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Requirements

Curriculum sheets listing all requirements for certificates and the associate degree for each career program and for some major areas for transfer to a four-year institution may be obtained from the Counseling Center, the Transfer Center, or the Career Center. These curriculum sheets show, in addition to requirements for the major, the requirements which all students must complete at DeAnza. NOTE: Students must complete the General Education requirements to receive the Associate in Arts/Sciences degree. For the Certificates of Proficiency, students must demonstrate English and mathematics proficiency.

Students who expect to transfer to another college should complete as many requirements of that college as possible. De Anza is unable to list curriculums for all transfer institutions. Therefore, the student should contact a counselor for program planning from the catalog of the desired transfer institution, and maintain regular contact prior to transfer.

Although care has been taken to ensure the accuracy of the information that follows, there may be unintended errors and changes or deletions without notification.

Accounting

Certificate of Completion - Bookkeeping

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ACCT 60 or Accounting for Small Business (4)	
ACCT 1A Financial Accounting 1 (4)	4
ACCT 61G Practice Set (Cash Basis Proprietorship)	1/2
ACCT 105A Basic Financial Accounting Procedures I	1
CAOS 70AA Elementary Keyboarding	1 1/2
CAOS 100G Orientation to the IBM PC	1/2
CAOS 102T or Microsoft Windows I (Windows NT/95) (1)	
CAOS 102K Microsoft Windows I (Windows 2000) (1)	1
CAOS 104I 10-Key on the Microcomputer	1/2
Total Units Required	9

Certificate of Achievement - Bookkeeping

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ACCT 60 or Accounting for Small Business (4)	
ACCT 1A Financial Accounting 1 (4)	4
ACCT 61G Practice Set (Cash Basis Proprietorship)	1/2
ACCT 86 Computer Accounting Systems	4
ACCT 87AH Computerized Accounting Programs (Peachtree - Windows)	2
ACCT 87AI Computerized Accounting Programs (Quickbooks)	2
ACCT 88 Excel Spreadsheets for Accounting	2
ACCT 105A Basic Financial Accounting Procedures I	1
CAOS 70AA Keyboarding	1 1/2
CAOS 100G Orientation to IBM	1/2

CAOS 102T or Microsoft Windows I (Windows NT/95) (1)	1
CAOS 102K Microsoft Windows I (Windows 2000) (1)	1
CAOS 104H Introduction to Word Processing I	1
CAOS 104I 10-Key on the Microcomputer	1/2
CAOS 104L Introduction to Spreadsheets	1
CAOS 176 Office Telecommunications	1
Total Units Required	22

Certificate of Proficiency - Certified Tax Practitioner

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ACCT 1A,B Financial Accounting (4,4)	8
ACCT 64 Payroll and Business Tax Accounting	3
ACCT 67 Federal Income Tax	4
ACCT 68A,B Advanced Tax Accounting (4,4)	8
ACCT 86 Computer Accounting Systems	4
ACCT 105A or Basic Financial Accounting Procedures I (1)	
ACCT 105B or Basic Financial Accounting Procedures II (1)	
ACCT 105C Basic Financial Accounting Procedures III (1)	1
BUS 18 Business Law I	5

Complete a minimum of 5 units from the courses listed below:

ACCT 1C or Managerial Accounting (4)	
ACCT 66 Cost Accounting (5)	
ACCT 61G-M Accounting Practice Set (1/2 each, 2 units max.)	
ACCT 70 Budget and Planning (5)	
ACCT 87AH Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI Computerized Accounting Programs (Quickbooks) (2)	
CAOS 93AK or AL Spreadsheet I (different software) (2)	
CAOS 93BK or BL Spreadsheet II (different software) (2)	5
Total Units Required	38

Recommended:

BUS 10 Introduction to Business (5)	
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Certificate of Achievement - Accounting

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ACCT 1A,B,C Financial and Managerial Accounting (4,4,4)	12
ACCT 86 Computer Accounting Systems	4
ACCT 105A or Basic Financial Accounting Procedures I (1)	
ACCT 105B or Basic Financial Accounting Procedures II (1)	
ACCT 105C Basic Financial Accounting Procedures III (1)	1

Complete a minimum of 4 units from the courses listed below:

ACCT 61G-M Accounting Practice Set (1/2 each, 2 units max.)	
ACCT 64 Payroll and Business Tax Accounting (3)	
ACCT 66 Cost Accounting (5)	
ACCT 67 Federal Income Tax (4)	
ACCT 87AH Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI Computerized Accounting Programs (Quickbooks) (2)	
ACCT 88 Excel Spreadsheets for Accounting (2)	
CAOS 93AK or AL Spreadsheet I (different software) (2)	4
Total Units Required	21

Recommended:

BUS 10 Introduction to Business (5)	
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Career and Curriculum Certificates and Degrees

Certificate of Proficiency - Accounting, emphasis in Taxation

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements

	Units
ACCT 1A,B Financial Accounting (4,4)	8
ACCT 1C or Managerial Accounting (4)	
ACCT 66 Cost Accounting (5)	4-5
ACCT 64 Payroll and Business Tax Accounting	3
ACCT 67 Federal Income Tax	4
ACCT 68A,B Advanced Tax Accounting (4,4)	8
ACCT 86 Computer Accounting Systems	4
ACCT 105A or Basic Financial Accounting Procedures I (1)	
ACCT 105B or Basic Financial Accounting Procedures II (1)	
ACCT 105C Basic Financial Accounting Procedures III (1)	1
BUS 18 Business Law I	5

Complete a minimum of 9 units from the courses listed below:

ACCT 51A Intermediate Accounting (4)	
ACCT 51B Intermediate Accounting (4)	
ACCT 58 Auditing (4)	
ACCT 60 Accounting for Small Business (4) (Accepted if taken before ACCT 1A)	
ACCT 61G-M Accounting Practice Set (1/2 each, 2 units max.)	
ACCT 66 Cost Accounting (5)	
ACCT 70 Budgeting and Planning (5)	
ACCT 87AH Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI Computerized Accounting Programs (Quickbooks) (2)	
ACCT 88 Excel Spreadsheets for Accounting (2)	
BUS 10 Introduction to Business (5)	
BUS 54 Business Mathematics (5)	
BUS 69 Investment Fundamentals (3)	
BUS 90 Principles of Marketing (5)	
CAOS 93AK or AL Spreadsheet I (different software) (2)	
CAOS 93BK or BL Spreadsheet II (different software) (2)	
REST 50 Real Estate Principles (4)	9
Total Units Required	46-47

A.A. Degree - Accounting, emphasis in Taxation

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College..
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Accounting, emphasis in Taxation; plus the additional General Education requirements.

Certificate of Proficiency - Accounting, emphasis in Practice

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements

	Units
ACCT 1A,B Financial Accounting (4,4)	8
ACCT 1C or Managerial Accounting (4)	
ACCT 66 Cost Accounting (5)	4-5
ACCT 51A Intermediate Accounting	4
ACCT 70 or Budgeting and Planning (5)	
ACCT 51B Intermediate Accounting (4)	4-5
ACCT 58 Auditing	4
ACCT 64 Payroll and Business Tax Accounting	3
ACCT 86 Computer Accounting Systems	4
ACCT 105A or Basic Financial Accounting Procedures I (1)	
ACCT 105B or Basic Financial Accounting Procedures II (1)	
ACCT 105C Basic Financial Accounting Procedures III (1)	1
BUS 18 Business Law I	5

Complete a minimum of 10 units from the courses listed below:

ACCT 60 Accounting for Small Business (4) (Accepted if taken before ACCT 1A)	
ACCT 61G-M Accounting Practice Set (1/2 each, 2 units max.)	
ACCT 67 Federal Income Tax (4)	
ACCT 68A,B Advanced Tax Accounting (4,4)	
ACCT 87AH Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI Computerized Accounting Programs (Quickbooks) (2)	
ACCT 105A or Basic Financial Accounting Procedures I (1)	
ACCT 105B or Basic Financial Accounting Procedures II (1)	
ACCT 105C Basic Financial Accounting Procedures III (1) (2 units max)	
BUS 10 Introduction to Business (5)	
BUS 69 Investment Fundamentals (3)	
CAOS 93AK or AL Spreadsheet I (different software) (2)	
CAOS 93BK or BL Spreadsheet II (different software) (2)	10
Total Units Required	47-49

A.A. Degree - Accounting, emphasis in Practice

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College..
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Accounting, emphasis in Practice; plus the additional General Education requirements.

Administration of Justice

Certificate of Achievement - Private Security

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements

	Units
ADMJ 80 Introduction to Security Services	4
ADMJ 81 Protection Techniques and Investigations	3
ADMJ 82 Industrial Security	3
ADMJ 83 Protection Management	3
Total Units Required	13

Certificate of Proficiency - Private Security

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Achievement - Private Security; plus:	13

Complete a minimum of 23 units from the courses listed below:

ADMJ 3	Concepts of Criminal Law (5)	
ADMJ 11	Federal Courts and Constitutional Law (4)	
ADMJ 50	Crime, Correction and Society (4)	
ADMJ 53	Criminal Law II (5)	
ADMJ 54	Youth and the Law (4)	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 56	Practical Writing for Administration of Justice (4)	
ADMJ 61	Criminal Investigation (4)	
ADMJ 64,X,Y,Z	Administration of Justice Internship (1-4)	
ADMJ 74A	Interviewing and Counseling (4)	
ADMJ 75	Principles and Procedures of the Justice System (4)	
ADMJ 74	Introduction to Computer Security (3)	
ADMJ 87	Protection of Government Information (3)	
ADMJ 90A	Legal Aspects of Evidence (4)	
ADMJ 153	Powers of Arrest (Private Security) (1/2)	23
Total Units Required		36

A.A. Degree - Private Security

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units
Complete all requirements for the Certificate of Achievement - Private Security; plus the following classes:	13
ADMJ 3	5
ADMJ 64X	2
ADMJ 75	4

Complete a minimum of 20 units from the courses listed below:

ADMJ 11	Federal Courts and Constitutional Law (4)	
ADMJ 53	Criminal Law II (5)	
ADMJ 54	Youth and the Law (4)	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 56	Practical Writing for Administration of Justice (4)	
ADMJ 61	Criminal Investigation (4)	
ADMJ 74A	Interviewing and Counseling (4)	
ADMJ 74B	Interviewing and Counseling (4)	
ADMJ 84	Introduction to Computer Security (3)	
ADMJ 87	Protection of Government Information (3)	
ADMJ 90A	Legal Aspects of Evidence (4)	20
Total Units Required for Major		44

A.A. Degree - Corrections/Probation

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.

5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units
ADMJ 1	4
ADMJ 50	4
ADMJ 54	4
ADMJ 56	4
ADMJ 64X	2
ADMJ 73	4
ADMJ 74A	4
ADMJ 75	4
ADMJ 78	4

Complete a minimum of 3 courses from the list below:

ADMJ 3	Concepts of Criminal Law (5)	
ADMJ 11	Federal Courts and Constitutional Law (4)	
ADMJ 25	Law and Social Change (4)	
ADMJ 51	Women and Crime (4)	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 62	Sexual Assault, Police and Community Response (4)	
ADMJ 74B	Interviewing and Counseling (4)	
ADMJ 90A	Legal Aspects of Evidence (4)	12-13
Total Units Required for Major		46-47

Recommended:

ADMJ 5, 53; HIST 17A, 17B; P E 28A; PSYC 1, 4; SOC 1; Spanish (any level); Occupational Work Experience

A.A. Degree - Law Enforcement

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units
ADMJ 1	4
ADMJ 3	5
ADMJ 5	4
ADMJ 56	4
ADMJ 61	4
ADMJ 64X	2
ADMJ 75	4
ADMJ 90A	4

Complete a minimum of 3 courses from the list below:

ADMJ 11	Federal Courts and Constitutional Law (4)	
ADMJ 25	Law and Social Change (4)	
ADMJ 50	Crime, Correction & Society (4)	
ADMJ 51	Women and Crime (4)	
ADMJ 52	Police Organization (3)	
ADMJ 53	Criminal Law II (5)	
ADMJ 54	Youth and the Law (4)	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 57	Emergency Medical Services-First Aid & CPR (4 1/2)	
ADMJ 60	Patrol Procedures (4)	
ADMJ 62	Sexual Assault, Police & Community Response (4)	
ADMJ 73	Crime & Criminology (4)	
ADMJ 74A or	Interviewing and Counseling (4)	
ADMJ 74B	Interviewing and Counseling (4)	11-13 1/2
Total Units Required for Major		42-44 1/2

**For Paralegal certificates and degrees,
see PARALEGAL STUDIES.**

Career and Curriculum Certificates and Degrees

Administrative Assistant/Office Technology

Certificate of Completion - Administrative Assistant/Office Technology

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
(If possible, take courses in the order they are listed below)

Select one of the following courses:

CAOS 70AA* Elementary Keyboarding I (1 1/2)
 CAOS 173 Keyboarding Skill Development (1) 1-1 1/2

*See instructor if you have previous keyboarding skills.

Select one of the following courses:

CAOS 90G Computer Literacy (IBM) (1 1/2)
 CAOS 100G Orientation to the IBM PC (1/2) 1/2-1 1/2

Complete the following courses:

CAOS 102T or Microsoft Windows I (Windows NT/95) (1)	
CAOS 102L or Microsoft Windows I (Windows XP/2002) (1)	
CAOS 102K Microsoft Windows I (Windows 2000) (1)	1
CAOS 91AK or Word Processing I (Word 2000 for Windows) (2)	
CAOS 91AL Word Processing I (Word XP/2002) (1 1/2)	2
CAOS 91BK or Word Processing II (Word 2000 for Windows) (2)	
CAOS 91BL Word Processing II (Word XP/2002) (1 1/2)	2
Total Units Required	6 1/2-8

Certificate of Achievement - Administrative Assistant/Office Technology

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
 Complete all requirements for the Certificate of Completion - 6 1/2-8
 Administrative Assistant Office Technology; plus the following courses:

CAOS 107G Business Office Math	2
CAOS 84A Business English I	2
CAOS 93AK or Spreadsheet I (Excel 2000) (2)	
CAOS 93AL Spreadsheet I (Excel XP/2002) (2)	2
CAOS/CIS 94 Introduction to Internet and World Wide Web	1
CAOS 104O Introduction to Filing	1
CAOS 157 Work Skills (Communications)	2
CAOS 158 Work Skills (Problem Solving and Teambuilding)	2
CAOS 171O Office Automation I (MS Outlook)	1
CAOS 176 Telephone Communications	1
Total Units Required	20 1/2-22

Certificate of Proficiency - Administrative Assistant/Office Technology

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
 Complete all requirements for the Certificate of Achievement-20 1/2-22
 Administrative Assistant Office Technology; plus the following:

Complete the following courses:

CAOS 80A Office Procedures I	1
CAOS 84B Business English II	1
CAOS 110K or Database I (Access 2000 IBM) (2)	
CAOS 110L Database I (Access XP/2002) (2)	2
CAOS 130K or Intro to Business Graphics (Power Point 2000) (2)	
CAOS 130L Intro to Business Graphics (Power Point XP/2002) (2) 2	

Complete a minimum of 9 units from the courses listed below, which do not duplicate those chosen from the lists above:

ACCT 1A or Financial Accounting I (4)	
ACCT 60 Accounting for Small Business (4)	
BUS 10 Introduction to Business (5)	
BUS 56 Human Relations in Business (4)	

BUS 85 Business Communication (3)	
CAOS 80B Office Procedures II (1)	
CAOS 80C Office Procedures III (1)	
CAOS 90G Computer Literacy (IBM) (1 1/2)	
CAOS 91AK or AL Word Processing I (different software) (2)	
CAOS 91BK or BL Word Processing II (different software) (2)	
CAOS 93BK or BL Spreadsheets II (different software) (2)	
CAOS 100G Orientation to the IBM PC (1/2)	
CAOS 111K or L Database II (different software) (2)	
CAOS 104K Introduction to Proofreading Skills (1)	
CAOS 112A Digital Imaging Software (Photoshop) (4)	
CAOS 112I Digital Imaging Software I (Photoshop) (2)	
CAOS 112Q Digital Imaging Software II (Photoshop) (2)	
CAOS113A Web Authoring Software (Dreamweaver) (4)	
CAOS 113I Web Authoring Software I (Dreamweaver) (2)	
CAOS 113Q Web Authoring Software II (Dreamweaver) (2)	
CAOS 113M Web Authoring Software I (Frontpage) (2)	
CAOS 114A Web Graphics/Animation Software (Flash) (3)	
CAOS 173 Keyboarding Skill Development (1)	
CAOS 180G Job Finding Techniques (1)	
CAOS 180J Spelling Skills (1)	9
Total Units Required	35 1/2-37

A.A. Degree - Administrative Assistant/Office Technology

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements Units

Complete the following courses:

BUS 10 Introduction to Business (5)	5
BUS 56 or Human Relations in Business (4)	
BUS 85 Business Communication (3)	3-4
CAOS 70AA* or Elementary Keyboarding I (1 1/2)	
CAOS 173 Keyboarding Skill Development (1)	1-1 1/2

*See instructor if you have previous keyboarding skills.

Select one of the following courses:

CAOS 90G Computer Literacy (IBM) (1 1/2)	
CAOS 100G Orientation to the IBM PC (1/2)	1/2-1 1/2

Complete the following courses:

CAOS 80A,B,C Office Procedures (1,1,1)	3
CAOS 107G Business Office Math	2
CAOS 81H 10-Key and Electronic Calculator	1
CAOS 84A,B Business English (2,1)	3
CAOS 91AK or Word Processing I (Word 2000 for Windows) (2)	
CAOS 91AL Word Processing I (Word XP/2002) (2)	2
CAOS 91BK or Word Processing II (Word 2000 for Windows) (2)	
CAOS 91BL Word Processing II (Word XP/2002) (2)	2
CAOS 93AK or Spreadsheet I (Excel 2000) (2)	
CAOS 93AL Spreadsheet I (Excel XP/2002) (2)	2
CAOS/CIS 94 Introduction to Internet and World Wide Web	1
CAOS 102K or Microsoft Windows I (Windows 2000) (1)	
CAOS 102L or Microsoft Windows I (Windows XP/2002) (1)	
CAOS 102T or Microsoft Windows I (Windows NT/95) (1)	1
CAOS 104K Introduction to Proofreading Skills	1
CAOS 104O Introduction to Filing	1
CAOS 130K Introduction to Business Graphics (Power Point 2000)	2
CAOS 157 Work Skills (Communications)	2
CAOS 158 Work Skills (Problem Solving and Teambuilding)	2
CAOS 171O Office Automation I (MS Outlook)	1
CAOS 176 Telephone Communications	1
CAOS 110J or Database I (Access IBM) (2)	
CAOS 110L Database I (Access XP/2002) (2)	2

Complete a minimum of 10 units from the courses listed below, which do not duplicate those chosen from the lists above:

ACCT 1A or	Financial Accounting I (4)	
ACCT 60	Accounting for Small Business (4)	
BUS 56	Human Relations in Business (4)	
CAOS 90G	Computer Literacy (IBM) (1 1/2)	
CAOS 91AK or AL	Word Processing I (different software) (2)	
CAOS 91BK or BL	Word Processing II (different software) (2)	
CAOS 93BK or BL	Spreadsheets II (different software) (2)	
CAOS 100G	Orientation to the IBM PC (1/2)	
CAOS 111K or	Database II (different software) (2)	
CAOS 111L	Database II (different software) (2)	
CAOS 112A	Digital Imaging Software (Photoshop) (4)	
CAOS 112I	Digital Imaging Software I (Photoshop) (2)	
CAOS 112Q	Digital Imaging Software II (Photoshop) (2)	
CAOS113A	Web Authoring Software (Dreamweaver) (4)	
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	
CAOS 113M	Web Authoring Software I (Frontpage) (2)	
CAOS 114A	Web Graphics/Animation Software (Flash) (3)	
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (3)	
CAOS 140K	Desktop Publishing Software (MS Publisher 2000) (2)	
CAOS 173	Keyboarding Skill Development (1)	
CAOS 180G	Job Finding Techniques (1)	
CAOS 180J	Spelling Skills (1)	
CAOS 198W,X,Y,Z	Topics in Computer Apps & Office Systems (3 units max)	10
Total Units Required for Major		48 1/2-51

Art

Certificate of Achievement - Art History Option

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units	
ARTS 2A,B,C,D or History of Art (Western Arts) (4,4,4,4)		
ARTS 2A,E,F,G History of Art (Multicultural Arts) (4,4,4,4)	16	
ARTS 3TE or The Artist in Contemporary Society (4)		
ARTS 3TC Women, Society, and the Visual Arts (4)	4	
ARTS 4A Drawing	3	
ARTS 8 or Design (3)		
ARTS 10A or Three-Dimensional Design (3)		
ARTS 53A Introduction to Visual Technology (3)	3	
Total Units Required		26

Certificate of Proficiency - Art History Option

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Achievement - Art History Option; plus the following classes:	26
ARTS 1B Architecture Past & Present	4
ARTS 3TD Public Places, Private Spaces - American Art	4
<i>Select one course from the following Art sequence that was not previously selected in the Certificate of Achievement - Art History Option:</i>	
ARTS 2A thru 2G History of Art (4 units each)	4
<i>Complete 10-12 units from the courses listed below that were not previously selected to complete the Certificate of Achievement - Art History Option:</i>	
ARTS 4B Drawing (3)	
ARTS 8 Design (3)	
ARTS 10A Three-Dimensional Design (3)	
ARTS 12 Design and Color (3)	

ARTS 15A	Introduction to Acrylic Painting (3)	
ARTS 15B	Intermediate Acrylic Painting (3)	
ARTS 16A	Oil Painting I (3)	
ARTS 16B	Oil Painting II (3)	
ARTS 18A	Ceramics (3)	
ARTS 53A	Introduction to Visual Technology (3)	
ARTS 56	Computer Graphic Design/ Electronic Publishing (3)	10-12
Total Units Required		48-50

A.A. Degree - Art History Option

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Art History Option, plus the additional General Education requirements.

