future print and electronic media work. May be repeated up to three times for a maximum of eight units. *Transfer credit: CSU.*

## LEARNING SKILLS

### LSKL 100 STRATEGIES FOR ACADEMIC SUCCESS (2)

Two lecture hours per week.

Course will increase student's success in college by improving and/or developing those skills necessary for college study. Topics in the course include: goals clarification, time planning, test-taking, communication skills, study techniques, critical thinking, question-asking skills, library use, memory techniques and personal issues related to pursuing college goals. *Transfer credit: CSU.*

### LSKL 110 DIRECTED EXPERIENCE IN TUTORING (1-2) (Credit/No Credit.)

One lecture hour per week plus a minimum of three lab hours per week by arrangement. Prerequisite: Minimum grade of B in subject to be tutored and letter of recommendation from instructor in the subject area to be tutored.

This course enables students to serve as tutors and provide academic assistance to other students (learners or tutees). Student tutors help tutee study partners to: 1) understand the concepts of specific courses and 2) apply effective study skills. *(Open entry.) Transfer credit: CSU.*

### LSKL 800 SUPERVISED TUTORING (0)

One to six lab hours per week by arrangement. Prerequisite: Concurrent enrollment in course in which tutorial assistance is being provided.

Under the direction of faculty in the Learning Center, students will receive tutorial assistance in areas of identified need from tutors who have demonstrated competence in a specific subject, skill and/or discipline and who have successfully completed a tutor training course. *(Open entry.)*

### LSKL 801 APPLIED STUDY SKILLS ASSISTANCE (.5-3) (Credit/No Credit.)

One class hour and 1-6 lab hours by arrangement per week.

This course assists students to develop the study skills necessary for successful college work. Under the supervision of the instructor and working with tutors, students will learn a variety of study techniques directed toward specific fields of study. These techniques include note taking, communication skills, outline preparation, etc. *May be repeated for a maximum of six units. (Open entry.) (Units do not count toward the Associate Degree.)*

## LIBRARY

### LSCI 100 INTRODUCTION TO INFORMATION RESEARCH (1) (Credit/No Credit or letter grade.)

One hour per week of individualized study.

An introduction to the basic concepts and tools used in information research. Techniques for approaching the research process using critical thinking skills are presented. Prepares students in any major for information research at four-year colleges and universities. *Transfer credit: UC; CSU (E1).*

### LSCI 105 ONLINE RESEARCH (3) (Credit/No Credit or letter grade.)

Three lecture hours per week and two lab hours by arrangement.

Students learn how to conduct comprehensive library research using online resources, especially resources available on the World Wide Web. Emphasis on effective techniques for accessing and searching online databases and other research tools to identify and evaluate quality information. *Transfer credit: UC; CSU.*

### LSCI 106 ONLINE RESEARCH I: INTRODUCTION TO ONLINE RESEARCH (1) (Credit/No Credit or letter grade.)

Three lecture hours plus two lab hours by arrangement per week for six weeks.

Students are introduced to basic information research skills using general online resources available on the World Wide Web. Emphasis is on effective techniques for accessing and searching top research databases and other online research tools to identify and evaluate quality information sources. Offered in an online format. *Transfer credit: CSU.*

**LSCI 107 ONLINE RESEARCH II: SPECIFIC TOPICS,  
TOOLS & STRATEGIES (1)****(Credit/No Credit or letter grade.)**

Three lecture hours plus two lab hours by arrangement per week for six weeks. Prerequisite: LSCI 106.

Students learn in-depth online research skills using subject-specific databases, other specialized online resources, and professional online database services such as Lexis-Nexis and Dialog. Emphasis is on effective strategies for searching appropriate online databases and other Web-based research tools to access quality information sources. Offered in an online format. *Transfer credit: CSU.*

**LSCI 108 ONLINE RESEARCH III: DEVELOPING  
WEB-BASED ANNOTATED BIBLIOGRAPHIES (1)****(Credit/No Credit or letter grade.)**

Three lecture hours plus two lab hours by arrangement per week for six weeks. Prerequisite: LSCI 107.

Students will develop web-based annotated bibliographies by learning strategies for using online research tools to evaluate the quality of all types of information sources, methods for communicating with experts in specific fields of study, social issues related to online research, and appropriate citation format for all types of sources. Offered in an online format. *Transfer credit: CSU.*

**LSCI 110 ORAL RESEARCH (2)****(Credit/No Credit or letter grade.)**

Two lecture hours per week.

A practical introduction to methods and techniques of gathering and documenting oral research. Students will learn to interview people in order to record and organize information relevant to specific historical, social, cultural, ethnic or scientific research, specific businesses, professions, occupations, arts or technologies or other areas of research interest. Completed oral research projects will be placed in the college library archives. *Transfer credit: CSU.*

**LSCI 665 SELECTED TOPICS IN LIBRARY  
AND INFORMATION SCIENCE (.5 or 1 or 1.5)****(Credit/No Credit or letter grade.)**

Minimum of eight lecture hours per .5 unit.

This course is designed to develop specific skills that are utilized in library research and computerized information access. The course will focus on one specific topic; for example, a specific CDROM or online database, elements of the Internet or World Wide Web, research strategies for specific discipline areas, new research methodologies, etc. *Transfer credit: CSU.*

**LITERATURE**

For information on the rotation of Literature courses, refer to the Associate Degree and Certificate Programs section of this catalog under English Major.

**LIT. 101 CONTEMPORARY LITERATURE (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

Contemporary writers describe and analyze (and sometimes resolve) contemporary problems. In the hope that it can be a valid experience to use against the confusion and tragedy of life, a representative selection of fiction, poetry and drama since World War II will be interpreted. *Transfer credit: UC; CSU (C2).*

**LIT. 111 SHORT STORY (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

Reading, discussing, and writing about the best short fiction in depth. Stories new and old, funny and tragic, will lead students into different cultures and reveal the surprising range of techniques that make short stories great. Independent study allows the student to develop analytical skills while getting well-acquainted with the work of one author. *Transfer credit: UC; CSU (C2).*

**LIT. 113 INTRODUCTION TO THE NOVEL (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

The novel as a genre reveals the human condition through an art medium that allows exploration of the multitude of themes that only a novel can provide. The novel allows room for the noblest of human qualities, along with the basest. *Transfer credit: UC; CSU (C2).*

**LIT. 116 INTRODUCTION TO WORLD LITERATURE (3)****(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or ENGL 105 or equivalent.

A sampling of world literature, from classic to modern. Students will examine how fiction, poetry, essays and plays are used to express both universal and regional concerns and the human struggle common to all of us. *Transfer credit: UC; CSU (C2).*

**LIT. 225 MIRRORS OF TODAY: CONTEMPORARY POETRY (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

The poetry of the last quarter of the twentieth century is both a product of and a reaction against our "postmodern condition." This course, by situating major examples of this poetry in the relevant social, intellectual, and critical contexts, clarifies the meaning and methods of contemporary poetry in English. *Transfer credit: UC; CSU (C2).*

**LIT. 251 WOMEN IN LITERATURE (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

Reading, discussing and writing about women as portrayed in literature by themselves and by male writers. Explore how the experience of being a woman has been portrayed by writers in the past and in the present and learn how to critically analyze and write about a work of literature. *Transfer credit: UC; CSU (C2).*

**LIT. 265 ASIAN AMERICAN LITERATURE (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

A survey of Asian American writing of the twentieth century will acquaint students with the distinct literary and aesthetic qualities and the personal and cultural concerns, such as relocation and dislocation, of writers deriving from two cultures. Authors may include Chinese Americans, Japanese Americans, Vietnamese Americans, Korean Americans, and Indian Americans. Material will be presented in a variety of genres. *Transfer credit: UC; CSU (C2).*

**LIT. 266 BLACK LITERATURE (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

A survey of Black American literature from 1619 to the present. Literature such as autobiographical works, poetry, short stories, drama, folk tales, novellas, and novels will be included to introduce and explore the qualities of Black American writing. *Transfer credit: UC; CSU (C2).*

**LIT. 267 FILIPINO AMERICAN LITERATURE (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

A survey of Filipino American writing of the twentieth century will acquaint students with the issues that these bicultural authors address as they move between two different societies. The literature reflects the unique background of shared language and history, as well as the contrasts between the cultures of the Philippines and the United States. Material will be presented in a variety of genres. *Transfer credit: UC; CSU (C2).*

**LIT. 370 READINGS IN LITERATURE OF THE  
LATINO IN THE UNITED STATES (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

A survey of literary contributions of Hispanic writers in the United States. A study of the historical, sociopolitical, and cultural concerns of Hispanics in the U.S. as these appear in novels, short stories, and poetry. A glimpse into the struggle for self-identity and self-determination and into the forces that interact in the course of this struggle. A glance into the magical world of different perspectives of reality. Requires writing of essays dealing with the materials covered. *Transfer credit: UC; CSU (C2).*

**LIT. 373 LATIN AMERICAN LITERATURE IN TRANSLATION (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

Innovative and influential, Latin American literature vividly portrays life and mores of our neighboring countries to the south. This course samples greater and lesser-known works, revealing the literary trends and characteristics that have earned world recognition. Material will be presented in a variety of genres. *Transfer credit: UC; CSU (C2).*

**LIT. 416 MODERN EUROPEAN LITERATURE  
IN TRANSLATION (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or ENGL 105 or equivalent.

Historically, and especially today, Europe is a multicultural society with people from all regions of the world. This course may be offered as a survey of European literature or may focus on a specific region. *Transfer credit: UC; CSU (C2).*

**LIT. 432 FOLKLORE (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: ENGL 100 or 105 or equivalent.

A lively study of folk tales, legends, beliefs, superstitions, proverbs, mythology, folk life, folk speech, folk songs, lyrics, folk epic, and their influence in the literature and culture that form our heritage. Special attention will be given to folklore of various racial and ethnic groups that mold American society. *Transfer credit: UC; CSU (C2).*

## MANAGEMENT

See also listings under Business. Management courses do not transfer to UC.

**MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT (3)  
(Offered in Evening only.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Survey of business principles and practices, problems and procedures. History of American business, organization, ownership, financing, production, and distribution of goods. Should be taken first for Business Management certificate. *Transfer credit: CSU.*

**MGMT 120 MANAGEMENT COMMUNICATIONS (3)  
(Offered in Evening only.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Communication problems in business and industry. Lectures, discussion and oral presentations will cover such matters as motivational basis of communications, listening skills, conference leading, and other written and verbal communication problems. *Transfer credit: CSU.*



**MGMT 235 TECHNIQUES OF SUPERVISION (3)****(Offered in Evening only.)***Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Designed to improve the student's skill in working with people. Analysis of the objectives and characteristics of good management. Leadership and creativity in supervision. Effective communications. *Transfer credit: CSU.*

**MGMT 255 INTRODUCTION TO QUALITY CONTROL (3)****(Offered in Evening only.)***Three lecture hours per week. Prerequisite: BUS. 123 or equivalent. Recommended: MGMT 100.*

Introduction to concepts and techniques of quality control; applications to all types of activity; services, products, tangibles, intangibles; includes techniques of statistical quality control. *Transfer credit: CSU.*

**MGMT 270 PUBLIC TRANSIT MANAGEMENT (3)***Three lecture hours per week. Prerequisite: Experience in public transit operations, and MGMT 100.*

Survey of the operations of a public transit authority and the political/economic/social environment in which such an organization operates. Required course in Public Transit Management Certificate program. *Transfer credit: CSU.*

**MATHEMATICS**

The normal sequence of courses for mathematics, physics, chemistry, and engineering majors is 110 or 111-112, 115, 120 or 122-123, 130, 222, 251, 252 and 253. For all other majors, the normal sequence of courses is 110 or 111-112, 115, 120 or 122-123, 130 or 201, 200, 241 and 242.

For the incoming freshman who wishes to continue the study of mathematics, the appropriate course is determined by an evaluation of transcripts and a placement test. A student who qualifies for a particular mathematics course is eligible for any course lower in the sequence. If the student has not taken a mathematics course during the preceding two years, the student should enroll in a course below the one for which he/she would normally be eligible.

Prerequisites for the various courses are detailed in the descriptions that follow. Questions regarding equivalency of courses, transfer credit, and the like should be referred to the Division Dean.

Mathematics courses may require a minimum of one hour by arrangement per week in addition to class hours.

**MATH 110 ELEMENTARY ALGEBRA (5)***Five lecture hours per week. Prerequisite: Satisfactory completion of MATH 811 with a grade of C or better or appropriate score on the college placement test and other measures as appropriate.*

An introduction to elementary algebra emphasizing basic algebraic concepts and those skills necessary to apply the concepts. Topics will provide an introduction to symbol manipulation and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics, including real numbers, order of operations, linear equations and graphs, polynomials, and factoring will be presented.

**MATH 111 ELEMENTARY ALGEBRA I (3)***Three lecture hours per week. Prerequisite: Successful completion of MATH 811 with a grade of C or better, or appropriate placement test score and other measures as appropriate.*

An introduction to elementary algebra emphasizing basic algebraic concepts. Topics will provide an introduction to symbol manipulation, and the analytical methods for solving applications problems appropriate to the introductory level. A core of mathematical topics, including: real numbers, order of operations, linear equations and graphs. This course is equivalent to the first half of MATH 110 – Elementary Algebra.

**MATH 112 ELEMENTARY ALGEBRA II (3)***Three lecture hours per week. Prerequisite: MATH 111 with a grade of C or better or other measures as appropriate.*

A continued introduction to elementary algebra emphasizing basic algebraic concepts and those skills necessary to apply the concepts. Topics will continue to provide the use of symbol manipulation, and analytical methods for solving applications problems appropriate to the introductory level. The second half of the basic core of mathematical topics of elementary algebra including polynomials, rational and irrational expressions, and quadratic equations will be presented.

**MATH 115 GEOMETRY (4)***Four lecture hours per week. Prerequisite: MATH 110 with grade C or better, satisfactory placement test score, or other measures as appropriate. May be taken concurrently with MATH 120.*

A study of Euclidean geometry with aspects of analytic geometry, covering plane and solid figures, the Cartesian coordinate system, and using formal logic.

**MATH 120 INTERMEDIATE ALGEBRA (5)***Five lecture hours per week. Prerequisite: MATH 110 or MATH 112 with grade C or better or appropriate placement test score and other measures as appropriate.*

Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, determinants, radical equations, complex numbers, and introduction to functions.

**MATH 122 INTERMEDIATE ALGEBRA I (3)***Three lecture hours per week. Prerequisite: MATH 110 or MATH 112 with a grade of C or better or appropriate placement test score and other measures as appropriate.*

This course will cover all material from MATH 120. In conjunction with MATH 123, a review of elementary algebra. Extension of fundamental algebraic concepts and operations, solutions of linear and quadratic equations, individually and in systems, logarithms, determinants, radical equations, complex numbers, and introduction to functions.

**MATH 123 INTERMEDIATE ALGEBRA II (3)***Three lecture hours per week. Prerequisite: MATH 122 with grade of C or better and other measures as appropriate.*

This course will cover all material from MATH 120. In conjunction with MATH 122, a review of elementary algebra. Extension of fundamental algebraic concepts and operations, solutions of linear

and quadratic equations, individually and in systems, logarithms, determinants, radical equations, complex numbers, and introduction to functions.

### **MATH 130 TRIGONOMETRY (3)**

Three lecture hours per week. Prerequisites: MATH 115 and MATH 120 or 123 with grades C or better or appropriate placement test score and other measures as appropriate.

Trigonometric functions of real numbers and angles; solutions of triangles; radian measure; graphs of trigonometric functions, trigonometric equations and identities; inverse trigonometric functions; complex numbers; applications of trigonometry. Transfer credit: CSU (B4). (CAN MATH 8).

### **MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS (3)**

Three lecture hours per week. Prerequisite: MATH 120.

Intended for future elementary school teachers. Topics covered include elementary set theory, numeration, number systems and operations, and elementary number theory, with emphasis on problem solving. This is the first of a three-course math content sequence that most universities now require for teachers. The other two courses are upper-division. Transfer credit: UC; CSU (B4).

### **MATH 153 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS II (3)**

Three lecture hours per week. Prerequisite: MATH 150.

Second semester in a two-semester sequence for elementary school teachers. Proportional reasoning (ratio, proportion, rates as functions); statistics (graphs, measures of central tendency, dispersion, normal distribution, sampling methods); probability (event/multistage experiments, odds, expected values); geometric shapes (multi-dimensional figures, congruence transformations, symmetry, tessellations); geometry measurement (systems of measurement, multi-dimensional measurements). Transfer credit: UC; CSU (B4).

### **MATH 200 PROBABILITY AND STATISTICS (4)**

Four lecture hours per week. Prerequisites: MATH 120 or MATH 123 with grade of C or better or two years of high school algebra with grades of C or better with satisfactory placement test score and other measures as appropriate.

Presentation of data, measures of central tendency and dispersion, probability, sampling distributions, non-parametric measures, statistical inference, estimation, regression and correlation, use/misuse of statistics, and selected applications. Transfer credit: UC; CSU (B4). (CAN STAT 2).

### **MATH 201 QUANTITATIVE REASONING (3)**

Three lecture hours per week. Prerequisite: MATH 120 with grade C or better or equivalent; placement test and other measures as appropriate.

This course develops the necessary concepts and skills for reasoning logically and quantitatively. It provides an overview, with historical perspective, of various useful and interesting facets of mathematics. It satisfies the quantitative reasoning requirement. Transfer credit: UC; CSU (B4).

### **MATH 222 PRECALCULUS (5)**

Five lecture hours per week. Prerequisites: Math 130 with a grade of C or better; or recent high school mathematics through trigonometry and appropriate placement test score and other measures as appropriate.

Functional and graphing approach to the concepts and skills necessary as background for success in Calculus. Study of more advanced algebra including logic, theory of equations, translation, rotation and composition approach to graphing, exponential and logarithmic functions, conic sections and a brief review of trigonometry. Transfer credit: UC; CSU (B4). (CAN MATH 16).

**NOTE: The prerequisite for MATH 242 is both MATH 130 and MATH 241. Students planning to take both MATH 241 and 242 should take MATH 130 prior to entering the sequence.**

### **MATH 241 APPLIED CALCULUS I (5)**

Five lecture hours per week. Recommended: One math course beyond Intermediate Algebra.

Basic techniques of differential calculus. Selected topics from analytic geometry, limits, differentiation, and applications of the derivative. Transfer credit: UC; CSU (B4). (CAN MATH 30; MATH 241 + MATH 242 = CAN MATH SEQ D).

### **MATH 242 APPLIED CALCULUS II (3)**

Three lecture hours per week. Prerequisites: MATH 130 and 241 with grade C or better and other measures as appropriate.

Basic techniques of integral calculus. The definition, calculation, and application of the integral. Logarithmic and exponential functions. Partial derivatives, multiple integrals, differential equations, and Taylor Series. Transfer credit: UC; CSU (B4). (CAN MATH 32; MATH 241 + MATH 242 = CAN MATH SEQ D).

### **MATH 251, 252, 253 CALCULUS WITH ANALYTIC GEOMETRY I, II & III (5, 5, 5)**

Five lecture hours per week. (MATH 251 + 252 + 253 = CAN MATH SEQ C).

### **MATH 251 CALCULUS WITH ANALYTIC GEOMETRY I**

Prerequisite: MATH 222 with a grade of C or better or appropriate placement test score and other measures as appropriate.

The study of limits and continuity, the derivatives, applications of derivative, the definite integral, improper integrals, the conic sections. Transfer credit: UC; CSU (B4). (CAN MATH 18; MATH 251 + MATH 252 = CAN MATH SEQ B.)

### **MATH 252 CALCULUS WITH ANALYTIC GEOMETRY II**

Prerequisite: MATH 251 or equivalent with a grade of C or better and other measures as appropriate.

The study of applications of the definite integral, vectors, trigonometric and exponential functions, techniques of integration, polar coordinates and parametric equations. Transfer credit: UC; CSU (B4). (CAN MATH 20; MATH 251 + MATH 252 = CAN MATH SEQ B.)

**MATH 253 CALCULUS WITH ANALYTIC GEOMETRY III**

*Prerequisite: MATH 252 or equivalent with a grade of C or better and other measures as appropriate.*

The study of vector valued functions, sequences and series, Taylor's formula, multivariable functions, differential calculus of multivariable functions, and integral calculus of multivariable functions. Line and surface integrals and differential equations will be covered as time permits. *Transfer credit: UC; CSU (B4). (CAN MATH 22).*

**MATH 270 LINEAR ALGEBRA (3)**

*Three lecture hours per week. Prerequisite: MATH 251 with grade of C, or MATH 222 with grade of A or B and other measures as appropriate.*

The study of systems of linear equations, the algebra of matrices, determinants, vector spaces, linear transformations, the algebra of linear transformations with an introduction to dual spaces, and the applications of vectors and matrices to linear equations and linear transformations. *Transfer credit: UC; CSU (B4). (CAN MATH 26).*

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (3)**

*Three lecture hours per week. Prerequisite: MATH 253 or equivalent and other measures as appropriate.*

Differential equations and applications of first and higher order with an emphasis on second order. Other topics may include series solutions about regular singular points, LaPlace transforms, operator techniques, and numerical methods of approximation. A course suitable for mathematics, physical science, and engineering students after they have completed the Calculus sequence. *Transfer credit: UC; CSU (B4). (CAN MATH 24).*

**MATH 650 MATHEMATICS SUPPLEMENT (.5-2)  
(Credit/No Credit.)**

*Twenty-four lab hours for each .5 unit.*

Based on individual needs, students will have directed learning experiences to improve their mathematical skills which will promote mastery of skills necessary for success in college level mathematics and science courses. These supplementary lessons will be arranged and supervised in the Math Assistance Lab of The Learning Center. Class hours are devoted to work on specific content areas as prescribed for the individual student. *May be repeated for credit. (Open entry.) (Units do not count toward the Associate Degree.)*

**MATH 811 FUNDAMENTALS OF MATHEMATICS (1-3 or 3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week.*

Emphasis on basic skills in mathematics including operations on whole numbers and rational numbers. Applications of these operations will be stressed. *(Units do not count toward the Associate Degree.)*

**MATH 815 BASIC MATH SKILLS LABORATORY (.5-1)  
(Credit/No Credit.)**

*One class hour per week plus lab hours by arrangement.*

Designed to make the mysteries of mathematical concepts more clear and understandable. Students will explore the basic concepts of mathematics by using concrete objects, graphs and

group discussions. Workshops and by arrangement hours may be included. Should be taken concurrently with MATH 811. *May be repeated for credit. (Units do not count toward the Associate Degree.)*

**MUSIC**

The courses of the Music Department are specifically designed to fill the needs of the beginner in music, those who are seeking a career in the music business, those who are preparing to transfer to a university, those who want to teach music, and those who simply want to enhance their musical enjoyment.