Certificate of Achievement - Ceramics Option

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units	
ARTS 2D or History of Art (Post-Impressionism to the Present) (4)	4	
ARTS 3TE The Artist in Contemporary Society (4)	4	
ARTS 4A Drawing	3	
ARTS 8 Design	3	
ARTS 10A Three-Dimensional Design	3	
ARTS 18A Ceramics	3	
ARTS 18B Ceramics (Wheel Throwing)	3	
ARTS 18C Ceramics (Advanced Wheel Throwing)	3	
ARTS 18D Ceramics (Advanced Hand Building)	3	
ARTS 20 Ceramics Lab (1/2) (Must be taken four times.)	2	
Total Units Required		27

Certificate of Proficiency - Ceramics Option

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units	
Complete all requirements for the Certificate of Achievement - Ceramics; plus <i>complete a minimum of 21 units from the following classes:</i>	27	
ARTS 10A Three-Dimensional Design (3)		
ARTS 19G Ceramic Glaze Calculation (3)		
ARTS 19H Raku (Ceramics) (3)		
ARTS 19I Ceramic Sculpture (3)		
ARTS 19J Ceramic Techniques (3)		
ARTS 19K Ceramic Decoration (3)		
ARTS 19L Kiln Construction (3)		
ARTS 19M Low Fire Ceramics (3)		
ARTS 64N Porcelain Ceramics (3)		
ARTS 50 Primitive Firing of Ceramics (3)	21	
<i>Complete a minimum of 3 units from:</i>		
ARTS 40,X,Y Special Projects in Art (1-3)	3	
Total Units Required		51

Career and Curriculum Certificates and Degrees

A.A. Degree - Ceramics Option

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements - Complete all requirements for the Certificate of Proficiency - Ceramics Option, plus the additional General Education requirements.

Certificate of Achievement - Graphic and Interactive Design Option

(Students interested in the vocational application of Graphic and Interactive Design should follow the Graphic Design program requirements.)

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ARTS 59 History of Graphic Design	4
ARTS 4A Beginning Drawing	3
ARTS 4B Intermediate Drawing	3
ARTS 8 Design	3
ARTS 12 Design and Color	3
ARTS 53A Introduction to Visual Technology	3
ARTS 55A Graphic Design/Communication	3
Total Units Required	22

Certificate of Proficiency - Graphic and Interactive Design Option

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Achievement - Graphic and Interactive Design; plus the following classes:	22
ARTS 53B Introduction to Computer Graphics	3
ARTS 55B Graphic Design/Communication	3
ARTS 85 Motion Graphics	3
ARTS 55C Graphic Design/Communication	3
ARTS 57 Graphic Design/Typography	3
ARTS 63 Business Practices for Graphic Designers	3
ARTS 65 Graphic Design for the World Wide Web	3

Complete a minimum of 6 units from:

F/TV 69 Principles of Animation (3)	
F/TV 83A Intro to 2D Computer Animation (4)	
F/TV 82 Intro to Multimedia (4)	
MUSI 51A Intro to Electronic Music (3)	
ARTS 54A Art and Computer Graphics I (3)	
ARTS 86 Electronic Illustration Techniques (3)	
ARTS 113A Web Authoring Software (1 1/2)	
ARTS 114I Web Graphics/Animation Software I (Flash) (1 1/2)	
CIS 89A WWW Page Development (Scripting) (3)	
CIS 97XH Advanced WWW Page Development (2)	
PHTG 1 Basic Photography (3)	6
Total Units Required	49

A.A. Degree - Graphic and Interactive Design Option

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements - Complete all requirements for the Certificate of Proficiency - Graphic and Interactive Design Option; plus the additional General Education requirements.

Certificate of Completion - Museum Studies

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ARTS 71 Gallery Exhibition Design	3
ARTS 72 Internship in Art	1
ARTS 70 Art Exhibition Analysis	1
<i>Complete a minimum of 6 units from:</i>	
ARTS 4A Beginning Drawing (3)	
ARTS 8 Basic Design (3)	
ARTS 10A Three Dimensional Design (3)	
ARTS 1A Introduction to the Visual Arts (4)	6
Total Units Required	11

Certificate of Achievement - Painting Option

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ARTS 2D or History of Art (Post-Impressionism to the Present) (4)	4
ARTS 3TE The Artist in Contemporary Society (4)	4
ARTS 4A,B Drawing (3,3)	6
ARTS 8 or Design (3)	
ARTS 10A or Three-Dimensional Design (3)	
ARTS 53A Introduction to Visual Technology (3)	3
ARTS 12 Design and Color	3
ARTS 15A,B,C or Acrylic Painting I,II,III (3,3,3)	
ARTS 16A,B,C Oil Painting I,II,III (3,3,3)	9
Total Units Required	25

Certificate of Proficiency - Painting Option

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Achievement - Painting Option; plus the following classes:	25
ARTS 4C Life Drawing	3
ARTS 53B Introduction to Computer Graphics	3
<i>Select and complete the set of courses from the list below that was not previously selected from the Certificate of Achievement - Painting Option requirements list:</i>	
ARTS 15A,B,C or Acrylic Painting I,II,III (3,3,3)	
ARTS 16A,B,C Oil Painting I,II,III (3,3,3)	9

Complete a minimum of 3 units from:

ARTS 40,X,Y Special Projects in Art (1-3)	3
Total Units Required	43

A.A. Degree - Painting Option

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Painting Option; plus the additional General Education requirements.

Certificate of Achievement - Sculpture Option

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Unit
ARTS 2D or History of Art (Post-Impressionism to the Present) (4)	4
ARTS 3TE The Artist in Contemporary Society (4)	4
ARTS 4A,B Drawing (3,3)	6
ARTS 8 Design	3
ARTS 10A,AL Three-Dimensional Design & Lab (3,1/2)	3 1/2
ARTS 37A,AL Sculpture & Lab (3,1)	4
ARTS 37B,BL Intermediate Sculpture & Lab (3,1)	4
Total Units Required	24 1/2

Certificate of Proficiency - Sculpture Option

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Achievement - Sculpture; plus the following classes:	24 1/2
ARTS 10B,BL Advanced Three-Dimensional Design & Lab (3,1/2)	3 1/2
ARTS 37C,CL Advanced Sculpture & Lab (3,1)	4
ARTS 58A,AL Furniture Design & Lab (3,1)	4
ARTS 58B,BL Intermediate Furniture Design & Lab (3,1)	4
ARTS 58C,CL Advanced Furniture Design & Lab (3,1)	4
Total Units Required	44

A.A. Degree - Sculpture Option

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Sculpture Option; plus the additional General Education requirements.

Automotive Technician

(An evening, in-service program for practicing apprentices and technicians)

Certificate of Completion - Automotive Technician Inspection and Maintenance

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
AUTO 65P Clean Air Car Course	7
AUTO 65W Advanced Clean Air Car Course	2 1/2
Total Units Required	9 1/2

Certificate of Completion - Automotive Technician Automotive Air Conditioning

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
AUTO 66 Automotive Air Conditioning	4 1/2
ASE Certification A7	6
Total Units Required	10 1/2

Certificate of Achievement - Automotive Technician

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Prerequisites/co-requisites:

AUTO 53A Automotive Mechanisms	3
AUTO 60 Automotive Electrical Systems	9

Option A: Automotive Machining Technology

Course Requirements	Units
AUTO 60B Automotive Electronics	4 1/2
AUTO 64 Automotive Machining and Engine Repair	9
AUTO 64HP High Performance Engine Preparation	9
Total Units Required	22 1/2

Option B: Automotive Engine Repair Technology

Course Requirements	Units
AUTO 60B Automotive Electronics	4 1/2
AUTO 60C Automotive Ignition, Fuel, and Emissions Systems	9
AUTO 64 Automotive Machining and Engine Repair	9
Total Units Required	22 1/2

Option C: Automotive Engine Performance Technology

Course Requirements	Units
AUTO 60A Electrical Schematic Diagnosis	4 1/2
AUTO 60B Automotive Electronics	4 1/2
AUTO 60C Automotive Ignition, Fuel, and Emissions Systems	9
AUTO 60D Ignition Analysis and Oscilloscope Diagnosis	4 1/2
Total Units Required	22 1/2

Option D: Advanced Engine Performance Technology

Course Requirements	Units
AUTO 60E Automotive Fuel Injection	4 1/2
AUTO 60F No-Start Diagnosis	4 1/2
AUTO 60G Advanced Automotive Scan Tool Diagnosis	4 1/2
AUTO 60H Advanced Driveability and Onboard Diagnostics	4 1/2
AUTO 60J Advanced Lab Scope and Waveform Diagnosis	4 1/2
Total Units Required	22 1/2

Option E: Automotive Chassis Technology

Choose Path 1, Path 2, or Path 3:

PATH 1 Course Requirements	Units
AUTO 60B Automotive Electronics	4 1/2
AUTO 61A Automotive Brake System	4 1/2
AUTO 61B Automotive Electronically Controlled Brake Systems	4 1/2
Total Units Required	13 1/2

Career and Curriculum Certificates and Degrees

PATH 2 Course Requirements		Units
AUTO 60B	Automotive Electronics	4 1/2
AUTO 62A	Steering, Suspension and Alignment	9
AUTO 62B	Advanced Wheel Alignment	9
Total Units Required		22 1/2

PATH 3 Course Requirements

Note: AUTO 60 not required.

AUTO 53B	Automotive Electrical and Mechanical Systems	2
AUTO 57A	Career Research and Employment	2
AUTO 58	Hazardous Materials	1/2
AUTO 91A	Automotive Brake Systems	5
AUTO 92A	Automotive Steering and Suspension	5
AUTO 92B	Automotive Alignment	5
Total Units Required		19 1/2

Option F: Automotive Powertrain Technology

Choose Path 1 or Path 2:

PATH 1 Course Requirements		Units
AUTO 60B	Automotive Electronics	4 1/2
AUTO 63	Automotive Transmissions & Transaxles	9
AUTO 63A	Automatic Final Drivetrain	4 1/2
AUTO 63D	Transmission Diagnosis and Repair Techniques	4 1/2
Total Units Required		22 1/2

PATH 2 Course Requirements		Units
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Note: AUTO 60 not required.

AUTO 53B	Automotive Electrical and Mechanical Systems	2
AUTO 57A	Career Research and Employment	2
AUTO 58	Hazardous Materials	1/2
AUTO 93A	Automotive Final Drivetrain	5
AUTO 93B	Standard Transaxles	1 1/2
AUTO 93C	Automatic Transmissions	5
AUTO 93D	Automatic Transaxles	1 1/2
AUTO 93E	Diagnostic Techniques	1
AUTO 93F	Automotive Transmission Service	5
Total Units Required		23 1/2

Certificate of Proficiency - Automotive Technician

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Prerequisites/co-requisites:

AUTO 53A	Automotive Mechanisms	3
AUTO 60	Automotive Electrical Systems	9

Option A: Automotive Machining Technology

Course Requirements		Units
AUTO 60B	Automotive Electronics	4 1/2
AUTO 64	Automotive Machining & Engine Repair	9
AUTO 64HP	High Performance Engine Preparation	9
ASE Certification M1, 2, and 3		18
Total Units Required		40 1/2

Option B: Automotive Engine Repair Technology

Course Requirements		Units
AUTO 60B	Automotive Electronics	4 1/2
AUTO 60C	Automotive Ignition, Fuel, and Emissions Systems	9
AUTO 64	Automotive Machining & Engine Repair	9
ASE Certification A1		6
Total Units Required		28 1/2

Option C: Automotive Engine Performance Technology

Course Requirements		Units
AUTO 60A	Electrical Schematic Diagnosis	4 1/2
AUTO 60B	Automotive Electronics	4 1/2
AUTO 60C	Automotive Ignition, Fuel, and Emissions Systems	9
AUTO 60D	Ignition Analysis and Oscilloscope Diagnosis	4 1/2
ASE Certification A6		6
Total Units Required		28 1/2

Option D: Advanced Engine Performance Technology

Course Requirements		Units
AUTO 60E	Automotive Fuel Injection	4 1/2
AUTO 60F	No-Start Diagnosis	4 1/2
AUTO 60G	Advanced Automotive Scan Tool Diagnosis	4 1/2
AUTO 60H	Advanced Driveability and Onboard Diagnostics	4 1/2
AUTO 60J	Advanced Lab Scope and Waveform Diagnosis	4 1/2
ASE Certification A8 and L1		12
Total Units Required		34 1/2

Option E: Automotive Chassis Technology

Choose Path 1 or Path 2:

Path 1 Course Requirements		Units
AUTO 60B	Automotive Electronics	4 1/2
AUTO 61A	Automotive Brake Systems	4 1/2
AUTO 61B	Automotive Electronically Controlled Brake Systems	4 1/2
ASE Certification A5		6
Total Units Required		19 1/2

Path 2 Course Requirements		Units
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AUTO 60B	Automotive Electronics	4 1/2
AUTO 62A	Steering, Suspension and Alignment	9
AUTO 62B	Advanced Wheel Alignment	9
ASE Certification A4		6
Total Units Required		28 1/2

Option F: Automotive Powertrain Technology

Course Requirements		Units
AUTO 60B	Automotive Electronics	4 1/2
AUTO 63	Automotive Transmissions & Transaxles	9
AUTO 63A	Automatic Final Drivetrain	4 1/2
AUTO 63D	Transmission Diagnosis and Repair Techniques	4 1/2
ASE Certification A2 and A3		12
Total Units Required		34 1/2

A.A. Degree - Automotive Technician

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Prerequisites: Completion of a four-year apprenticeship or Automotive Service Excellence (ASE) certification.

Recommended: One year automotive educational experience (high school, ROP or De Anza AUTO 50 series).

Major Requirements

Complete all requirements for the Certificate of Proficiency Option of your choice, plus the additional General Education requirements.

Automotive Technology

(An entry-level program for full-time day students)

Certificate of Proficiency - Automotive Technology

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Prerequisites/co-requisites:

AUTO 53A	Automotive Mechanisms	3
AUTO 53B	Automotive Electrical & Mechanical Systems	2
AUTO 57A	Career Research and Employment	2
AUTO 58	Hazardous Materials	1/2

Option A: Automotive Machining and Engine Repair

Course Requirements		Units
AUTO 94A	Four-Stroke Gas and Diesel Engines	5
AUTO 94B	Automotive Machining and Engine Service	5
AUTO 94C	Automotive Machining and Engine Service	5
AUTO 94D	Automotive Machining and Engine Service	5
AUTO 94E	Automotive Machining and Engine Service	5
AUTO 94F	Automotive Machining and Engine Service	5
Total Units Required		30

Option B: Automotive Engine Performance

Course Requirements		Units
AUTO 99A	Automotive Electricity, Batteries, Cranking Systems	6 1/4
AUTO 99B	Automotive Charging, Ignition, Accessory Systems	6 1/4
AUTO 99C	Introduction to Engine Performance	6 1/4
AUTO 99D	Intermediate Engine Performance	6 1/4
AUTO 99E	Basic Engine Performance Diagnostic Procedures	6 1/4
AUTO 99F	Interm. Engine Performance Diagnostic Procedures	6 1/4
Total Units Required		37 1/2

Option C: Automotive Chassis and Powertrain

Course Requirements		Units
AUTO 91A	Automotive Brake Systems	5
AUTO 92A	Automotive Steering & Suspension	5
AUTO 92B	Automotive Alignment	5
AUTO 93A	Automotive Final Drive Train	5
AUTO 93B	Standard Transaxles	1 1/2
AUTO 93C	Automatic Transmissions	5
AUTO 93D	Automatic Transaxles	1 1/2
AUTO 93E	Diagnostic Techniques	1
AUTO 93F	Automotive Transmission Service	5
Total Units Required		34

A.A. Degree - Automotive Technology

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Prerequisite: Approved Automotive Technology Course Sequence Contract. See department for an application.

Recommended: One year automotive educational experience (high school, ROP or De Anza 50 series).

Major Requirements

Complete all requirements for the Certificate of Proficiency Option of your choice, plus the additional General Education requirements.

Biological Sciences

A.S. Degree - Biological Sciences

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.

- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.

- See Counseling Center for academic planning and to apply for degree.

Major Requirements		Units
BIOL 6A	Form and Function in Plants and Animals	6
BIOL 6B	Cell and Molecular Biology	6
BIOL 6C	Evolution, Systematics, and Ecology	6
CHEM 1A	General Chemistry	5
CHEM 1B	General Chemistry	5
CHEM 1C	General Chemistry and Qualitative Analysis	5

Complete a minimum of 15 units from one of the two degree option sequences listed below.

Option 1: Organic Chemistry Emphasis

CHEM 12A	Organic Chemistry (5)
CHEM 12B	Organic Chemistry (5)
CHEM 12C	Organic Chemistry (5)

Option 2: Physics Emphasis

PHYS 2A	General Introductory Physics (5)
PHYS 2B	General Introductory Physics (5)
PHYS 2C	General Introductory Physics (5)

OR

PHYS 4A	Physics for Scientists and Engineers (Mechanics) (6)
PHYS 4B	Physics for Scientists and Engineers (Electricity and Magnetism) (6)
PHYS 4C	Physics for Scientists and Engineers (Fluids, Waves, Optics, and Thermodynamics) (6)

Total Units Required for Major 48-51

Recommended Elective Courses:

BIOL 13, BIOL 15, BIOL 19, BIOL 26, BIOL 40A-C, MATH 1A-D, MATH 10, ES 1

Students may complete either the Organic Chemistry or the Physics option in order to receive the A.S. Degree in Biological Sciences from De Anza College. For students planning to transfer to a four-year institution, it is advised to complete **both** the Organic Chemistry and Physics options. Course sequences in **both** are required in most B.S. Biology programs.