Students may be asked to audition or test for placement in sequential courses. **Courses marked with an asterisk (\*) require three hours studio practice per week.**

**MUS. 100 FUNDAMENTALS OF MUSIC (3)**

*Three lecture hours per week.*

Students will learn how to read music notes, rhythms, key signatures, scales and chords. Students will develop listening techniques and explore musical styles and aesthetics. Recital attendance may be required. Appropriate for the general student, this course partially fulfills General Education requirements for the Humanities. *Transfer credit: UC; CSU (C1).*

**MUS. 110 THEORY SEMINAR (3)**

*Three lecture hours per week. Prerequisite: MUS. 100 or 301 with grade B or better, or equivalent; must be concurrently enrolled in MUS. 111.*

This course provides students with background, useful information and practice in hearing, writing, and understanding the melodic, rhythmic, harmonic and structural details of music. *May be repeated for credit. Transfer credit: UC; CSU (C1).*

**MUS. 111 THEORY WORKSHOP (2)**

*Two lecture hours plus three lab hours per week. Prerequisite: MUS. 100 or 301 with a grade of B or better, or equivalent; must be concurrently enrolled in MUS. 110.*

Extended practice in and application of skills related to all areas of music theory including projects in music making, composing, arranging, playing, ear training, and improvisation. Continues work begun in MUS. 100 or 301 with a broad introduction to integrated musicianship. *May be repeated for credit. Transfer credit: UC; CSU (C1).*

**MUS. 115 MUSIC, ART AND IDEAS (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

An understanding of the complementary elements of art, music and literature will be developed to increase the students' awareness in the manner in which creative ideas have been similarly expressed in Western Art. A variety of media consisting of slides, recordings, films, etc. will be used. *Also listed as ART 115. Transfer credit: UC; CSU (C1).*

**MUS. 144 CONCERT ENJOYMENT (2)  
(Credit/No Credit.)**

*Three lecture hours per week.*

This course is primarily a music appreciation course in which concerts will be attended on a regular basis. Approximately eight concerts will be seen per semester. The concerts will be selected from a wide range of northern California musical companies, universities, and college productions. One week a concert will be attended; the next week it will be analyzed and critiqued. Group sales will enable ticket prices to be kept at a minimum. *Transfer credit: CSU (C1).*

**MUS. 202 MUSIC APPRECIATION (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Topics addressed in the course include aesthetics, the variety of ensembles, musical form and design, analysis of the creative process, and criteria for the evaluation of musical performances. Lectures are illustrated by live and recorded examples. Recital attendance may be required. Appropriate for the general student, this course partially fulfills General Education requirements for the Humanities. *Transfer credit: UC; CSU (C1).*

**MUS. 204 HISTORY OF WESTERN CLASSICAL MUSIC (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Historical survey of classical music, designed for the general student as well as the music student. Lectures, which may include discussions of Medieval, Renaissance, Baroque, Classical, Romantic, and Modern styles of music, are illustrated with live and recorded examples. Recital attendance may be required. Partially fulfills General Education requirements for the Humanities. *Transfer credit: UC; CSU (C1).*

**MUS. 240 MUSIC OF THE AMERICAS (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Survey of American musical heritage including African, Latin, and European influences on American music forms such as jazz, folk music, and the classical tradition. Partially fulfills General Education requirements for the Humanities. *Transfer credit: UC; CSU (C1).*

**MUS. 250 WORLD MUSIC (3)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Survey of selected listening and readings from the music of China, Japan, India, Bali, Java, Africa, Native American, Latin America and the Near East. A variety of media, guest speakers/performers will be included. Optional live performance attendance. *Transfer credit: UC; CSU (C1).*

**MUS. 275 HISTORY OF JAZZ (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week. Recommended: Eligibility for ENGL 836.*

Understanding and enjoying music by studying the historical development of jazz from a musical and sociological perspective. Topics include discussion of musical elements, vocal and instrumental ensembles, artistic values, and the role of jazz in our culture. Concert attendance may be required. Partially fulfills General Education requirements for the Humanities. *Transfer credit: UC; CSU (C1).*

**MUS. 290 INTRODUCTION TO MIDI (MUSICAL INSTRUMENT  
DIGITAL INTERFACE) MUSIC (2 or 3)**

*Two lecture hours per week plus one lab hour per week by arrangement for 2 units or two lecture hours per week plus three lab hours per week by arrangement for 3 units.*

Introduction to the use and implementation of MIDI (Musical Instrument Digital Interface) musical instruments, including interfacing with computers and MIDI software. Ability to read music is desirable but not essential. *Transfer credit: CSU.*

**MUS. 301, 302, 303, 304 \*PIANO I, II, III, and IV (1 or 2)**

*Two or three class hours per week.*

Students will be auditioned and placed in one of the following classes:

**MUS. 301 \*PIANO I (1 or 2)**

Beginning piano with an emphasis on music reading skills, keyboard harmony, improvisation and keyboard technique. *Transfer credit: UC; CSU (C1).*

**MUS. 302 \*PIANO II (1 or 2)**

*Prerequisite: MUS. 301 or demonstration of equivalent skill.*

Continuation of Piano I with increased emphasis on sightreading, technique and piano literature. *Transfer credit: UC; CSU.*

**MUS. 303 \*PIANO III (1 or 2)**

*Prerequisite: MUS. 302 or demonstration of equivalent skill.*

Piano literature from Baroque, Classic, Romantic and 20th century; keyboard harmony and ensemble. Recital performance may be required. *Transfer credit: UC; CSU.*

**MUS. 304 \*PIANO IV (1 or 2)**

*Prerequisite: MUS. 303 or demonstration of equivalent skill.*

Piano literature from Baroque, Classic, Romantic and 20th century; keyboard harmony and ensemble. Recital performance may be required. May be repeated for credit. *Transfer credit: UC; CSU.*

**MUS. 350 THE ART OF ROCK, RHYTHM & BLUES I (3)**

*Three lecture hours per week plus two lab hours per week by arrangement.*

A beginning-intermediate performance course for singers, guitarists, bassists, drummers, keyboards and other instrumentalists interested in American contemporary music. Learn to organize a band and negotiate the many aspects of the music business. Students will participate in live performances by arrangement. *Transfer credit: UC; CSU.*

**MUS. 351 THE ART OF ROCK, RHYTHM & BLUES II (3)**

*Three lecture hours per week plus two lab hours per week by arrangement. Recommended: MUS. 350 or equivalent performance experience.*

An intermediate-advanced performance course for singers, guitarists, bassists, drummers, keyboards and other instrumentalists interested in American contemporary music. Learn to organize a band and negotiate the many aspects of the music business. Students will participate in live performances by arrangement. *May be repeated for credit. Transfer credit: UC; CSU.*

**MUS. 377 BEGINNING GUITAR (2)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week plus three lab hours per week by arrangement.

Basic guitar instruction. Principles of chord structure, strum technique, fingerpicking and music reading. Emphasis placed on popular and folk music literature. Group and individual instruction. *Transfer credit: UC; CSU.*

**MUS. 378 INTERMEDIATE GUITAR (2)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week plus three lab hours per week by arrangement. *Prerequisite: MUS. 377 or demonstrated equivalent skills.*

Intermediate guitar instruction. Principles of moveable chord structure, intermediate strumming patterns, basic blues improvisation, and reading music. Emphasis placed on American popular and folk music literature. Individual and group instruction. *Transfer credit: UC; CSU.*

**MUS. 379 ADVANCED GUITAR (2)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week plus three lab hours per week by arrangement. *Prerequisite: MUS. 378 or demonstrated equivalent skills.*

Advanced guitar instruction. Principles of moveable chord structure, advanced strumming patterns, basic blues improvisation, improvising, scales, arpeggios and reading music. Emphasis placed on American popular and folk music literature. Both individual and group instruction. *May be repeated for credit. Transfer credit: UC; CSU.*

**MUS. 401, 402, 403, 404 \*VOICE I, II, III and IV (2, 2, 2, 2)**

Three class hours per week. *Prerequisites: MUS. 402 – MUS. 401 or placement by audition; MUS. 403 – MUS. 402 or placement by audition; MUS. 404 – MUS. 403 or placement by audition. Transfer credit: UC; CSU.*

**MUS. 401 \*VOICE I**

A general class designed to initiate good vocal production. Major emphasis is placed on acquiring a sound technical basis for singing. Breath control, voice placement, and tone production.

**MUS. 402 \*VOICE II**

A continuation of the technical work started in MUS. 401 with greater emphasis placed on individual work with consideration given to vocal material and style.

**MUS. 403 \*VOICE III**

The development of vocal technique is continued; however, emphasis is placed on work in song literature.

**MUS. 404 \*VOICE IV**

Preparation of scenes, solo and ensemble, from various types of music theatre. *May be repeated for credit.*

**MUS. 430 CONCERT BAND (1 or 2 or 3)  
(Credit/No Credit or letter grade.)**

Three or five class hours per week.

Study and performance of music for concert band. Performance is required. *May be repeated for credit. Open to all students of the College. Transfer credit: UC; CSU.*

**MUS. 450 JAZZ BAND (1 or 2 or 3)**

Three or five class hours per week.

Career course that includes organization, training, procedures, a rancing, vocals and other phases of dance band work. Performance is required. *May be repeated for credit. Transfer credit: UC; CSU.*

**MUS. 470 COLLEGE CHOIR (2 or 3)**

Three or six class hours per week.

Performance of choral music for accompanied and unaccompanied choir. The choir will perform alone and in conjunction with other musical organizations on and off campus. Performance is required. *May be repeated for credit. (Open entry.) Transfer credit: UC; CSU (C1).*

**MUS. 475 JAZZ CHOIR (2)**

**(Credit/No Credit or letter grade.)**

Three class hours per week. *Prerequisite: Vocal audition given by the instructor which includes vocalizing, sight-reading, and tonal memory.*

Study and performance of contemporary vocal/choral music within the popular and jazz idioms. Students who play bass guitar, string bass, or drums are also welcome to enroll in this course. Performance is required. *Transfer credit: UC; CSU (C1).*

**MUS. 665 SPECIAL TOPICS IN MUSIC PERFORMANCE  
(.5-2 or 1 or 2)**

**(Credit/No Credit or letter grade.)**

Three lecture hours per week plus three lab hours by arrangement; no lab hours are required for the 1 unit class. *Prerequisite: Successful completion of a beginning applied music course or demonstration of equivalent skill in the performance area.*

Advanced study in specialized areas of the performing arts. Designed for vocalists, pianists, and instrumentalists, this course provides for extended in-depth study of both performance practice and performance art using selected themes as listed in the class schedule. *(Open entry.) Transfer credit: UC; CSU.*

## NUTRITION

See listings under Family and Consumer Sciences.

## OCEANOGRAPHY

**OCEAN 100 SURVEY OF OCEANOGRAPHY (3)**

Three lecture hours per week. *Recommended: Eligibility for ENGL 836.*

Discussion of selected topics in oceanography designed to illustrate the scientific method and provide the student with a basic understanding of the nature of the world's oceans. An introduction to the physical, chemical, biological, and geological aspects of the sea. *Transfer credit: UC; CSU (B1).*

**OCEN 101 OCEANOGRAPHY LABORATORY/FIELD STUDY (1)**

Three laboratory/field hours per week. Prerequisite: Completion of or concurrent enrollment in OCEN 100.

Introductory exercises in sediments, waves and sediment transport, bathymetry of ocean basins, materials of ocean crust and sea floor, ocean currents, tides, estuaries, physical and chemical properties of seawater, and forms and diversity of marine life. Field trips included. *Transfer credit: UC; CSU (B3).*

**OCEN 108 FIELD STUDIES IN OCEANOGRAPHY (1)  
(Credit/No Credit or letter grade.)**

Three field hours per week. Prerequisite: Concurrent enrollment in or completion of OCEN 100.

A variety of field trips to observe and participate in oceanographic research and reconnaissance. Students experience and expand upon lecture topics that illustrate and enhance an understanding of ocean science. *Transfer credit: UC; CSU.*

**OFFICE ADMINISTRATION**

See listings under Computer Applications & Office Technology.

**PAINTERS APPRENTICESHIP****PNTR 710 PAINTERS APPRENTICESHIP – 1ST YEAR (.5-6)  
(Credit/No Credit.)**

Forty class hours for each 1.5 unit module. Prerequisite: Registration in Regional Bay Area Painters and Tapers Apprenticeship Program.

The first-year apprenticeship curriculum includes: 1) a mandatory safety certification program with training that will certify apprentices in respiratory protection, chemical hazards communication and identification, first aid, CPR, and confined space, stairways and ladder safety training; 2) basic brushing and rolling techniques, as well as proper surface preparation; 3) introduction to wood finishing and color mixing; and 4) introduction to spray painting using basic techniques. *(Open entry.)*

**PNTR 720 PAINTERS APPRENTICESHIP – 2ND YEAR (.5-6)  
(Credit/No Credit.)**

Forty class hours for each 1.5 unit module. Prerequisite: Registration in Regional Bay Area Painters and Tapers Apprenticeship Program.

The second-year apprenticeship curriculum covers the following topics: 1) introduction to basic industrial painting, 2) lead-in construction training, 3) basic study of industrial painting methods and equipment, 4) advanced techniques for spraying, and 5) introduction to basic wall covering. *(Open entry.)*

**PNTR 730 PAINTERS APPRENTICESHIP – 3RD YEAR (.5-6)  
(Credit/No Credit.)**

Forty class hours for each 1.5 unit module. Prerequisite: Registration in Regional Bay Area Painters and Tapers Apprenticeship Program.

The third-year apprenticeship curriculum includes the following modules: intermediate and advanced wall covering techniques, blueprint reading, the art of graining and marbleizing, a scaffolding safety certification program, and a Federal OSHA 10-hour safety training module. *(Open entry/open exit.)*

**PARALEGAL STUDIES****LEGL 240 INTRODUCTION TO LAW (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The study of law, the legal profession and the court system. Emphasis is on the roles and relationships of workers in the American legal system. Some attention to administrative agency justice and to recent developments in legal services, law-related management, and new technology. Recommended for students considering work in law-related occupations. *Transfer credit: CSU.*

**LEGL 245 LEGAL OPERATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course is designed to expose students to the variety of law-related job opportunities and many of the skills necessary to perform those jobs, such as legal analysis, terminology, interviewing, investigation, litigation, law office management, and informal and formal advocacy before administrative agencies. *Transfer credit: CSU.*

**LEGL 250 LEGAL RESEARCH (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The course is designed to provide students with a working knowledge of major resources in the law library. Includes practice in finding and interpreting case law, statutes and administrative regulations. Student is given experience in using digests, looseleaf services, citators, encyclopedias, treatises and legal periodicals. *Transfer credit: CSU.*

**LEGL 252 PRINCIPLES OF CIVIL AND  
ADMINISTRATIVE PROCESS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An in-depth study of case processing in civil and administrative matters. An emphasis on the systems approach and origin-to-disposition studies of typical civil and administrative matters. Especially helpful for students enrolled in the courts option, the legal secretary, or legal assistant programs. *Transfer credit: CSU.*

**LEGL 260 ADVANCED LEGAL RESEARCH AND WRITING (3)**

Three lecture hours per week. Prerequisite: LEGL 250.

Build legal research and writing skills by preparing a series of projects, including documents for real cases. Students will polish writing skills so that they can prepare professional high quality documents and effectively communicate legal ideas. *Transfer credit: CSU.*

**LEGL 265 LABOR LAW AND COLLECTIVE BARGAINING (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A survey course examining the role of labor in the American community. Specific course content will include the history of the labor movement, administration of labor unions, contemporary labor law, and an analysis of the collective bargaining process. Scope is expanded to include public sector labor relations as well as its traditional private sector counterpart. Also listed as BUS. 264. *Transfer credit: CSU.*

**LEGL 266 PROBATES, ESTATES, AND TRUSTS (1 or 3)**

Three lecture hours per week. Recommended: One or more law related courses completed or taken concurrently and eligibility for ENGL 836.

A study of the fundamental principles of the law of wills and trusts, the administration of estates, and gift, inheritance and estate taxes. *Transfer credit: CSU.*

**LEGL 304 CONCEPTS OF CRIMINAL LAW (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Historical development and philosophy of criminal law and constitutional provisions. Special emphasis on legal definitions, the classifications of crime and their application to the administration of justice system. Study of case law, methodology, and concepts of law as a social force. Also listed as ADMJ 104. *Transfer credit: CSU.*

**LEGL 305 JUDICIAL PROCESS IN CALIFORNIA (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An overview of the federal court system, the California courts, and administrative agency tribunals. Careful examination of roles and relationships of the courthouse work group. Also listed as ADMJ 205. *Transfer credit: CSU.*

**LEGL 306 LEGAL ASPECTS OF EVIDENCE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions and interpreting individual rights and case studies. Also listed as ADMJ 106. *Transfer credit: CSU.*

**LEGL 320 CRIMINAL INVESTIGATION (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A course designed for introductory and in-service Administration of Justice students to provide orientation to general and specific aspects of crimes and detection. The course will also cover crime scene searches and suspect apprehension. Also listed as ADMJ 120. *Transfer credit: CSU.*

**LEGL 443 LAW OFFICE PROCEDURES (1-4)**

Sixteen lecture hours and twenty-four lab hours per unit. Prerequisites: CAOT 212 or 214 and BUS. 400 or equivalent skills. Recommended: Eligibility for ENGL 836.

Intensive training in procedures applicable to secretarial duties in law offices. Emphasis on legal terminology, legal documents and correspondence, dictation, and transcription. Also listed as BUS. 443. *Transfer credit: CSU.*

**PHILOSOPHY****PHIL 100 INTRODUCTION TO PHILOSOPHY (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

This course provides a general introduction to the methods, problems, and types of philosophy from various times and cultures. Students will learn philosophical methods by applying them to philosophical issues. *Transfer credit: UC; CSU (C2).* (CAN PHIL 2).

**PHIL 103 CRITICAL THINKING (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour by arrangement per week. Recommended: Eligibility for ENGL 836.

An informal logic and language course that develops general learning skills, aids to understanding, creative problem-solving, effective communication, and processes of evaluation that are helpful to other areas of study. *Transfer credit: UC; CSU (A3).*

**PHIL 109 CRITICAL THINKING AND WRITING (3)**

Three lecture hours and one lab hour by arrangement per week. Prerequisite: ENGL 100 or ENGL 105 with a grade of C or better.

Designed to develop critical thinking and writing skills. Presents techniques for analyzing, constructing and reconstructing deductive and inductive arguments as used in the social and natural sciences. Develops the ability to create and refine logically rigorous arguments in essay form, with particular emphasis on advanced techniques of writing. *Transfer credit: UC; CSU (A3).*

**PHIL 160 HISTORY OF WESTERN PHILOSOPHY:  
ANCIENT AND MEDIEVAL (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The history of ancient philosophy, the early Greek philosopher through the Medieval Period. Special emphasis on the Pre-Socratics, Plato, Aristotle, Augustine, and Aquinas. Topics include philosophy and religion, myth, science, and society. *Transfer: UC; CSU (C2).*

**PHIL 175 HISTORY OF WESTERN PHILOSOPHY:  
16TH- 18TH CENTURY (3)**

(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

The history of Western Philosophy from Descartes through Kant, set in the context of the scientific revolution, the Protestant Reformation, and the emergence of modern political institutions. Specifics include Erasmus, Bacon, Pascal, Hobbes, Spinoza, Locke, Leibniz, Berkeley, Hume and Rousseau. *Transfer credit: UC; CSU (C2).*

**PHIL 200 INTRODUCTION TO LOGIC (3)**

Three lecture hours per week. Recommended: Completion of ENGL 836.

Introduction to symbolic logic which concentrates on translating English arguments into symbolic language and deriving a conclusion from the premises. Course covers sentence logic and the beginning of quantifier logic. Teaches logical reasoning techniques which are useful in all areas. *Transfer credit: UC; CSU (A3).* (CAN PHIL 6).

**PHIL 240 INTRODUCTION TO ETHICS (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Completion of ENGL 836.

Major philosophic views on ethically good behavior. Discussion of what humans can do, what they should do, and when it is appropriate to pass judgment. Contemporary moral problems may be used as examples. *Transfer credit: UC; CSU (C2).* (CAN PHIL 4).

**PHIL 300 INTRODUCTION TO WORLD RELIGIONS (3)**

Three lecture hours per week. Recommended: Completion of ENGL 836.

Exploration of possible dimensions of human experience as manifested in ritualistic, artistic, and conceptual expressions of selected primitive, Judaic, Christian, Near Eastern and Eastern religions. Transfer credit: UC; CSU (C2).

**PHIL 320 ASIAN PHILOSOPHY (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

A general survey of the philosophical developments in India, China and Japan. Major philosophical theories of these countries will be compared and evaluated. The philosophical impact on Asian existence, human destiny, ethical and metaphysical views will be examined. Course includes an introduction to the challenges of comparative study. Transfer credit: UC; CSU (C2).

**PHYSICAL EDUCATION  
(MEN, WOMEN, CO-ED)**

The Physical Education courses listed below are for men or women or are coeducational as shown in parentheses following the number of the course (M, W, C).

In order to raise skill levels, and on the advice of the instructor, some physical education classes may be taken up to four times for credit. Repeated course units might not be accepted for transfer at some four-year institutions.

**COMB 301, 302 (C) WRESTLING, BEGINNING AND INTERMEDIATE (.5-1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week. Prerequisites: Intermediate – Beginning Wrestling or equivalent.

**Beginning** – Instruction in rules and scoring systems. Instruction in take-downs, escapes, reversals, break-downs, rides, and pinning combinations. Transfer credit: UC; CSU (E2).

**Intermediate** – Competition in dual competition and a class tournament. May be repeated for credit. Transfer credit: UC; CSU (E2).

**COMB 401 (C) SELF DEFENSE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week.

A course designed to gain knowledge about basic self defense. Areas covered will be mental preparation, avoidance of situations conducive to assault, punching, kicking, pressure points and defenses. Both non-violent and violent defenses will be dealt with. May be repeated for credit. Transfer credit: UC; CSU (E2).

**COMB 404 (C) BEGINNING SHOTOKAN KARATE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours and one hour by arrangement per week.

This course will introduce the student to the skills and techniques of the Japanese art of Shotokan Karate. Emphasis will be placed on physical conditioning, basic strikes and blocks, forms (kata), sparring techniques, self-discipline and self-development. Transfer credit: UC; CSU (E2).

**COMB 405 (C) INTERMEDIATE AND ADVANCED SHOTOKAN KARATE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours and one hour by arrangement per week. Prerequisite: COMB 404.

This course will reinforce the basic skills and techniques of the Japanese art of Shotokan Karate. Intermediate and advanced techniques will be introduced as appropriate. Transfer credit: UC; CSU (E2).

**DANC 101 (C) BEGINNING DANCE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week.

Instruction and practice in beginning movement skills, rhythmic structure, qualities of movement, spatial design, and an appreciation of dance. Dance styles are emphasized in the creation of group and individual compositions. May be repeated for credit. Transfer credit: UC; CSU (E2, C1).

**DANC 105 (C) DANCE AND WELLNESS (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week.

This course is designed to introduce students with physical limitations due to injury, illness or physical disability to the fundamentals of dance. Course emphasis is tailored to the development of individuals' creative potential. Students will compose final group projects. Opportunities may include participation in dances choreographed by the instructor. May be repeated for credit. Transfer credit: UC; CSU (E2).

**DANC 110 (C) MODERN DANCE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours and one hour by arrangement per week.

Warm-up and floor movement with emphasis on proper techniques, creativity, style and self expression. Students will learn short dance phrases and will be expected to choreograph and perform a modern dance by the end of the semester. May be repeated for credit. Transfer credit: UC; CSU (E2, C1).

**DANC 130 (C) JAZZ DANCE (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours per week.

Jazz dance warm-up and introduction to various movement forms with emphasis on rhythm, style, and proper techniques. Students will learn a variety of jazz phrases and will be expected to choreograph and perform a jazz dance at the end of the semester. May be repeated for credit. Transfer credit: UC; CSU (E2, C1).

**DANC 140 (C) BALLET (.5 or 1)  
(Credit/No Credit or letter grade.)**

One and one half or three class hours and one hour by arrangement per week.

Basic barre, floor technique and movement fundamentals with emphasis on body control, form and special patterns. Students will learn a variety of dance phrases and will be expected to perform a ballet dance at the end of the semester. May be repeated for credit. Transfer credit: UC; CSU (E2, C1).



**DANC 330 (C) CREATIVE DANCE (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours per week.*

Introduction to principles of dance composition through individual experiences, studies in use of varied stimuli, processes of dance construction and simple compositional forms. *May be repeated for credit. Transfer credit: UC; CSU (E2, C1).*

**DANC 350 (C) AEROBIC DANCE (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Vigorous steps, stretches and toning movements that come from many sources, folk dance, jazz dance, ballet, modern dance, rock, etc., are choreographed to various rhythms to compose the Aerobic Dance class. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**DANC 390 (C) DANCE COMPOSITION/THEORY/  
CHOREOGRAPHY (3)  
(Credit/No Credit or letter grade.)**

*Three lecture hours per week.*

This course is designed to introduce the student to aesthetic, philosophical and theoretical concepts regarding composition. Designed for both the serious dance student as well as students interested in exploring a new art form. *May be repeated for credit. Transfer credit: UC; CSU.*

**DANC 400 (C) DANCE PRODUCTION (.5-2)  
(Credit/No Credit or letter grade.)**

*One and one half to six class hours and two to five hours by arrangement per week.*

Theory and practice in dance composition, evaluation and program production. The participant will become familiar with all types of choreography principles and stage production. Includes emphasis on a variety of dance forms from traditional Western European to ethnic. Rehearsal times will be arranged with the instructor. *(Open entry.) May be repeated for credit. Transfer credit: UC; CSU (C1, E2).*

**DANC 440 (C) PRINCIPLES OF DANCE COMPANY/  
ARTS PROGRAM MANAGEMENT (.5-2)  
(Credit/No Credit or letter grade.)**

*One and one half to six class hours and two to five hours by arrangement per week.*

This course includes all phases of arts event planning: creating an event calendar; performance themes and standards; funding and budgeting; and promotion and publicity. *(Open entry.) Transfer credit: CSU.*

**DANC 450 (C) INTERMEDIATE/ADVANCED DANCE  
PRODUCTION (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and two hours by arrangement per week. Prerequisite: DANC 400 or equivalent.*

This course is designed for the intermediate/advanced student to improve technical dance training and performance skills. Aesthetic, philosophical and theoretical concepts regarding performing will be covered. Students will be required to perform in a

dance choreographed by advanced student or faculty. *Transfer credit: CSU (E2).*

**DANC 665 (C) SELECTED TOPICS: DANCE  
IN CULTURAL CONTEXT (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours per week.*

This course is designed to introduce students to the fundamentals of different styles of dance from selected cultures. It is designed for the serious dancer interested in learning ethnic dance forms as well as the general student. In-depth study of selected dance forms such as Flamenco, Congolese, and Capoeira. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 110 (C) ADULT CONDITIONING (.5-1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Designed to introduce students to various modes of physical activities such as stretching, walking and jogging, weight training and informal games for the development of their personal fitness programs. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 116 (C) BODY CONDITIONING (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours per week.*

Instruction and personal fitness program development. Emphasis on various stretching and flexibility methods, the design of individual strength programs, and latest information of scientific application to developing aerobic fitness and wellness. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 160 (W) WOMEN'S CONDITIONING (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Study and practice of movements to develop or improve individual physical fitness. Exercises range from mild to vigorous. Individual fitness programs will be developed. Endurance activities are stressed. Emphasis on understanding the needs and benefits of regular and continuing exercise. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 201, 202 (M) MEN'S WEIGHT CONDITIONING,  
BEGINNING AND INTERMEDIATE (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: Intermediate – Beginning Weight Conditioning or equivalent.*

**Beginning** – Instruction and practice in the elementary lifts and procedures of weight training. Emphasis on form and techniques, safety-procedures and strength values of weight lifting using barbells, weight machines and similar equipment. Transfer credit: UC; CSU (E2).

**Intermediate** – Specialization and development of individual programs. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 205 (C) WEIGHT CONDITIONING (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Individual weight training program instruction and practice to include elementary to advanced exercises and procedures. Physiology of exercise, nutrition, safety, basic to advanced program development for individual workout sequences and goal setting will be emphasized. Progressive skills in various weight conditioning exercises and opportunities to specialize in specific individual physiological concerns. Use of various equipment and techniques for the development of overall strength, endurance, flexibility and improvement of body composition. Coeducational format. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 210 (W) WOMEN'S INDIVIDUAL WEIGHT CONDITIONING (.5 or 1)  
(Credit/No credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Vigorous weight training in an individual program of exercises designed to build specific strength with regard to each student's goal. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 303 (C) TRAIL HIKING (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Designed to educate students in the development of cardiovascular fitness and healthy lifestyle through the media of hiking. An indepth experience on styles, various hiking trails, equipment and techniques, as well as the development and evaluation of fitness through hiking. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 304 (C) WALKING FITNESS (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: Completion of the first (pre) tests of the Physical Education Evaluation Program.*

This course will help students gain an understanding of cardiovascular fitness through walking. Students will understand and evaluate their individual levels of cardiovascular fitness and develop a personal walking program. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 305 (C) CARDIOVASCULAR DEVELOPMENT – RUNNING EMPHASIS, BEGINNING TO ADVANCED (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Instruction in methods to achieve total fitness through cardiovascular activities with emphasis on running. The advanced student (any student repeating the course) must submit an objective for the semester related to his/her running. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 332 (C) STRETCHING AND FLEXIBILITY (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

This course is designed to help condition and tone the body, to increase circulation and flexibility, and to improve total body functions through the use of proper breathing techniques, stretching and selected postures. This course will also help decrease the level of stress through meditation and relaxation exercises. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 334 (C) YOGA (.5 or 1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

A course designed to educate the student in Hatha Yoga. A fitness course using yoga postures to increase flexibility, strength and endurance; improve balance, posture and breathing; and teach relaxation techniques. This course is appropriate for all ages and abilities. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**FITN 350 (C) ADAPTIVE PHYSICAL EDUCATION (.5-1)  
(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: Physician's recommendation or assignment by the College Health Counselor or Division Dean (on recommendation of instructor).*

Designed to meet the individual needs of each student. Recreational sports of limited activity, isometric and isotonic programs, and remedial rehabilitative activities. Corrective programs are available. Individual student programs are developed after consultation with physician. *May be repeated for credit. (Open entry.) Transfer credit: UC; CSU (E2).*

**FITN 400 (C) FITNESS ACADEMY (1-2)\*  
(Credit/No Credit or letter grade.)**

*Three to six class hours and one to three hours by arrangement per week.*

Various fitness activities will be employed by the students to raise their individual fitness levels. Assessments of the students' fitness levels will be made once they have completed a series of fitness tests. From the results of these tests, personal exercise regimens will be prepared for each student. Students must meet with the instructor for orientation. *May be repeated for credit. Transfer credit: CSU (E2).*

**INDV 101, 105 (C) ARCHERY, BEGINNING AND INTERMEDIATE (1)****(Credit/No Credit or letter grade.)**

*Three class hours per week. Prerequisite: Intermediate – Beginning Archery or equivalent.*

**Beginning** – Fundamentals of target archery; individual and team competition in Junior Columbia Round, Columbia Round and clout shooting. Study of rules, scoring terminology and care and selection of archery equipment. *Transfer credit: UC; CSU (E2).*

**Intermediate** – Continued instruction in techniques (with increasing distances), games and competition (clout shooting, roving archery, modified hunters and field rounds, Flint Round, Columbia Round). Team and individual competition. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**INDV 121, 125 (C) BADMINTON, BEGINNING AND ADVANCED (.5 or 1)**

**(Credit/No Credit or letter grade.)**

*One and one half or three class hours per week. Prerequisite: Advanced – Beginning Badminton or equivalent.*

**Beginning** – Rules and strategies of badminton; fundamentals of grip, strokes, footwork and court coverage, drills and competition, testing program, tournaments in singles and doubles. *Transfer credit: UC; CSU (E2).*

**Advanced** – Emphasis on strategy, tactics, footwork, doubles team work, and singles game. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**INDV 160 (C) GOLF (1)**

**(Credit/No Credit or letter grade.)**

*Three class hours and one hour by arrangement per week.*

Lectures on techniques, rules, etiquette, and philosophy for beginning, intermediate and advanced golf instruction. Practical experience associated with grip, stance, swings relative to iron and wood shots. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**INDV 251 (C) BEGINNING TENNIS (.5 or 1)**

**(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week.*

Instruction in the fundamental skills of the service, forehand and the backhand strokes; court strategy and the rules of play; testing program in all tennis skills and rules. Includes use of automatic ball machine. *Transfer credit: UC; CSU (E2).*

**INDV 253, 255 (C) TENNIS, INTERMEDIATE AND ADVANCED (.5 or 1)**

**(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: Intermediate – INDV 251 or demonstration of equivalent skills. Advanced – INDV 253 or demonstration of equivalent skills.*

Continued instruction in the fundamental skills of tennis. Emphasis will be placed on singles and doubles strategy, including the essence of net play. Forehand, backhand, and serve will be emphasized as offensive and defensive weapons. Competition will be included and tournaments will be held. INDV 255 may be repeated for credit. *Transfer credit: INDV 253 – UC; CSU (E2); INDV 255 – UC; CSU (E2).*

**P.E. 100 (C) NATURE AND SCOPE OF PHYSICAL EDUCATION (2)**

*Two lecture hours per week and assigned lab meetings.*

Designed for students with a major or minor in physical education. Examination of academic and professional requirements for physical education preparation and of the development of aims, objectives, and philosophies. Study of the history of physical education as it relates to current developments and programs.

A parallel course to Introduction to Physical Education, which is offered at four-year institutions. *Transfer credit: UC; CSU.*

**P.E. 130 (C) SPORTS OFFICIATING (2)**

*Two lecture hours per week.*

A course designed to develop an awareness of officiating in general, dealing with philosophy, dress, equipment, relationships with players, coaches, etc. *Transfer credit: CSU.*

**P.E. 201 SPORTS MEDICINE: THE LOWER EXTREMITIES (3) (Credit/No Credit or letter grade.)**

*Two lecture hours and three lab hours per week.*

A multi-disciplinary educational experience applying the principles of anatomy, physiology, pathology and biomechanics to the prevention and care of injuries of the lower extremities. Instruction emphasizes injury prevention, emergency care, rehabilitation, taping and bracing for these injuries. Additional hands-on experience is available through the Sports Medicine Clinical Internship course. *Transfer credit: CSU.*

**P.E. 202 SPORTS MEDICINE: THE UPPER EXTREMITIES AND SPINE (3)**

**(Credit/No Credit or letter grade.)**

*Two lecture hours and three lab hours per week.*

A multi-disciplinary educational experience applying the principles of anatomy, physiology, pathology and biomechanics to the prevention and care of injuries of the upper extremities and spine. Instruction emphasizes injury prevention, emergency care, rehabilitation, taping and bracing for these injuries. Additional hands-on experience is available through the Sports Medicine Clinical Internship course. *Transfer credit: CSU.*

**P.E. 203 SPORTS MEDICINE CLINICAL INTERNSHIP (.5-4) (Credit/No Credit or letter grade.)**

*Thirty two hours per .5 unit. Prerequisite: Completion of, or concurrent enrollment in, either P.E. 201 or P.E. 202, or equivalent.*

An in-depth practical learning experience within the sports medicine program. Students assist in injury prevention, emergency care, rehabilitation, and taping and bracing for varsity athletes under the supervision of the certified athletic trainer. Clinical hours are designed to assist in developing the skills required for NATA competencies. *May be repeated three times for credit. (Open entry.) Transfer credit: CSU.*

**TEAM 100 (M) MEN'S BASEBALL (2) (Credit/No Credit or letter grade.)**

*Ten class hours and two hours by arrangement per week.*

This class will allow the student to develop high skill in the game of baseball. Through extended drills, game situations and plays, strategy will be learned. Physical conditioning for baseball will be emphasized. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**TEAM 111, 115 (C) BASKETBALL, BEGINNING AND ADVANCED (.5 or 1)**

**(Credit/No Credit or letter grade.)**

*One and one half or three class hours and one hour by arrangement per week. Prerequisite: Advanced – Beginning Basketball or equivalent.*

**Beginning** – Instruction in the rules, strategies and fundamental skills of basketball. Includes round-robin play during the last half of the semester. *Transfer credit: UC; CSU (E2).*

**Advanced** – Advanced instruction in the fundamentals of basketball. Specifically the details of the game will be investigated. Team play will be accented with special emphasis given to developing offenses and attacking defenses. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**TEAM 120 (C) TEAM SPORTS: SOFTBALL/FLAG FOOTBALL (.5 or 1)**  
(Credit/No Credit or letter grade.)

*One and one half or three class hours per week.*

Class will cover the following sports: flag football and softball. Instruction in basic skills, rules and strategies of each selected sport. Round-robin competition. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**TEAM 125 (C) NON-TRADITIONAL OUTDOOR GAMES (.5 or 1)**  
(Credit/No Credit or letter grade.)

*One and one half or three class hours per week.*

Introduces students to rules, strategies and skills of high-energy outdoor games. Games will include Ultimate Frisbee, Speedball, Capture the Flag, and other non-traditional team activities. Recommended for education and recreation/physical education majors, and for students interested in a high-energy activity course. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**TEAM 132 (C) FLAG FOOTBALL (.5 or 1)**  
(Credit/No Credit or letter grade.)

*One and one half or three class hours per week.*

This course will provide instruction in basic skills of flag football, including catching, running with the ball, strategies, blocking, and rules of the game. Drills and competition will be used. *May be repeated for credit. Transfer credit: UC; CSU.*

**TEAM 141, 145 (C) SOCCER, BEGINNING AND ADVANCED (.5 or 1)**  
(Credit/No Credit or letter grade.)

*One and one half or three class hours per week. Prerequisite: Advanced – Beginning Soccer or equivalent.*

**Beginning** – Instruction and practice in fundamentals of individual play. Games and round-robin play; testing program. *Transfer credit: UC; CSU (E2).*

**Advanced** – Instruction in offensive and defensive play; specific positions. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**TEAM 148 (C) INDOOR SOCCER (.5 or 1)**  
(Credit/No Credit or letter grade.)

*One and one half or three class hours per week. Prerequisite: TEAM 141 or demonstrated proficiency in soccer.*

Indoor soccer at an intermediate level of play. Includes individual and group drills, skill development, rules of the game, and team play through round robin competition. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**TEAM 150 (C) SOFTBALL (.5 or 1)**  
(Credit/No Credit or letter grade.)

*One and one half or three class hours per week.*

Instruction in the sport of softball with special emphasis on the game of one pitch. This course will emphasize speed as used in the game of one pitch. It will involve developing skills needed in softball fieldings, base running, strategy and batting. Pitching will not be emphasized. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**TEAM 171, 173, 175 (C) VOLLEYBALL, BEGINNING, INTERMEDIATE AND ADVANCED (.5 or 1)**  
(Credit/No Credit or letter grade.)

*One and one half or three class hours per week. Prerequisite: Intermediate – Beginning Volleyball or equivalent; Advanced – Intermediate Volleyball or equivalent.*

**Beginning** – Instruction and practice in the fundamentals of volleyball; team competition; testing program in skills and rules. *Transfer credit: UC; CSU (E2).*

**Intermediate** – Skill development with an emphasis on fundamentals, rules, and strategies of team and tournament play. Instruction and practice in intermediate skills for team competition. *Transfer credit: UC; CSU (E2).*

**Advanced** – Emphasis on team play and strategy; tournament play. *May be repeated for credit. Transfer credit: UC; CSU (E2).*

**TEAM 179 (C) TOURNAMENT VOLLEYBALL (.5 or 1)**  
(Credit/No Credit.)

*One and one half or three class hours per week. Prerequisite: TEAM 171 or equivalent.*

Geared toward intermediate and advanced level volleyball players, this course emphasizes team play in a tournament setting. Course will include an introduction to, and use of, different offensive and defensive systems. Tournament play will include 2-, 3-, 4- and 6-person team play using international rules. *Transfer: UC; CSU (E2).*

## VARSITY SPORTS

Participation on varsity sports teams is limited to those who present the necessary qualifications. We offer inter-school competition with the colleges of the Coast Conference. Athletes must be enrolled in any 12 units during the season of their competition. Beginning with their first semester of participation, athletes must maintain a 2.0 grade point average. Student athletes must pass any 24 units before they may participate in a second season of that sport. Participants will receive physical examinations. See the Athletic Director for further clarification.

**VARS 100 (M) MEN'S VARSITY BASEBALL (2)**

*Ten hours per week and two hours per week by arrangement.*

Intercollegiate varsity baseball competition in the Coast Conference tournaments and with other community colleges in the area. *(Open entry). May be repeated for credit. Transfer credit: UC; CSU (E2).*

**VARS 110 (M) MEN'S VARSITY BASKETBALL (2)**

Ten hours per week and two hours per week by arrangement.

Intercollegiate varsity basketball competition in the Coast Conference and participation in regional tournaments. (Open entry.) May be repeated for credit. Transfer credit: UC; CSU (E2).

**VARS 120 (M) MEN'S VARSITY CROSS COUNTRY (2)**

Ten hours per week and one hour per week by arrangement.

Cross country and distance running competition on an intercollegiate level in the Coast Conference; participation in Conference meets, invitational meets, Northern California meets, and State Championship meets for those who qualify. (Open entry.) May be repeated for credit. Transfer credit: UC; CSU (E2).

**VARS 150 (M) MEN'S VARSITY SOCCER (2)**

Ten hours per week and two hours per week by arrangement.

Intercollegiate soccer competition with Northern California community colleges and State Universities. (Open entry.) May be repeated for credit. Transfer credit: UC; CSU (E2).

**VARS 200 (C) VARSITY WRESTLING (2)**

Ten hours per week and two hours per week by arrangement.

Intercollegiate competition in dual matches in the Coast Conference; competition in several regional wrestling tournaments each year including Coast Conference matches, Northern California matches, and the State Championships. (Open entry.) May be repeated for credit. Transfer credit: UC; CSU (E2).

**VARS 310 (W) WOMEN'S VARSITY CROSS COUNTRY (2)**

Ten hours per week and one hour per week by arrangement.

Cross country and distance running competition on an intercollegiate level in the Coast Conference; participation in Conference meets, invitational meets, Northern California meets, and State Championship meets for those who qualify. (Open entry.) May be repeated for credit. Transfer credit: UC; CSU (E2).

**VARS 340 (W) WOMEN'S VARSITY VOLLEYBALL (2)**

Ten hours per week and one hour per week by arrangement.

Intercollegiate Varsity Volleyball for women includes competition with the other community colleges from the Northern California area. (Open entry.) May be repeated for credit. Transfer credit: UC; CSU (E2).

**VARS 350 (W) WOMEN'S VARSITY BADMINTON (2)**

Ten hours per week and one hour per week by arrangement.

Intercollegiate Varsity Badminton competition with Northern California community colleges. Participation in the Coast Conference and regional tournaments. (Open entry.) May be repeated for credit. Transfer credit: UC; CSU.

**VARS 360 (W) WOMEN'S VARSITY SOCCER (2)**

Ten hours per week and two hours per week by arrangement.

Intercollegiate Varsity Soccer competition with Northern California community colleges. Participation in the Coast Conference and regional tournaments. (Open entry.) May be repeated for credit. Transfer credit: UC; CSU.

**PHYSICS**

**PHYS 210, 220 GENERAL PHYSICS I AND II (4, 4)**

Three lecture hours and three lab hours per week. Prerequisites: PHYS 210 – Intermediate algebra and plane geometry. Recommended: Completion of MATH 130, Trigonometry. PHYS 220 – Satisfactory completion of 210.

Lectures, with experimental demonstrations and lab, covering mechanics, heat and sound in the first semester; magnetism, electricity, light and modern developments in the second semester. Designed for students majoring in some field of letters and science; required of those planning to enter medicine, dentistry, pharmacy, optometry, agriculture or forestry. Transfer credit: UC; CSU (B1, B3). (PHYS 210 = CAN PHYS 2; PHYS 220 = CAN PHYS 4; PHYS 210 + 220 = CAN PHYS SEQ A).

**PHYS 211 GENERAL PHYSICS I – CALCULUS SUPPLEMENT (1)**

One lecture hour per week. Prerequisite: Completion of MATH 241 or MATH 251, completion of, or concurrent enrollment in, MATH 242 or MATH 252, and completion of, or concurrent enrollment in, PHYS 210.

Application of calculus to topics in PHYS 210 such as work done by a variable force, hydrostatic pressure of compressible fluids and heat conduction. Required of some premedical, biology, and architecture students. Transfer credit: UC; CSU.

**PHYS 221 GENERAL PHYSICS II – CALCULUS SUPPLEMENT (1)**

One class hour per week. Prerequisite: Completion of, or concurrent enrollment in, MATH 242 or MATH 252 and completion of, or concurrent enrollment in, PHYS 220.

Application of calculus to topics in PHYS 220 such as electric fields of uniform charge distributions, Ampere's Law and Fermat's Principle. Required of some premedical, biology, and architecture students. Transfer credit: UC; CSU.

**PHYS 250, 260, 270 PHYSICS WITH CALCULUS I, II, III (4, 4, 4)**

Three lecture hours, one recitation hour, and two lab hours per week. Prerequisite: PHYS 250 – MATH 251 and concurrent enrollment in MATH 252; PHYS 260 or 270 – PHYS 250.

This three-semester physics sequence is designed to give the student majoring in engineering, physics, or chemistry a thorough foundation in the fundamentals of physics.

**PHYS 250 PHYSICS WITH CALCULUS I** – Mechanics, wave motion and special relativity. Transfer credit: UC; CSU (B1, B3). (CAN PHYS 8; PHYS 250 + 260 + 270 = CAN PHYS SEQ B).

**PHYS 260 PHYSICS WITH CALCULUS II** – Electricity and magnetism. Transfer credit: UC; CSU (B1, B3). (CAN PHYS 12; PHYS 250 + 260 + 270 = CAN PHYS SEQ B).

**PHYS 270 PHYSICS WITH CALCULUS III** – Heat, light and modern physics. Transfer credit: UC; CSU (B1, B3). (CAN PHYS 14; PHYS 250 + 260 + 270 = CAN PHYS SEQ B).

## POLITICAL SCIENCE

### PLSC 115 COMPARATIVE GOVERNMENT (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Comparative treatment of the government and politics of countries of Western Europe, Eastern Europe, and developing nations. Transfer credit: UC; CSU (D3).