Business Administration

Certificate of Completion - Business Administration

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
BUS 10	Introduction to Business	5
BUS 56	Human Relations in Business (4)	4

Select 1 course from the list below:

BUS 21	Business and Society (5)
BUS 54	Business Mathematics (5)
BUS 57A	Personnel Management (3)
BUS 90A	Principles of Marketing (5)
BUS 96A	Principles of Management (5)

Total Units Required 12-14

Certificate of Achievement - Business Administration

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
ACCT 1A or	Financial Accounting I (4)	
ACCT 60	Accounting for Small Business (4)	4
BUS 10	Introduction to Business	4
BUS 18	Business Law I	5
CAOS 90G or	Computer Literacy (IBM) (1 1/2)	1 1/2
CIS 50	Intro to Computers, DP & Applications (3)	1 1/2-3

Career and Curriculum Certificates and Degrees

Complete a minimum of 2 courses from the list below:

BUS 21	Business and Society (5)	
BUS 54	Business Mathematics (5)	
BUS 56	Human Relations in Business (4)	
BUS 57A	Personnel Management (3)	
BUS 60	International Business (5)	
BUS 69	Investment Fundamentals (3)	
BUS 70	Principles of E-Business (4)	
BUS 79	Business Strategy (4)	
BUS 90	Principles of Marketing (5)	
BUS 96A	Principles of Management (5)	
SBUS 95A	Introduction to Small Business (4)	
SBUS 95F	The Business Plan (3)	7-10
Total Units Required		24-27

Certificate of Achievement - Small Business

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
BUS 60	International Business	5
SBUS 95A	Introduction to Small Business	4
Complete a minimum of 10 units from any Business courses listed in current catalog.		10
Total Units Required for Major		19

A.A. Degree - Business Administration

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements		Units
ACCT 1A,B,C	Financial & Managerial Accounting (4,4,4)	12
BUS 10	Introduction to Business	5
BUS 18	Business Law I	5
BUS 54	Business Mathematics	5
BUS 56	Human Relations in Business	4
BUS 82	Business Data Communications	4
BUS 90	Principles of Marketing	5
BUS 96A	Principles of Management	5
CIS 15AG or CIS 3	Intro to Computer Programming Using C (6) Business Information Systems (5)	5-6
Total Units Required for Major		45-46

Recommended:

Cooperative Education, BUS 21, 60, 69, 80, 85, 87, 89, ECON 1, 2 or 10, SBUS 95A

Business Management

Certificate of Completion - Business Management

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Management

Course Requirements		Units
BUS 171G	Employee Training	1/2
BUS 171H	Supervisory Management Control	1/2
BUS 171J	Financial Management and Budgeting	1/2
BUS 171K	Management by Objectives	1/2
BUS 171L	Employee Compensation	1/2
BUS 171M	Improving Business Meetings	1/2
BUS 171N	Employee Retention	1/2
BUS 171P	Management (Success with Effective Writing)	1/2
BUS 171Q	Professional Development	1/2
BUS 171R	Practicing Management Skills	1
BUS 171T	Basic Total Quality Management	1/2
Total Units Required		6

Supervisory Management

Course Requirements		Units
BUS 170G	Basic Management and Supervision	1
BUS 170H	Transition to Supervision	1/2
BUS 170J	Manager-Employee Communications	1/2
BUS 170K	Motivation and Morale	1/2
BUS 170L	Planning for Supervisors	1/2
BUS 170M	Productive Interviews	1/2
BUS 170N	Performance Appraisal	1/2
BUS 170P	Developing a Leadership Style	1/2
BUS 170Q	Basic Time Management	1/2
BUS 170R	Legal Concerns for New Supervisors	1/2
BUS 170S	Basic Problem Solving and Decision Making	1/2
Total Units Required		6

Child Development

Certificate of Completion - Child Development

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Specialization in Infant and Toddler Development

Course Requirements		Units
C D 51	Student Teaching Practicum: Infant Site	5
C D 58	Infant and Toddler Development and Assessment	4
Total Units Required		9

Specialization in The School Age Child

Course Requirements		Units
C D 10H	Child Development (Middle Childhood and Adolescence)	4
C D 65	Programs for School-Age Child Care	3
EDUC 66	Introduction to Elementary Education Programs	3
Total Units Required		10

Specialization in Home-Based Child Care

Course Requirements		Units
C D 10G	Child Development (The Early Years)	4
C D 80	Design/Daily Operation of Home-Based Child Care	1
C D 81	Child Guidance in Home-Based Child Care	2
C D 82	Activity Planning in Home-Based Child Care	2
C D 83	Quality Home-Based Child Care (Accreditation Prep)	1
Total Units Required		10

Specialization in Child Development Center Administration

Course Requirements		Units
C D 59G	Supervision and Administration of Child Development Programs (Mgmt. Systems)	4
C D 59H	Supervision and Administration of Child Development Programs (Leadership Skills)	4
C D 67 or	Personnel Supervision in Child Development Programs (3)	
C D 103,W,X,Y	Administration of Preschool Programs (elective series ranging in units from 1/2-3, (must take a minimum of 3 units)	3
Total Units Required		11

Certificate of Achievement - Child Development

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Current Infant and Child CPR/First Aid Certificate required.

Course Requirements	Units
C D 10G Child Development (The Early Years)	4
C D 12 Child, Family & Community Interrelationships	4
C D 50 Introduction to Child Development Programs	3

Select a minimum of 9 units from the courses listed below:

C D 10H Child Development (Middle Childhood and Adolescence) (4)	
C D 53 Creative Arts for the Young Child (3)	
C D 54 Curriculum for Early Childhood Programs (3)	
C D 55 Literacy Development and Activities for the Young Child (3)	
C D 58 Infant and Toddler Development and Assessment (4)	
C D 61 Music and Movement for Children (3)	
C D 63 Math and Science Activities for the Young Child (3)	
C D 64 Health, Safety and Nutrition for the Young Child (3)	
C D 65 Programs for School-Age Child Care (3)	9

Practicum Requirement

C D 51 or Student Teaching Practicum (5)	
C D 57 Self Assessment for Teachers of Young Children (3)	3-5
Total Units Required	23-25

The Certificate of Achievement fulfills requirements to qualify as a Teacher in a center licensed by the Department of Social Services.

Students who wish to qualify as a Director must also take C D 59G Supervision and Administration of Child Development Programs: Management Systems and C D 59H Supervision and Administration of Child Development Programs: Leadership Styles.

Certificate of Proficiency - Child Development

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Current Infant and Child CPR/First Aid Certificate required.

Course Requirements	Units
C D 10G Child Development (The Early Years)	4
C D 12 Child, Family and Community Interrelationships	4
C D 50 Introduction to Child Development Programs	3
C D 52 Observation of the Young Child	3
C D 54 Curriculum for Early Childhood Programs	3
C D 55 Literacy Development and Activities for the Young Child	3
C D 60 Exceptional Children	3
C D 64 Health, Safety and Nutrition for the Young Child	3
C D 67 Pers. Supervision in Child Development Programs	3
C D 68 Design and Development of Anti-Bias Curriculum	3

Complete a minimum of 6 units from the courses listed below:

C D 10H Child Development (Middle Childhood and Adolescence) (4)	
C D 53 Creative Arts for the Young Child (3)	
C D 57 Self Assessment for Teachers of Young Children (3)	
C D 58 Infant and Toddler Development and Assessment (4)	
C D 59G Supervision and Administration of Child Development Programs (Mgmt. Systems) (4)	
C D 59H Supervision and Administration of Child Development Programs (Leadership Skills) (4)	
C D 61 Music and Movement for Children (3)	
C D 63 Math and Science Activities for the Young Child (3)	
C D 65 Programs for School-Age Child Care (3)	
C D 69 Early Childhood Ed. Principles (Cross Cultural) (3)	6

Practicum Requirement (10 units)

C D 51 Student Teaching Practicum (5) (may be repeated up to 3 times)	10
Total Units Required	48

The Certificate of Proficiency is designed to meet the Child Development course requirements for a Child Development Permit. (The Permit also requires 24 quarter units of General Education classes.)

Certificate of Proficiency - Early Intervention/Special Education Assistant

This certificate is pending CCCCCO approval, please check with the Child Development Division Dean on its status.

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Current Infant and Child CPR/First Aid Certificate required.

Course Requirements	Units
C D 10G Child Development (The Early Years)	4
C D 12 Child, Family and Community Interrelationships	4
C D 50 Introduction to Child Development Programs	3
C D 52 Observation of the Young Child	3
C D 55 Literacy Development and Activities for the Young Child	3
C D 58 Infant and Toddler Development and Assessment	4
C D 60 Exceptional Children	3
C D 64 Health, Safety and Nutrition for the Young Child	3
C D 68 Design and Development of Anti-Bias Curriculum	3
C D 90 Facilitating Inclusion in Early Childhood Programs: Intervention Strategies	3

Complete a minimum of 5 units from the courses listed below:

C D 53 Creative Arts for the Young Child (3)	
C D 57 Self Assessment for Teachers of Young Children (3)	
C D 61 Music and Movement for Children (3)	
C D 63 Math and Science Activities for the Young Child (3)	
C D 101Y Current Issues in Child Development (2)	

Practicum Requirement

C D 51 Student Teaching Practicum (5) (May be repeated up to 3 times. One practicum experience is to be completed in an Early Intervention/Special Education and Inclusion environment.)	10
Total Units Required	48

The Certificate of Proficiency is designed to meet the Early Intervention Assistant I requirements. It is the equivalent to the Associate Teacher and Teacher levels on the California CTC Child Development Matrix. The Teacher level Permit also requires 24-quarter units (equivalent of 16 semester units) of general education classes.

A.A. Degree - Child Development

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Current Infant and Child CPR/First Aid Certificate required.

Major Requirements	Units
C D 10G Child Development (The Early Years)	4
C D 10H Child Development (Middle Childhood and Adolescence)	4
C D 12 Child, Family and Community Interrelationships	4
C D 50 Introduction to Child Development Programs	3
C D 52 Observation of the Young Child	3
C D 54 Curriculum for Early Childhood Programs	3

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C D 55	Literacy Development and Activities for the Young Child	3
C D 60	Exceptional Children	3
C D 64	Health, Safety and Nutrition for the Young Child	3
C D 67	Pers. Supervision in Child Development Programs	3
C D 68	Design and Development of Anti-Bias Curriculum	3
<i>Complete a minimum of 6 units from the courses listed below:</i>		
C D 53	Creative Arts for the Young Child (3)	
C D 57	Self Assessment for Teachers of Young Children (3)	
C D 58	Infant and Toddler Development and Assessment (4)	
C D 59G	Supervision and Administration of Child Development Programs (Mgmt. Systems) (4)	
C D 59H	Supervision and Administration of Child Development Programs (Leadership Skills) (4)	
C D 61	Music and Movement for Children (3)	
C D 63	Math and Science Activities for the Young Child (3)	
C D 65	Programs for School-Age Child Care (3)	
C D 69	Early Childhood Ed. Principles (Cross Cultural) (3)	6
Practicum Requirement (10 units)		
C D 51	Student Teaching Practicum (5) (may be repeated up to 3 times)	10
Total Units Required for Major		52

Computer Applications and Office Systems

(See the Section Index for Administrative Assistant, Legal Reception, Microcomputer Business Applications, Office Assistant.)

Computer Information Systems

Windows Administration

Certificate of Completion - Windows NT Technical Support

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
CAOS 102T	Microsoft Windows I (Windows NT/95)	1
CAOS 150A	Microcomputer Hardware I	3
CAOS 150B	Microcomputer Hardware II	3
CAOS 162	Microcomputer Networks	1
CIS 156A	Microsoft Windows NT 4.0 Network Administration	2
CIS 156B	Microsoft Windows NT 4.0 Technical Support	3
Total Units Required		13

Certificate of Achievement - Windows 2000

Technical Support

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
CAOS 90G*	or Computer Literacy (IBM) (1 1/2)	
CAOS 100G*	Orientation to the IBM PC (1/2)	1/2-1 1/2
CAOS 102T or Microsoft Windows I (Windows NT/95) (1)		
CAOS 102K or Microsoft Windows I (Windows 2000) (1)		
CIS 156A	Microsoft Windows NT 4.0 Network Administration	2
CAOS 150A	Microcomputer Hardware I	3
CAOS 150B	Microcomputer Hardware II	3
CAOS 162	Microcomputer Networks	1
CIS 171A	Windows 2000 Professional	3
CIS 171B	Windows 2000 Server	4
Total Units Required		16 1/2-17 1/2

* These courses can be waived based on student previous knowledge or experience.

Database Design

Certificate of Achievement - Database Design for Developers (Oracle)

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.

- See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
CIS 15AG	Intro to Computer Programming Using C	6
CIS 15BG	Intermediate Problem Solving in C	5
CIS 64A	Database Management Systems	4
CIS 64B	Introduction to SQL	4
CIS 64C	Introduction to PL/SQL	4
CIS 64D	Database Tuning	3
Total Units Required		26

Network Design and Administration

Certificate of Achievement - Network Administration

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
CAOS 90G*	or Computer Literacy (IBM) (1 1/2)	
CAOS 100G*	Orientation to the IBM PC (1/2)	1/2-1 1/2
CAOS 102T or Microsoft Windows I (Windows NT/95) (1)		
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	1
CAOS 150A	Microcomputer Hardware I	3
CIS 153 or	NT Networking Essentials (2)	
CIS 66	Introduction to Data Communication and Networking (5)	2-5
CIS 3	Business Information Systems	5
CIS 156A	Microsoft Windows NT 4.0 Network Administration	2
CIS 156B	Microsoft Windows NT 4.0 Technical Support	3
CIS 171A	Windows 2000 Professional	3
Total Units Required		19 1/2-23 1/2

* These courses can be waived based on student previous knowledge or experience.

Certificate of Proficiency - Network Administration

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 18 quarter units may be transferred from other institutions.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
CIS 15AG and BG	Programming/Problem Solving in C (6,5)	11
CIS 33A or	Programming in PERL (5)	
CIS 18B	Advanced UNIX (4)	4-5
CIS 66	Introduction to Data Communication and Networking (5)	5
CIS 67A	Local Area Networks	4
CIS 67B	Introduction to Wide Area Networking	4
CIS 75A	Internet Concepts and TCP/IP Protocols	5
CIS 18A	Introduction to UNIX	4

*Complete 5 units from:

CIS 156A	Microsoft Windows NT 4.0 Network Administration (2)	
CIS 156B	Microsoft Windows NT 4.0 Technical Support (3)	
CIS 31	Operating System Concepts (5)	
Total Units Required		42-43

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
CIS 15AG	CIS 15BG	CIS 18B or 33A	CIS 67B
CAOS 151G	CIS 66	CIS 67A	CIS 75A
CIS 18A		(*CIS 156A & 156B) or	(*CIS 31)

A.A. Degree - Network Administration

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.

5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency; Network Administration, plus the additional General Education requirements.

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr	6th Qtr
CIS 15AG	CIS 15BG	CIS 18B or 33A	CIS 67A	(*CIS 156A & 156B)	CIS 75A
CAOS 151G	CIS 18A	CIS 66	CIS 67B	or (*CIS 31)	

Help Desk/Technical Support

Certificate of Proficiency - System Support Services

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements

	Units
CAOS 91AK or AL Word Processing I (different software)	1 1/2
CAOS 91BK or BL Word Processing II (different software)	1 1/2
CAOS 93AK or AL Spreadsheet I (different software)	2
CAOS 110K or L Database I (different software)	2
CAOS 130K or L Introduction to Business Graphics (different software)	2
CAOS 157 or SPCH 70 Work Skills (Communications)(2)	
CIS 14A or CIS 15AG Effective Organizational Communication (3)	2-3
CIS 66 Visual Basic (5)	
CIS 66 Introduction to Programming Using C (6)	5-6
CIS 66 Introduction to Data Communication and Networking	5
CIS 67A Local Area Networks	4
CIS 156A Microsoft Windows NT 4.0 Network Administration	2
CIS 171A Windows 2000 Professional	3
CIS 171B Windows 2000 Server	4
CNET 111 (at Foothill) Personal Computer Construction and Operation	5
TECO 61 Introduction to Technical Communications	4

*Complete one course from the list below:

BUS 21 Business and Society (4)	
CIS 2 Computers & Society (4)	
CIS 50 Introduction to Computers (3)	
CIS 153 NT Networking Essentials (2)	
CAOS 111K or L Database II (different software) (2)	
CAOS 93BK or BL Spreadsheet II (different software) (2)	
CAOS 158 Work Skills (Problem Solving and Team Building) (2)	
CIS 3 Business Information Systems (5)	2-5
Total Units Required	46-50

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
CAOS 91AK/AL	CAOS 110K/L	CIS 156A	CNET 111
CAOS 91BK/BL	CAOS 130K/L	CIS 171A	CIS 171B
CAOS 93AK/AL	CIS 14A or 15AG	TECO 61	CAOS 157/SPCH 70
(*BUS 21 or CIS 2 or CIS 50 or CIS 3)	CIS 66	CIS 67A	

A.A. Degree - System Support Services

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency; System Support Services, plus the additional General Education requirements.

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr	6th Qtr
CAOS 91AK/AL	CAOS 110K/L	CIS 14A or 15AG	CIS 66	CIS 67A	CNET 111
CAOS 91BK/BL	CAOS 111K/L		CIS 153	CIS 171A	CIS 171B
CAOS 93AK/AL	CAOS 130K/L	(*BUS 21 or CIS 2 or 50 or 91)	CAOS 157 or SPCH 70	TECO 61	

Network Programming

Certificate of Achievement - Network Basics

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements

	Units
CIS 15AG Intro to Computer Programming Using C	6
CIS 66 Introduction to Data Communication and Networking	5
CIS 67A Local Area Networks	4
CIS 68A Networking Lab (Cisco Routers)	2
CIS 75A Internet Concepts and TCP/IP Protocols	5
Total Units Required	22

Certificate of Proficiency- Network Programming

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements

	Units
CIS 15AG and BG Programming/Problem Solving in C (6,5)	11
CIS 15C Data Structures	5
CIS 26B Advanced C Programming	5
CIS 66 Introduction to Data Communication and Networking	5
CIS 18A Introduction to UNIX	4
CIS 75A Internet Concepts and TCP/IP Protocols	5
CIS 75B Internet Programming w/ TCP/IP	5

Select one course from the list below:

CIS 31 Operating System Concepts (5)	
CIS 67A Local Area Networks (4)	
CIS 67B Introduction to Wide Area Networking (4)	
CIS 21JA Introduction to 8086/87/88 Assembly Language (5)	
CIS 33A or CIS 18B Programming in PERL (5)	4-5
CIS 18B Advanced UNIX (4)	
Total Units Required	44-45

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
CIS 15AG	CIS 15BG	CIS 15C	CIS 75B
CIS 18A	CIS 66	CIS 26B	(*CIS 31 or 67A or 67B)
	CIS 75A	or 21JA or 33A or 18B)	

A.A. Degree - Network Programming

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Prerequisites: Satisfactory score on mathematics placement test or MATH 101; MATH 105 recommended.

Major Requirements

Complete all requirements for the Certificate of Prof. - Network Programming plus the additional General Education requirements.

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr	6th Qtr
CIS 15AG	CIS 15BG	CIS 15C	CIS 26B	CIS 75B	(*CIS 31 or 67A or 67B or 33A or 18B)
		CIS 18A	CIS 66	CIS 75A	

Career and Curriculum Certificates and Degrees

Programming

Certificate of Achievement - Programming in C

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CIS 15AG & BG Programming/Problem Solving in C (6,5)	11
CIS 26B Advanced C Programming	5
Total Units Required	16

Certificate of Achievement - Visual Basic Programming

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CIS 14A Visual Basic	5
CIS 14B Visual Basic Programming II	5
CIS 14C Visual Basic Programming III	5
CIS 3 Business Information Systems	5
Total Units Required	20

Certificate of Achievement - Web Development

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CIS 18A Introduction to UNIX	4
CAOS/CIS 94 Introduction to Internet and World Wide Web	1
CAOS/ARTS 113A or Web Authoring Software (4)	
CAOS/ARTS 113I and Web Authoring Software I (2)	
CAOS/ARTS 113Q Web Authoring Software II (2)	4
CIS 15AG or Introduction to Programming Using C (6)	
CIS 14A Visual Basic Programming I (5)	5-6
CIS 89A World Wide Web Page Development	3
CIS 89C Client Side Programming with JavaScript	3
Total Units Required	20-21

Certificate of Achievement - UNIX Operating System

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CIS 15AG Intro to Computer Programming Using C	6
CIS 15BG Intermediate Problem Solving in C	5
CIS 18A Introduction to UNIX	4
CIS 18B Advanced UNIX	4
CIS 18C Shell Programming	4
Total Units Required	23

Certificate of Achievement - Programming in JAVA

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CIS 15AG Intro to Computer Programming Using C	6
CIS 15BG Intermediate Problem Solving in C	5
CIS 35A Introduction to JAVA Programming	4
CIS 35B Advanced JAVA Programming	4
CIS 53 Distributed Programming in JAVA	4
Total Units Required	23

Certificate of Achievement - Programming in PERL

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CIS 19A PERL for Beginning Programmers	5
CIS 19B Intermediate PERL Programming	5
CIS 18A Introduction to UNIX	4
CIS 33B Advanced PERL Programming	4
Total Units Required	18

OR

CIS 15AG Introduction to Computer Programming Using C	6
CIS 15BG Intermediate Problem Solving in C	5
CIS 33A Programming in PERL	5
CIS 18A Introduction to UNIX	4
CIS 33B Advanced PERL Programming	4
Total Units Required	24

Certificate of Proficiency - Business Programming

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ACCT 1A Financial Accounting I	4
BUS 20 Introduction to Business	4
CIS 15AG & BG Programming/Problem Solving in C (6,5)	11
CIS 15C or Data Structures (5)	
CIS 14B Visual Basic Programming II (5)	5
CIS 14A Visual Basic Programming I	5
CIS 63 Systems Design	4
CIS 64 Data Base Management Systems	4
CIS 66 Introduction to Data Communication and Networking	5

*Complete one course from the list below:

CIS 14C Advanced Visual Basic (must have CIS 14B) (5)	
CIS 67A Local Area Networks (4)	
CIS 3 Business Information Systems (5)	4-5
Total Units Required	46-47

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
ACCT 1A	CIS 14A	CIS 66	CIS 64
CIS 15AG	CIS 15BG	CIS 15C/14B	(*CIS 14C)
(*CIS 3)	CIS 63	BUS 20	(*CIS 67A)

A.A. Degree - Business Programming

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Prerequisites: Satisfactory score on mathematics placement test or MATH 101; MATH 105 recommended.