### PLSC 130 INTERNATIONAL RELATIONS (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Survey of the basic elements of international relations, including the factors of sovereignty, nationalism, and national policies; the international struggle for power and order; the role of the United Nations and other supranational organizations. Transfer credit: UC; CSU (D3).

### PLSC 150 INTRODUCTION TO POLITICAL THEORY (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to ways of thinking about politics and an exploration of the concepts of political theory. Political problems will be examined along with consideration of such ideas as political culture and ideology. Transfer credit: UC; CSU (D3).

### PLSC 200 NATIONAL, STATE AND LOCAL GOVERNMENT (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

A study of the structure and function of the basic national, state and local government institutions. The course will examine the dynamics of the constitutional power relationship between the respective branches of government and the operational relationship between the national, state and local governments. Students who have received credit for PLSC 210 or PLSC 301 may not receive credit for PLSC 200. Transfer credit: UC; CSU (D2b). (CAN GOVT 2).

### PLSC 210 AMERICAN POLITICS (3)

Three lecture hours per week. Partially satisfies the American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

The study of the historical and constitutional development of the foundations of United States political institutions and the dynamics of the governmental decision-making process from the colonial era to the present. Examination of the various sources of political attitudes, roles and behaviors of political participants and ways political decisions are made by the different units of government. Students who have received credit for PLSC 200 may not receive credit for PLSC 210. Transfer credit: UC; CSU (D1).

### PLSC 301 CALIFORNIA STATE AND URBAN GOVERNMENT (3)

Three lecture hours per week. Partially satisfies the American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

Examination of local and state governments and their relationship to each other from the Spanish era to the present. Students will study the process of planning and decision-making as problem solving devices in the urban/suburban environment. The course will emphasize the dynamics as well as the structural disarray of the metropolitan community. Students who have received credit for PLSC 200 may not receive credit for PLSC 301. Transfer credit: CSU (D2a).

### PLSC 320 LATIN AMERICA IN THE INTERNATIONAL POLITICAL ECONOMY (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

This course explores Latin America's role in the international political economy. The role of colonialism; different political ideologies such as communism, socialism and Peronism; the availability of natural resources; trade policies of individual states; and relations to markets will be explored. Forecasts of the economic future of the area will be considered. Transfer credit: UC; CSU (D3).

## PSYCHOLOGY

### PSYC 100 GENERAL PSYCHOLOGY (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to the scientific study of animal and human behavior. Origins and assessment of individual differences in terms of learning, memory, thinking, intelligence, motivation, emotion, perception, and personality. Transfer credit: UC; CSU (D3). (CAN PSY 2).

### PSYC 105 EXPERIMENTAL PSYCHOLOGY (3)

Three lecture hours per week. Prerequisite: PSYC 100.

Application of scientific methods to psychological research. Fundamentals of experimental design, descriptive and inferential statistics, scientific report writing. Exploration of psychology as a major study and as a profession. Not recommended as a General Education elective. Transfer credit: UC; CSU.

### PSYC 110 COURTSHIP, MARRIAGE AND FAMILY (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The family as an institution in relation to other aspects of society, including dating, courtship, the family and personality development, marriage, member relationships, child rearing, elements of family unity, and disorganization. Examination of alternative life styles. Also listed as SOCI 110. Transfer credit: CSU (D3).

### PSYC 171 QUANTITATIVE REASONING IN PSYCHOLOGY (3)

Three lecture hours per week plus one lab hour by arrangement.

Prerequisite: MATH 120 or equivalent. Recommended: Eligibility for ENGL 836.

Introduction to psychological statistics and measurements essential to understanding statistical and quantitative arguments presented in news accounts, advertising, political campaigns, and popular treatment of psychological research. Transfer credit: CSU (B4).

### PSYC 200 DEVELOPMENTAL PSYCHOLOGY (3)

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

This survey course is designed to study the life span. It will examine how the individual changes physically, cognitively and psychologically from conception to death. Theoretical models, influences affecting development, and research relevant to development throughout life will be presented and discussed. Transfer credit: UC; CSU (D3, E1).

**PSYC 201 CHILD DEVELOPMENT (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Consideration of physical, social, emotional, and intellectual development extending from the prenatal period through adolescence. Emphasis on factors influencing the developing personality. Also listed as ECE. 201. Transfer credit: UC; CSU (D3).

**PSYC 268 BLACK PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to and exploration of basic and alternative psychological theories and concepts that provide an understanding and appreciation of the psychodynamics of Black America. Transfer credit: UC; CSU (D3).

**PSYC 300 SOCIAL PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 100.

An overview of how the individual thinks about, influences and relates to others. Topics include attitude formation and change, self-concept, prejudice and discrimination, interpersonal attraction, conformity and group processes. Other related concepts are included. Transfer credit: UC; CSU (D3).

**PSYC 301 PSYCHOLOGY OF PERSONAL DEVELOPMENT (3)**

Three lecture hours per week. Prerequisite: PSYC 100, or 108, or equivalent. Recommended: Eligibility for ENGL 836.

Study of the ways people adjust to their environments. Emphasis on the ways personality develops and changes. Review of techniques people may use to cope more effectively with stress associated with our complex society. Small group projects may be a part of this course. Transfer credit: CSU (D3).

**PSYC 390 PSYCHOLOGY OF CONSCIOUSNESS (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

A survey of models of human consciousness metaphysical and psychological. Application of these models towards defining discrete states of consciousness, i.e., sleep, dreams, reverie, etc. Practical implications and applications of the rules and tools for expanding awareness and decreasing stress (e.g., meditation, autogenic training, etc.). Transfer credit: UC; CSU (D3).

**PSYC 410 ABNORMAL PSYCHOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The study of abnormal behavior and personality disorders. Topics include the causes of neuroses, psychoses, and other psychological problems, along with their etiology, dynamics, principal symptoms and treatments. The conceptual relationship between theory of personality and psychotherapy is examined. Transfer credit: UC; CSU (D3).

**PSYC 665 SPECIAL TOPICS IN PSYCHOLOGY (.5-2)  
(Credit/No Credit or letter grade.)**

Eight hours per week per each .5 unit. Recommended: Eligibility for ENGL 836.

Advanced, specialized study in psychology. Designed for psychology students and/or students interested in the social sciences, such as anthropology, history and philosophy. Topics will be generated by community, student and faculty interests. Field trips and off-campus investigations may require special planning by the student. May be repeated for credit as topics vary. Transfer credit: UC; CSU.

**READING****READ 420 CRITICAL AND EFFECTIVE READING (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week. Reading Prerequisite: READ 836 with Credit or a grade of C or higher, or eligibility for 400-level Reading courses on approved college Reading placement test, or other measures as necessary.

A college level reading course designed to advance reading effectiveness academically, professionally and personally. The course empowers college level students to critically read and analyze difficult texts of diverse cultural sources from across the curriculum. Students will learn to comprehend at a high level by summarizing, critiquing, evaluating, interpreting, reasoning, and understanding author intent, bias, tone, analogy, and figurative language. Transfer credit: CSU.

**READ 425 SPEED READING (1.5)  
(Credit/No Credit or letter grade.)**

Three lecture hours per week for eight weeks. Prerequisite: READ 836 with Credit or a grade of C or higher, or eligibility for 400-level Reading courses on approved college Reading placement test, or other measures as necessary.

Designed to increase reading speed and comprehension of college-level material through instruction, practice and application. Emphasis on learning rapid reading techniques, improving comprehension, and gaining flexibility of reading speed to suit purpose of reading across all content areas. Students will apply speed reading technique to a variety of genres and styles of writing. May be repeated for credit. Transfer credit: CSU.

**READ 812 READING LABORATORY (.5-2)  
(Credit/No Credit.)**

One and one half to six hours per week by arrangement.

Students will be assigned to a series of lessons in reading or study skills based on their individual needs. The series should promote mastery of skills necessary for success in college courses. These supplementary exercises will be arranged and supervised in the English Lab of The Learning Center. May be repeated for credit a maximum of three times. (Open entry.) (Units do not count toward the Associate Degree.)

**READ 813 READING ENRICHMENT (1-3)  
(Credit/No Credit or letter grade.)**

Sixteen lecture hours per unit.

This course is designed to increase student enjoyment, fluency and understanding of reading materials such as short stories, biographies, autobiographies, poetry and plays. As students read, they will improve their vocabulary, learn about different forms of writing, and come to see reading as a source of pleasure in their lives. (Open entry.) (Units do not count toward the Associate Degree.)

**READ 826 READING IMPROVEMENT (3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour by arrangement per week. Recommended: Completion of ESOL 830 or 831/832, or appropriate score on the college Reading Placement test and other measures as necessary.

Efficient reading strategies and study techniques to improve word analysis, vocabulary, reading comprehension, and study strategies related to text. Each student's personal needs determine individual and small group practice. *May be repeated for credit for a maximum of six units. (Units do not count toward the Associate Degree.)*

**READ 836 ACADEMIC READING STRATEGIES (3)**  
(Credit/No Credit or letter grade.)

Three lecture hours and one lab hour by arrangement per week. Prerequisite: READ 826 with Credit or a grade of C or higher, or eligibility for READ 836 on approved College Reading placement test and other measures as necessary.

Efficient reading strategies to improve vocabulary, comprehension, and study-reading techniques to prepare students for college courses across the disciplines. *May be repeated once for credit for a maximum of six units. (Units do not count toward the Associate Degree; however, completion of this course with a grade of C or better meets the reading competency requirement for the Associate Degree.)*

**READ 846 READING AND WRITING CONNECTIONS (5)**

Five lecture hours and one lab hour by arrangement per week. WRITING PREREQUISITE: Completion of ENGL 826, ESOL 840 or ESOL 841/842 with a grade of C or better, or eligibility for ENGL 836, ENGL 400 or ENGL 846 on approved college placement test and multiple measures.

READING PREREQUISITE: Completion of READ 826, ESOL 840 or ESOL 841/842 with Credit or a grade of C or better, or eligibility for READ 836, ENGL 400, or ENGL 846 on approved Reading Placement Test and multiple measures.

Emphasis on reading and writing as interrelated processes; introduces students to college-level reading and writing. Includes instruction in thesis construction, organization, development, sentence skills, text-based writing, and effective reading strategies to improve comprehension, analysis and vocabulary. Also listed as ENGL 846. READ 846 prepares students for ENGL 100/105.

**READ 862 READING FOR NON-NATIVE SPEAKERS II (1-5)**  
(Credit/No Credit.)

Five lecture hours per week. Recommended: ESL background and completion of ESOL 810, or 811 and 812, or placement in ESOL 820 as indicated by ESL placement test and other measures as necessary.

Designed to improve the English vocabulary, reading, comprehension, and study skills of students from language backgrounds other than English. Assignments are tailored to the students' individual needs. *(Units do not count toward the Associate Degree.)*

**READ 863 READING FOR NON-NATIVE SPEAKERS III (1-3)**  
(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: ESL background and completion of READ 862 or ESOL 820 or 821 and 822, or placement in ESOL 830 as indicated by ESL placement test and other measures as necessary.

Designed for non-native speakers of English. This course concentrates on expanding such language skills as comprehension, vocabulary, spelling, and pronunciation. *(Units do not count toward the Associate Degree.)*

**READ 864 READING FOR NON-NATIVE SPEAKERS IV (1-3)**  
(Credit/No Credit or letter grade.)

Three lecture hours per week. Recommended: ESL background and completion of READ 863 or ESOL 830, or 831 and 832, or placement in ESOL 840 as indicated by ESL placement test and other measures as necessary.

Further practice on English vocabulary, reading comprehension, and study skills. Some focus on increased reading speed and efficiency. *May be repeated for credit for a maximum of six units. (Units do not count toward the Associate Degree.)*

## REAL ESTATE

**R.E. 100 REAL ESTATE PRINCIPLES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 and MATH 110.

Study of real and personal property, joint tenancies, partnerships, sales contracts, homesteads, deeds, and taxes. Also included are the basics in financing real estate practices and regulation of the real estate business. *Transfer credit: CSU.*

## RECREATION EDUCATION

**REC. 100 INTRODUCTION TO RECREATION (3)**

Three lecture hours per week and assigned lab meetings.

Study of recreation as a profession; history and principles of recreation; public and private recreation organizations examined and observed; basic philosophies, skills and knowledge necessary for effective leadership and programming; current trends in the field of recreation. Students are required to prepare a term paper or an approved project, participate in panel discussions, symposiums, laboratory and field experiences. *Transfer credit: CSU. (CAN REC. 2).*

**REC. 121, 122, 123, 124 LEADERSHIP AND FIELD WORK**  
**A, B, C, D (3, 3, 3, 3)**

One lecture hour and four to six lab hours per week. Students in this course will be required to work a minimum of four hours per week in a recreation situation under the supervision of an accepted sponsoring recreational agency. *Must have a total of 100 hours per semester. (REC. 121 – CAN REC. 4).*

Study of leadership in recreational situations as it concerns the individual, the group, the leader and the sponsoring recreational agency. With the practical experience of on-the-job training, the phenomenon of leadership and the leadership process will be investigated. *Transfer credit: CSU.*



## RESPIRATORY THERAPY

*Admission to this program is by special application only.*

### **RPTH 400 PATIENT AND HEALTH CARE CONCERNS (2)**

*Two lecture hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

Introduction to the field of Respiratory Care; job responsibility and role within the health care team. Discussion of ethical and legal issues that involve Respiratory Care Practitioners. Discussion of aging, death and dying, and information technologies. *Transfer credit: CSU.*

### **RPTH 410 INTRODUCTION TO PATIENT CARE AND RESPIRATORY ASSESSMENT TECHNIQUES (3)**

*Two lecture hours plus three lab hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

The study and practice of basic nursing arts. Also included will be a review of basic science relevant to respiratory therapy and its application to respiratory system assessment. The class will include some hospital practice. *Transfer credit: CSU.*

### **RPTH 420 APPLICATION OF CARDIOPULMONARY ANATOMY AND PHYSIOLOGY (3)**

*Three lecture hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

Study of the healthy cardiopulmonary system with application to the types of alterations that occur with disease. Emphasis will be applied to areas of particular concern to Respiratory Care Practitioners. When applicable, case histories will be utilized. Computer programs will be used for computations requiring practice. *Transfer credit: CSU.*

### **RPTH 430 INTRODUCTION TO RESPIRATORY THERAPEUTICS (6)**

*Four lecture hours and six laboratory hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

The study and laboratory practice of respiratory care procedures basic to medical/surgical respiratory care. Included will be respiratory pharmacology, oxygen and aerosol therapy, hyperinflation therapy, secretion removal procedures, adjuncts to cardiopulmonary resuscitation and the care and cleaning of respiratory therapy equipment. *Transfer credit: CSU.*

### **RPTH 438 CLINICAL CLERKSHIP I – SPRING (1) (Credit/No Credit.)**

*Supervised clinical experience in local hospital. Prerequisite: Admission to the Respiratory Therapy program.*

Supervised experience in the medical/surgical areas of a local hospital, observing and performing respiratory care procedures to non-critical care patients. *Transfer credit: CSU.*

### **RPTH 445 RESPIRATORY DISEASES I (2)**

*Two class hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

Using the obstructive pulmonary diseases (asthma, chronic bronchitis and emphysema) as a model, the student will learn disease terminology, disease classification, history taking and physical examination. Also included will be basic radiologic, clinical and pulmonary diagnostics. *Transfer credit: CSU.*

### **RPTH 448 CLINICAL CLERKSHIP II – SUMMER (2) (Credit/No Credit.)**

*Supervised clinical experience in local hospitals. Prerequisite: Admission to the Respiratory Therapy program.*

Supervised experience in the Medical-Surgical patient care areas of a local hospital. Emphasis is on attaining proficiency in skills performed by a Respiratory Care Practitioner in these areas. *Transfer credit: CSU.*

### **RPTH 450 RESPIRATORY DISEASES II (3)**

*Three lecture hours per week. Prerequisite: Completion of the first year Respiratory Therapy program.*

Continuation of the study of cardiopulmonary diseases utilizing the model developed in RPTH 445. To include the treatment and pharmacotherapy of selected disorders. *Transfer credit: CSU.*

### **RPTH 458 CLINICAL CLERKSHIP III (6) (Credit/No Credit.)**

*Two lecture hours per week for eight weeks and 320 total hours of supervised clinical experience in local hospitals. Prerequisite: Completion of the first year Respiratory Therapy program.*

Supervised experience in the Adult Intensive Care Unit and/or Coronary Care Unit of a local hospital. Emphasis is on attaining proficiency in skills performed by a respiratory care practitioner in these areas. *Transfer credit: CSU.*

### **RPTH 460 RESPIRATORY CRITICAL CARE (4)**

*Six lecture hours and six lab hours per week plus two hours per week by arrangement for eight weeks. Prerequisite: Completion of the first year Respiratory Therapy program.*

The study and practice of techniques necessary to provide respiratory care to patients in adult critical care areas. Emphasis on team management, assessment and communication, airway management, ventilator care and monitoring. *Transfer credit: CSU.*

### **RPTH 475 HEMODYNAMIC MONITORING AND SELECTED TOPICS IN RESPIRATORY CARE (2)**

*Two class hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

The application of advanced principles of cardiopulmonary diagnostics and physiology to the care of critically ill patients. The application of the above principles to other body systems. *Transfer credit: CSU.*

### **RPTH 480 PULMONARY FUNCTION TESTING (1.5)**

*Three lecture hours per week for eight weeks. Prerequisite: Completion of the first year Respiratory Therapy program.*

Fundamental aspects of pulmonary function testing, including terminology, types of tests, quality control, and interpretation. *Transfer credit: CSU.*

### **RPTH 484 MEDICAL TERMINOLOGY FOR RESPIRATORY THERAPY (2)**

*Two lecture hours per week. Prerequisite: Admission to the Respiratory Therapy program.*

A course designed for respiratory therapy students to study and practice the language of medicine. Special attention will be given to body systems and words most encountered in this profession. Offered in an online format. *Transfer credit: CSU.*

**RPTH 485 CLINICAL MEDICINE SEMINAR (2)**

Two class hours per week. Prerequisite: Completion of the first year Respiratory Therapy program.

Integration of pathology, pathophysiology, diagnostic techniques and therapeutic modalities through the utilization of patient case studies. Preparation for job placement. *Transfer credit: CSU.*

**RPTH 488 CLINICAL CLERKSHIP IV (6)**

**(Credit/No Credit.)**

Supervised clinical experience in local hospitals. Prerequisite: Completion of the first year Respiratory Therapy program.

Supervised experience in the Adult Intensive Care Unit, Coronary Care Unit, Pulmonary Function Lab, Neonatal/Pediatric Care Units of a local hospital. Also the option of a home care rotation. Emphasis is on attaining proficiency in skills performed by a Respiratory Care Practitioner in these areas. *Transfer credit: CSU.*

**RPTH 490 NEONATAL, PEDIATRIC AND REHABILITATIVE CARE (3)**

Two lecture hours plus three lab hours per week. Prerequisite: Admission to the Respiratory Therapy program.

An introductory course in neonatal and pediatric care centering on respiratory care and diseases requiring this support. Included will be a module on adult rehabilitation. *Transfer credit: CSU.*

**RPTH 495 RESPIRATORY CARE BOARD EXAMINATION PREPARATION & REVIEW (2)**

**(Credit/No Credit or letter grade.)**

Two lecture hours per week. Prerequisite: Completion of the first year of a respiratory therapy program or an applicant to the Respiratory Care Board for Respiratory Care.

Preparation and review for the Certification Examination of the California Respiratory Care Board and the Registration Examination offered by the National Board for Respiratory Care. *May be repeated for credit. Transfer credit: CSU.*

**RPTH 665 SELECTED TOPICS IN RESPIRATORY THERAPY (.5 or 1 or 1.5 or 2)**

**(Credit/No Credit or letter grade.)**

Eight hours for each .5 unit.

This course is designed to develop specific skills that are utilized in the practice of respiratory therapy. The course may focus on new areas of practice or specialized skills. *Transfer credit: CSU.*

**SOCIAL SCIENCE****SOSC 110 UNITED STATES SOCIAL INSTITUTIONS (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirement. Recommended: Eligibility for ENGL 836.

The course combines ideas from history, anthropology, sociology, and social psychology to develop a framework for studying social and political issues in the United States. It provides an introduction to the content of the social sciences and to the basic skills needed to organize and understand that content. *Transfer credit: CSU (D1).*

**SOSC 115 SOCIAL SYSTEMS (3)**

Three lecture hours per week. Partially satisfies American History and Institutions requirements. Recommended: Eligibility for ENGL 836.

The course combines ideas from economics, political science, and geography to examine selected problems and issues as they relate to complex social systems; emphasis on state and local issues. *Transfer credit: UC; CSU (D2a).*

**SOSC 140 MEDIA AND SOCIETY (3)**

**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An interdisciplinary study of the relationship between media and society including media's role in economic, social, political, and cultural practices. Emphasis is placed on students developing the ability to analyze and evaluate the impact of mass media on all societies. *Transfer credit: CSU (D3).*

**SOSC 150 GENDER, SOCIETY AND CULTURE (3)**

Three lecture hours per week. Open to women and men.

Interdisciplinary study of female experience in contemporary and traditional American society. Explores the status of women with emphasis on issues of age, class, race and political opinion. *Transfer credit: UC; CSU (D3).*

**SOSC 160 WOMEN IN TRANSITION SEMINAR (1)**

**(Credit/No Credit.)**

Concurrent enrollment required in designated Women in Transition Program class(es). Students must be in their first semester in the WIT Program. Open to women and men.

Assists re-entering students in understanding and evaluating their own process of transition and their changing aspirations. Familiarizes students with college resources and methods of identifying individual needs and goals. Focuses on students' redefinition of identity within the academic system. Explores the higher education system. Specific content is integrated with other WIT Program material. *Transfer credit: CSU.*

**SOSC 665 SELECTED TOPICS IN WOMEN'S STUDIES (.5 or 1 or 1.5)**

**(Credit/No Credit.)**

Topics will be presented that explore women's past and present contributions to society through history, politics and literature. The course will also focus on issues that challenge women in today's world ranging from how to balance academic and personal life to what is – and what isn't – sexual harassment. Topics vary every semester. *Transfer credit: CSU.*

**SOCIOLOGY****SOCI 100 INTRODUCTION TO SOCIOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Introduction to the scientific study of the behavior of people in groups and the study of individual behavior as it reflects group membership and experience. Fosters in students an understanding of the society in which they live, of other societies, and of their own and other people's behavior. Exposure to basic concepts necessary as the foundation course in the field of sociology. Emphasis on critical thinking. *Transfer credit: UC; CSU (D3). (CAN SOC 2).*

**SOCI 105 CONTEMPORARY SOCIAL ISSUES (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Examination of selected social issues viewed in relation to changes going on in society. Includes poverty, aging, health care, corporate power and work. Emphasis on social science research and theory. Transfer credit: UC; CSU (D3). (CAN SOC 4).

**SOCI 108 COMMUNITY RELATIONS (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

An analysis of administration of justice practitioners in the context of the community. Emphasis on problems inherent in policing a heterogeneous society, police roles and subculture, community expectations of police, media images of police, and problem areas. Also listed as ADMJ 108. Transfer credit: UC; CSU.

**SOCI 110 COURTSHIP, MARRIAGE AND FAMILY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The family as an institution in relation to other aspects of society, including dating, courtship, the family and personality development, marriage, member relationships, child rearing, elements of family unity, and disorganization. Alternative lifestyles will be examined. Also listed as PSYC 110. Transfer credit: CSU (D3).

**SOCI 141 RACE AND ETHNICITY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Interdisciplinary study of varied racial and cultural aspects of American society. Role of minority groups; nature of prejudice. Field investigations required. Transfer credit: UC; CSU (D3).

**SOCI 665 SELECTED TOPICS IN SOCIOLOGY (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

The course explores selected topics or themes from the perspectives and insights generated by sociology. Topics of study will be developed by student survey and will be listed in the class schedule. Field trips and off-campus investigations may require special planning by the student. May be repeated for credit as topics vary. Transfer credit: UC; CSU (D3).

**SPANISH**

**Language Lab and Listening Requirement:** Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

**SPAN 110 ELEMENTARY SPANISH (5)**

Five lecture hours and one lab hour per week. Recommended: Eligibility for ENGL 836 or ENGL 400.

Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short dialogues containing only structures already practiced. Transfer credit: UC; CSU (C2).

**SPAN 111, 112 ELEMENTARY SPANISH I and II (3, 3)  
(Credit/No Credit or letter grade.)**

Three lecture hours and one lab hour per week. SPAN 111 – Recommended: Eligibility for ENGL 836 or ENGL 400. SPAN 112 – Prerequisite: SPAN 111 or equivalent.

A two-semester sequence covering the same course materials as SPAN 110. Students starting this sequence must complete SPAN 112 prior to attempting SPAN 120. Transfer credit: UC; CSU (C2).

**SPAN 120 ADVANCED ELEMENTARY SPANISH (5)**

Five lecture hours and one lab hour per week. Prerequisite: SPAN 110, 112, or equivalent college level course.

Continuation of SPAN 110. Additional reading of Spanish short stories to serve as a basis for classroom conversation. Transfer credit: UC; CSU (C2).

**SPAN 121, 122 ADVANCED ELEMENTARY  
SPANISH I and II (3, 3)**

(Credit/No Credit or letter grade.)

Three lecture hours and one lab hour per week. Prerequisite: SPAN 121 – SPAN 110 or 112 or equivalent college level course. SPAN 122 – SPAN 121 or equivalent.

A two-semester sequence covering the same course material as Spanish 120. Students starting this sequence must complete Spanish 122 before attempting Spanish 130. Transfer credit: UC; CSU (C2).

**SPAN 130 INTERMEDIATE SPANISH (3)**

Three lecture hours and one lab hour per week. Prerequisite: SPAN 120 or 122 with a passing grade.

Practice of conversation and composition; review of grammar; class and collateral reading of Spanish and Latin-American literature. Transfer credit: UC; CSU (C2).

**SPAN 140 ADVANCED INTERMEDIATE SPANISH (3)**

Three lecture hours and one lab hour by arrangement. Prerequisite: SPAN 130 with a passing grade.

Further practice of conversation and composition based on class reading of works of modern Spanish and Latin-American authors; review of grammar; collateral reading of Latin-American literature. Transfer credit: UC; CSU (C2).

**SPAN 161 READINGS IN SPANISH AMERICAN  
LITERATURE I (3)**

Three lecture hours per week. Prerequisite: SPAN 140 or equivalent.

Study of some of the trends and some of the best literary works of Spanish American Literature of the 19th century. Further development of communication skills and vocabulary in the Spanish language. Study of the fantastic and often misunderstood culture, politics, and social mores of Spanish America through the analysis of its poetry, short stories, and novels. Transfer credit: UC; CSU (C2).

**SPAN 162 READINGS IN SPANISH AMERICAN  
LITERATURE II (3)**

Three lecture hours per week. Prerequisite: SPAN 161 or equivalent.

Exploration of the literary trends and some of the best novels, poetry, and short stories that exemplify Spanish American literature of the 20th century; familiarize the student with the cultural, sociological, and political framework and the concerns that these writings represent. Show how this literature reflects the fantastic reality of the Spanish American world. Transfer credit: UC; CSU (C2).

**SPAN 801 CONVERSATIONAL SPANISH I (2)**  
**(Credit/No Credit.)**

Three lecture hours per week.

This is the most elementary course in conversational Spanish. Emphasis is placed on learning basic conversational patterns that may be applied to everyday situations. *May be repeated once for credit. (This course will not fulfill the language requirements at CSU or UC.)*

**SPEECH****SPCH 100 FUNDAMENTALS OF SPEECH (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours and one hour by arrangement per week. Recommended: Eligibility for ENGL 836.

Study and practice of basic principles of effective oral communication. Research, preparation, and extemporaneous delivery of various types of speeches. Analysis and evaluation of oral communication. Examination of relevant social issues. *Transfer credit: UC; CSU (A1). (CAN SPCH 4).*

**SPCH 111 ORAL INTERPRETATION OF LITERATURE (3)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study and interpretation of the logical and emotional content of poems, short stories, and plays. Emphasis on critical reading and oral performance. *Transfer credit: UC; CSU (C2).*

**SPCH 120 INTERPERSONAL COMMUNICATION (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836.

Study and practice of interpersonal relationships. Analysis of the verbal and non-verbal modes of communication. Investigation of communication conflicts in interpersonal relationships and methods of conflict resolution. *Transfer credit: UC; CSU (A1).*

**SPCH 127 ARGUMENTATION (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Prerequisite: SPCH 100 or equivalent.

Lecture-laboratory course in the principles and techniques of argumentation and debate. Research in significant social problems. Analysis of propositions, issues, evidence and reasoning. Training and experience in the forms of debate. *Transfer credit: UC; CSU. (CAN SPCH 6).*

**SPCH 128 FORENSICS (.5-1)**  
**(Credit/No Credit or letter grade.)**

Recommended: Eligibility for ENGL 836 or ENGL 400.

Participation in approved intercollegiate forensic contests. May be repeated for credit. *Transfer credit: CSU.*

**SPCH 130 VOICE AND ARTICULATION (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week. Recommended: Eligibility for ENGL 836 or ENGL 400.

Exploration of various modes of communicating ideas, emotions, and values through lessons in projection, resonance, articulation and expressiveness. Recommended for majors in: TV/Radio, broadcasting, theater performance, business management and law. *Transfer credit: CSU.*

**SPCH 150 COMMUNICATING ACROSS CULTURES (3)**

Three lecture hours per week. Recommended: Completion of or concurrent enrollment in ENGL 400 or 800.

Designed for students from all cultural backgrounds. Study of basic theory and skills of round table discussion, panel discussion, and public speaking in an intercultural context. Emphasis given to the sensitivity and empathy required for communicating with those from other cultures. *Transfer credit: UC; CSU (A1).*

**SPCH 160 BASIC SKILLS IN PUBLIC SPEAKING (3)**  
**(Credit/No Credit or letter grade.)**

Three lecture hours per week.

Designed to help the intermediate-advanced non-native and native speaker in basic oral communication skills. Practice in pronunciation, conversation, small group communication and basic public speaking skills. *Transfer credit: CSU.*

**SPCH 811, 812, 813 SPEECH FOR NON-NATIVE SPEAKERS I, II, III (3, 3, 3)**

**(Credit/No Credit or letter grade.)**

Three lecture hours and one hour by arrangement per week.

Prerequisites: SPCH 812 – SPCH 811; SPCH 813 – SPCH 812.

Designed to help the student develop fluency in spoken English. Practice in pronunciation, stress, rhythm, intonation, and usage. *(Units do not count toward the Associate Degree.)*

**STUDENT GOVERNMENT****SGOV 111 STUDENT GOVERNMENT I – FALL (1-2)**

One lecture hour per week and attendance at weekly Student Council meeting.

Designed to assist Student Council members, club officers, and other interested students in acquiring background and skills for effective participation in the college community. Includes parliamentary procedure, group dynamics and analysis of the nature and techniques of effective leadership. *May be taken twice for credit. (Open entry.) Transfer credit: CSU.*

**SGOV 112 STUDENT GOVERNMENT II – SPRING (1-2)**

One lecture hour per week and attendance at weekly Student Council meeting.

Continuation of SGOV 111. *May be taken twice for credit. (Open entry.) Transfer credit: CSU.*

**SGOV 115 COMMUNITY SERVICE & LEADERSHIP PRACTICUM (1)**

**(Credit/No Credit)**

Eight lecture hours plus 24 hours of structured and verified community service in an established and approved service organization.

A practicum course in community service bringing together students and approved service agencies or organizations. The course prepares students for community service and helps them find an approved community opportunity that matches their service criteria. In addition to service in the community, the course meets four times in the classroom. *Transfer credit: CSU.*

## SURGICAL TECHNOLOGY

### SURG 440 BASIC SCIENCES FOR SURGICAL TECHNOLOGY (6)

Six lecture hours and three lab hours by arrangement per week. Prerequisite: Admission to the Surgical Technology program. Recommended: Completion of MATH 110 or equivalent; eligibility for ENGL 836 or equivalent.

This course reviews anatomy for surgical procedures and common disease states requiring surgical intervention. The course also covers common medical terminology and operating room medications pertinent to the surgical technologist.

### SURG 441 SURGICAL PATIENT CARE CONCEPTS (10)

Five lecture hours and fifteen lab hours and three lab hours by arrangement per week. Prerequisite: Admission to the Surgical Technology program. Recommended: Completion of MATH 110 or equivalent; eligibility for ENGL 836 or equivalent.

This course provides the student with the theoretical and technical fundamentals of caring for a patient in surgery and procedures common to the surgical technologist, including sterile technique and instrument preparation. Prepares the student for in-hospital training in the second semester.

### SURG 442 SURGICAL SPECIALTIES (6)

Six lecture hours per week. Prerequisites: Completion of SURG 440 and SURG 441 with grades of C or better.

Covers the most common procedures and equipment utilized by the surgical technologist during specialty surgery. These surgeries include neurological, cardiac and pediatric procedures. Prepares the student for the national certification examination.

### SURG 443 CLINICAL PRACTICE FOR SURGICAL TECHNOLOGY (8)

(Credit/No Credit.)

Thirty-two hours of clinical practice per week. Prerequisites: SURG 440 and SURG 441 with grades of C or better, and a current healthcare provider CPR card.

Hands-on experience in the surgical suite caring for patients under the supervision of a surgical technologist. The student will also gain experience in patient and staff interaction and communication. Prepares the student for the national certification examination.

### SURG 445 INTRODUCTION TO CENTRAL SERVICE TECHNOLOGY (4)

Three lecture hours and three lab hours per week. Recommended: Eligibility for ENGL 836 or ENGL 400 or equivalent.

The first of two courses providing an introduction to concepts and practical applications of central service processing, distribution and instrumentation. This includes basics of human anatomy, infection control, aseptic technique, sterile processing decontamination and disinfection. Prepares student to take the National Central Service Processing Examination. May be repeated three times for credit.

### SURG 446 CLINICAL PRACTICE FOR CENTRAL SERVICE TECHNOLOGY (2)

(Credit/No Credit.)

A total of 128 hours of in-hospital training by arrangement. Prerequisite: Completion of SURG 445 with a grade of C or better.

The second of two courses in Central Service Technology provides the student with supervised experience in sterile processing, supply distribution and inventory control. Prepares the student to take the national Central Service Processing Examination. May be repeated three times for credit.

## TAGALOG

**Language Lab and Listening Requirement:** Students enrolled in foreign language courses are required to make use of the language lab as prescribed by each department. Imitation, response, and independent practice are integral features of the study of a foreign language at the College.

### TAGA 111, 112 ELEMENTARY TAGALOG I and II (3, 3) (Credit/No Credit or letter grade.)

Three lecture hours plus one lab hour per week. TAGA 111 – Recommended: Eligibility for ENGL 836 or ENGL 400 or equivalent. TAGA 112 – Prerequisite: TAGA 111 or equivalent.

A basic course sequence for native and non-native students. The student will acquire a basic ability to speak, read and write in Tagalog (Filipino) at the elementary level and will learn about the customs, culture and history of the Filipino world. Transfer credit: UC; CSU (C2).

### TAGA 121, 122 ADVANCED ELEMENTARY TAGALOG I and II (3, 3)

(Credit/No Credit or letter grade.)

Three lecture hours plus one lab hour per week. Prerequisites: TAGA 121 – TAGA 112 or equivalent. TAGA 122 – Successful completion of TAGA 121 or equivalent.

A two-semester sequence covering the second year of Tagalog. Continues the oral and written skills studied and practiced in TAGA 111/112 and continues to develop the foundation in structure and vocabulary needed for basic communication. Emphasis is on the active use of language. Transfer credit: UC; CSU.

## TELECOMMUNICATIONS TECHNOLOGY

### TCOM 100 SURVEY OF TELECOMMUNICATIONS (3)

Three lecture hours per week.

A non-technical overview of the development and present structure of the telecommunications industry, the fundamental concepts of telecommunications and the basic skills required for cost-effective telecommunications management. Transfer credit: CSU.

**TCOM 405 ELECTRICAL FUNDAMENTALS FOR TELECOMMUNICATIONS (6)**

Five lecture hours plus three lab hours per week. Prerequisite: Elementary algebra or equivalent.

Fundamentals of electricity with applied mathematics, covering direct and alternating current sources, components and networks. Directed laboratory experience with test equipment as applied to telecommunications. Transfer credit: CSU.

**TCOM 410 INSTALLATION AND WIRING PRACTICES FOR TELECOMMUNICATIONS (6)**

Five lecture hours plus three lab hours per week. Prerequisites: Satisfactory completion (grade of C or better) of or concurrent enrollment in TCOM 405 or equivalent training and experience.

Technical review of the structure and practices of basic telephony installation, with direct hands-on experience with the tools and skills required for entry-level technical employment. Course coverage includes equipment, techniques, terminology, and specifications used in the telecommunications industry. May include field trips. Transfer credit: CSU.

**TCOM 420 FUNDAMENTALS OF SIGNAL TRANSMISSION (6)**

Five lecture hours plus three lab hours per week. Prerequisites: Satisfactory completion (grade of C or better) of TCOM 410 or equivalent training and experience.

Analysis of Voice-Frequency signals and transmission circuits. Covers concepts of frequency, waveform, spectral distribution, distortion, power transfer, phase shift, gain, loss, and circuit impedance factors; applications to telecommunications signals and equipment. Lab activities emphasize measurement techniques with basic electronic test equipment and specialized telecommunications test gear. Transfer credit: CSU.

**TCOM 440 FUNDAMENTALS OF DATA COMMUNICATIONS (6)**

Eight class hours per week. Prerequisites: Satisfactory completion (grade of C or better) in TCOM 420 or equivalent training and experience.

Study of techniques and principles of modern data communication systems and equipment. Protocols, multiplexing, problem determination and design. Lab activities emphasize testing and trouble shooting of equipment using techniques and equipment specialized to data communications circuits. Transfer credit: CSU.

**TCOM 451 PC CONFIGURATION AND REPAIR (6)**

Five lecture hours plus three lab hours per week. Prerequisite: CAOT 104 or equivalent, and completion of or concurrent enrollment in ELEC 110 or TCOM 405 or equivalent.

A hands-on technical course designed to provide in-depth understanding of PC hardware and software from an installation and repair outlook. Materials covered will include beginning and advanced software, hardware components and configuration, operating systems and how they control the PC. This course provides preparation for A+ certification. Transfer credit: CSU.

**TCOM 452 A+ CERTIFICATION EXAM PREPARATION (1) (Credit/No Credit)**

One lecture hour and three lab hours by arrangement per week. Prerequisite: Completion of, or concurrent enrollment in, TCOM 451 or equivalent.

Designed to assist students in preparing to take the A+ certification examination for Computer Repair. May be repeated three times for credit. Transfer credit: CSU.

**TCOM 460 FIBER OPTICS TECHNOLOGY (6)**

Seven and one-half hours per week.

An introductory course in Fiber Optic Technology. Topics of study include the theory of fiber optic communication, the terms and vocabulary of the fiber optic industry, installation, splicing, maintenance and repair of fiber optic cabling, and the safety considerations and testing requirements for fiber optic systems. Hands-on experience with cabling and testing will be a component of the course. Transfer credit: CSU.

**TCOM 462 SWITCHING TECHNOLOGY (3)**

Three lecture hours per week. Prerequisite: TCOM 100 and TCOM 410 or equivalent.

Introduction to the fundamentals of switching technologies as they apply to voice and data telecommunications circuits and systems. Explores the basic components of switching systems access methods, trunking and signaling. Both PBX and central office applications of switching will be discussed. Transfer credit: CSU.

**TCOM 470 BROADBAND NETWORKING (3)**

Three class hours per week. Prerequisite: TCOM 440 and TCOM 460, or TCOM 440 and concurrent enrollment in TCOM 460, or equivalent training.

Study of networks: the topologies, architecture designs, strengths, weaknesses and their integration into the "ultimate" SONET backbone transport network. Course examines communications systems, hardware and network components, topologies, controlling devices, network switches, and their positioning from customer premises to local and long distance service providers. Covers SONET network construction, service implementation, capacity management, system integrity and survivability. Transfer credit: CSU.

**TCOM 480 INTRODUCTION TO LOCAL AREA NETWORKS (LAN) (3)**

Three class hours per week.

An introductory course to local area networks (LAN). Topics will include LAN hardware, software, topology, transmission medium, wide area network connectivity, diagnostic tools, system administration, and vendor specific LAN products. Class is complemented with hands-on use of local area networks. Also listed as CAOT 480. Transfer credit: CSU.

**TCOM 481 ADVANCED LOCAL AREA NETWORKS (LAN) (3)**

Three class hours per week. Prerequisite: TCOM 480 or equivalent.

An advanced course building on the Introduction to Local Area Networks (TCOM 480) course. Topics include network design, installation, maintenance, and troubleshooting of Local Area Networks. Course will incorporate lecture with hands-on use of LAN hardware and software. Transfer credit: CSU.

**TCOM 482 INTRODUCTION TO ROUTERS (3)**

*Three class hours per week. Prerequisite: TCOM 480 or equivalent.*

Introductory course on router configuration in wide area networks. Students will perform basic router configurations. Course examines common protocols, IP networking concepts, and subnetting techniques. *Transfer credit: CSU.*

**TCOM 483 NETWORK SWITCHES – CONCEPTS AND APPLICATIONS (3)**

*Three lecture hours per week. Prerequisite: TCOM 480.*

Introductory course in network switching concepts and configurations as applied to computer networks. Course examines switching protocols, spanning tree protocols, virtual LANs and other specific models. Basic design of switch configurations and the use of switches in network architecture will be covered. *Transfer credit: CSU.*

**TCOM 484 ROUTING CONCEPTS AND APPLICATIONS (3)**

*Three lecture hours per week. Prerequisites: TCOM 482 and TCOM 483, or equivalent.*

An advanced course in routing concepts and configurations on large Internet works. Students will configure and manage routers by implementing access lists, queuing, tunneling, and common routing protocols such as EIGRP and OSPF. This course is patterned after Cisco Router training guidelines. *Transfer credit: CSU.*

**TCOM 490 TECHNICAL OVERVIEW OF THE INTERNET (3)**

*Three class hours per week.*

A technical overview of the Internet. This course is intended for students who want to learn about the Internet system architecture, language and vocabulary. Some lectures will be demonstrated on the Internet. Homework assignments may require students having access on the Internet. *Also listed as CAOT 490. Transfer credit: CSU.*

**TCOM 665 SELECTED TOPICS IN TELECOMMUNICATIONS**

**(.5 or 1 or 1.5 or 2)**

**(Credit/No Credit or letter grade.)**

*Eight lecture hours per each .5 unit.*

This course is designed to develop specific skills that are utilized in the telecommunications industry. The course will focus on one specific topic; for example, new or leading edge developments in computerized switching of data acquisition and transfer, etc. *Transfer credit: CSU.*

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PART 7 DIVIDER

# 154 TRANSFER COURSES – UNIVERSITY OF CALIFORNIA

## COURSES DESIGNATED AS TRANSFERABLE TOWARD BACCALAUREATE DEGREE CREDIT AT ALL CAMPUSES OF THE UNIVERSITY OF CALIFORNIA

This information is current as of May 30, 2002. Please check with the Counseling Office or the Transfer Opportunity and Career Center for more up-to-date information.