Major Requirements

Complete all requirements for the Certificate of Prof. - Business, Programming plus the additional General Education requirements.

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr	6th Qtr
ACCT 1A	BUS 20	CIS 66	CIS 64	CIS 63	(*CIS 67A or 91)
CIS 15AG	CIS 15BG	CIS 14A	CIS 14B/15C	(*CIS 14C)	

Certificate of Proficiency - Systems Programming

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CIS 15AG and BG Programming/Problem Solving in C (6,5)	11
CIS 15C Data Structures	5
CIS 21JA Introduction to 8086/87/88 Assembly Language	5
CIS 31 Operating System Concepts	5
CIS 26B Advanced C Programming	5
CIS 27 Programming in C++	5
CIS 18A Introduction to UNIX	4

*Complete one course from the list below:

CIS 28 Object Oriented Design with C++ (5)	
CIS 35A Introduction to Java Programming (4)	
CIS 66 Introduction to Data Communication and Networking (5)	
CIS 18B Advanced UNIX (4)	4-5

Total Units Required 44-45

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr
CIS 15AG	CIS 15BG	CIS 15C	CIS 27	(*CIS 28 or 35A
CIS 18A	CIS 21JA	CIS 26B	CIS 31	or 66 or 18B)

A.A. Degree - Systems Programming

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Prerequisites: Satisfactory score on mathematics placement test or MATH 101; MATH 105 recommended.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Systems Programming plus the additional General Education requirements.

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr	6th Qtr
CIS 15AG	CIS 15BG	CIS 15C	CIS 26B	CIS 27	(*CIS 28 or 35A
CIS 18A	CIS 21JA	CIS 31			or 66 or 18B)

E-Business

Certificate of Achievement - E-Business

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
BUS 10 Introduction to Business	5
BUS 70 Principles of E-Business	4
BUS 71 E-Marketing	4
BUS 74 or E-Business to Business (4)	
BUS 79 E-Business Strategy (4)	4
BUS 90 Principles of Marketing	5

Complete a minimum of 6 units from the courses listed below:

ACCT 1A Financial Accounting I (4)	
BUS 18 Business Law I (5)	
BUS 56 Human Relations In Business (4)	
BUS 60 International Business (5)	
BUS 72 E Services Marketing (4)	
BUS 74 E-Business to Business (4)	

BUS 75 E-International Business (4)	
BUS 79 E-Business Strategy (4)	
BUS 89 Advertising (5)	
BUS 96A Principles of Management (5)	
CAOS/CIS 94 Introduction to Internet and World Wide Web (1)	
CAOS 113M Web Authoring Software I (FrontPage) (2)	
CAOS 115I E-Commerce Software (2)	6
Total Units Required	28

Electronic Publishing

Certificate of Achievement - Electronic Publishing

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units

(If possible, take courses in the order they are listed below)

Complete the following course:

CAOS 90G Computer Literacy (IBM)	1 1/2
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Complete one of the following courses:

CAOS 91AK Word Processing I (Word 2000 for Windows) (2)	
CAOS 91AL Word Processing I (Word XP/2002) (2)	2

Complete one of the following courses:

CAOS 91BK Word Processing II (Word 2000 for Windows) (2)	
CAOS 91BL Word Processing II (Word XP/2002) (2)	2

Complete the following courses:

ARTS 8 Design	3
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CAOS 53B or Introduction to Computer Graphics (3)
 CAOS 112A or Digital Imaging Software (Photoshop IBM) (4)
 CAOS 112I and 112Q Digital Imaging Software I,II
 (Photoshop IBM) (2,2) 3-4

BUS 56 Human Relations in Business	4
JOUR 62 Newspaper Production	1

JOUR 21A Newspaper Writing and Reporting	3
TECO 10 Introduction to Technical Communications	4

CAOS 140K Desktop Publishing Software I (MS Publisher 2000) (2)	2
Total Units Required	25 1/2-26 1/2

Environmental Studies

A.A. Degree - Biodiversity Specialist

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units
BIOL 19 Environmental Biology	5
BIOL 20 Introduction to Biodiversity I	4
BIOL 21 Introduction to Biodiversity II	4
BIOL 30 Conservation Biology	4
CHEM 50 Preparation for General Chemistry	5
ES 1 Introduction to Environmental Studies	4
ES 80 California Field Studies	1
ES 85A California Native Plants and Animals	2
ES 85B Environmental Studies Area Docent	2
ES 95 Introduction to Environmental Careers/Internships	1
ES 95C Environmental Studies Internship	3
LCEN 50 World Wide Web Searching	1
PHYS 50 Preparatory Physics	3

Career and Curriculum Certificates and Degrees

Complete a minimum of 8 units from the courses listed below:

ANTH 1	Physical Anthropology (4)	
BIOL 13	Marine Biology (3)	
BIOL 15	California Ecology (5)	
CAOS 90G	Computer Literacy (IBM) (1 1/2)	
CAOS 93AK or AL	Spreadsheet I (different software) (2)	
ES 60	Introduction to Environmental Law (4)	
ES 69	Energy Reliability and Your Organization (1)	
ES 70	Introduction to Energy Management Technology (1)	
ES 79	Renewable Energy Systems (1)	
ES 86	Tropical Field Studies (4)	
ES 90	Environmental Research Methods (4)	
LCEN 53	Advanced Internet Search Techniques (1)	8
Total Units Required for Major		47

A.A. Degree - Environmental Studies (General)

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units	
BIOL 19	Environmental Biology	5
BIOL 20	Introduction to Biodiversity I	4
BIOL 30	Conservation Biology	4
CAOS 90G	Computer Literacy (IBM)	1 1/2
CHEM 50	Preparation for General Chemistry	5
ES 1	Introduction to Environmental Studies	4
ES 60	Introduction to Environmental Law	4
ES 70	Introduction to Energy Management Technology	1
ES 79	Renewable Energy Systems	1
ES 80	California Field Studies	1
ES 85A	California Native Plants and Animals	2
ES 85B	Environmental Studies Area Docent	2
ES 95	Introduction to Environmental Careers/Internships	1
ES 95B	Environmental Studies Internship	2
LCEN 50	World Wide Web Searching	1

Complete a minimum of 8 units from the courses listed below:

BIOL 4	Ecology (6)	
BIOL 13	Marine Biology (5)	
BIOL 15	California Ecology (5)	
BIOL 21	Introduction to Biodiversity II (4)	
ES 50	Introduction to Hazardous Materials Technology (4)	
ES 61A	Introduction to Environmental Regulations I (4)	
ES 61B	Introduction to Environmental Regulations II (4)	
ES 69	Energy Reliability and Your Organization (1)	
ES 86	Tropical Field Studies (4)	
ES 90	Environmental Research Methods (4)	
HIST 11	Technology and the Environment in America (4)	
HIST 144W	Topics in California History (1)	
TECO 61	Introduction to Technical Communications (4)	8
Total Units Required for Major		46 1/2

Certificate of Completion - Environmental Compliance

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units	
CAOS 90G	Computer Literacy (IBM)	1 1/2
ES 1	Introduction to Environmental Studies	4
ES 60	Introduction to Environmental Law	4
ES 95	Introduction to Environmental Careers/Internships	1
Total Units Required		10 1/2

Certificate of Achievement - Environmental Compliance

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units	
Complete all requirements for the Certificate of Completion - Environmental Compliance; plus the following courses:		
ES 50	Introduction to Hazardous Materials Technology	4
ES 61A	Introduction to Environmental Regulations I	4
ES 61B	Introduction to Environmental Regulations II	4
LCEN 50	World Wide Web Searching	1
Total Units Required		23 1/2

Certificate of Proficiency - Environmental Compliance

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 18 quarter units may be transferred from other institutions.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units	
Complete all requirements for the Certificate of Achievement - Environmental Compliance; plus the following courses:		
BIOL 19	Environmental Biology	5
CHEM 50	Preparation for General Chemistry	5
ES 69	Energy Reliability and Your Organization	1
ES 70	Introduction to Energy Management Technology	1
ES 79	Renewable Energy Systems	1
ES 95	Introduction to Environmental Careers/Internships	1
ES 95B	Environmental Studies Internship	2
Total Units Required		39 1/2

A.A. Degree - Environmental Compliance

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units	
Complete all of the requirements for the Certificate of Proficiency Environmental Compliance plus the additional General Education Requirements, plus:		
<i>Select one of the following courses:</i>		
BIOL 20	Introduction to Biodiversity I (4)	
BIOL 30	Conservation Biology (4)	
ES 56	Environmental Health (4)	
ES 80	California Field Studies (1)	
ES 85A	California Native Plants and Animals (2)	
ES 90	Environmental Research Methods (4)	
HIST 11	Technology and the Environment in America (4)	
TECO 61	Introduction to Technical Communications (4)	2-4
Total Units Required for Major		41 1/2-43 1/2

Certificate of Completion - Energy Management Technology

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ES 69 Energy Reliability and Your Organization	1
ES 70 Introduction to Energy Management Technology	1
ES 71 The Building Envelope	1
ES 72 Heating, Ventilating and Air Conditioning (HVAC) Systems	1
ES 73 Electric Motors and Drives	1
ES 74 Lighting Distribution Systems	1
ES 75 Electric Power Systems	1
ES 78 Energy Management Systems and Controls	1
ES 79 Renewable Energy Systems	1
Total Units Required	9

Certificate of Achievement - Energy Management Technology

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Completion Energy Management Technology; plus the following courses:	9
CAOS 90G Computer Literacy (IBM)	1 1/2
CAOS 93AK or AL Spreadsheet I (different software)	2
ES 1 Introduction to Environmental Studies	4
ES 95 Introduction to Environmental Careers/Internships	1
TECO 61 Introduction to Technical Communications	4
Total Units Required	21 1/2

Certificate of Proficiency - Energy Management Technology

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Achievement - Energy Management Technology; plus the following courses:	21 1/2
CIS 91 Business Information Systems	5
COOP 50X,Y,Z Occupational Work Experience (2 units minimum)	2-4
ES 60 Introduction to Environmental Law	4
LCEN 50 World Wide Web Searching	1
LCEN 53 Advanced Internet Search Techniques	1
SPCH 10 Fundamentals of Oral Communication	4
Total Units Required	38 1/2-40 1/2

A.A. Degree - Energy Management Technology

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units
Complete all requirements for the Certificate of Prof. - Energy Management Technology; the additional General Education Requirements, plus the following:	38 1/2-40 1/2
PHYS 50 Preparatory Physics	3
Total Units Required for Major	41 1/2-43 1/2

Film

A.A. Degree - Film

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units
F/TV 2A History of Cinema (1895-1950)	4
F/TV 2B History of Cinema (1950-Present)	4
F/TV 20 Basic Digital Film/Video Production	4
F/TV 22 16MM Film Production	4
F/TV 50 Introduction to Film/Television Directing	4
F/TV 52A 16MM Film Production II	4
F/TV 58R-Z Film/Television Production Workshop	1/2-8
F/TV 60A Scriptwriting for Film & Video I	4
F/TV 62 Lighting for Film & Television	4
F/TV 65 Current Practices in the Film/Video Profession	4

Complete a minimum of 6 units from the courses listed below:

ARTS 53B Introduction to Computer Graphics (3)	
F/TV 1 Introduction to Film (4)	
F/TV 10 Introduction to Electronic Media (4)	
F/TV 40 The Feature Film (4)	
F/TV 41 Film Genres (4)	
F/TV 42/ELIT 4 National Cinemas (4)	
F/TV 43 Film Artists (4)	
F/TV 45 History of Experimental Film/Video (4)	
F/TV 48 Cinema and the African-American (4)	
F/TV 51A Intermediate Digital Film and Video Production (4)	
F/TV 51B Video Remote Production II (4)	
F/TV 52B 16MM Film Production III (4)	
F/TV 53 Non-Linear Editing (4)	
F/TV 54,X,Y,Z Film/Television Production Laboratory (1/2-3) (3 units max)	
F/TV 55A Video Studio Production (4)	
F/TV 56 Experimental Film/Television Workshop (4)	
F/TV 57 Non-Fiction Workshop: The Documentary (4)	
F/TV 59 The Role of the Video Producer (4)	
F/TV 60B Scriptwriting for Film & Video II (4)	
F/TV 60C Scriptwriting for Film & Video III (4)	
F/TV 61 TV Scriptwriting for Training & Communications (4)	
F/TV 63 Studio & Remote Audio Production (3)	
F/TV 64 Art Direction for Film & Television (3)	
F/TV 66 Basic Techniques of Animation: 3D Media (3)	
F/TV 67 Basic Cartooning & Design for Animation (3)	
F/TV 68 Sound for Animation (3)	
F/TV 69 Principles of Animation: Character & Motion (3)	
F/TV 70 The Animation Story Board (3)	
F/TV 71 Intermediate Animation Workshop (3)	
F/TV 72 Advanced Animation Workshop (3)	
F/TV 75G History of Animation (4)	
F/TV 76 Film Study Field Trips (3)	
F/TV 82 Introduction to Multimedia (4)	
F/TV 85 Motion Graphics (3)	
F/TV 92 Topics: Guest Artist/Craftsman (1/2)	
F/TV 98G Fiction Workshop: The Writer, Producer, Director (3)	
F/TV 98H Fiction Workshop: Technical Crew (3)	
F/TV 98J Fiction Workshop: Editing/Post Production (3)	
F/TV 101 Studio Production Laboratory (1)	
HUMI 1 The Creative Mind (4)	
HUMI 2 Introduction to Aesthetics (4)	
HUMI 15 Discussions on the Arts (4)	
HUMI 53 Creative Techniques in the Fine Arts (2)	
PHTG 2 Intermediate Photography (3)	
PHTG 51 Advanced Photography (3)	
Total Units Required for Major	42 1/2-50

Career and Curriculum Certificates and Degrees

Film/Television Production: Animation

Certificate of Proficiency - Film/Television Production: Animation Emphasis

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
F/TV 20 Basic Film/Video Production	4
F/TV 66 Basic Techniques of Animation (3D Media)	3
F/TV 67I Drawing for Animation (Layout/Visual Devel)	3
F/TV 68 Sound for Animation	3
F/TV 69 Principles of Animation (Character & Motion)	3
F/TV 70G Scriptwriting for Animation	4
F/TV 70H The Animation Storyboard	3
F/TV 71 Intermediate Animation Workshop	3
F/TV 72 Advanced Animation Workshop	3
F/TV 75G History of Animation	4
F/TV 75I Contemporary World Animation	4
F/TV 80H Animated Film Completion for Certificate/Degree	1
F/TV 83A Introduction to 2D Computer Animation	3

Plus completion of a short personal film under advisement.

Complete a minimum of 9 units from the courses listed below:

ARTS 4C Life Drawing (3)	
ARTS 54A Art and Computer Graphics I (3)	
ARTS 54B Art and Computer Graphics II (3)	
F/TV 62 Lighting for Television and Film (4)	
F/TV 63B Post-Production Audio (4)	
F/TV 66B Advanced Puppet Animation (3)	
F/TV 67G Drawing for Animation (Human Figure) (3)	
F/TV 67H Drawing for Animation (Animal Expression) (3)	
F/TV 70G Scriptwriting for Animation (4)	
F/TV 75H Classic Hollywood Animation (4)	
F/TV 75J The Animated Feature Film (4)	
F/TV 75K Japanese Animation (4)	
F/TV 79G Workshop with Professional Traditional Animator (3)	
F/TV 79H Workshop with Professional Computer Animator (4)	
F/TV 80G Independent Projects in Animation (2)	
F/TV 81X,Y,Z Seminar in Animation Production Topics (1/2-3)	
F/TV 83B Advanced 2D Computer Animation (4)	
F/TV 84A Introduction to 3D Computer Animation (4)	
F/TV 84B Intermediate 3D Computer Animation (4)	
F/TV 84C Advanced 3D Computer Animation (4)	
F/TV 87X,Y Animation History Area Studies (1-2)	9

Note: F/T 87X,Y and 81X,Y and Z are repeatable as topics vary.

Total Units Required 50

A.A. Degree - Film/Television Production: Animation Emphasis

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Film/Television Production: Animation Emphasis, plus the additional General Education requirements.

Certificate of Achievement - Animation

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
F/TV 66 Basic Techniques of Animation (3D Media)	3
F/TV 67I Drawing for Animation (Layout/Visual Devel)	3
F/TV 69 Principles of Animation (Character & Motion)	3
F/TV 70 The Animation Storyboard	3
F/TV 71 Intermediate Animation Workshop	3
F/TV 72 Advanced Animation Workshop	3
F/TV 75G History of Animation	4
F/TV 75I Contemporary World Animation	4
F/TV 80H Animated Film Completion for Certificate/Degree	1
F/TV 83A Introduction to 2D Computer Animation	3
Total Units Required	30

Certificate of Proficiency - Computer Animation

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
F/TV 20 Basic Film/Video Production	4
F/TV 66 Basic Techniques of Animation (3D Media)	3
F/TV 67I Drawing for Animation (Layout/Visual Devel)	3
F/TV 68 Sound for Animation	3
F/TV 69 Principles of Animation (Character & Motion)	3
F/TV 70G Scriptwriting for Animation	4
F/TV 70H The Animation Storyboard	3
F/TV 72 Advanced Animation Workshop	3
F/TV 75G History of Animation	4
F/TV 75I Contemporary World Animation	4
F/TV 80H Animated Film Completion for Certificate/Degree	1
F/TV 83A Introduction to 2D Computer Animation	3
F/TV 84A Introduction to 3D Computer Animation	4
F/TV 84B Intermediate 3D Computer Animation	4
F/TV 84C Advanced 3D Computer Animation	4

Plus completion of a short personal film under advisement.

Complete a minimum of 10 units from the courses listed below:

ARTS 4C Life Drawing (3)	
ARTS 54A Art and Computer Graphics I (3)	
ARTS 54B Art and Computer Graphics II (3)	
F/TV 60A Scriptwriting for Film and Video I (4)	
F/TV 62 Lighting for Television and Film (4)	
F/TV 63B Post-Production Audio (4)	
F/TV 66B Advanced Puppet Animation (3)	
F/TV 67G Drawing for Animation (Human Figure) (3)	
F/TV 67H Drawing for Animation (Animal Expression) (3)	
F/TV 70G Scriptwriting for Animation (4)	
F/TV 71 Intermediate Animation Workshop (3)	
F/TV 75H Classic Hollywood Animation (4)	
F/TV 75J The Animated Feature Film (4)	
F/TV 75K Japanese Animation (4)	
F/TV 79G Workshop with Professional Traditional Animator (3)	
F/TV 79H Workshop with Professional Computer Animator (4)	
F/TV 80G Independent Projects in Animation (2)	
F/TV 81X, Y, Z Seminar in Animation Production Topics (1/2-3)	
F/TV 83B Advanced 2D Computer Animation (4)	
F/TV 87X,Y Animation History Area Studies (1-2)	10

Note: F/T 87X,Y and 81X,Y and Z are repeatable as topics vary.