### ACCOUNTING

121 Financial Accounting  
131 Managerial Accounting

### ADMINISTRATION OF JUSTICE

100 Intro to Administration of Justice  
104 Concepts of Criminal Law  
108 Community Relations

### AMERICAN SIGN LANGUAGE

111/112 American Sign Language I & II  
121/122 Adv. Elementary Sign Language I and II

### ANTHROPOLOGY

110 Cultural Anthropology  
125 Physical Anthropology  
150 Intro to Archaeology  
155 Human Prehistory & the Rise of Civilization  
180 Magic, Witchcraft & Religion  
360 Native Peoples of North America  
690 Individual Study in Anthropology

### ART

101 History of Western Art I  
102 History of Western Art II  
105 Art of Asia and the Near East  
115 Art, Music & Ideas  
120 Art of the Americas  
130 Art Appreciation  
201 Form & Composition I  
202 Form & Composition II  
204 Drawing I  
205 Drawing II  
207 Life Drawing  
208 Portrait Drawing I  
209 Portrait Drawing II  
214 Color  
221 Painting I  
222 Painting II  
231 Water Color I  
232 Water Color II  
234 Printmaking I  
235 Printmaking II  
248 Portraits in Pastel  
301 Design  
302 Advanced Design  
351 Photography I  
352 Photography II  
376 Digital Imaging I  
405 Sculpture I  
406 Sculpture II  
411 Ceramics I  
412 Ceramics II  
417 Ceramic Glazing Techniques  
665 Special Topics in Art  
690 Individual Study in Art

### BIOLOGY

†101 Man in a Biological World  
†110 Principles of Biology  
111 Natural History of California  
†130 Human Biology  
140 Animals, People & Environment  
145 Plants, People & Environment  
150 Intro to Marine Biology  
215 Organismal Biology  
230 Intro to Cell Biology  
240 General Microbiology  
250 Human Anatomy  
260 Intro to Physiology  
675 Honors Colloquium in Biology  
690 Individual Study in Biology

### BUSINESS

100 Introduction to Business  
103 Intro to Business Information Systems (formerly D.P. 110)  
†120 Mathematical Analysis for Business  
†123 Statistics  
201 Business Law

### CHEMISTRY

†112 Chemistry in Action  
†192 Elementary Chemistry  
210 General Chemistry I  
220 General Chemistry II  
234 Organic Chemistry I  
235 Organic Chemistry II  
237 Organic Chemistry Lab I  
238 Organic Chemistry Lab II  
690 Individual Study in Chemistry

### CHINESE

†111/112 Elementary Chinese I & II

### COMBATIVES

†301 Beginning Wrestling  
†302 Intermediate Wrestling  
†401 Self Defense  
†404 Beginning Shotokan Karate  
†405 Intermediate & Adv. Shotokan Karate

### COMPUTER SCIENCE

118 Intro to Object-Oriented Program Design  
155 Computer Programming - VISUAL BASIC  
156 Intermediate Programming in VISUAL BASIC  
190 Intro to C Programming  
250 Adv. C Programming with an Intro to C++  
252 Programming Methods II: C++  
284 Programming Methods I: JAVA  
286 Programming Methods II: JAVA  
665 Selected Topics In Computer Science

### DANCE

101 Beginning Dance  
105 Dance & Wellness  
110 Modern Dance  
130 Jazz Dance  
140 Ballet  
330 Creative Dance  
†350 Aerobic Dance  
390 Dance Composition/Theory/Choreography  
400 Dance Production  
665 Selected Topics in Dance  
690 Individual Study in Dance

### EARLY CHILDHOOD

**EDUCATION**  
201 Child Development  
212 Child, Family & Community

### ECONOMICS

100 Principles of Macroeconomics  
102 Principles of Microeconomics  
690 Individual Study in Economics

### ENGLISH

†100 Composition  
†105 Intensive Composition  
110 Composition, Literature & Critical Thinking  
161 Creative Writing I  
162 Creative Writing II  
165 Critical Thinking & Adv. Composition  
400 English Composition for Non-Native Speakers  
690 Individual Study in English

### FAMILY & CONSUMER SCIENCES

113 Textiles  
212 Child, Family & Community  
310 Nutrition

### FASHION MERCHANDISING

113 Textiles

### FILM

370 Film Production (formerly ART 371)  
440 Film Study/Appreciation (formerly LIT. 441)  
450 Great Film Directors

### FITNESS

†110 Adult Conditioning  
†116 Body Conditioning  
†160 Women's Conditioning  
†201 Men's Beginning Weight Conditioning  
†202 Men's Intermediate Weight Conditioning  
†205 Weight Conditioning  
†210 Women's Individual Weight Conditioning  
†303 Trail Hiking

†304 Walking Fitness  
†305 Cardiovascular Development - Running Emphasis  
†332 Stretching & Flexibility  
†334 Yoga  
†350 Adaptive Physical Education

### GEOGRAPHY

110 Cultural Geography  
150 World Regional Geography  
690 Individual Study in Geography

### GEOLOGY

†100 Survey of Geology  
105 Environmental Earth Science  
115 Earthquakes  
180 Geology of California  
†210 General Geology  
220 Historical Geology  
†611 Field Geology I  
†612 Field Geology II  
690 Individual Study in Geology

### HEALTH SCIENCE

100 General Health  
130 Human Sexuality

### HISTORY

†100 History of Western Civilization I  
101 History of Western Civilization II  
104 World Civilizations I  
106 World Civilizations II  
†108 Survey of American History  
†201 United States History I  
†202 United States History II  
†235 History of Ethnic Groups in the U.S.  
240 History of Ethnic Groups in California  
244 African American History  
310 California History  
420 Survey of Latin American History  
430 Early Asian Civilizations  
435 History of the Philippines  
690 Individual Study in History

### HUMANITIES

115 Intro to the Arts - Live!  
690 Individual Study in Humanities

### INDIVIDUAL

†101 Beginning Archery  
†105 Intermediate Archery  
†121 Beginning Badminton  
†125 Advanced Badminton  
†160 Golf  
†251 Beginning Tennis  
†253 Intermediate Tennis  
†255 Advanced Tennis

**ITALIAN**

- †111/112 Elementary Italian I & II
- †121/122 Adv. Elementary Italian I & II

**JAPANESE**

- †111/112 Elementary Japanese I & II

**JOURNALISM**

- 110 Mass Media & Society
- 120 Newswriting

**LIBRARY SCIENCE**

- †100 Intro to Information Research
- †105 Online Research

**LITERATURE**

- 101 Contemporary Literature
- 111 Short Story
- 113 Intro to the Novel
- 116 Intro to World Literature
- 225 Mirrors of Today: Contemporary Poetry
- 251 Women in Literature
- 265 Asian American Literature
- 266 Black Literature
- 267 Filipino American Literature
- 370 Literature of the Latino in the U.S.
- 373 Latin American Literature in Translation
- 416 Modern European Literature in Translation
- 432 Folklore
- 690 Individual Study in Literature

**MATHEMATICS**

- †150 Mathematics for Elementary School Teachers I
- †153 Mathematics for Elementary School Teachers II
- †200 Probability & Statistics
- 201 Quantitative Reasoning
- †222 Precalculus
- †241 Applied Calculus I
- †242 Applied Calculus II
- †251 Calculus/Analytical Geometry I
- †252 Calculus/Analytical Geometry II
- †253 Calculus/Analytical Geometry III
- 270 Linear Algebra
- 275 Ordinary Differential Equations
- 690 Individual Study in Mathematics

**MUSIC**

- 100 Fundamentals of Music
- 110 Theory Seminar
- 111 Theory Workshop
- 115 Music, Art & Ideas
- 202 Music Appreciation
- 204 Music History
- 240 Music of the Americas
- 250 World Music
- 275 History of Jazz
- 301 Piano I
- 302 Piano II
- 303 Piano III
- 304 Piano IV

- 350 The Art of Rock, Rhythm & Blues I
- 351 The Art of Rock, Rhythm & Blues II
- 377 Beginning Guitar
- 378 Intermediate Guitar
- 379 Advanced Guitar
- 401 Voice I
- 402 Voice II
- 403 Voice III
- 404 Voice IV
- 430 Concert Band
- 450 Jazz Band
- 470 Choir
- 475 Jazz Choir
- 665 Special Topics in Musical Performance
- 690 Individual Study in Music

**OCEANOGRAPHY**

- 100 Survey of Oceanography
- †101 Oceanography Lab/Field Study
- †108 Field Studies in Oceanography

**PHILOSOPHY**

- 100 Intro to Philosophy
- 103 Critical Thinking
- 160 History of Western Philosophy: Ancient & Medieval
- 175 History of Western Philosophy: 16th-18th Century
- 200 Intro to Logic
- 240 Intro to Ethics
- 300 Intro to World Religions
- 320 Asian Philosophy
- 690 Individual Study in Philosophy

**PHYSICAL EDUCATION**

- 100 Nature & Scope of Physical Education
- 690 Individual Study in Physical Education

**PHYSICS**

- †210 General Physics I
- †211 General Physics I - Calculus Supplement
- †220 General Physics II
- †221 General Physics II - Calculus Supplement
- †250 Physics with Calculus I
- †260 Physics with Calculus II
- †270 Physics with Calculus III
- 690 Individual Study in Physics

**POLITICAL SCIENCE**

- 115 Comparative Government
- 130 International Relations
- 150 Intro to Political Theory
- †200 National, State & Local Government
- †210 American Politics
- 320 Latin America in the International Political Economy
- 690 Individual Study in Political Science

**PSYCHOLOGY**

- 100 General Psychology
- 105 Experimental Psychology

- 200 Developmental Psychology
- 201 Child Development
- 268 Black Psychology
- 300 Social Psychology
- 390 Psychology of Consciousness
- 410 Abnormal Psychology
- 665 Special Topics in Psychology
- 690 Individual Study in Psychology

**SOCIAL SCIENCE**

- 115 Social Systems
- 150 Intro to Women's Studies
- 690 Individual Study in Social Science

**SOCIOLOGY**

- 100 Intro to Sociology
- 105 Contemporary Social Issues
- 108 Community Relations
- 141 Race & Ethnicity
- 665 Selected Topics in Sociology
- 690 Individual Study in Sociology

**SPANISH**

- 110 Elementary Spanish
- †111, 112 Elementary Spanish I & II
- 120 Adv. Elementary Spanish
- †121, 122 Adv. Elementary Spanish I & II
- 130 Intermediate Spanish
- 140 Adv. Intermediate Spanish
- 161 Readings in Spanish American Lit. I
- 162 Readings in Spanish American Lit. II
- 690 Individual Study in Spanish

**SPEECH**

- 100 Fundamentals of Speech
- 111 Oral Interpretation of Literature

- †120 Interpersonal Communication
- 127 Argumentation
- †150 Communicating Across Cultures
- 690 Individual Study in Speech

**TAGALOG**

- †111 Elementary Tagalog I
- †112 Elementary Tagalog II
- †121 Adv. Elementary Tagalog I
- †122 Adv. Elementary Tagalog II

**TEAM SPORTS**

- †100 Baseball
- †111 Beginning Basketball
- †115 Advanced Basketball
- †120 Team Sports
- †125 Non-Traditional Outdoor Games
- †132 Flag Football
- †141 Beginning Soccer
- †145 Advanced Soccer
- †148 Indoor Soccer
- †150 Softball
- †171 Beginning Volleyball
- †173 Intermediate Volleyball
- †175 Advanced Volleyball
- †179 Tournament Volleyball

**VARSITY**

- †100 Men's Varsity Baseball
- †110 Men's Varsity Basketball
- †120 Men's Varsity Cross Country
- †150 Men's Varsity Soccer
- †200 Varsity Wrestling
- †310 Women's Varsity Cross Country
- †320 Women's Varsity Softball
- †340 Women's Varsity Volleyball
- †350 Women's Varsity Badminton
- †360 Women's Varsity Soccer

**NOTES:** † Courses listed with a dagger: Credit limitation – See your counselor.

Credit for courses numbered 665 and 690 is contingent upon a review of the course outline by a UC campus.

**TRANSFERS TO UNIVERSITY OF CALIFORNIA CAMPUSES**

In order to qualify for transfer to the eight undergraduate University of California campuses, students should complete IGETC (if applicable) or campus specific breadth requirements. To transfer as a junior, students must complete 60 transferable semester (90 quarter) units, including prerequisites for the intended major as required. Since each campus is unique, contact your counselor or the Transfer Opportunity and Career Center, or call the campus of your choice for further information.

- UC, Berkeley**..... (510) 642-6000
- UC, Davis** ..... (530) 752-1011
- UC, Irvine** ..... (949) 824-5011
- UC, Los Angeles** ..... (310) 825-4321
- UC, Riverside**..... (909) 787-1012
- UC, San Diego** ..... (858) 534-2230
- UC, Santa Barbara** ..... (805) 893-8000
- UC, Santa Cruz** ..... (831) 459-0111

# 156 TRANSFER COURSES – CALIFORNIA STATE UNIVERSITIES & COLLEGES

## COURSES DESIGNATED AS TRANSFERABLE BY SKYLINE COLLEGE TOWARD BACCALAUREATE DEGREE CREDIT AT CALIFORNIA STATE UNIVERSITIES AND COLLEGES

This information is current as of May 30, 2002. Please check with the Counseling Office or the Transfer Opportunity and Career Center for more up-to-date information.

The courses listed below are transferable to campuses of the California State University system. Those courses followed with a letter and numerical indicator such as "A1", "B2", etc., may be used to fulfill CSU General Education Breadth requirements. See end of section for further details.

### ACCOUNTING

100 Accounting Procedures  
103 Ten Key Skills  
121 Financial Accounting  
131 Managerial Accounting  
171 Federal Income Tax  
194 Intro to QuickBooks & QuickBooks Pro  
196 Int. QuickBooks & QuickBooks Pro  
197 Computerized Accounting  
198 Adv. Computerized Accounting w/Peachtree

### ADMINISTRATION OF JUSTICE

100 Intro to Administration of Justice ..... **D3**  
102 Principles/Procedures of Justice  
104 Concepts of Criminal Law  
106 Legal Aspects of Evidence  
108 Community Relations  
120 Criminal Investigation  
123 Concept of Enforcement  
125 Juvenile Procedures  
135 Narcotics Investigation  
205 Judicial Process in California  
665 Special Topics in Administration of Justice

### AMERICAN SIGN LANGUAGE

111 American Sign Language I ..... **C2**  
112 American Sign Language II ..... **C2**  
121 Adv. Elementary Sign Language I  
122 Adv. Elementary Sign Language II

### ANTHROPOLOGY

110 Cultural Anthropology..... **D3**  
125 Physical Anthropology..... **B2**  
150 Intro to Archaeology..... **D3**  
155 Human Prehistory & The Rise of Civilization..... **D3**  
180 Magic, Witchcraft & Religion ..... **D3**  
360 Native Peoples of North America ..... **D3**

### ARABIC

111 Elementary Arabic I ..... **C2**

### ART

101 History of Art I..... **C1**  
102 History of Art II..... **C1**  
105 Art of Asia & Near East..... **C1**  
107 Art of Our Times ..... **C1**  
115 Art, Music & Ideas..... **C1**  
120 Art of the Americas..... **C1**  
130 Art Appreciation..... **C1**  
201 Form & Composition I..... **C1**  
202 Form & Composition II

204 Drawing I..... **C1**  
205 Drawing II  
207 Life Drawing  
208 Portrait Drawing I  
209 Portrait Drawing II  
214 Color  
221 Painting I..... **C1**  
222 Painting II  
231 Water Color I  
232 Water Color II  
234 Printmaking I  
235 Printmaking II  
248 Portraits in Pastel..... **C1**  
301 Design..... **C1**  
302 Advanced Design  
311 Lettering & Layout I  
312 Lettering & Layout II  
322 Illustration  
338 Advertising Art  
350 Visual Perception through Photography..... **C1**  
351 Photography I..... **C1**  
352 Photography II..... **C1**  
353 Photography III  
354 Color Photography I..... **C1**  
355 Color Photography II..... **C1**  
363 Alternative Processes in Photography I  
364 Alternative Processes in Photography II  
371 Film Production (see FILM 370)..... **C1**  
376 Digital Imaging I  
377 Digital Imaging II  
405 Sculpture I..... **C1**  
406 Sculpture II  
407 Sculpture III: Direct Metal  
408 Bronze Casting  
411 Ceramics I..... **C1**  
412 Ceramics II  
417 Ceramic Glazing Techniques  
665 Special Topics in Art

### AUTOMOTIVE TECHNOLOGY

665 Selected Topics in Automotive  
706 Toyota Engines  
707 Toyota Transmissions  
708 Auto Principles Lab  
709 Auto Service Orientation  
710 Fundamentals Auto Mechanics  
713 Auto Electricity & Electronics  
716 Cooling/Heating & Air Conditioning  
721 Automotive Steering, Suspension & Brakes  
725 Toyota Brakes & Chassis  
727 Toyota Air Conditioning  
728 Toyota Adv. Electrical  
729 Toyota Engine Performance  
730 Japanese Basic Electrical  
734 Auto Engine Diagnosis/Repair  
735 Auto Transmission & Drive Trains  
743 Pre-Delivery Service

745 Japanese Brakes & Chassis  
747 Japanese Air Conditioning  
748 Japanese Adv. Electrical  
749 Japanese Engine Performance  
751 Automotive Engine Performance  
752 Adv. Engine Performance  
753 Auto Service Advising  
754 High Performance Engines I  
755 High Performance Engines II  
756 Chrysler Electronic Engine Controls  
757 Ford Electronic Engine Controls  
758 Automotive Computer Controls  
759 Computer Controls: GM  
760 History of the Automobile  
761 Auto Brakes II  
762 Toyota/Mazda Electronic Engine Controls  
764 Emissions Control Systems I  
765 Ignition Systems I  
768 On-Board Diagnostics II  
769 Head & Valve Services  
771 Automotive Electrical II  
772 Clean Air Car I  
773 Automotive Electrical I  
774 European Electronic Engine Controls  
775 Oscilloscopes & Exhaust Gas Analyzers  
776 Drive Lines & Differentials  
777 Automatic Transmissions I  
778 Manual Transmissions I  
779 Block Service  
781 Electrical III  
783 Precision Measurement  
784 Tools of the Automotive Industry  
785 Automotive Hazardous Materials  
786 Automotive Air Conditioning I  
787 Automatic Transmissions II  
788 Apprenticeship Systems  
789 Shop Regulations & Operations  
790 Automotive Brakes I  
791 Automotive Chassis II  
792 Automotive Chassis I  
793 Engine Performance  
794 Carbureted Fuel Systems  
795 Diesel Fuel Systems  
796 Japanese Engines  
797 Japanese Transmissions  
798 Alternative Fuels I  
799 Alternative Fuels II

### BIOLOGY

101 Man in a Biological World ..... **B2, B3**  
110 Principles of Biology..... **B2, B3**  
111 Natural History of California ..... **B2, B3**  
130 Human Biology..... **B2**  
140 Animals, People & Environment..... **B2**  
145 Plants, People & Environment..... **B2**  
150 Intro to Marine Biology..... **B2**  
215 Organismal Biology..... **B2, B3**  
230 Intro to Cell Biology..... **B2, B3**  
240 General Microbiology..... **B2, B3**

250 Human Anatomy..... **B2, B3**  
 260 Intro to Physiology..... **B2, B3**  
 365 Intertidal Interpretation  
 422 Foundations of Biotechnology  
 426 Genetic Engineering  
 430 Intro to Immunology  
 665 Selected Topics in Biology  
 675 Honors Colloquium in Biology

**BUSINESS**

100 Intro to Business..... **D3**  
 101 Human Relations at Work..... **D3**  
 103 Intro to Business Information Systems  
 107 Dealing with Difficult People  
 109 Working with People Worldwide  
 115 Business Mathematics  
 120 Mathematical Analysis for Business.... **B4**  
 123 Statistics..... **B4**  
 140 Security Investments  
 150 Small Business Management  
 170 Selling Fundamentals  
 175 Advertising  
 180 Fundamentals of Marketing  
 181 Personal Power & Leadership  
 182 Techniques of Promotion  
 183 Building High Performing Teams  
 187 Marketing Communications  
 190 Retailing, E-Commerce & Buying  
 200 Intro to International Business..... **D3**  
 201 Business Law  
 210 International Finance..... **D3**  
 212 International Business Practice Firm  
 221 Intercultural Business Communication  
 225 Foundations of Global E-Commerce  
 226 Global Business Negotiations  
 227 Global Business Contracts  
 230 Intro to International Marketing  
 231 Put Your Business on the Web  
 241 Doing Business in Asia  
 242 Doing Business in Europe  
 243 Legal Environment of International  
 Business  
 244 Doing Business in Latin America  
 245 Intro to Customs Brokerage  
 264 Labor Law/Collective Bargaining  
 278 Distribution Management  
 279 Import/Export Management  
 326 Filing & Records Management  
 400 Business English  
 401 Business Communications  
 443 Law Office Procedures  
 485 Medical Terminology  
 486 Medical Transcription  
 487 Medical Transcriber Internship  
 665 Selected Topics in Business

**CAREER AND PERSONAL DEVELOPMENT**

100 How to Succeed in College  
 111 Decision Making..... **E1**  
 132 Job Search..... **E1**  
 135 Skills/Self Assessment..... **E1**  
 136 Career Planning..... **E1**  
 137 Life & Career Planning ..... **E1**  
 140 Peer Counseling  
 410 College/Career Orientation  
 650 Seminar Groups  
 665 Life Styles Health Issues..... **E1**

**CHEMISTRY**

112 Chemistry in Action..... **B1, B3**  
 192 Elementary Chemistry  
 210 General Chemistry I..... **B1, B3**  
 220 General Chemistry II..... **B1, B3**  
 234 Organic Chemistry I..... **B1**  
 235 Organic Chemistry II..... **B1**  
 237 Organic Chemistry Lab I..... **B3**  
 238 Organic Chemistry Lab II..... **B3**  
 410 Chemistry for Health Sciences..... **B1, B3**

**CHINESE**

111 Elementary Chinese I  
 112 Elementary Chinese II

**COMBATIVES**

301 Beginning Wrestling..... **E2**  
 302 Intermediate Wrestling..... **E2**  
 401 Self Defense..... **E2**  
 404 Beginning Shotokan Karate..... **E2**  
 405 Intermediate & Adv.  
 Shotokan Karate..... **E2**

**COMPUTER APPLICATIONS & OFFICE TECHNOLOGY**

100 Beginning Computer Keyboarding  
 101 Computer Keyboarding Skill Building  
 104 Intro to Computers w/Windows I  
 105 Intro to Computers w/Windows II  
 110 Survey of PC Applications  
 200 Intro to MS Office Suite  
 201 Integration of MS Office Applications  
 212 Word Processing I: WordPerfect  
 213 Word Processing II: WordPerfect  
 214 Word Processing I: Word  
 215 Word Processing II: Word  
 217 Word Processing III  
 220 Desktop Publishing: PageMaker  
 222 Business Presentations I: PowerPoint  
 223 Business Presentations II: PowerPoint  
 225 Spreadsheets I  
 226 Spreadsheets II  
 230 Database Applications I  
 231 Database Applications II  
 235 Computer Illustration  
 300 Business Procedures & Practices  
 301 Professional Portfolio  
 320 Graphic Design for Computer Users  
 400 Internet I  
 403 HTML & Web Authoring Applications I  
 404 HTML & Web Authoring Applications II  
 405 HTML & Web Authoring Applications III  
 406 Multimedia for the Web I - Audio  
 407 Multimedia for the Web II - Video  
 410 Web Graphics I  
 411 Web Graphics II  
 412 Web Animation  
 413 Advanced Flash  
 415 Website Design & Management  
 420 Web Scripting I  
 421 Web Scripting II  
 422 Web Scripting III  
 425 Web Design Principles  
 427 Collaboration & Web Production I  
 430 Web Database I  
 431 Web Database II  
 432 Web Database III  
 480 Intro to Local Area Networks (LAN)  
 490 Technical Overview of the Internet

448 Legal Secretarial Procedures  
 665 Selected Computer Topics

**COMPUTER SCIENCE**

118 Intro to Object-Oriented Program Design  
 155 Computer Programming VISUAL BASIC  
 156 Intermediate Programming in  
 VISUAL BASIC  
 190 Intro to C Programming  
 250 Adv. C Programming with Intro to C++  
 252 Programming Methods II: C++  
 284 Programming Methods I: JAVA  
 286 Programming Methods II: JAVA  
 665 Selected Topics in Computer Science  
 684 Object-Oriented Programming & C++

**COOPERATIVE EDUCATION**

670 Vocational Cooperative Education  
 671 General Cooperative Education

**DANCE**

101 Beginning Dance..... **C1, E2**  
 105 Dance & Wellness..... **E2**  
 110 Modern Dance..... **C1, E2**  
 130 Jazz Dance..... **C1, E2**  
 140 Ballet..... **C1, E2**  
 330 Creative Dance..... **C1, E2**  
 350 Aerobic Dance..... **C1, E2**  
 390 Dance Composition/Theory/Choreography  
 400 Dance Production..... **C1, E2**  
 440 Principles of Dance Co./  
 Arts Program Management  
 450 Intermediate/  
 Adv. Dance Production..... **E2**  
 665 Selected Topics in Dance..... **E2**

**EARLY CHILDHOOD EDUCATION**

201 Child Development..... **D3**  
 210 Early Childhood Education Principles  
 211 Early Childhood Education Curriculum  
 212 Child, Family, & Community  
 214 Child-Parent Relations..... **E1**  
 240 Early Childhood Education  
 Administration: Business & Legal  
 241 Early Childhood Education  
 Administration: Human Relations  
 242 Adult Supervision in ECE/CD Classrooms  
 270 Intro to Infant/Toddler Child Care  
 272 Cultural Diversity in ECE  
 275 Children's Language & Literacy  
 Development  
 311 Children's Nutrition  
 665 Selected Topics in ECE

**ECONOMICS**

100 Principles of Macroeconomics..... **D3**  
 102 Principles of Microeconomics..... **D3**

**EDUCATION**

100 Introduction to Education **D3**

**ELECTRONICS TECHNOLOGY**

110 Intro to Fundamentals of Electronics

**ENGLISH**

100 Composition..... **A2, A3**  
 105 Intensive Composition..... **A2, A3**  
 110 Composition, Literature,  
 & Critical Thinking..... **A2, A3, C2**  
 161 Creative Writing I..... **C2**  
 162 Creative Writing II

- 165 Critical Thinking & Adv. Composition..... **A3**
- 195 Term Paper
- 400 English Comp for Non-Native Speakers ..... **A2**
- 440 Screenwriting

**FAMILY & CONSUMER SCIENCES**

- 113 Textiles..... **C1**
- 117 Creating a Personal Image
- 119 Clothing, Culture & Society..... **C1**
- 150 History of Costume
- 212 Child, Family & Community ..... **D3**
- 213 Child-Parent Relations..... **E1**
- 310 Nutrition..... **E1**
- 311 Children’s Nutrition
- 313 Holistic Perspectives in Nutrition..... **E1**
- 320 Food & Fitness..... **E1**
- 392 Life Cycle..... **E1**
- 665 Selected Topics in Family & Consumer Sciences

**FASHION MERCHANDISING**

- 113 Textiles..... **C1**
- 117 Creating a Personal Image
- 119 Clothing, Culture & Society..... **C1**
- 150 History of Costume
- 151 Fashion Merchandising
- 152 Visual Merchandising
- 153 Apparel & Home Fashion Analysis
- 156 Fashion Shows & Special Events
- 160 Business of Image Consulting
- 665 Selected Topics in Fashion

**FILM**

- 370 Film Production..... **C1**
- 375 Scriptwriting for Film & TV
- 380 Basic Video Production
- 385 Intermediate Film/Video Workshop
- 440 Film Study & Appreciation..... **C2**
- 450 Great Film Directors

**FITNESS**

- 110 Adult Conditioning..... **E2**
- 116 Body Conditioning..... **E2**
- 160 Women’s Conditioning..... **E2**
- 201 Men’s Beginning Weight Conditioning ..... **E2**
- 202 Men’s Intermediate Weight Conditioning ..... **E2**
- 205 Weight Conditioning..... **E2**
- 210 Women’s Individual Weight Conditioning..... **E2**
- 303 Trail Hiking..... **E2**
- 304 Walking Fitness..... **E2**
- 305 Cardiovascular Development – Running Emphasis..... **E2**
- 332 Stretching & Flexibility..... **E2**
- 334 Yoga..... **E2**
- 350 Adaptive Physical Education..... **E2**
- 400 Fitness Academy..... **E2**

**GEOGRAPHY**

- 110 Cultural Geography..... **D3**
- 150 World Regional Geography..... **D3**
- 301 Intro to Map Reading for GIS
- 302 Intro to GIS & ArcView
- 303 GIS Applications

**GEOLOGY**

- 100 Survey of Geology..... **B1**
- 105 Environmental Earth Science..... **B1**
- 115 Earthquakes
- 120 Geology of National Parks & Monuments
- 180 Geology of California..... **B1**
- 210 General Geology..... **B1, B3**
- 220 Historical Geology..... **B1, B3**
- 611 Field Geology I
- 612 Field Geology II

**GERONTOLOGY**

- 101 Intro to Gerontology..... **E1**
- 102 Essentials of Care of the Older Adult

**HEALTH SCIENCE**

- 100 General Health ..... **E1**
- 130 Human Sexuality..... **E1**
- 150 Death & Dying..... **E1**
- 425 CPR: Health Care Provider
- 484 Medical Terminology
- 665 Life Styles – Health Issues..... **E1**

**HISTORY**

- 100 History of Western Civilization I..... **C2**
- 101 History of Western Civilization II..... **C2**
- 104 World Civilizations I ..... **C2, D3**
- 106 World Civilizations II ..... **C2, D3**
- 108 Survey of American History ..... **D1**
- 201 U.S. History I..... **D1**
- 202 U.S. History II ..... **D1**
- 235 History of Ethnic Groups in the U.S.... **D1**
- 240 History of Ethnic Groups in California..... **D2a**
- 244 African American History ..... **D1**
- 310 California History..... **D2a**
- 420 Survey of Latin American History..... **C2**
- 430 Early Asian Civilizations ..... **C2, D3**
- 435 History of the Philippines ..... **C2, D3**

**HOSPITALITY ADMINISTRATION**

- 100 Intro to Hospitality/Travel
- 101 Hospitality Marketing
- 102 Property & Equipment Systems
- 103 Food & Beverage Operations
- 104 Rooms Administration
- 108 Intro to Meetings & Convention Management
- 110 Hospitality Law
- 112 Principles of Meetings & Convention Management
- 200 Sanitation & Safety Techniques
- 204 Quantity Food & Beverage Purchasing
- 208 Food & Beverage Cost Control
- 670 Hotel Work Experience

**HUMANITIES**

- 106 The Awakening of Individuality..... **C2**
- 115 Intro to the Arts - Live!..... **C2**
- 116 Children’s Arts Appreciation..... **C2**
- 117 Arts, Senses & Imagination..... **C1**

**INDIVIDUAL**

- 101 Beginning Archery ..... **E2**
- 105 Intermediate Archery ..... **E2**
- 121 Beginning Badminton..... **E2**
- 125 Intermediate/Adv. Badminton..... **E2**
- 160 Golf..... **E2**
- 251 Beginning Tennis..... **E2**
- 253 Intermediate Tennis..... **E2**
- 255 Advanced Tennis..... **E2**

**INTERIOR DESIGN**

- 110 Environmental Design..... **C1**
- 120 Designing Interiors for Multicultural Populations..... **C1**
- 310 Housing

**ITALIAN**

- 111 Elementary Italian I..... **C2**
- 112 Elementary Italian II..... **C2**
- 121 Adv. Elementary Italian I..... **C2**
- 122 Adv. Elementary Italian II..... **C2**

**JAPANESE**

- 111 Elementary Japanese I..... **C2**
- 112 Elementary Japanese II..... **C2**
- 115 Basic Business Japanese

**JOURNALISM**

- 110 Mass Media & Society..... **D3**
- 120 Newswriting
- 300 Newspaper Production

**LEARNING SKILLS**

- 100 Strategies for Academic Success
- 110 Directed Experience in Tutoring

**LIBRARY SCIENCE**

- 100 Intro to Information Research..... **E1**
- 105 Online Research
- 106 Online Research I: Intro to Online Research
- 107 Online Research II: Specific Topics, Tools & Strategies
- 108 Online Research III: Developing Web-Based Annotated Bibliographies
- 110 Oral Research
- 665 Selected Topics in Library & Information Science

**LITERATURE**

- 101 Contemporary Literature ..... **C2**
- 111 Short Story..... **C2**
- 113 Intro to the Novel..... **C2**
- 116 Intro to World Literature ..... **C2**
- 225 Mirrors of Today: Contemporary Poetry ..... **C2**
- 251 Women in Literature..... **C2**
- 265 Asian American Literature ..... **C2**
- 266 Black Literature..... **C2**
- 267 Filipino American Literature..... **C2**
- 370 Literature of the Latino in U.S..... **C2**
- 373 Latin American Literature in Translation..... **C2**
- 416 Modern European Literature in Translation ..... **C2**
- 432 Folklore ..... **C2**
- 441 Film Study & Appreciation (see FILM 440)..... **C2**

**MANAGEMENT**

- 100 Intro to Business
- 120 Management Communications
- 235 Techniques of Supervision
- 255 Intro to Quality Control
- 270 Public Transit Management

**MATHEMATICS**

130 Trigonometry .....	<b>B4</b>
150 Mathematics for Elementary School Teachers I.....	<b>B4</b>
153 Mathematics for Elementary School Teachers II.....	<b>B4</b>
200 Probability & Statistics.....	<b>B4</b>
201 Quantitative Reasoning.....	<b>B4</b>
222 Precalculus.....	<b>B4</b>
241 Applied Calculus I.....	<b>B4</b>
242 Applied Calculus II.....	<b>B4</b>
251 Calculus/Analytical Geometry I.....	<b>B4</b>
252 Calculus/Analytical Geometry II.....	<b>B4</b>
253 Calculus/Analytical Geometry III.....	<b>B4</b>
270 Linear Algebra.....	<b>B4</b>
275 Ordinary Differential Equations.....	<b>B4</b>

**MUSIC**

100 Fundamentals of Music.....	<b>C1</b>
110 Theory Seminar.....	<b>C1</b>
111 Theory Workshop.....	<b>C1</b>
115 Music, Art & Ideas.....	<b>C1</b>
144 Concert Enjoyment.....	<b>C1</b>
202 Music Appreciation.....	<b>C1</b>
204 Music History.....	<b>C1</b>
240 Music of the Americas.....	<b>C1</b>
250 World Music.....	<b>C1</b>
275 History of Jazz.....	<b>C1</b>
290 Intro to MIDI Music	
301 Piano I.....	<b>C1</b>
302 Piano II	
303 Piano III	
304 Piano IV	
350 The Art of Rock, Rhythm & Blues I	
351 The Art of Rock, Rhythm & Blues II	
377 Beginning Guitar	
378 Intermediate Guitar	
379 Advanced Guitar	
401 Voice I	
402 Voice II	
403 Voice III	
404 Voice IV	
430 Concert Band	
450 Jazz Band	
470 College Choir.....	<b>C1</b>
475 Jazz Choir	
665 Special Topics in Music Performance	

**OCEANOGRAPHY**

100 Survey of Oceanography.....	<b>B1</b>
101 Oceanography Lab/Field Study.....	<b>B3</b>
108 Field Studies	

**PARALEGAL STUDIES**

240 Intro to Law	
245 Legal Operations	
250 Legal Research	
252 Principles of Civil & Administrative Process	
260 Adv. Legal Research & Writing	
265 Labor Law & Collective Bargaining	
266 Probates, Estates & Trusts	
304 Concepts of Criminal Law	
305 Judicial Process in California	
306 Legal Aspects of Evidence	
320 Criminal Investigation	
443 Law Office Procedures	

**PHILOSOPHY**

100 Intro to Philosophy.....	<b>C2</b>
103 Critical Thinking.....	<b>A3</b>
109 Critical Thinking & Writing .....	<b>A3</b>
160 History of Western Philosophy: Ancient & Medieval.....	<b>C2</b>
175 History of Western Philosophy: 16th-18th Century .....	<b>C2</b>
200 Intro to Logic.....	<b>A3</b>
240 Intro to Ethics.....	<b>C2</b>
300 Intro to World Religions.....	<b>C2</b>
320 Asian Philosophy.....	<b>C2</b>

**PHYSICAL EDUCATION**

100 Nature & Scope of P.E.	
130 Sports Officiating	
201 Sports Medicine: Lower Extremities & Spine	
202 Sports Medicine: Upper Extremities & Spine	
203 Sports Medicine: Clinical Internship	

**PHYSICS**

210 General Physics I.....	<b>B1, B3</b>
211 General Physics I - Calculus Supplement	
220 General Physics II.....	<b>B1, B3</b>
221 General Physics II - Calculus Supplement	
250 Physics with Calculus I.....	<b>B1, B3</b>
260 Physics with Calculus II.....	<b>B1, B3</b>
270 Physics with Calculus III.....	<b>B1, B3</b>

**POLITICAL SCIENCE**

115 Comparative Government.....	<b>D3</b>
130 International Relations.....	<b>D3</b>
150 Intro to Political Theory.....	<b>D3</b>
200 National, State & Local Government .....	<b>D2b</b>
210 American Politics .....	<b>D1</b>
301 California State & Urban Government.....	<b>D2a</b>
320 Latin America in the International Political Economy.....	<b>D3</b>

**PSYCHOLOGY**

100 General Psychology.....	<b>D3</b>
105 Experimental Psychology	
110 Courtship/Marriage/Family.....	<b>D3</b>
171 Quantitative Reasoning in Psychology.....	<b>B4</b>
200 Developmental Psychology.....	<b>D3, E1</b>
201 Child Development.....	<b>D3</b>
268 Black Psychology.....	<b>D3</b>
300 Social Psychology.....	<b>D3</b>
301 Psychology of Personal Development.....	<b>D3</b>
390 Psychology of Consciousness.....	<b>D3</b>
410 Abnormal Psychology.....	<b>D3</b>
665 Special Topics in Psychology	

**READING**

420 Critical & Effective Reading	
425 Speed Reading	

**REAL ESTATE**

100 Real Estate Principles	
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**RECREATION EDUCATION**

100 Intro to Recreation	
121 Leadership/Field Work A	
122 Leadership/Field Work B	
123 Leadership/Field Work C	
124 Leadership/Field Work D	

**RESPIRATORY THERAPY**

400 Patient & Health Care Concerns	
410 Intro to Patient Care & Respiratory Assessment Techniques	
420 Application of Cardiopulmonary Anatomy & Physiology	
430 Intro to Respiratory Therapeutics	
438 Clinical Clerkship I	
445 Respiratory Diseases I	
448 Clinical Clerkship II	
450 Respiratory Diseases II	
458 Clinical Clerkship III	
460 Respiratory Critical Care	
475 Hemodynamic Monitoring & Selected Topics in Respiratory Care	
480 Pulmonary Function Testing	
484 Medical Terminology for Respiratory Therapy	
485 Clinical Medicine Seminar	
488 Clinical Clerkship IV	
490 Neonatal, Pediatric & Rehabilitative Care	
495 Respiratory Care Board Examination Preparation & Review	
665 Selected Topics in Respiratory Therapy	

**SOCIAL SCIENCE**

110 U. S. Social Institutions.....	<b>D1</b>
115 Social Systems.....	<b>D2a</b>
140 Media & Society.....	<b>D3</b>
150 Gender, Society and Culture .....	<b>D3</b>
160 Women in Transition Seminar	
665 Selected Topics in Women's Studies	

**SOCIOLOGY**

100 Intro to Sociology.....	<b>D3</b>
105 Contemporary Social Issues.....	<b>D3</b>
108 Community Relations	
110 Courtship, Marriage & Family.....	<b>D3</b>
141 Race & Ethnicity.....	<b>D3</b>
665 Selected Topics in Sociology.....	<b>D3</b>

**SPANISH**

110 Elementary Spanish.....	<b>C2</b>
111 Elementary Spanish I.....	<b>C2</b>
112 Elementary Spanish II.....	<b>C2</b>
120 Adv. Elementary Spanish.....	<b>C2</b>
121 Adv. Elementary Spanish I.....	<b>C2</b>
122 Adv. Elementary Spanish II.....	<b>C2</b>
130 Intermediate Spanish.....	<b>C2</b>
140 Adv. Intermediate Spanish.....	<b>C2</b>
161 Readings in Spanish American Literature I.....	<b>C2</b>
162 Readings in Spanish American Literature II.....	<b>C2</b>

**SPEECH**

100 Fundamentals of Speech.....	<b>A1</b>
111 Oral Interpretation of Literature .....	<b>C2</b>
120 Interpersonal Communication.....	<b>A1</b>
127 Argumentation	
128 Forensics	
130 Voice & Articulation	
150 Communicating Across Cultures.....	<b>A1</b>
160 Basic Skills in Public Speaking	

**STUDENT GOVERNMENT**

111 Student Government I	
112 Student Government II	
115 Community Service & Leadership Practicum	

**TAGALOG**

- 111 Elementary Tagalog I..... **C2**
- 112 Elementary Tagalog II..... **C2**
- 121 Adv. Elementary Tagalog I
- 122 Adv. Elementary Tagalog II

**TEAM SPORTS**

- 100 Baseball..... **E2**
- 111 Beginning Basketball..... **E2**
- 115 Advanced Basketball..... **E2**
- 120 Team Sports ..... **E2**
- 125 Non-Traditional Outdoor Games..... **E2**
- 132 Flag Football
- 141 Beginning Soccer..... **E2**
- 145 Advanced Soccer..... **E2**
- 148 Indoor Soccer..... **E2**
- 150 Softball..... **E2**
- 171 Beginning Volleyball..... **E2**
- 173 Intermediate Volleyball..... **E2**
- 175 Advanced Volleyball..... **E2**
- 179 Tournament Volleyball ..... **E2**

**TELECOMMUNICATIONS**

- 100 Survey of Telecommunications
- 405 Electrical Fundamentals for TCOM
- 410 Installation & Wiring Practices for TCOM
- 420 Fundamentals of Signal Transmission
- 440 Fundamentals of Data Communication
- 451 PC Configuration & Repair
- 452 A+ Certification Exam Preparation
- 460 Fiber Optics
- 462 Switching Technology
- 470 Broadband Networking
- 480 Intro to Local Area Networks (LAN)
- 481 Adv. Local Area Networks
- 482 Introduction to Routers
- 483 Network Switches –  
Concepts & Applications
- 484 Routing Concepts & Applications
- 490 Technical Overview of the Internet
- 665 Selected Topics in TCOM

**VARSITY**

- 100 Men’s Varsity Baseball..... **E2**
- 110 Men’s Varsity Basketball..... **E2**
- 120 Men’s Varsity Cross Country..... **E2**
- 150 Men’s Varsity Soccer..... **E2**
- 200 Varsity Wrestling..... **E2**
- 310 Women’s Varsity Cross Country..... **E2**
- 320 Women’s Varsity Softball..... **E2**
- 340 Women’s Varsity Volleyball..... **E2**
- 350 Women’s Varsity Badminton
- 360 Women’s Varsity Soccer

**Special Note:** The following courses, usually offered by all programs, are also transferable – 680 Experimental Courses in (Department) and 690 Individual Study in (Department). In addition to COOP 670, courses numbered 670 (work experience) are offered in a variety of vocational disciplines and are transferable.

**TRANSFER TO CALIFORNIA STATE UNIVERSITY CAMPUSES**

There are 22 California State University (CSU) campuses. The general education requirements for all lower division campuses are listed on page 161.

In addition to the general education requirements, there may be major requirements that need to be completed before transferring with junior status. Consult with your counselor or the specific campus for further information.

- CSU, Bakersfield** ..... (661) 664-3036
- California**
- Maritime Academy**..... (800) 561-1945
- CSU, Chico** ..... (530) 898-6321
- CSU, Dominguez Hills** ..... (310) 243-3696
- CSU, Fresno**..... (559) 278-2261
- CSU, Fullerton** ..... (714) 278-2300
- CSU, Hayward**..... (510) 885-2624
- CSU, Humboldt** ..... (707) 826-4402
- CSU, Long Beach**..... (562) 985-5471
- CSU, Los Angeles** ..... (323) 343-3901
- CSU, Monterey Bay** ..... (831) 582-3518
- CSU, Northridge**..... (818) 677-3700
- CSU, Pomona** ..... (909) 869-2000
- CSU, Sacramento** ..... (916) 278-3901
- CSU, San Bernardino** ..... (909) 880-5200
- CSU, San Diego** ..... (619) 594-6871
- CSU, San Francisco**..... (415) 338-1113
- CSU, San Jose** ..... (408) 283-7500
- CSU, San Luis Obispo** ..... (805) 756-2311
- CSU, San Marcos** ..... (760) 750-4800
- CSU, Sonoma** ..... (707) 664-2778
- CSU, Stanislaus** ..... (209) 667-3151



# CSU GENERAL EDUCATION REQUIREMENTS 161

Candidates for a Bachelor's degree from the CSU System who begin college in the Fall of 2002 shall complete the following pattern of general education courses encompassing a minimum of 48 semester units. A maximum of 39 of the total of 48 may be completed at Skyline College. The remaining nine units must be in the upper division of the degree granting institution. Of the 39 units that may be taken at Skyline College, no more than 30 units will be certified in Areas B, C and D combined. Courses used to satisfy the American Institutions requirement may also apply in Area D. Courses taken at other accredited institutions can be certified at Skyline College.

**AREA A: COMMUNICATION SKILLS & CRITICAL THINKING: 9 units required**

(One course required from each of A1, A2 and A3.)

<b>A1 - Oral Communications</b>	<b>A2 - Written Communications</b>	<b>A3 - Critical Thinking</b>
SPCH 100 120 150	ENGL 100 105 110 400	ENGL 100 105 110** 165 PHIL 103 109 200

\*\*ENGL 110 was redesigned and must be taken Fall 1997 or thereafter to meet this requirement.

**NOTE: Areas A1, A2, A3 and B4 MUST be completed with grades of C or better BEFORE transfer.**

**AREA B: NATURAL SCIENCE AND MATHEMATICS: 9 units required**

(One course from Physical Science B1, Life Science B2, and Quantitative Reasoning B4.)

Must include one lab course from Area B1, B2 or B3 (indicated by asterisk\*).

<b>B1 - Physical Science</b>	<b>B2 - Life Science</b>	<b>B4 - Quantitative Reasoning</b>
CHEM 112* 210* 220* 234-237* 235-238* 410*	ANTH 125 BIOL 101* 110* 111* 130 140 145 150 215* 230* 240* 250* 260*	BUS. 120 123 MATH 130 150 153 200 201 222 241 242 251 252 253 270 275 PSYC 171
GEOL 100 105 180 210* 220*	<b>*B3- Lab Course</b>	
OCEN 100	OCEN 101*	<b>Note: ACTG 121/131 meet B4 only if taken prior to Fall 2002.</b>
PHYS 210* 220* 250* 260* 270*		

**AREA C: ARTS, LITERATURE, PHILOSOPHY & LANGUAGES: 9 units required**

(Three courses to include at least one course from Arts and one from Humanities.)

<b>C1 - Arts</b>	<b>C2 - Humanities</b>	
ART 101 102 105 107 115 120 130 201 204 221 248 301 350 351 352 354 355 405 411	ARBC 111 ASL 111 112 ENGL 110 161 FILM 440 (formerly Lit. 441) HIST 100 101 104 106 420 430 435 HUM. 106 115 116 ITAL 111 112 121 122 JAPN 111 112	LIT. 101 111 113 116 225 251 265 266 267 370 373 416 432 PHIL 100 160 175 240 300 320 SPAN 110 111 112 120 121 122 130 140 161 162 SPCH 111 TAGA 111 112
DANC 101 110 130 140 330 350 400		
FASH 113 119		
FCS 113 119		
FILM 370 (formerly ART 371)		
HUM. 117		
INTD 110 120		
MUS. 100 110 111 115 144 202 204 240 250 275 301 470		

**ART 115 & MUS. 115 are the same course; FASH 113 & 119 are the same courses as FCS 113 & 119.**

**AREA D: SOCIAL, POLITICAL & ECONOMIC INSTITUTIONS: 9 units required\***

(Must include one course from D1 and one course from either D2a or D2b to satisfy U.S. History, Constitution & American Ideals requirement. Note: Group D2b is specially designed for students who have satisfied the U.S. History requirement **only** at other institutions, including California community colleges or CSU's.)