Total Units Required 60

Certificate of Achievement - Animation History and Criticism

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
F/TV 75G History of World Animation	4
F/TV 75H Classic Hollywood Animation	4
F/TV 75I Contemporary World Animation	4
F/TV 75J The Animated Feature Film	4
F/TV 75K Japanese Animation	4

Complete a minimum of 1-2 units from the classes listed below:
 F/TV 87X, Y Animation History Area Studies (Variable topics) 1-2

Complete 3-4 units from the courses listed below:

F/TV 2A History of Cinema (1895-1950) (4)	
F/TV 2B History of Cinema (1950-Present) (4)	
F/TV 42/ELIT 4 National Cinemas (4)	
F/TV 41 Film Genres (4) (Variable topics)	
F/TV 43 Film Artists (4)	
F/TV 66 Basic Techniques of Animation (3D Media) (3)	
F/TV 69 Principles of Animation (Character & Motion) (3)	
F/TV 70 The Animation Storyboard (3)	3-4
Total Units Required	24-26

The Certificate of Achievement: Animation History and Criticism is a one-year program designed for:

- Animation Production students, seeking a more complete knowledge of the field and a historical context for their work.
- Prospective or current university Film Studies majors who wish to investigate an area of cinematic history rarely explored at film schools.
- Prospective or current Animation or Multimedia teachers who wish to expand their expertise in Animation History to complement their production skills and augment their teaching.
- Prospective or current Film Studies teachers, seeking to diversify their backgrounds and qualify themselves to teach Animation History courses at other institutions.

Visit our program's web site at www.deanza.edu/depts/arts/animation/

Film/Television Production: TV Emphasis

Certificate of Achievement - Film/Television Production: TV Emphasis

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
F/TV 20 Basic Digital Film/Video Production	4
F/TV 55A Video Studio Production	4
F/TV 59 The Role of the Video Producer	4
F/TV 60A Scriptwriting for Film & Video I	4
Total Units Required	16

Certificate of Proficiency - Film/Television Production: TV Emphasis

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 18 quarter units may be transferred from other institutions.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Achievement - Film/Television: TV Emphasis; plus the following courses:	16
F/TV 10 Introduction to Electronic Media	4
F/TV 50 Introduction to Film/Television Directing	4
F/TV 51A Intermediate Digital Film/Video Production	4
F/TV 60B Scriptwriting for Film and Video II	4
F/TV 62 Lighting for Television and Film	4
F/TV 63A Studio and Remote Audio Production	4
Total Units Required	40

A.A. Degree - Film/Television Production: TV Emphasis

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units
Complete all requirements for the Certificate of Proficiency - Film/Television: TV Emphasis; and	40

Select one of the courses below:

F/TV 2A or	History of Cinema (1895-1950) (4)	
F/TV 2B	History of Cinema (1950-Present) (4)	4

Complete a minimum of 6 units from the courses listed below:

ARTS 53B	Introduction to Computer Graphics (3)	
F/TV 1	Introduction to Film (4)	
F/TV 2A	History of Cinema (1895-1950) (4)	
F/TV 2B	History of Cinema (1950-Present) (4)	
F/TV 22	16MM Film Production (4)	
F/TV 40	The Feature Film (4)	
F/TV 41	Film Genres (4)	
F/TV 42	Film Movements (4)	
F/TV 43	Film Artists (4)	
F/TV 45	History of Experimental Film/Video (4)	
F/TV 48	Cinema and the African-American (4)	
F/TV 51B	Video Remote Production II (4)	
F/TV 52A	16MM Film Production II (4)	
F/TV 52B	16MM Film Production III (4)	
F/TV 53	Non-Linear Editing (4)	
F/TV 54,X,Y,Z	Film/Television Production Laboratory (1/2-3) (3 units max)	
F/TV 56	Experimental Film/Television Workshop (4)	
F/TV 57	Non-Fiction Workshop: The Documentary (4)	
F/TV 58R-Z	Film/Television Production Workshop (1/2-8)	
F/TV 60C	Scriptwriting for Film & Video III (4)	
F/TV 61	TV Scriptwriting for Training & Communications (4)	
F/TV 64	Art Direction for Film & Television (3)	
F/TV 65	Current Practices in the Film/Video Profession (4)	
F/TV 66	Basic Techniques of Animation (3D Media) (3)	
F/TV 67	Basic Cartooning & Design for Animation (3)	
F/TV 68	Sound for Animation (3)	
F/TV 69	Principles of Animation (Character & Motion) (3)	
F/TV 70	The Animation Story Board (3)	
F/TV 71	Intermediate Animation Workshop (3)	
F/TV 72	Advanced Animation Workshop (3)	
F/TV 75G	History of Animation (4)	
F/TV 76	Film Study Field Trips (3)	
F/TV 82	Introduction to Multimedia (4)	
F/TV 85	Motion Graphics (3)	
F/TV 92	Topics (Guest Artist/Craftsman) (1/2)	
F/TV 98G	Fiction Workshop (The Writer, Producer, Director) (3)	
F/TV 98H	Fiction Workshop (Technical Crew) (3)	
F/TV 98J	Fiction Workshop (Editing/Post Production) (3)	
F/TV 101	Studio Production Laboratory (1)	
HUMI 1	The Creative Mind (4)	
HUMI 2	Introduction to Aesthetics (4)	
HUMI 15	Discussions on the Arts (4)	
HUMI 53	Creative Techniques in the Fine Arts (2)	
PHTG 1	Basic Photography (3)	
PHTG 2	Intermediate Photography (3)	
PHTG 51	Advanced Photography (3)	
	Total Units Required for Major	6
		50

Career and Curriculum Certificates and Degrees

General Studies

A.A. Degree - General Studies

Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements — 28 units minimum AND

- Courses taken to satisfy General Education Requirements may NOT be used to meet any of the major requirements.
 - **Four units must be taken from either the Social Science group or the Arts and Humanities group:**
 - In addition to the above 4 units, complete 24 units by selecting 4 of the following groups with a minimum of 6 units per group.
1. **Applied Arts and Sciences** (Environmental Studies, Film/Television*, Health Technologies, Medical Assisting, Nursing, Physical Therapist Assistant, Technical Communications)
 2. **Business/Computer Information Systems** (Accounting, Business, Computer Applications and Office Systems, Computer Information Systems, Real Estate)
 3. **Engineering/Industrial Technology** (Automotive Technology, Manufacturing & Design, Engineering)
 4. **Arts and Humanities** (Arts, Dance, English Literature, ESL 6, EWRT 1BC, 2, 40, 41, Film/Television*, Humanities, Intercultural Studies*, International Studies*, Linguistics, Music, Philosophy, Photography, SPCH 30, Theatre Arts, WMST 3C, 21)
 5. **Human Growth and Development** (Career Life Planning, Child Development, Cooperative Education, Health, Human Development, Nutrition, Physical Education, Speech)
 6. **Foreign Language** (including Sign Language)
 7. **Mathematics and Science** (except MATH 200)
 8. **Social Science** (Administration of Justice, Anthropology, Economics, ES 1, F/TV 10, HUMA 10,* 50, Geography, History, Intercultural Studies*, INTL 3-6, Paralegal Studies, Political Science, Psychology, Social Science, Sociology, Women's Studies*)
- * Departments marked with an asterisk are listed in more than one area. Refer to the De Anza A.A./A.S. G.E. guide to determine which courses are categorized in Arts and Humanities or Social Science.

Global Studies

Certificate of Achievement - Global Studies

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
INTL 5 Global Issues and Perspectives	4
HIST/ICS 3 A,B, or C World History (4,4,4)	4
ES 1 Introduction to Environmental Studies	4
ICS/SPCH 7 Intercultural Communication	4
LCEN 50 World Wide Web Searching	1
<i>Select one of the following courses:</i>	
GEO 10 Human Geography (4)	
ECON 1 Principles of Macroeconomics (4)	
ANTH 2 Cultural Anthropology (4)	4
Total Units Required	21

Certificate of Proficiency - Global Studies

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
INTL 5 Global Issues and Perspectives	4
ICS/HIST 3A,B, or C World History (4,4,4)	4
ES 1 Introduction to Environmental Studies	4
ICS/SPCH 7 Intercultural Communication	4
LCEN 50 World Wide Web Searching	1

Select one of the following courses:

GEO 10 Human Geography (4)	
ECON 1 Principles of Macroeconomics (4)	
ANTH 2 Cultural Anthropology (4)	4

**Plus one year of college level world language or three years of high school foreign language or the equivalent (0-15)

Total Units Required 21-36

A.A. Degree - Global Studies

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements

INTL 5 Global Issues and Perspectives	4
ICS/HIST 3A,B, or C World History (4,4,4)	4
ES 1 Introduction to Environmental Studies	4
GEO 10 Human Geography	4
ECON 1 Principles of Macroeconomics	4
ANTH 2 Cultural Anthropology	4
ICS/SPCH 7 Intercultural Communication	4
LCEN 50 World Wide Web Searching	1

**Plus one year of college level world language or three years of high school foreign language or the equivalent (0-15)

29-44

Complete a minimum of 24 units from the courses listed below.

Selections may be from one area of study or a combination of areas of emphasis:

World History Emphasis

ICS/HIST 3A,B or C World History (4,4,4)	
HIST 4A,B,C or D Western Civilization(4,4,4,4)	
ICS/HIST 16A History of Africa to 1800 (4)	
ICS/HIST 16B History of Africa from 1800 to Present (4)	
INTL/HIST 19A,B, or C Asian Civilization (4,4,4)	
ICS/HIST 93 A,B Latin America (4,4)	
ICS 37 Ancient People of Mesoamerica (4)	
ANTH 4 Prehistory and Development of Civilization (4)	
INTL 30 Introduction to Islamic Studies (4)	

Globalization Issues

BUS 21 Business and Society (4)	
POLI 3 International Relations (4)	
CIS 2 Computers and Society (4)	
INTL 6 Technology and the Developing World (4)	
SOC 1 Introduction to Sociology (4)	

World Languages

LING 1	Introduction to Linguistics (4)
ELIT 44	International Literature (4)
ANTH 6	Linguistic Anthropology (4)
World Language	Languages offered: Arabic, Cantonese, French, German, Italian, Japanese, Korean, Mandarin, Spanish, Vietnamese (5-15)

Global Environment

BIO 19	Environmental Biology (5)
BIO 30	Conservation Biology (4)
ES 60	Introduction to Environmental Law (4)
GEO 1	Physical Geography (4)

Arts and Humanities

MUSI 7B	Introduction to World Music (4)
ARTS 2A,B,C, or D	History of Art (4,4,4,4)
ARTS 3TC	Women, Society and the Visual Arts (4)
INTL 10/ARTS 2G	Arts of Asia (4)
INTL 11	Vietnamese Literature (4)
INTL 12	Vietnamese Art and Culture (4)
INTL 20/ARTS 2E	History of Art: Africa, Oceania and the Americas (4)
HUMI 9	Introduction to Religion (4)
HUMI 10	Introduction to Western Religions (4)
HUMI 14A,B, or C	Introduction to Eastern Philosophy (4,4,4)
F/TV 2A,B	History of Cinema (4,4)
F/TV 42/ELIT 4	National Cinemas (4)

International Business

BUS 21	Business and Society (4)	
ECON 2	Microeconomics (4)	
POLI 3	International Relations (4)	
BUS 70	Principles of E-Business (4)	
BUS 71	E-Marketing (4)	
BUS 72	E-Services Marketing (4)	
BUS 74	E-Business to Business (4)	
BUS 76	E-International Business (4)	
BUS 79	E-Business Strategy (4)	
BUS 175P	International Marketing (4)	24
Total Units Required for Major		53-68

Graphic Design

Certificate of Achievement - Graphic Design

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ARTS 4A Drawing	3
ARTS 4B Drawing	3
ARTS 8 Design	3
ARTS 12 Design and Color	3
ARTS 53A Introduction to Visual Technology	3
ARTS 55A Graphic Design/Communication	3
ARTS 63 History of Graphic Design	4
Total Units Required	22

Certificate of Proficiency - Graphic Design

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Achievement - Graphic Design; plus the following classes:	22
ARTS 53B Introduction to Computer Graphics	3
ARTS 54A Art and Computer Graphics I	3
ARTS 55B Graphic Design/Communication	3
ARTS 55C Graphic Design/Communication	3
ARTS 56 Graphic Design/Electronic Publishing	3

ARTS 57	Graphic Design/Typography	3
ARTS 59	Business Practices for Graphic Designers	3
ARTS 65	Graphic Design for the World Wide Web	3
ARTS 86	Electronic Illustration Techniques	3
Total Units Required		49

A.A. Degree - Graphic Design

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Applied Graphic Design; plus the additional General Education requirements. Visit our program's web site at www.deanza.edu/creativearts/art.html

Health Technologies

(Medical Assisting and Medical Assisting Options)

Certificate of Achievement - Medical Assisting

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

The following Options are part of the Medical Assisting program.

Option A: Insurance and Coding Specialty

Prerequisites/co-requisites: HTEC 50, CAOS 70AA, CAOS 91AK or AL.

Course Requirements	Units
BIOL 54G,H,I,J Applied Human Anatomy and Physiology (1 1/2 ea)	6
CAOS 81H 10-Key and Electronic Calculator	1
CAOS 84A Business English I	2
CAOS 90G* Computer Literacy (IBM)	1 1/2
CAOS 104O Introduction to Filing	1
HTEC 60A,G,H Medical Terminology/Common Diseases (3,2,2)	7
HTEC 61 Medical Communications	1 1/2
HTEC 72 Medical Office Financial Procedures	1 1/2
HTEC 73 Medical Law and Ethics	1 1/2
HTEC 96 Health Technology Externship-Coding	4
HTEC 101C,D Skill Building Labs for HTEC 61,72 (1,1)	2
*Or Equivalent	
Total Units Required	29

Option B: Lab Assisting

Prerequisites/co-requisites: HTEC 50, CAOS 70AA.

Course Requirements	Units
Student must present current Adult CPR card to receive a certificate.	
CAOS 90G* Computer Literacy (IBM)	1 1/2
HTEC 60A,G,H Medical Terminology/Common Diseases (3,2,2)	7
HTEC 90G Clinical Techniques (Basic Patient Care)	1 1/2
HTEC 64G,H Clinical Lab Procedures (1 1/2 ea.)	3
HTEC 73 Medical Law and Ethics	1 1/2
HTEC 91 Medical Office Diagnostic Tests	1 1/2
HLTH 21 Contemporary Health Concerns	4
HTEC 95 Medical Clinic Externship-Phlebotomy	3
HTEC 96 Health Technology Externship-EKG Technology	4
HTEC 101A,B,F Skills Labs for HTEC 64H, 91, 90G (1,1,1)	3
*Or Equivalent	
Total Units Required	30

Career and Curriculum Certificates and Degrees

Option C: Medical Reception

Prerequisites/co-requisites: HTEC 50, CAOS 70AA, CAOS 91AK or AL.

Course Requirements	Units
CAOS 84A Business English I	2
CAOS 90G* Computer Literacy (IBM)	1 1/2
CAOS 176 Telephone Communications	1
HLTH 57A First Aid in the Workplace	1
HLTH 57C Adult CPR	1/2
HTEC 60A Medical Terminology and Common Diseases	3
HTEC 61 Medical Communications	1 1/2
HTEC 68 Medical Reception Externship	2
HTEC 71 Medical Office Reception	1
HTEC 72 Medical Office Financial Procedures	1 1/2
HTEC 73 Medical Law and Ethics	1 1/2
HTEC 75 Medical Office Management	1 1/2
HTEC 101C,D,G Skill Building Labs for HTEC 61,72,75 (1,1,1)	3

*Or Equivalent

Total Units Required 21

Option D: Medical Transcription Specialty

Prerequisites/co-requisites: HTEC 50, CAOS 70AA, CAOS 91AK or AL.

Course Requirements	Units
BIOL 54G,H,I,J Applied Human Anatomy and Physiology (1 1/2 ea)	6
CAOS 84A Business English I	2
CAOS 90G** Computer Literacy (IBM)	1 1/2
HTEC 60A,G,H Medical Terminology/Common Diseases (3,2,2)	7
HTEC 61 Medical Communications	1 1/2
HTEC 73 Medical Law and Ethics	1 1/2
HTEC 74* Medical Transcription/Terms (1 1/2) (taken 3 times)4	1/2
HTEC 96 Health Technology Externship-Medical Transcription4	4
HTEC 101C* Skill Bldg Labs for HTEC 61, 74 (1,1,1)	3

*This course must be taken three times (the student will be given three different tapes to transcribe in each course).

**Or Equivalent

Total Units Required 31

Recommended:

CAOS 180I Proofreading Skills (1)

Option E: Phlebotomy Tech I

Prerequisites/co-requisites: HTEC 50, CAOS 70AA.

Course Requirements	Units
Student must present current Adult CPR card to receive a certificate.	
CAOS 90G* Computer Literacy (IBM)	1 1/2
HLTH 57A First Aid in the Workplace	1
HLTH 57C Adult CPR	1/2
HTEC 60A Medical Terminology and Common Diseases	3
HTEC 64G,H Clinical Lab Procedures (1 1/2 ea)	3
HTEC 73 Medical Law and Ethics	1 1/2
HTEC 95 Health Technology Externship-Phlebotomy	3
HTEC 101A Skills Labs for HTEC 64H (1)	1

*Or Equivalent

Total Units Required 14 1/2

The Phlebotomy Technician I option program has been approved by the California Department of Health Services-Laboratory Field Services.

Option F: Medical File Clerk

Prerequisite/co-requisite: HTEC 50

Course Requirements	Units
CAOS 70AA* Elementary Keyboarding I	1 1/2
CAOS 90G*** Computer Literacy (IBM)	1 1/2
CAOS 91AK or AL Word Processing I (different software)	1 1/2
CAOS 104O Introduction to Filing	1
CAOS 104Q Introduction to Database Management	1
HTEC 60A Medical Terminology/Common Diseases	3
HTEC 73 Medical Law and Ethics	1 1/2
HTEC 96** Health Technology Externship-Medical File Clerk	4

*CAOS 70A may be substituted

**16 hours/week for last 9 weeks of quarter = 144 hours total

***Or Equivalent

Total Units Required 15

Option G: Medical Records Clerk

Prerequisite/co-requisite: HTEC 50

Course Requirements	Units
CAOS 70AA* Elementary Keyboarding I	1 1/2
CAOS 90G*** Computer Literacy (IBM)	1 1/2
CAOS 91AK or AL Word Processing I (different software)	1 1/2
CAOS 104O Introduction to Filing	1
CAOS 104Q Introduction to Database Management	1
HTEC 60A Medical Terminology/Common Diseases	3
HTEC 71 Medical Office Reception	1
HTEC 73 Medical Law and Ethics	1 1/2
HTEC 96** Health Technology Externship-Business Office Clerk	4

*CAOS 70A may be substituted

**16 hours/week for last 9 weeks of quarter = 144 hours total

***Or Equivalent

Total Units Required 16

Option H: Business Office Clerk

Prerequisite/co-requisite: HTEC 50

Course Requirements	Units
CAOS 70AA* Elementary Keyboarding I	1 1/2
CAOS 90G*** Computer Literacy (IBM)	1 1/2
CAOS 91AK or AL Word Processing I (different software)	1 1/2
CAOS 104O Introduction to Filing	1
CAOS 104Q Introduction to Database Management	1
HTEC 60A Medical Terminology/Common Diseases	3
HTEC 72 Medical Office Financial Procedures	1 1/2
HTEC 73 Medical Law and Ethics	1 1/2
HTEC 96** Health Technology Externship-Business Office Clerk	4
HTEC 101D Skill Building Labs for HTEC 72	1

*CAOS 70A may be substituted

**16 hours/week for last 9 weeks of quarter = 144 hours total

***Or Equivalent

Total Units Required 17 1/2

Certificate of Proficiency - Medical Secretary

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Prerequisites/co-requisites: HTEC 50, CAOS 70AA, CAOS 91AK or AL.

Course Requirements	Units
ACCT 60 Accounting For Small Business	4
BIOL 54G,H,I,J** Applied Human Anatomy and Physiology (1 1/2 ea)	6
CAOS 81H 10-Key and Electronic Calculator	1
CAOS 84A Business English I	2
CAOS 90G*** Computer Literacy (IBM)	1 1/2
CAOS 104O Introduction to Filing	1
CAOS 104Q Introduction to Database Management	1
HTEC 60A,G,H Medical Terminology/Common Diseases (3,2,2)	7
HTEC 61 Medical Communications	1 1/2
HTEC 68 Medical Reception Externship	2
HTEC 71 Medical Office Reception	1
HTEC 72 Medical Office Financial Procedures	1 1/2
HTEC 73 Medical Law and Ethics	1 1/2
HTEC 74 Medical Transcription/Advanced Terminology	1 1/2
HTEC 75 Medical Office Management	1 1/2
HTEC 96 Health Technology Externship-Medical Secretary	4
HTEC 101C* Health Technology Labs for HTEC 61,74 (1,1)	2
HTEC 101D,G Health Technology Labs for HTEC 72,75 (1,1)	2

*This course must be taken twice

**BIOL 40A,B,C may be substituted.

***Or Equivalent

Total Units Required 42

Recommended:

CAOS 176 Telephone Communications (2)

Certificate of Proficiency - Medical Assisting

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Prerequisites/co-requisites: HTEC 50, CAOS 70AA, CAOS 91AK or AL.

Student must present current Adult CPR card to receive a certificate.

Course Requirements		Units
ACCT 60	Accounting For Small Business	4
BIOL 54G,H,I,J*	Applied Human Anatomy and Physiology (1 1/2 ea)	6
CAOS 84A	Business English I	2
CAOS 90G**	Computer Literacy (IBM)	1 1/2
CAOS 104O	Intoduction to Filing	1
CAOS 104Q	Intoduction to Database Management	1
HLTH 57A	First Aid in the Workplace	1
HLTH 57C	Adult CPR	1/2
HTEC 60A,G,H	Medical Terminology/Common Diseases (3,2,2)	7
HTEC 90G	Clinical Techniques (Basic Patient Care)	1 1/2
HTEC 61	Medical Communications	1 1/2
HTEC 64G,H	Clinical Lab Procedures (1 1/2 ea)	3
HTEC 68	Medical Reception Externship	2
HTEC 71	Medical Office Reception	1
HTEC 72	Medical Financial Procedures	1 1/2
HTEC 73	Medical Law and Ethics	1 1/2
HTEC 74	Medical Transcription/Advanced Terminology	1 1/2
HTEC 75	Medical Office Management	1 1/2
HTEC 90H	Medical Office Clinical Techniques	1 1/2
HTEC 91	Medical Office Diagnostic Tests	1 1/2
HTEC 93	Pharmacology for Medical Assistants	1 1/2
HTEC 94	Administration of Medications	1
HTEC 95	Health Technology Externship-Medical Assisting	3
HTEC 96	Health Technology Externship-Medical Assisting	4
HTEC 110	Health Technology Employment Preparation	1 1/2
*BIOL 40A,B,C may be substituted.		
**Or Equivalent		
Total Units Required		53

Recommended:

- CAOS 81H 10-Key & Electronic Calculator (1)
- HTEC 101A,B,C,D,E,F,G Skill Building Labs (1 unit each)

A.A. Degree - Medical Assisting

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Medical Assisting, plus the additional A.A. Degree General Education Requirements.

Recommended:

- PSYC 1^ General Psychology (4)
- SOC 1^ Introduction to Sociology (4)
- CAOS 81H 10-Key & Electronic Calculator (1)
- CAOS 176 Telephone Communications (1)

^Any Psychology or Sociology course will be acceptable. Units may apply toward G. E. requirement

Intercultural Studies

Certificate of Achievement - Intercultural Studies

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
ICS 4	Ethnic Identity and Social Stratification	4
ICS 7	Intercultural Communication	4
ICS 9	Inter-Ethnic Relations in American Society	4

Select a minimum of 12 units from the courses listed below:

ICS 8	Women of Color in the USA (4)	
ICS 10	Introduction to African American Studies (4)	
ICS 11	Roots of the African American Experience (4)	
ICS 20	Asian American Experience (4)	
ICS 22	Contemporary Issues in the Asian American Community (4)	
ICS 30	Introduction to Chicano Studies (4)	
ICS 31	Chicano Culture (4)	
ICS 32	Chicano History (4)	
ICS 43	American Indian History (4)	
ICS 44	American Indian World Views(4)	
ICS 65	Org. Structures in the Multicultural Workplace (4)	12
Total Units Required		24

Certificate of Proficiency - Intercultural Studies

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
ICS 4	Ethnic Identity and Social Stratification	4
ICS 5	History of Art (Multicultural Arts in the U.S.)	4
ICS 7	Intercultural Communication	4
ICS 9	Inter-Ethnic Relations in American Society	4
Plus 8 units of ICS electives (unduplicated by GE Requirements)		8

Select one (1) of the three options below.

Option 1: General Multicultural Background

Complete a minimum of 16 units from three or more of the following course groupings.

Option 2: Two Ethnic Areas

Complete a minimum of 16 units from two or more of the following course groupings.

Option 3: One Ethnic Area

Complete a minimum of 16 units from one of the following course groupings.

African American

ICS 10	Introduction to African American Studies (4)
ICS 11	Roots of the African American culture (4)
ICS 12	Introduction to African American Literature (4)
ICS 13	A Sociological Profile of African American Life (4)
ICS 14/F/TV 48	Cinema and the African American (4)
ICS 16A	History of Africa to 1800 (4)
ICS 16B	History of Africa from 1800 to Present (4)
ICS 18A	African American History to 1865 (4)
ICS 18B	African American History since 1865 (4)
ICS 71	The African American Community (4)

Latin American

ICS 39A	Colonial Latin American History (4)
ICS 39B	Modern Latin American History (4)

Career and Curriculum Certificates and Degrees

Asian American

INTL 19A	History of Asian Civilization (4)
INTL 19B	History of Asian Civilization (4)
INTL 19C	History of Asian Civilization (4)
ICS 20	Asian American Experience (4)
ICS 21	History of the Chinese in the United States (4)
ICS 22	Contemporary Issues in the Asian American Community (4)
ICS 23	The Japanese in the United States (4)
ICS 25	Vietnamese Cultural Adaptation (4)

Chicano

ICS 30	Introduction to Chicano Studies (4)
ICS 31	Chicano Culture (4)
ICS 32	Chicano History (4)
ICS 33	The Chicano and the Arts (4)
ICS 35	Chicano Literature (4)
ICS 72	The Chicano Community (4)

Native American

ICS 41	Contemporary American Indian Identity and Experiences (4)
ICS 42	California Indian History (4)
ICS 43	American Indian History (4)
ICS 44	American Indian World Views (4)
ICS 45	Survey of American Indian Arts (4)
ICS 46	American Indian Literature (4)

Multicultural

ICS 3A	World History; Pre-historic to 1500 (4)
ICS 3B	World History; 1500-1900 (4)
ICS 3C	World History; 1900 - present (4)
ICS 6	Survey of Third World Experience in the U.S. (5)
ICS 8	Women of Color in the U.S.A. (4)
ICS 17	Critical Consciousness and Social Action (4)
ICS 48	Special Group Projects in Intercultural Studies (1/2)
ICS 49	Special Projects in Intercultural Studies (1)
Total Units Required	
40	

A.A. Degree - Intercultural Studies

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Intercultural Studies as listed above, except where 16 units are required in Options 1, 2 & 3 above, select 20 units. Also, complete all additional A.A. Degree General Education Requirements.

Internet Literacy and Research

Certificate of Completion - Internet Literacy & Research

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CIS/CAOS 94 Intro to Internet and World Wide Web	1
LCEN 50 World Wide Web Searching	1
LCEN 53 Advanced Internet Search Techniques	1

Select two classes from the following:

LCEN 5	Business Resources on the World Wide Web (1)	
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS 113M	Web Authoring Software I (Frontpage 2000) (2)	
CAOS 106G	Web Site Basics (Netscape Composer, IBM) (2)	3-4
Total Units Required		6-7

Legal Reception

Certificate of Achievement - Legal Reception

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CAOS 70A or Elementary Keyboarding (3)	
CAOS 70AA Elementary Keyboarding (1 1/2)	1 1/2-3
CAOS 84A Business English I	2
CAOS 90G Computer Literacy (IBM)	1 1/2
CAOS 91AK or Word Processing I (Word 2000 for Windows) (1 1/2)	
CAOS 91AL Word Processing I (Word XP/2002) (1 1/2)	1 1/2
CAOS 91BK or Word Processing II (Word 2000 for Windows) (1 1/2)	
CAOS 91BL Word Processing II (Word XP/2002) (1 1/2)	1 1/2
CAOS 104O Introduction to Filing	1
CAOS 104M Introduction to the Office	1
CAOS 157 Work Skills (Communications)	2
CAOS 171O Office Automation I (MS Outlook)	1
CAOS 173 Keyboarding Skill Development	1
CAOS 176 Telephone Communications	1
CAOS 198Y Topics in CAOS (Legal Vocabulary)	2
PARA 88 The Paralegal and Professional Responsibility	2
COOP 50X,Y,Z* Occupational Work Experience (2 units minimum)	2-4
Total Units Required	
21-24 1/2	

* COOP 52 may be substituted if placement is in a legal office

Liberal Arts

A.A. Degree - Liberal Arts

Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

A student may earn only one degree in Liberal Arts by selecting one of the following Liberal Arts options

Option 1

Liberal Arts - General

Major Requirements — 27 units minimum

Courses taken to satisfy General Education requirements may NOT be used to meet any of the major requirements.

Eight units must be taken from the Social Sciences.

In addition to the above 8 units, complete 19 units from the following: Select 3 of the following groups and complete a minimum of 6 units per group.

- Business/Computer Information Systems** (Accounting, Business, Computer Applications and Office Systems, Computer Information Systems, Real Estate) or Journalism or Speech
- Engineering/Automotive Technology**
- Arts and Humanities** (Arts, Dance, English Literature, ESL 6, EWRT 1BC, 2, 40, 41, Film/Television**, Humanities, Intercultural Studies**, International Studies**, Linguistics, Music, Philosophy, Photography, SPCH 30, Theatre Arts, WMST 3C, 21)

4. **Foreign Language** (including Sign Language)
 5. **Mathematics and Science** (except MATH 200)
 6. **Social Science** (Administration of Justice, Anthropology, Economics, ES 1, F/TV 10, HUMA 10*, 50, Geography, History, Intercultural Studies,* INTL 3-6, Paralegal Studies, Political Science, Psychology, Social Science, Sociology, Women's Studies**)
- * Departments marked with a double asterisk are listed in more than one area. Refer to the DeAnza A.A./A.S. G.E. guide to determine which courses are categorized in Arts and Humanities or Social Science.

Option 2

Liberal Arts - Multidisciplinary

Major Requirements[^] — 84 University of California (UC) or California State University (CSU) transferable quarter units. De Anza courses #1-49 are transferable to the UC and courses #1-99 are transferable to the CSU.

[^] Courses taken to satisfy GE requirements may be used to meet any of the major requirements. This AA degree does not automatically satisfy all General Education requirements at the specific transfer institution. Students are advised to select courses that meet the CSU GE Breadth or IGETC course requirements. (See actual requirements in catalog.) Visit the counseling center for details.

Manufacturing and Computer Numerical Control (MCNC)

Certificate of Achievement - Computer Numerical Control (CNC) Machine Operator

The MCNC programs are currently being updated. Go to www.deanza.edu/cnc for the latest certificate and degree information.

- General Requirements
1. A minimum 2.0 grade point average in these units.
 2. A maximum of 6 quarter units may be transferred from other institutions.
 3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CDI 50 Technical Drawing	4
MCNC 62A & B Technical Calculations (2,2)	4
MCNC 71 Intro to Machining and CNC Processes	4 1/2
MCNC 71A Machine Practice: Lathes, Drills & Measurement	4 1/2
MCNC 71B Machine Practice: Milling, Saws & Measurement	4 1/2
MCNC 71C Introduction to CNC Machine Tools	4 1/2
Total Units Required	26

Certificate of Proficiency - Computer Numerical Control (CNC) Programming

The MCNC programs are currently being updated. Go to www.deanza.edu/cnc for the latest certificate and degree information.

- General Requirements
1. A minimum 2.0 grade point average in these units.
 2. A maximum of 18 quarter units may be transferred from other institutions.
 3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
 4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CDI 50 Technical Drawing	4
CDI 53A Introduction to AutoCAD (4)	4
MCNC 62A & B Technical Calculations (2,2)	4
MCNC 64 Manufacturing Materials and Processes	4
MCNC 71 Intro to Machining and CNC Processes	4 1/2
MCNC 71A Machine Practice (Lathes, Drills & Measurement)	4 1/2
MCNC 71B Machine Practice (Milling, Saws & Measurement)	4 1/2
MCNC 71C or Introduction to CNC Machine Tools (4 1/2))	
MCNC 73A Intro to CNC Machine Tool Prog. & Operation (5)	4 1/2-5
MCNC 73B CNC Machine Programming & Operation	4
MCNC 73C CNC Programming (CAD/CAM Based)	4
Total Units Required	42-42 1/2

A.A. Degree - Computer Numerical Control (CNC)

Programming

The MCNC programs are currently being updated. Go to www.deanza.edu/cnc for the latest certificate and degree information.

- General Degree Requirements
1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
 2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
 3. Major requirements listed below may also satisfy G.E. requirements.
 4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
 5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Computer Numerical Control (CNC) Programming, plus the additional A.A. Degree General Education Requirements.

Certificate of Proficiency - Model Making - Product and Prototype

The MCNC programs are currently being updated. Go to www.deanza.edu/cnc for the latest certificate and degree information.

- General Requirements
1. A minimum 2.0 grade point average in these units.
 2. A maximum of 18 quarter units may be transferred from other institutions.
 3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
 4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ARTS 10A,AL Three Dimensional Design & Lab (3,1/2)	3 1/2
ARTS 10B,BL Advanced Three Dimensional Design & Lab (3,1/2)	3 1/2
CDI 50 Technical Drawing	4
CDI 52A Beginning Computer Aided Design	4
MCNC 71 Intro to Machining and CNC Processes	4 1/2
MCNC 71B Machine Practice (Milling, Saws and Measurement)	4 1/2
MCNC 73A Introduction to CNC Programming and Operation	5
MCNC 73B CNC Machine Programming and Operation	4
MCNC 73C CNC Programming (CAD/CAM Based)	4
Total Units Required	37

A.A. Degree - Model Making - Product and Prototype

The MCNC programs are currently being updated. Go to www.deanza.edu/cnc for the latest certificate and degree information.

- General Degree Requirements
1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
 2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
 3. Major requirements listed below may also satisfy G.E. requirements.
 4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
 5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Model Making - Product & Prototype, plus the additional A.A. Degree General Education Requirements.

Career and Curriculum Certificates and Degrees

Certificate of Proficiency - Experimental Machinist/Tool and Die

The MCNC programs are currently being updated. Go to www.deanza.edu/cnc for the latest certificate and degree information.

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CDI 50 Technical Drawing	4
MCNC 62A & B Technical Calculations (2,2)	4
MCNC 64 Manufacturing Materials and Processes	4
MCNC 71 Intro to Machining and CNC Processes	4 1/2
MCNC 71A Machine Practice (Lathes, Drills and Measurement)	4 1/2
MCNC 71B Machine Practice (Milling, Saws and Measurement)	4 1/2
MCNC 71C Computer-Aided Numerical Control Machine Tools	4 1/2
MCNC 71D Tool Design and Tool Room Practices	4 1/2
MCNC 71E Introduction to Die and Mold Design	4 1/2
MCNC 72 Applied Geometric Inspection Standards	4
MCNC 63A Automotive Mechanisms	3
MCNC 63B Automotive Electromechanical Systems	2
Total Units Required	48

A.A. Degree - Experimental Machinist/Tool and Die

The MCNC programs are currently being updated. Go to www.deanza.edu/cnc for the latest certificate and degree information.

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Complete all requirements for the Certificate of Proficiency - Experimental Machinist/Tool and Die, plus the additional A.A. Degree General Education Requirements.

Marketing Management

Certificate of Completion - Marketing Management

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Series I

Course Requirements	Units
BUS 175G The Dynamics of Today's Marketing (An Overview)	1/2
BUS 175H Effective Marketing Planning	1/2
BUS 175I Successful Product Strategy	1/2
BUS 175J Pricing for Profit	1/2
BUS 175K The Dynamics of Distribution	1/2
BUS 175L Successful Product Promotion	1/2
Total Units Required	3

Series II

Course Requirements	Units
BUS 175M Buyer Behavior	1/2
BUS 175N Marketing of Services	1/2
BUS 175O Industrial and High Tech Marketing	1/2
BUS 175P International Marketing	1/2
BUS 175Q Marketing Management Control	1/2
BUS 175R Applying Effective Marketing Strategies	1/2
Total Units Required	3

NOTE: Completing all courses in either Series above will earn the Certificate of Completion

Certificate of Proficiency - Marketing Management

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ACCT 1A Financial Accounting I	4
BUS 10 Introduction to Business	5
BUS 18 Business Law I	5
BUS 54 Business Mathematics	5
BUS 56 Human Relations in Business	4
BUS 70 Principles of E-Business	4
BUS 87 Introduction to Sales	4
BUS 89 Advertising	5
BUS 90 Principles of Marketing	5
BUS 96A Principles of Management	5
CIS 3 Business Information Systems	5
Total Units Required	51

A.A. Degree - Marketing Management

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements

Course Requirements	Units
ACCT 1A Financial Accounting I	4
BUS 10 Introduction to Business	5
BUS 18 Business Law I	5
BUS 54* Business Mathematics	4
BUS 71 E-Marketing	4
BUS 87 Introduction to Sales	4
BUS 89 Advertising	5
BUS 90 Principles of Marketing	5
BUS 56 or Human Relations	4
BUS 96A Principles of Management	5

Complete a minimum of 9 units from the courses listed below:

BUS 21 Business & Society (4)	
BUS 57A Personnel Management (3)	
BUS 79 Business Strategy (4)	
BUS 70 Principles of E-Business (4)	
BUS 85 Business Communication (3)	
BUS 93 Consumer Behavior (3)	
BUS 175G-R Marketing Modular Series I & II (1/2 unit ea, 3 max)	
CIS 3 Business Information Systems (5)	
COOP 50,X,Y,Z Occupational Work Experience (1-4 units, 4 max)	
ECON 10 Essentials of Economics (4)	
SPCH 16 Interpersonal Communication (4)	
Total Units Required for Major	9

Massage Therapy

Certificate of Achievement - Massage Therapy

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Students must present current First Aid and CPR cards to receive a certificate in Massage Therapy.

Course Requirements	Units
BIOL 40A Human Anatomy and Physiology (84 hours)	5
P E 11 Stretching (24 hours)	1/2
P E 53 Stress Management (12 hours)	1
P E 54 Introduction to Massage (72 hours)	4
P E 54A Intermediate Massage (60 hours)	3
P E 54B Sports Massage (60 hours)	3
P E 54C Advanced Massage Skills (72 hours)	4
P E 54D Clinical Practicum in Massage Therapy (84 hours)	3
P E 54T Internship in Massage Therapy (36 hours)	1
Total Units Required (504 hours minimum)	24 1/2

Certificate of Proficiency - Massage Therapy

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Student must present current First Aid and CPR cards to receive a certificate in Massage Therapy.

Course Requirements	Units
Complete the core course requirements from the Certificate of Achievement - Massage Therapy; plus the following courses:	24 1/2
P E 54T,U Internship in Massage Therapy (2 units required, any combination of internships allowed) (72 hours)	2
BIOL 40B Human Anatomy and Physiology (84 hours)	5
P E 54E Table Shiatsu (72 hours)	4
P E 85 Exercise Science (24 hours)	2
P E 85M Introduction to Athletic Injuries (48 hours)	2
<i>Complete a minimum of 4 units from the list below:</i>	
NUTR 62 Nutrition and Athletic Performance (2) (24 hours)	
P E 2Q Tai Chi (1/2) (24 hours)	
P E 35 Care and Prevention of Athletic Injuries (4) (72 hours)	
P E 54F Chair Massage (3) (60 hours)	
PEA 51 Intro to Adapt. and Remedial PE Assisting (4) (72 hours)	
SBUS 95A Introduction to Small Business (4) (48 hours)	
SBUS 95H Small Business Record Keeping and Filing (3) (36 hours)	4
Total Units Required (852 hours minimum)	43 1/2

A.A. Degree - Massage Therapy

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Student must present current First Aid and CPR cards to receive a degree in Massage Therapy.