<b>D1 - U.S. History &amp; U.S. Government</b>	<b>D2b - U.S. Government/State &amp; Local Government</b>	
HIST 108 201 202 235 244	PLSC 200	
PLSC 210	<b>D3 - Social Institutions</b>	
SOSC 110	ADMJ 100	EDUC 100
<b>D2a - State &amp; Local Government</b>	ANTH 110 150 155 180 360	FCS 212
HIST 240 310	BUS. 100 101 200 210	GEOG 110 150
PLSC 301	ECE. 201	HIST 104 106 430 435
SOSC 115	ECON 100 102	JOUR 110
		PLSC 115 130 150 320
		PSYC 100 110 200 201 268
		300 301 390 410
		SOCI 100 105 110 141 665
		SOSC 140 150

**PSYC 110 & SOCI 110 are the same course;**  
**ECE. 201 & PSYC 201 are the same course.**

\*Courses must be selected from at least **two** different subject areas.  
**Note: ECE. 201 meets D3 only if taken Fall 2000 or thereafter.**

**AREA E: LIFELONG UNDERSTANDING & SELF DEVELOPMENT: 3 units required**

(Maximum one unit applicable from Area E2. Must complete minimum of two units in Area E1 for a total of three units.)

<b>E1</b>	<b>E2</b>	
CRER 111 132 135 136 137 665	COMB 301 302 401 404 405	INDV 101 105 121 125 160 251
ECE. 214	DANC 101 105 110 130 140 330	253 255
FCS 213 310 313 320 392	350 400 450 665	TEAM 100 111 115 120 125 141
GERO 101	FITN 110 116 160 201 202 205	145 148 150 171 173 175
HSCI 100 130 150 665	210 303 304 305 332	179
LSCI 100	334 350 400	
PSYC 200		

**ECE. 214 & FCS 213 are the same course.**

**Note: COMP 110 meets E1 only if taken prior to Fall 1999.**

**IMPORTANT: For the most updated version of this list see the Counseling Office or the Transfer Opportunity and Career Center (TOCC).**

# 162 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Effective Fall 1991, the IGETC will permit a student to transfer from Skyline College to any campus of the California State University (CSU) or the University of California (UC) systems without having to take additional lower-division general education after transfer.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division general education requirements. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

- NOTE:**
1. The IGETC does not guarantee admission to any CSU or UC campus.
  2. The IGETC does not meet the American History and Institutions requirement at CSU and UC campuses.
  3. All courses for IGETC must be completed with C or better grades (a C- is not acceptable).

**AREA 1 - ENGLISH COMMUNICATION** (Required: 1 or more courses from each group for CSU; UC requires completion of courses from Groups A and B only.)

<b>GROUP A:</b> Choice of ENGL 100 or ENGL 105#	<b>GROUP B:</b> Choice of ENGL 110**, ENGL 165 or PHIL 109	<b>GROUP C:</b> Choice of SPCH 100, SPCH 120+ or SPCH 150
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**AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING** (Required: 1 course, 3 semester units minimum.)

BUS. 120#, 123#	MATH 200#, 201, 222#, 241#, 242#, 251#, 252#, 253#, 270, 275
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**AREA 3 - ARTS and HUMANITIES** (Required: 3 courses, 9 semester units minimum. At least one course from Arts and one from Humanities.)

<b>GROUP A: ARTS</b>	<b>GROUP B: HUMANITIES</b>	
ART 101 102 105 115 120 130	HIST 100 101 108# 201# 202# 235	PHIL 100 160 175 240 300 320
FILM 440 (formerly Lit. 441) 450	240 244 310 420	SPAN 130 140 161 162
MUS. 100 115 202 204 240 250	LIT. 101 111 113 225 251 265 266	
	267 370 373 432	

**AREA 4 - SOCIAL and BEHAVIORAL SCIENCES** (Required: 3 courses, 9 semester units minimum. Courses from at least two disciplines or an interdisciplinary sequence.)

ANTH 110 150 155 180 360	HIST 100 101 108# 201# 202#	PSYC 100 200 201 268 300 390 410++
ECE 201	235 240 244 310 420	SOCI 100 105 141
ECON 100 102	JOUR 110	SOSC 150
GEOG 110 150	PLSC 115 130 150 200 210 320	

**AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES** (Required: 2 courses, 7 semester units minimum. One Physical Science course and one Biological Science course; at least one must include a laboratory.)

<b>GROUP A: PHYSICAL SCIENCE</b>	<b>GROUP B: BIOLOGICAL SCIENCE</b>
CHEM 112* 210* 220* 234/237* 235/238*	ANTH 125
GEOL 100 105 180 210* 220*	BIOL 101#* 110#* 111* 130# 145 150 215*
OCEN 100 101*	230* 240* 250* 260*
PHYS 210* 220* 250* 260* 270*	

**LANGUAGE OTHER THAN ENGLISH (UC Requirement Only)** (Required: Two years of high school study of a language with a grade of "C" or better **OR** 3-5 units of courses listed below.)

ASL 122	ITAL 122	SPAN 120 or 122	TAGA 122
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**U.S. HISTORY, CONSTITUTION and AMERICAN IDEALS - CSU Requirement** (Required: One course of 3 units from Group A **and either** Group B1 or Group B2 for a total of 6 units. **Note:** Group B2 is specially designed for students who have satisfied the U.S. History requirement **only** at other institutions, including California community colleges or CSU's.) Not part of IGETC, but may be completed prior to transfer.

<b>GROUP A:</b> <b>U.S. History &amp; U.S. Government</b>	<b>GROUP B1:</b> <b>State &amp; Local Government</b>	<b>GROUP B2: U.S. Government/ State &amp; Local Government</b>
HIST 108 201 202 235 244	HIST 240 310	PLSC 200
PLSC 210	PLSC 301	
SOSC 110	SOSC 115	

- \* = Lab Course
- # = UC transfer credit may be limited
- \*\* = ENGL 110 was redesigned and must be taken Fall 1997 or thereafter to meet this requirement.
- + = SPCH 120 meets this requirement only if taken prior to Summer 1995 and Fall 1996 or thereafter.  
SPCH 120 was not UC transferable in 1996 (so may not be used for IGETC if taken Fall 1995, Spring 1996 or Summer 1996.)
- ++ = PSYC 410 must be taken Fall 1998 or thereafter to meet this requirement.

**NOTE:** For the most updated version of this list see the Counseling Office or the Transfer Opportunity and Career Center (TOCC).

# CALIFORNIA ARTICULATION NUMBER SYSTEM (CAN) 163

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught within each academic discipline on California college campuses. The system assures that CAN courses on one participating campus will be accepted “in lieu of” the comparable CAN course for the major on another participating campus. Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on another participating campus.

CAN ID	SKYLINE COLLEGE COURSE	CAN ID	SKYLINE COLLEGE COURSE
CAN AJ 2	ADMJ 100	CAN HIST 10	HIST 202
CAN AJ 4	ADMJ 104	CAN HIST SEQ A	HIST 100 + HIST 101
CAN ANTH 2	ANTH 125	CAN HIST SEQ B	HIST 201 + HIST 202
CAN ANTH 4	ANTH 110	CAN ITAL 2	ITAL 111 + ITAL 112
CAN ART 2	ART 101	CAN JOUR 2	JOUR 120
CAN ART 4	ART 102	CAN JOUR 4	JOUR 110
CAN ART 6	ART 411	CAN MATH 8	MATH 130
CAN ART 8	ART 204	CAN MATH 16	MATH 222
CAN ART 10	ART 221	CAN MATH 18	MATH 251
CAN ART 12	ART 405	CAN MATH 20	MATH 252
CAN ART 14	ART 301	CAN MATH 22	MATH 253
CAN ART 18	ART 351	CAN MATH 24	MATH 275
CAN BIOL 2	BIOL 110	CAN MATH 26	MATH 270
CAN BIOL 10	BIOL 250	CAN MATH 30	MATH 241
CAN BIOL 12	BIOL 260	CAN MATH 32	MATH 242
CAN BIOL 14	BIOL 240	CAN MATH SEQ B	MATH 251 + MATH 252
CAN BIOL SEQ A	BIOL 215 + BIOL 230	CAN MATH SEQ C	MATH 251 + MATH 252 + MATH 253
CAN BIOL SEQ B	BIOL 250 + BIOL 260	CAN MATH SEQ D	MATH 241 + MATH 242
CAN BUS 2	ACTG 121	CAN PHIL 2	PHIL 100
CAN BUS 4	ACTG 131	CAN PHIL 4	PHIL 240
CAN BUS 8	BUS. 201	CAN PHIL 6	PHIL 200
CAN BUS SEQ A	ACTG 121 + ACTG 131	CAN PHYS 2	PHYS 210
CAN CHEM 2	CHEM 210	CAN PHYS 4	PHYS 220
CAN CHEM 4	CHEM 220	CAN PHYS 8	PHYS 250
CAN CHEM 6	CHEM 192	CAN PHYS 12	PHYS 260
CAN CHEM 12	CHEM 250	CAN PHYS 14	PHYS 270
CAN CHEM SEQ A	CHEM 210 + CHEM 220	CAN PHYS SEQ A	PHYS 210 + PHYS 220
CAN ECON 2	ECON 100	CAN PHYS SEQ B	PHYS 250 + PHYS 260 + PHYS 270
CAN ECON 4	ECON 102	CAN PSY 2	PSYC 100
CAN ENGL 2	ENGL 100 or ENGL 105	CAN REC 2	REC 100
CAN ENGL 4	ENGL 110	CAN REC 4	REC 121
CAN ENGL 6	ENGL 161	CAN SOC 2	SOCI 100
CAN FCS 2	FCS 310	CAN SOC 4	SOCI 105
CAN GEOG 4	GEOG 110	CAN SPCH 4	SPCH 100
CAN GEOL 2	GEOL 210	CAN SPCH 6	SPCH 127
CAN GOVT 2	PLSC 200	CAN STAT 2	MATH 200
CAN HIST 2	HIST 100		
CAN HIST 4	HIST 101		
CAN HIST 8	HIST 201		

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page 165 insert  
PART 8 DIVIDER

# 166 SKYLINE COLLEGE ADMINISTRATION

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PRESIDENT

**Frances L. White**

VICE PRESIDENT, INSTRUCTION

**Regina Stanback-Stroud**

VICE PRESIDENT, STUDENT SERVICES

**Rosemary Ybarra-Garcia**

INSTRUCTION

**Donna Bestock**

*Dean, Social Science/Creative Arts Division*

**Anita Martinez**

*Dean, Language Arts Division*

**Margery Meadows**

*Interim Dean, Business Division*

**Donald H. Smith**

*Dean, Instructional Technology and Resources*

**Michael Williamson**

*Dean, Science/Mathematics/Technology Division*

**Andreas Wolf**

*Dean, Physical Education/Recreation Education Division*

*Director of Athletics*

STUDENT SERVICES

**Sherrri Hancock**

*Dean, Admissions and Records*

**Jennifer Hughes**

*Dean, Counseling*

# FACULTY AND OTHER ACADEMIC PERSONNEL 167

## FACULTY AND OTHER ACADEMIC PERSONNEL

(Date of original appointment follows name.)

### **Acidera, Jeffrey R. (1995)**

*Assistant Professor, Counselor*  
B.S., University of Hawaii at Manoa  
M.S., San Francisco State University

### **Araica, Daisy (1999)**

*Assistant Professor, Mathematics*  
B.A., University of California, Santa Cruz  
M.A., San Francisco State University

### **Ban, Ann (1989)**

*Professor, Computer Science/  
Mathematics*  
B.A., Adelphi University  
M.A., San Francisco State University

### **Barchas, Kathryn (1970)**

*Professor, Sociology*  
B.A., Tufts University  
M.A., Stanford University

### **Bates, Alec (2002)**

*Assistant Professor, Chemistry*  
B.S., M.A., Indiana University

### **Bell, Rachel (1997)**

*Assistant Professor, English*  
B.A., University of California, Santa Barbara  
M.A., San Diego State University

### **Bell, Rosemary (1999)**

*Assistant Professor, History,  
WIT Program*  
B.A., York College - CUNY  
M.A., New York University

### **Beringer, Connie J. (1990)**

*Associate Professor, English*  
B.A., Ohio University  
M.A., Kent State University

### **Bestock, Donna (1985)**

*Dean, Social Science/Creative Arts*  
B.A., Mills College  
M.A., Stanford University

### **Biagi, Laurie (1994)**

*Associate Professor, Cosmetology*

### **Biederman, Donald D. (1969)**

*Professor, Counselor*  
B.A., Tufts University  
M.S., University of Washington

### **Bowsher, James (1999)**

*Assistant Professor, English*  
B.A., Denison University, Granville, Ohio  
M.A., San Francisco State University

### **Brenner, Eric (1984)**

*Professor, Librarian*  
B.A., M.L.S., University of California, Berkeley  
M.A., San Francisco State University

### **Broxholm, Tom (1994)**

*Associate Professor, Automotive  
Technology*

### **Buckingham, George A. (1991)**

*Associate Professor, History*  
A.A., College of Alameda  
B.A., University of California, Berkeley  
M.A., Hayward State University

### **Burns, Elizabeth A. (1990)**

*Associate Professor, Business*  
B.A., University of California, Los Angeles  
M.B.A., University of California, Berkeley

### **Campillo, Carla (1988)**

*Professor, Counselor*  
A.A., Canada College  
B.A., M.A., San Jose State University

### **Carr-Casanova, Rosario (1977)**

*Professor, Counselor, EOPS*  
A.A., College of Marin  
B.A., M.S., San Francisco State University  
M.A., Harvard University  
Ph.D., Wright Institute

### **Case, Christine L. (1971)**

*Professor, Microbiology, Biology*  
A.A., City College of San Francisco  
B.A., M.A., San Francisco State University  
Ed.D., Nova University

### **Castro-Galvin, Luciana (1998)**

*Assistant Professor, Spanish*  
B.A., University of Sao Paulo, Brazil  
M.A., Ph.D., University of California, Los Angeles

### **Cervantes, Alma E. (2000)**

*Assistant Professor, Business  
Information/Office Technology*  
B.A., University of California, Los Angeles  
M.A., California State University, Hayward

### **Chandler, Chip (1976)**

*Professor, Physical Education*  
B.A., Western Carolina University  
M.Ed., Springfield College

### **Chavez, John E. (1979)**

*Professor, Mathematics/  
Learning Center Specialist*  
B.A., M.A., University of California, Santa Barbara

### **Christman, Terry L. (1981)**

*Professor, Physical Education*  
B.A., M.A., San Francisco State University

### **Chu, Shann (1999)**

*Assistant Professor, Internet Technology*  
B.A., California Polytechnic State University  
M.S., California State University, Hayward

### **Ciraolo, Jerry M. (1986)**

*Professor, Automotive Technology*  
B.A., San Francisco State University

### **Colombetti, Carlos (1998)**

*Assistant Professor, Philosophy*  
B.A., University of California, Berkeley  
Ph.D., University of California, Irvine

### **Corazon, Linda Rosa (1992)**

*Associate Professor, Counselor,  
Transfer Center*  
B.A., M.A., M.S., San Francisco State University

### **Cushway, Diana (1995)**

*Associate Professor,  
Physical Education*  
B.A., Southern Illinois University  
M.A., San Francisco State University

### **Deamer, Patricia A. (1981)**

*Professor, Mathematics*  
B.S., Southern University  
M.S., State University of New York

**Douglas, C. Lynne (2002)**

*Learning Disabilities Specialist*  
B.A., San Jose State University  
M.S., University of the Pacific

**Eadus, Dennis (2001)**

*Assistant Professor, English*  
B.S., M.S., University of Wisconsin,  
Milwaukee  
J.D., Wake Forest Law School  
M.A., East Carolina University  
Ph.D., University of South Carolina,  
Columbia

**Erskine, Alice (2001)**

*Assistant Professor, Surgical Technology*  
A.S., City College of San Francisco  
B.S.N., M.S.N., San Francisco State  
University

**Escalambre, Richard (1985)**

*Professor, Automotive Technology*  
B.A., San Francisco State University

**Escobar, Jacqueline (1998)**

*Associate Professor, Puente  
Coordinator/Counselor,  
Career Counselor*  
A.A., City College of San Francisco  
B.A., M.A., San Francisco  
State University

**Escobar, Maria D. (1999)**

*Academic Supervisor,  
EOPS and Special Programs*  
B.A., University of San Francisco  
M.Ed., D.Ed., Pennsylvania State  
University

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B.A., San Francisco State University  
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**Heldberg, Judith (2002)**

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**Hermosillo, Imelda (2001)**

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**Verhoogen, Sandra G. (1990)**

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**Vogel, Linda (1993)**

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- Adams, Sarah (1993)**  
*English*
- Allen, Lee (1996)**  
*Physical Education*
- Barker, Rosemary (1990)**  
*Social Science*
- Bates, Herman D. (1993)**  
*Counselor*
- Brandriff, Robert K. (1976)**  
*English*
- Brown, Donald H. (2000)**  
*History, Social Science*
- Bruington, Raymond (1999)**  
*Automotive Technology*
- Campbell, Lester S. (1993)**  
*Psychology, Counselor*
- Chan, Stella (1994)**  
*Librarian*
- Conrad, Robert (2001)**  
*Music*
- Cooper, Dell (1993)**  
*Automotive Technology*
- Cornejo, William R. (1992)**  
*Administrator, Counselor*
- DeMartini, Edward (1997)**  
*Photography*
- DeYoung, Frances C. (1990)**  
*German, English*
- Ellis, Marilyn (1998)**  
*History, Social Science*
- Erickson, Patricia J. (1998)**  
*Home Economics*
- Gaeta, Rachel (1998)**  
*Cosmetology*
- Gillanders, Molly (1981)**  
*College Nurse*
- Giles, Ruth A. (2002)**  
*English, Physical Education*
- Glenn, Joseline H. (2002)**  
*Cosmetology*
- Goldman, Samuel N. (1987)**  
*Journalism, English*
- Grant, Charles F. (1999)**  
*Business*
- Graubart, Stanley (1993)**  
*Counselor*
- Gwathmey, Margaret (1996)**  
*English*
- Hartzell, Harold (1985)**  
*Administrator, Business*
- Henderson, Alan J. (1998)**  
*Psychology*
- Herrero, Joaquin (1988)**  
*Counselor*
- Herron, William C. (1981)**  
*Physical Education*
- Herzstein, Leonard (1992)**  
*Business*
- Hinojos, Francisco G. (1999)**  
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*Vice President,  
Student Services/Operations*
- Hunter, Joseph W. (1986)**  
*Automotive Technology*
- Johnson, Edwin (2001)**  
*Dean, Physical Education/  
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Director of Athletics*
- Kartsounis, Mary (1988)**  
*Counselor*
- Kress, Shirley E. (2000)**  
*Economics*
- Lawry, Dr. Bernice K. (1990)**  
*Business, Counselor*
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*Counselor*
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*Psychology*
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- Matthews, Nancy (1996)**  
*College Nurse*
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- Meyer, Philip Y. (2000)**  
*Mathematics*
- Miller, Margaret (2002)**  
*Computer Science, Mathematics*
- Nielsen, Von R. (1982)**  
*Spanish*
- Oliver, Douglas C. (1999)**  
*Social Science, History*
- Poor, T. Clara (1988)**  
*Speech*
- Samuels, Sylvia S. (2000)**  
*Paralegal Studies, Business*
- Sanden, Nancy (1990)**  
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- Seydel, Kenneth B. (1995)**  
*Mathematics*
- Shaw, Marvin S. (1982)**  
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*Biology, Chemistry*
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*Mathematics*
- Stanley, William P. (1987)**  
*Librarian*
- Sterling, Joanne (1994)**  
*Cosmetology*
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- Trainer, James F., Jr. (1991)**  
*Biology*
- Tutsch, Joseph R. (2001)**  
*Art*
- Tuttle, Thomas E. (1995)**  
*Computer Science, Mathematics*
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*Social Science, WIT Program*
- Wagner, Robert G. (1989)**  
*Librarian*
- Warren, Richard (1987)**  
*Art History*
- Welch, Donald W. (1993)**  
*Geography, Anthropology*
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*English*
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## PARKING

Students with valid parking permits may park in lots 2, 4, 5, 8, 9 and part of lot 6.

Visitor parking is for 30 minutes only. A daily permit dispenser is located in the visitor parking lot for extended visits. Visitors can obtain information at the Security Office, Bldg. 2, third floor.



## BUILDINGS

### BUILDING 1 Creative Arts/Administration

Cooperative Education  
Gallery Theatre  
Main Theatre  
Payroll  
President's Office  
Public Information and Outreach  
Vice Presidents' Offices  
(Instruction & Student Services)

#### ■ Social Science/Creative

##### Arts Division Office

Administration of Justice  
Anthropology  
Art  
Economics  
Education  
Geography  
History  
Humanities  
Music  
Paralegal  
Philosophy  
Political Science  
Psychology  
Social Science  
Sociology  
Women-in-Transition Program

### BUILDING 2 – Campus Center

Cafeteria  
Center for Advanced Learning  
Technology (CALT)  
Security Office  
Student Activities Office

#### ■ Student Services

Admissions & Records  
Cashier  
Counseling  
Disabled Student Services  
EOPS  
Evening Office  
Financial Aid  
Health Center  
International Student Office  
Transfer/Career Center

### BUILDING 3 – Gymnasium/P.E.

#### ■ P.E. Division Office

Cross Country/Track  
(Men & Women)  
Men's Baseball  
Men's Basketball  
Men's Wrestling  
Men's Soccer  
Women's Badminton  
Women's Soccer  
Women's Volleyball

#### ■ Portable Classrooms – 3A-E

### BUILDING 4 – Bookstore

### BUILDING 5

Library  
The Learning Center (TLC)  
Media Services  
Graphic Arts & Production  
Faculty/Staff Resources Center

### BUILDING 7 – Science

#### ■ SMT Division Office

Biology  
Chemistry  
Computer Science  
Emergency Medical Technician  
Geology  
Health Science  
Mathematics  
Oceanography  
Physics  
Respiratory Therapy  
Surgical Technology Program  
Telecommunications

### Building 8 – Business

#### ■ Business Division Office

Accounting  
Computer Applications  
& Office Technology  
Cosmetology (Cosmetician  
& Manicuring)  
Early Childhood Education  
Family & Consumer Sciences  
Fashion Image Consulting  
Fashion Merchandising  
General Business  
Hospitality Administration  
Management  
Real Estate

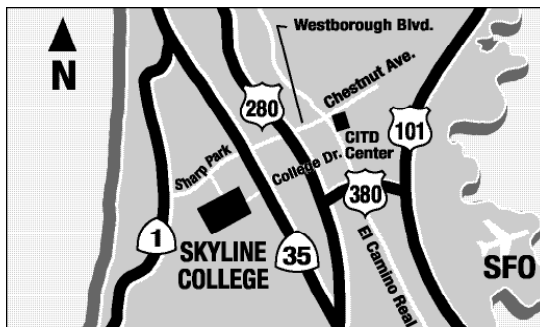
#### ■ Language Arts Division Office

American Sign Language  
Arabic  
Chinese  
English  
English for Speakers of  
Other Languages  
Italian  
Japanese  
Journalism  
Literature  
Reading  
Spanish  
Speech  
Tagalog

### BUILDINGS 9 & 10 – Automotive Technology

Automotive Technology Program  
Japanese Auto Tech  
Toyota T-TEN Program

Skyline's  
Chestnut Center  
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International Trade  
Development  
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CA 94080  
Tel: 650 553-9071  
Fax: 650 553-9077



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