Major Requirements	Units
Complete the core course requirements from the Certificate of Achievement - Massage Therapy; plus the following courses:	24 1/2
BIOL 40B Human Anatomy and Physiology (84 hours)	5
P E 54E Table Shiatsu (72 hours)	4
P E 54F Chair Massage (60 hours)	3
P E 54T,U,V,W Internship in Massage Therapy (3 units required any combination of internships allowed) (108 hours)	3
P E 85 Exercise Science (24 hours)	2
P E 85M Introduction to Athletic Injuries (48 hours)	2
<i>Complete a minimum of 7.5 units from the list below:</i>	
BIOL 40C Human Anatomy and Physiology (5) (84 hours)	
HLTH 57 Emergency Response (5) (60 hours)	
NUTR 62 Nutrition and Athletic Performance (2) (24 hours)	
P E 2Q Tai Chi (1/2) (24 hours)	
P E 35 Care and Prevention of Athletic Injuries (4) (72 hours)	
P E 85A Personal Fitness Trainer (2) (42 hours)	
PEA 51 Intro to Adapt. and Remedial PE Assisting (4) (72 hrs)	
PTHR 54A,B Kinesiology and Orthopedic Disorders (5,5) (88 hours each)	
SBUS 95A Introduction to Small Business (4) (48 hours)	
SBUS 95H Small Business Record Keeping and Filing (3) (36 hours)	7 1/2
Total Units Required for Major (1008 hours minimum)	51

Medical Assisting

(See the Section Index for Health Technologies.)

Microcomputer Business Applications

Certificate of Completion - Microcomputer Business Applications

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
(If possible, take courses in the order they are listed below)	
<i>Select one of the following courses:</i>	
CAOS 70AA* Elementary Keyboarding I (1 1/2)	
CAOS 173 Keyboarding Skill Development (1)	1-1 1/2
*See instructor if you have previous keyboarding skills.	
<i>Select one of the following courses:</i>	
CAOS 90G Computer Literacy (IBM) (1 1/2)	
CAOS 100G Orientation to the IBM PC (1/2)	1/2-1 1/2

Complete the following courses:

CAOS 102K or CAOS 102L or CAOS 102T	Microsoft Windows I (Windows 2000) (1) Microsoft Windows I (Windows XP/2002) (1) Microsoft Windows I (Windows NT/95) (1)	1
CAOS 91AL or CAOS 91AK	Word Processing I (Word XP/2002) (2) Word Processing I (Word 2000 for Windows) (2)	2
CAOS 91AL	Word Processing I (Word XP/2002) (1 1/2)	1 1/2
CAOS 93AK or CAOS 93AL	Spreadsheet I (Excel 2000) (2) Spreadsheet I (Excel XP/2002) (2)	2
CAOS 110K or CAOS 110L	Database I (Access 2000) (2) Database I (Access XP/2002) (2)	2
Total Units Required		10 - 11 1/2

Certificate of Achievement - Microcomputer Business Applications

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Career and Curriculum Certificates and Degrees

Course Requirements Units
 Complete all requirements for the Certificate of Completion -10-11 1/2
 Microcomputer Business Applications; plus the following:

Complete the following courses:		
CAOS 91BK or	Word Processing II (Word 2000 for Windows) (2)	
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
CAOS 150A	Microcomputer Hardware (A+ Certification Pt. I)	3
CAOS 157	Work Skills (Communications)	2
CAOS 158	Work Skills (Problem Solving and Teambuilding)	2

Complete a minimum of 6 units from the courses listed below, which do not duplicate those chosen from the lists above:

ACCT 1A or	Financial Accounting I (4)	
ACCT 60	Accounting for Small Business (4)	
BUS 85	Business Communication (3)	
CAOS 90G	Computer Literacy (IBM) (1 1/2)	
CAOS/CIS 94	Introduction to Internet and World Wide Web (1)	
CAOS 112A	Digital Imaging Software (Photoshop) (4)	
CAOS 112I	Digital Imaging Software I (Photoshop) (2)	
CAOS 112Q	Digital Imaging Software II (Photoshop) (2)	
CAOS 113A	Web Authoring Software (Dreamweaver) (4)	
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	
CAOS 113M	Web Authoring Software I (Frontpage) (2)	
CAOS 114A	Web Graphics/Animation Software (Flash) (3)	
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (3)	
CAOS 140K	Desktop Publishing Software (MS Publisher 2000) (2)	
CAOS 130L or K	Introduction to Business Graphics (different software) (2)	
CAOS 150B	Microcomputer Hardware (A+ Certification Pt. II) (3)	
CAOS 162	Microcomputer Networks (1)	
CAOS 198W,X,Y,Z	Topics in Computer Apps & Office Systems (3 units max)	
CAOS 199W,X,Y	Topics in Computer Apps & Office Systems (3 units max)	
CIS 15A	Introduction to Computer Programming Using Pascal (6)	
CIS 15AG	Introduction to Computer Programming Using C (6)	
CIS 89A	World Wide Web Page Development (3)	6
Total Units Required		25 1/2-27

Certificate of Proficiency - Microcomputer Business Applications

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 18 quarter units may be transferred from other institutions.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
 Complete all requirements for the Certificate of Completion -10-11 1/2
 Microcomputer Business Applications; plus the following:

Complete the following courses:		
BUS 85	Business Communication	3
CAOS 91BK or	Word Processing II (Word 2000 for Windows) (2)	
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
CAOS 93BK or	Spreadsheet II (Excel 2000) (2)	
CAOS 93BL	Spreadsheet II (Excel XP/2002) (2)	2
CAOS/CIS 94	Introduction to Internet and World Wide Web	1
CAOS 111K or	Database II (Access 2000) (2)	
CAOS 111L	Database II (Access XP/2002) (2)	2
CAOS 130K or	Intro to Business Graphics (PowerPoint 2000) (2)	
CAOS 130L	Intro to Business Graphics (PowerPoint XP/2002) (2)	2
CAOS 150A	Microcomputer Hardware (A+ Certification Pt. I)	3
CAOS 157	Work Skills (Communications)	2
CAOS 158	Work Skills (Problem Solving and Teambuilding)	2
CAOS 162	Microcomputer Networks	1

Select one of the following courses:

CIS 12A	Introduction to Computer Programming (BASIC) (5)	
CIS 14	Visual Basic (4)	
CIS 15A	Introduction to Computer Programming Using Pascal (6)	
CIS 15AG	Introduction to Computer Programming Using C (6)4-6	

Complete a minimum of 10 units from the courses listed below, which do not duplicate those chosen from the lists above:

ACCT 1A	Financial Accounting I (4)	
ACCT 60	Accounting for Small Business (4)	
ACCT 86	Computer Accounting Systems (4)	
CAOS 90G	Computer Literacy (IBM) (1 1/2)	
CAOS 91AK or AL	Word Processing I (different software) (2)	
CAOS 91BK or BL	Word Processing II (different software) (2)	
CAOS 110K or L	Database I (different software) (2)	
CAOS 112A	Digital Imaging Software (Photoshop) (4)	
CAOS 112I	Digital Imaging Software I (Photoshop) (2)	
CAOS 112Q	Digital Imaging Software II (Photoshop) (2)	
CAOS 113A	Web Authoring Software (Dreamweaver) (4)	
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	
CAOS 113M	Web Authoring Software I (Frontpage) (2)	
CAOS 114A	Web Graphics/Animation Software (Flash) (3)	
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (3)	
CAOS 140K	Desktop Publishing Software (MS Publisher 2000) (2)	
CAOS 150B	Microcomputer Hardware (A+ Certification Pt. II) (3)	
CAOS 198W,X,Y,Z	Topics in Computer Apps & Office Systems (3 units max)	
CAOS 199W,X,Y	Topics in Computer Apps & Office Systems (3 units max)	
CIS 50 or	Intro to Computers, Data Processing, and Applications (3)	
CIS 89A	World Wide Web Page Development (3)	
CIS 70	Introduction to UNIX (5)	
CIS 3	Business Information Systems (5)	10
Total Units Required		42 1/2-46

A.A. Degree - Microcomputer Business Applications

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements Units
 (If possible, take courses in the order they are listed below)

Select one of the following courses:

CAOS 70AA*	Elementary Keyboarding I (1 1/2)	
CAOS 173	Keyboarding Skill Development (1)	1-1 1/2

*See instructor if you have previous keyboarding skills.

Select one of the following courses:

CAOS 90G	Computer Literacy (IBM) (1 1/2)	
CAOS 100G	Orientation to the IBM PC (1/2)	1-1 1/2

Complete the following courses:

BUS 56 or	Human Relations in Business (4)	
BUS 85	Business Communication (3)	3-4
CAOS 102K or	Microsoft Windows I (Windows 2000) (1)	
CAOS 102L or	Microsoft Windows I (Windows XP/2002) (1)	
CAOS 102T	Microsoft Windows I (Windows NT/95) (1)	1
CAOS 91AL or	Word Processing I (Word XP/2002) (2)	
CAOS 91AK	Word Processing I (Word 2000 for Windows) (2)	2
CAOS 91BK or	Word Processing II (Word 2000 for Windows) (2)	
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2

Complete the following courses:

CAOS 93AK or	Spreadsheet I (Excel 2000) (2)	
CAOS 93AL	Spreadsheet I (Excel XP/2002) (2)	2
CAOS 93BK or	Spreadsheet II (Excel 2000) (2)	
CAOS 93BL	Spreadsheet II (Excel XP/2002) (2)	2
CAOS/CIS 94	Introduction to Internet and World Wide Web	1
CAOS 110K or	Database I (Access 2000) (2)	
CAOS 110L	Database I (Access XP/2002) (2)	2
CAOS 111K or	Database II (Access 2000) (2)	
CAOS 111L	Database II (Access XP/2002) (2)	2

Career and Curriculum Certificates and Degrees

CAOS 130K or	Intro to Business Graphics (PowerPoint 2000) (2)	
CAOS 130L	Intro to Business Graphics (PowerPoint XP/2002) (2)	2
CAOS 150A	Microcomputer Hardware (A+ Certification Pt. I)	3
CAOS 150B	Microcomputer Hardware (A+ Certification Pt. II)	3
CAOS 157	Work Skills (Communications)	2
CAOS 158	Work Skills (Problem Solving and Teambuilding)	2
<i>Select one of the following courses:</i>		
CIS 14	Visual Basic (4)	
CIS 15A	Introduction to Computer Programming Using Pascal (6)	
CIS 15AG	Introduction to Computer Programming Using C (6)	4-6
<i>Select one of the following courses:</i>		
CIS 153	NT Networking Essentials (2)	
CIS 156A	Microsoft Windows NT 4.0 Network Administration (2)	
CIS 156B	Microsoft Windows NT 4.0 Technical Support (3)	2-3
<i>Complete a minimum of 14 units from the courses listed below, which do not duplicate those chosen from the lists above:</i>		
ACCT 1A	Financial Accounting I (4)	
ACCT 1B	Financial Accounting II (4)	
ACCT 60	Accounting for Small Business (4)	
ACCT 86	Computer Accounting Systems (4)	
BUS 10	Introduction to Business (5)	
BUS 54	Business Mathematics (4)	
CAOS 84A	Business English I (2)	
CAOS 84B	Business English II (1)	
CAOS 90G	Computer Literacy (IBM) (1 1/2)	
CAOS 91AK or AL	Word Processing I (different software) (2)	
CAOS 91BK or BL	Word Processing II (different software) (2)	
CAOS 112A	Digital Imaging Software (Photoshop) (4)	
CAOS 112I	Digital Imaging Software I (Photoshop) (2)	
CAOS 112Q	Digital Imaging Software II (Photoshop) (2)	
CAOS113A	Web Authoring Software (Dreamweaver) (4)	
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	
CAOS 113M	Web Authoring Software I (Frontpage) (2)	
CAOS 114A	Web Graphics/Animation Software (Flash) (3)	
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (3)	
CAOS 140K	Desktop Publishing Software (MS Publisher 2000) (2)	
CAOS 162	Microcomputer Networks (1)	
CAOS 198W,X,Y,Z	Topics in Computer Apps & Office Systems (3 units max)	
CAOS 199W,X,Y	Topics in Computer Apps & Office Systems (3 units max)	
CIS 50 or	Intro to Computers, Data Processing, and Applications (3)	
CIS 3	Business Information Systems (5)	
CIS 70	Introduction to UNIX (5)	
MATH 10	Elementary Statistics & Probability (5)	14
Total Units Required for Major		51 - 56

Music

A.A. Degree - Music

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Prerequisite: MUSI 10A or qualifying score on the Music placement examination. Music placement examination offered upon request or during first day of class in MUSI 3A.

Major Requirements		Units
MUSI 3A,B,C	Comprehensive Musicianship (4,4,4)	12
MUSI 4A,B,C	Comprehensive Musicianship II (4,4,4)	12
MUSI 25G-N	Performance Workshop	3
NOTE: MUSI 3A offered Fall and Winter quarters only, MUSI 3B and 3C offered Winter and Spring quarters only.		
<i>Select one course from the following:</i>		
MUSI 1	Introduction to Music (1)	
MUSI 7A	Introduction to Jazz Styles (4)	
MUSI 7B	Introduction to World Music in America (4)	1-4
<i>Complete a minimum of 12 units from the courses listed below (choral or instrumental):</i>		
MUSI 20	De Anza Chorale (2)	
MUSI 21	Vintage Singers (2)	
MUSI 24	De Anza Women's Chorus (1 1/2)	
MUSI 27A,B	De Anza Jazz Singers I,II (4 1/2 ea)	
MUSI 29	Advanced Vocal Jazz Ensemble (4 1/2)	
MUSI 31A,B,C	Chamber Orchestra (2 ea)	
MUSI 32	Symphony Orchestra (2)	
MUSI 34	Jazz Ensemble (3)	
MUSI 42	Symphonic Wind Ensemble (2)	12
<i>Complete a minimum of 5 units from the courses listed below, which do not duplicate those chosen from the lists above:</i>		
MUSI 1	Introduction to Music (1)	
MUSI 2A,B,C	History of Western Music (4)	
MUSI 5A	Counterpoint I (3)	
MUSI 5B	Counterpoint II (3)	
MUSI 7A	Introduction to Jazz Styles (4)	
MUSI 7B	Introduction to World Music in America (4)	
MUSI 8B	Electronic Music (3)	
MUSI 9	Jazz Piano (2)	
MUSI 11	Jazz Theory (3)	
MUSI 12A,B,C	Class Piano I,II,III (1 1/2 ea)	
MUSI 13A,B	Beginning Singing I,II (1 1/2 ea)	
MUSI 14A,B,C	Classical Guitar (1,1,1)	
MUSI 18	Intermediate Piano (1 1/2)	
MUSI 25G-N	Performance Workshop (3 ea)	
MUSI 40,X,Y	Special Projects in Music (1-3)	
MUSI 46	Beginning Winds and Percussion (2 1/2)	
MUSI 47	String Instruments (2 1/2)	
MUSI 48	Jazz Improvisation (2 1/2)	
MUSI 51A	Introduction to Electronic Music (3)	
MUSI 53	The Music Business (3)	5
Total Units Required for Major		45-48

Nursing Programs

(R.N. Refresher Program, LVN Transition Program, Critical Care Nursing, Registered Nursing Program)

Certificate of Completion - R.N. Refresher Program

The Refresher program consists of a self-paced, self-designed, contractual agreement between the student and the Nursing Department. Each student must develop a program of study based on his/her unique needs. The student is required to successfully complete at least 2 1/2 units of the clinical component listed below. Placement in the clinical component is dependent upon space availability in the generic Nursing Program.

In order to enter the clinical component of this program the student is required to:

- successfully complete an advanced Medical/Surgical theory exam by a score of 70% or higher, and
- demonstrate skills proficiency on six randomly selected nursing skills.

In preparation for the Med/Surg theory exam the following courses (or partial courses using NURS 56,X,Y,Z) may be taken:

NURS 54AR	Fundamental Nursing (Non Acute/Sub Acute) (4)
NURS 54CR*	Acute Fundamentals/Medical Surgical I (4)
NURS 54IR	Medical/Surgical II (Care of the Older Adult) (4)
NURS 54 JR	Medical/Surgical Application II (2,1 1/2)
NURS 54B	Pharmacology I (1 1/2)
NURS 54D*	Pharmacology II (1 1/2)
NURS 54GR	Pharmacology III (1 1/2)
NURS 100	Review of Nursing Concepts (1/2)
NURS 56,X,Y,Z	Special Projects (1/2,1,2,3) (3 1/2 units max)

*Successful completion of these courses meet requirement of the Advanced Medical/Surgical Theory exam with 70% or higher.

Career and Curriculum Certificates and Degrees

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Prerequisites: Admission to the program and current California R.N. license.

Course Requirements	Units
Clinical Component (90 hours)	

Complete a minimum of 2 1/2 units from the courses listed below:

NURS 54AL	Fundamental Nursing (Clinical Care) (5)
NURS 54CL	Acute Fundamentals/Medical Surgical I (Clinical) (5)
NURS 54IL	Medical/Surgical II (Clinical Care of the Older Adult) (5)
NURS 125C	Advanced Medical Surgical Nursing Practicum II (2 1/2)
	Total Units Required 2 1/2 - 5

Certificate of Completion - Critical Care Nursing Level I

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Prerequisite: Student must possess a current California RN License.

Course Requirements	Units
NURS 79A	Coronary Care Nursing Concepts 3 1/2
NURS 79J	Critical Neurological Nursing Concepts 1 1/2
NURS 79K	Critical Respiratory Nursing Concepts 1 1/2
NURS 79P	Critical Renal Nursing Concepts 1
NURS 79Q	Hemodynamic Monitoring 1
	Total Units Required 8 1/2

Certificate of Completion - Critical Care Nursing Level II

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Prerequisite: Student must possess a current California RN License.

Course Requirements	Units
Complete all requirements for the Critical Care Nursing Level I certificate, plus the following courses:	8 1/2
NURS 77	Trauma Nursing 1
NURS 78	Emergency Nursing 1
	Total Units Required 10 1/2

Certificate of Completion - Critical Care Nursing Level III

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Prerequisite: Student must possess a current California RN License.

Course Requirements	Units
Complete all requirements for the Critical Care Nursing Level I certificate, plus the following courses:	8 1/2
NURS 79G	Critical Cardiovascular Nursing Concepts 1
NURS 79L	Seminar on Shock 1/2
NURS 79M	Seminar on Liver Disease, GI Bleeding, and Clotting 1
NURS 79N	Critical Endocrinology Concepts 1/2
	Total Units Required 11 1/2

Certificate of Achievement - Critical Care Nursing Level IV

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Prerequisite: Student must possess a current California RN License.

Course Requirements	Units
Complete all requirements for the Critical Care Nursing Level III Certificate, plus the following courses:	11 1/2
NURS 77	Trauma Nursing 1
NURS 78	Emergency Nursing 1
	Total Units Required 13 1/2

A.S. Degree - LVN Transition to RN

Admission to the program is limited. Selection is based on:

- No course with a grade lower than "C" will be accepted
- Random selection process
- Current California Vocational Nurse License
- Intravenous Certification required
- Evidence of good health

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. Major requirements listed below may also satisfy G.E. requirements.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Prerequisites:	Units
NURS 50	Career Opportunities in Nursing 2
ANTH 2 or	Cultural Anthropology (4)
SOC 1	Introduction to Sociology (4) 4

You must complete the following prerequisites for the Registered Nursing Program with a combined Grade Point Average (GPA) of 3.0 or higher:

BIOL 26^	Introductory Microbiology	6
BIOL 40A,B,C^	Human Anatomy & Physiology (5,5,5)	15
BIOL 45^	Nutrition for the Health Professions	4
EWRT 1A or	Composition and Reading (5)	
ESL 5*	ESL: Advanced Composition & Reading (5)	5
PSYC 1	General Psychology	4
PSYC 14	Developmental Aspects of Psychology	4
SPCH 1 or	Public Speaking (4)	
SPCH 10	Fundamentals of Oral Communication (4)	4
	Prerequisite Units Required	48-53

^ Class must be completed within seven (7) years of screening.

* ESL 5 restricted to students whose native language is not English.

Major Requirements: - completed with a "C" or better	Units
NURS 55B	LVN Transition Nursing 3
NURS 55BL	LVN Transition Nursing Clinical 2
NURS 55C	Critical Thinking in Nursing 2
NURS 54K	Psychiatric/Mental Health Nursing 4
NURS 54KL	Psychiatric/Mental Health Nursing Clinical 5
NURS 54L	Leadership/Management in Nursing 2
NURS 54LL	Leadership/Management in Nursing Clinical 5
	Total Units Required, including Prerequisites 71-76

Recommended:

NURS 150 Nursing Laboratory Skills (1/2)

To be eligible for the RN A.S. Degree, complete all of the RN requirements and additional classes from the following General Education Requirements area:

Area C	Arts and Humanities 8
	One Intercultural Studies course must be taken in Area C or D
Area E	Physical Education, Development and Performance 1

Additional coursework may be required in Area C - Humanities and Area E - Physical Education.

The RN - LVN Transition Program is three quarters in length, not including summer. Majority of courses are daytime. BIOL 40A,B,C was formerly BIOL 47A,B,C, and BIOL 45 was formerly NUTR 58.

A.S. Degree - Registered Nurse (R.N.)

The RN Program is six quarters in length once you are admitted to the program. Nursing classes are generally not offered in the summer.

Admission to the program is limited. Selection is based on:

- No course with a grade lower than "C" will be accepted
- Random selection process
- Current California Vocational Nurse License
- Intravenous Certification required
- Evidence of good health

General Requirements:

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.

Career and Curriculum Certificates and Degrees

2. Major requirements listed below may also satisfy G.E. requirements.
3. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
4. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
5. See Counseling Center for academic planning and to apply for degree.

Prerequisites:	Units
NURS 50 Career Opportunities in Nursing	2

The following prerequisites for the Registered Nursing Program will be used for screening and admission into the RN Program. The following prerequisites must be completed with a Grade Point Average (GPA) of 3.0 or higher:

BIOL 26^	Introductory Microbiology	6
BIOL 40A,B,C^	Functional Human Anatomy & Physiology (5,5,5)	15
BIOL 45^	Nutrition for the Health Professions	4
EWRT 1A or	Composition and Reading (5)	
ESL 5*	ESL: Advanced Composition & Reading (5)	5
PSYC 1	General Psychology	4
PSYC 14	Developmental Aspects of Psychology	4
SPCH 1 or	Public Speaking (4)	
SPCH 10	Fundamentals of Oral Communication (4)	4

^ Class must be completed within seven (7) years of screening.

* ESL 5 restricted to student whose native language is not English.

Select one of the following courses (it must be completed before or during the first quarter of the RN Program):

ANTH 2 or	Cultural Anthropology (4)	
SOC 1	Introduction to Sociology (4)	4
	Prerequisite Units Required	48-53

Major Requirements: Units

NURS 54AR	Fundamental Nursing (Non Acute/ SubAcute Care)	4
NURS 54AL	Fundamental Nursing (Non Acute/ SubAcute Care Clinical)	5
NURS 54B	Pharmacology I	1 1/2
NURS 54CR	Acute Fundamentals/Medical Surgical I	4
NURS 54CL	Acute Fundamentals/Medical Surgical I Clinical	5
NURS 54D	Pharmacology II	1 1/2
NURS 54ER	Perinatal Nursing	2
NURS 54EL	Perinatal Nursing Clinical	2 1/2
NURS 54FR	Pediatric Nursing	2
NURS 54FL	Pediatric Nursing Clinical	2 1/2
NURS 54GR	Pharmacology III	1 1/2
NURS 54GL	Pharmacology III Lab	1/2
NURS 54HR	Medical/Surgical Application I	2
NURS 54IR	Medical/Surgical II (Care of the Older Adult)	4
NURS 54IL	Medical/Surgical II (Care of the Older Adult Clinical)	5
NURS 54JR	Medical/Surgical Applications II	2
NURS 54K	Psychiatric/Mental Health Nursing	4
NURS 54KL	Psychiatric/Mental Health Nursing Clinical	5
NURS 54L	Leadership/Management in Nursing	2
NURS 54LL	Leadership/Management in Nursing Clinical	2
	Total Units Required, including Prerequisites	118-123

Recommended:

NURS 150	Nursing Laboratory Skills (1/2 - 1)
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Additional coursework required for the Associates of Science Degree

Area C	Arts and Humanities	
	One course from the Arts	4
	One course from the Humanities	4
Area E	Physical Education, Development and Performance	1
	One Intercultural Studies course must be taken in Area C or D.	

For students with a current California Nursing Assistant Certificate, the following courses may be taken in place of NURS 54AR and NURS 54AL, (to be determined after acceptance to program). Students must complete the required criteria for entrance into the Registered Nursing Program and be admitted to the program:

NURS 55AR	CNA Transition (Non Acute/SubAcute Care) (3)
NURS 55AL	CNA Transition (Non Acute/SubAcute Care Clinical) (2)

Advanced placement due to prior nursing education: Student must first complete the screening requirements for entrance into the Registered Nursing Program and be admitted to the program. Placement is done on a space available basis only after equivalency of previous nursing education has been evaluated by the Executive Head of the Nursing Program.

For LVN students transitioning to the RN Program, see the LVN transition guide.

The RN Program starts in all quarters except summer and is six quarters in length, not including summer. The majority of nursing courses are held in the daytime.

It is the policy of the Foothill-De Anza Community College District not to discriminate on basis of race, sex, physical handicap, religion, color, creed, national origin, sexual orientation or age in any of its educational and employment programs and activities, its policies, practices and procedures.

Office Assistant

Certificate of Completion - Office Assistant - Level 1

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
(If possible, take courses in the order they are listed below)

ACCT 60A	Accounting for Small Business I	1
SKIL 100X*	Reading Skills	1/2
SKIL 130X*	Study Skills	1/2
CAOS 70AA*	Elementary Keyboarding I	1 1/2
CAOS 173**	Keyboarding Skill Development	1
CAOS 104I	Ten-Key on the Microcomputer	1/2
CAOS 176	Telephone Communications	1
CAOS 102K or	Microsoft Windows I (Windows 2000) (1)	
CAOS 102L or	Microsoft Windows I (Windows XP/2002) (1)	
CAOS 102T	Microsoft Windows I (Windows NT/95) (1)	1
CAOS 104H	Introduction to Word Processing I	1
CAOS 157	Work Skills (Communications)	2
	Total Units Required	10

* determined by Skills testing — if not needed, substitute other CAOS computer classes

** taken twice if goal of 40 wpm is not reached

Certificate of Completion - Office Assistant - Level 2

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
(If possible, take courses in the order they are listed below)

CAOS 104K	Introduction to Proofreading Skills	1
SKIL 122X*	Grammar Skills	1/2
SKIL 120X*	Writing Skills	1/2
SKIL 121*	Spelling Skills	1/2
CAOS 104M	Introduction to the Office	1
CAOS 104N	Introduction to Word Processing II	1
CAOS 104O	Introduction to Filing	1
CAOS 158	Work Skills (Problem Solving and Team Building)	2
	Total Units Required	7 1/2

* determined by Skills testing — if not needed, substitute other CAOS computer classes

Certificate of Completion - Office Assistant - Level 3

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
(If possible, take courses in the order they are listed below)

SKIL 110*	Basic Mathematics	1/2
CAOS 104P	Introduction to Presentation Graphics	1
CAOS 104L	Introduction to Spreadsheets	1
ACCT 60A	Accounting for Small Business I	1
CAOS 104Q	Introduction to Database Management	1
CAOS 171O	Office Automation I (MS Outlook)	1
CAOS 180G	Job Finding Techniques	1
COOP 50,X,Y,Z	Occupational Work Experience 1,2,3,4) (2 units minimum)	2
	Total Units Required	8 1/2

* determined by Skills testing — if not needed, substitute other CAOS computer classes

Career and Curriculum Certificates and Degrees

Office Technology

Certificate of Completion - Data Entry Clerk

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
(If possible, take courses in the order they are listed below)

Complete one of the following courses:

CAOS 70AA* Elementary Keyboarding I (1 1/2)
CAOS 173 Keyboarding Skill Development (1) 1-1 1/2

Complete the following courses:

CAOS 104I Ten-Key on the Microcomputer 1/2
CAOS 104J Data Entry on the Microcomputer 1
CAOS 104K Introduction to Proofreading Skills 1
CAOS 176 Telephone Communications 1
Total Units Required 4 1/2-5

* See instructor if you have previous keyboarding skills

Certificate of Completion - File Clerk

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
(If possible, take courses in the order they are listed below)

CAOS 104M Introduction to the Office 1
CAOS 104O Introduction to Filing 1
CAOS 157 Work Skills (Communications) 2
CAOS 158 Work Skills (Problem Solving and Teambuilding) 2
CAOS 176 Telephone Communications 1
Total Units Required 7

* See instructor if you have previous keyboarding skills

Certificate of Completion - Word Processing Clerk

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
(If possible, take courses in the order they are listed below)

Complete one of the following courses:

CAOS 70AA* Elementary Keyboarding I (1 1/2)
CAOS 173 Keyboarding Skill Development (1) 1-1 1/2

Complete the following courses:

CAOS 84A Business English I 2
CAOS 102K or Microsoft Windows I (Windows 2000) (1)
CAOS 102L or Microsoft Windows I (Windows XP/2002) (1)
CAOS 102T Microsoft Windows I (Windows NT/95) (1) 1
CAOS 91AK or Word Processing I (Word 2000 for Windows) (2)
CAOS 91AL Word Processing I (Word XP/2002) (2) 2
CAOS 91BK or Word Processing II (Word 2000 for Windows) (2)
CAOS 91BL Word Processing II (Word XP/2002) (2) 2
CAOS 104K Introduction to Proofreading Skills 1
CAOS 176 Telephone Communications 1
CAOS 180J Spelling Skills 1
Total Units Required 11 - 11 1/2

* See instructor if you have previous keyboarding skills

Certificate of Completion - Computer Literacy - Level I

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
(If possible, take courses in the order they are listed below)

CAOS 100G Orientation to the IBM PC 1/2
CAOS 70AA Elementary Keyboarding I 1 1/2
CAOS 102K or Microsoft Windows I (Windows 2000) (1)
CAOS 102L Microsoft Windows I (Windows XP/2002) (1) 1
CAOS 104H Introduction to Word Processing I 1
CAOS/CIS 94 Introduction to Internet and World Wide Web 1
Total Units Required 5

Certificate of Completion - Computer Literacy - Level II

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
(If possible, take courses in the order they are listed below)

CAOS 104L Introduction to Spreadsheets 1
CAOS 104N Introduction to Word Processing II 1
CAOS 104P Introduction to Presentation Graphics 1
CAOS 104Q Introduction to Database Management 1
Total Units Required 4

Certificate of Completion - Workplace Communication

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements Units
(If possible, take courses in the order they are listed below)

CAOS 70AA or Elementary Keyboarding I (1 1/2)
CAOS 173 Keyboarding Skill Development (1) 1-1 1/2
CAOS 84A Business English I 2
CAOS 84B Business English II 1
CAOS 157 Work Skills (Communications) 2
CAOS 158 Work Skills (Problem Solving and Team Building) 2
CAOS 180G Job Finding Techniques 1
Total Units Required 9-9 1/2

Paralegal Studies

Certificate of Proficiency - Paralegal Studies

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 18 quarter units may be transferred from other institutions.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- See Counseling Center for academic planning and to apply for certificate.

For a Certificate of Proficiency, students must have an A.A. degree or higher and complete the required 46 units listed below for the Paralegal Studies A.A. Degree. Total units: 46.

A.A. Degree - Paralegal Studies

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Major Requirements Units
PARA 86 Legal Analysis 4
PARA 88 The Paralegal and Professional Responsibility 2
PARA 92A Partnerships and Corporations 4
PARA 94 Introduction to California Law 4
PARA 95 Overview of American Law 4
PARA 96A Introduction to Legal Research and Writing 4
PARA 97A Civil Litigation Procedures 4
PARA 97B Advanced Civil Litigation Procedures 4

Career and Curriculum Certificates and Degrees

Select a minimum of 16 units from the courses listed below; at least 12 units must be in classes marked with an asterisk:

ADMJ 25	Law and Social Change (4)	
ADMJ 61	Criminal Investigation (4)	
CAOS 91AK or AL	Word Processing I (different software) (1 1/2)	
CAOS 91BK or BL	Word Processing II (different software) (1 1/2)	
CAOS 91CK or CL	Word Processing III (different software) (1 1/2)	
CAOS 171O	Office Automation I (MS Outlook) (1)	
ES 60	Introduction to Environmental Law (4)	
LCEN 51	Business Resources on the World Wide Web (1)	
PARA 3	Concepts of Criminal Law (5)	
PARA 11	Federal Courts and Constitutional Law (4)	
PARA 18	Business Law I (5)	
PARA 19	Business Law II (5)	
PARA 52A	Legal Aspects of Real Estate in California I (4)	
PARA 54	Youth and the Law (4)	
PARA 64, X, Y, Z	Paralegal Internships (1-4)	
PARA 65*, W*, X*, Y*, Z*	Current Paralegal Topics (1/2-4)	
PARA 66*	Computers in the Law (4)	
PARA 69	Administration of Justice Field Trips (3)	
PARA 74A	Interviewing and Counseling (4)	
PARA 74B	Interviewing and Counseling (4)	
PARA 75	Principles and Procedures of the Justice System (4)	
PARA 84*	Trial Preparation (4)	
PARA 85*	Intellectual Property Law (4)	
PARA 87*	Personal Injury and Tort Litigation (4)	
PARA 89*	Landlord Tenant Law (4)	
PARA 90A	Legal Aspects of Evidence (4)	
PARA 91A*	California Family Law (4)	
PARA 92B*	Corporate Securities Regulations (4)	
PARA 93*	Bankruptcy Law (4)	
PARA 96B*	Advanced Legal Research and Writing (2)	
PARA 96C*	Advanced Legal Research with Lexis (4)	
PARA 98*	Drafting Wills and Trusts (4)	
PARA 99*	California Probate Law and Procedures (4)	
PARA 102*	Computer Assisted Legal Research (1)	16
Total Units Required for Major		46

The Paralegal Studies Program at De Anza College is approved by the American Bar Association. The primary goal of the program is to educate students for positions as paralegals where they can demonstrate the competency and ethical standards demanded of the profession. The program's specific objectives are:

1. Provide paralegal students with a well-rounded, balanced education founded on a beneficial mix of general education and legal education including theory and practical courses, and stressing understanding and reasoning rather than rote learning of facts.
2. Develop in paralegal students an understanding of the basic organization and operation of the federal and California state legal systems.
3. Promote the development of paralegals who understand and appreciate the role of and ethical responsibilities of the paralegals in the legal field.
4. Develop in paralegal students the following practical skills:
 - a. Written and oral communication skills
 - b. Ability to do basic legal research, including computer assisted legal research, demonstrating familiarity with both federal and state research tools.
 - c. Ability to do basic legal writing including office correspondence, interoffice memoranda, memoranda of law
 - d. In-depth knowledge and ability to function in the area of civil litigation including the ability to draft documents such as pleadings and motions
 - e. Sufficient familiarity in one or more areas of law to function as a paralegal working in that substantive area

Paralegal graduates cannot give legal advice, appear in court, or otherwise engage in the unauthorized practice of law. The practice of law by non-attorneys is strictly prohibited by law.

Personal Fitness Trainer

Certificate of Completion - Personal Fitness Trainer

General Requirements

1. All courses must be completed at De Anza College with a passing grade (P/C or better).
2. See Counseling Center for academic planning and to apply for certificate.

Prerequisite: Current CPR certification required when applying for the Certificate of Completion.

Course Requirements	Units	
P E 85	Exercise Science	2
P E 85A	Personal Fitness Trainer	2
P E 85P	Assessment of Body Composition	1
P E 29X	Special Projects	1
NUTR 62	Nutrition and Athletic Performance	2

Complete a minimum of 3 units from at least 2 of the courses listed below:

P E 85M	Introduction to Athletic Injuries (2)	
P E 85Q	Assessment of Cardiovascular Fitness (1)	
P E 53	Stress Management (1)	
P E 54	Introduction to Massage (4)	
P E 6F	Deep Water Running (1/2)	
P E 11	Stretching (1/2)	
NUTR 62G	Practical Issues of Weight Control (1/2)	3
Total Units Required		11

Photographic Arts

A.A. Degree - Photographic Arts

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units	
ARTS 3TE	The Artist in Contemporary Society	4
ARTS 18A	Ceramics	3
F/TV 20	Basic Film/Video Production	4
PHTG 1	Basic Photography	3
PHTG 2	Intermediate Photography	3
PHTG 21	Contemporary Trends in Photography	4
PHTG 51	Advanced Photography	3
PHTG 54,55	Experimental Photography (3,3)	6
PHTG 56A	Color Photography I	4

Complete a minimum of 11 1/2 units from the courses listed below:

ARTS 53B	Introduction to Computer Graphics (3)	
F/TV 2A*	History of Cinema (1895-1950) (4)	
F/TV 2B*	History of Cinema (1950-Present) (4)	
F/TV 50	Introduction to Film/Television Directing (4)	
F/TV 55A	Video Studio Production (4)	
F/TV 56	Film/Television Workshop (2)	
F/TV 75G	History of Animation (4)	
HUMI 1*	The Creative Mind (4)	
HUMI 2	Introduction to Aesthetics (4)	
HUMI 15*	Discussions on the Arts (4)	
HUMI 53	Creative Techniques in the Fine Arts (2)	
PHTG 7	Exploring Visual Perception (4)	
PHTG 20*	History of Early Photography (4)	
PHTG 56A	Color Photography I (4)	
PHTG 56B	Color Photography II (4)	
PHTG 59	Special Projects in Photography (2)	
PHTG 60	The Photographic Fine Print I (3)	
PHTG 61	The Photographic Fine Print II (3)	
PHTG 62	The Photographic Fine Print III (3)	
PHTG 75	Electronic Still Photography (3)	11 1/2

* Units apply toward General Education.

Total Units Required for Major 49

Career and Curriculum Certificates and Degrees

Professional Photography

Certificate of Completion - Professional Photography

General Requirements

- All courses must be completed at De Anza College with a passing grade (P/C or better).
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
PHTG 1 Basic Photography	3
PHTG 56A Color Photography I	4
PHTG 58A Beginning Digital Imaging	3
Total Units Required	10

Certificate of Achievement - Professional Photography

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
PHTG 1 Basic Photography	3
PHTG 2 Intermediate Photography	3
PHTG 51 Advanced Photography	3
PHTG 56A Color Photography I	4
PHTG 57A Commercial Photography I	3
PHTG 58A Beginning Digital Imaging	3
PHTG 56B or Color Photography II (4)	3-4
PHTG 58B Intermediate Digital Imaging (3)	3-4
Total Units Required	22-23

A.A. Degree - Professional Photography

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units
ARTS 53B Introduction to Computer Graphics	3
BUS 56 Human Relations in Business	4
EWRT 67 Writing for News Media	4
F/TV 20 Basic Film/Video Production	4
PHTG 1 Basic Photography	3
PHTG 2 Intermediate Photography	3
PHTG 51 Advanced Photography	3
PHTG 56A,B Color Photography I, II (4,4)	8
PHTG 57A Commercial Photography I	3

Complete a minimum of 11 units from the courses listed below:

ARTS 54A Art & Computer Graphics I (3)	
F/TV 50 Introduction to Film/Television Directing (4)	
F/TV 56 Film/Television Workshop (2)	
HUMI 53 Creative Techniques in the Fine Arts (2)	
PHTG 7 Exploring Visual Perception (4)	
PHTG 21 Contemporary Trends in Photography (4)	
PHTG 52 Photography Production Lab (1)	
PHTG 52X Photography Production Lab (2)	
PHTG 54 Experimental Photography I (3)	
PHTG 55 Experimental Photography II (3)	
PHTG 57B Commercial Photography II (3)	
PHTG 59 Special Projects in Photography (2)	
PHTG 60 The Photographic Fine Print I (3)	
PHTG 61 The Photographic Fine Print II (3)	
PHTG 62 The Photographic Fine Print III (3)	11
Total Units Required for Major	46

Recommended:

ARTS 8, BUS 20, SBUS 95A, other Photography courses, Occupational Work Experience, HUMI 1 or 2

A.A. Degree - Digital Photography

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units
ARTS 4A Drawing	3
ARTS 8 Design	3
ARTS 53B Introduction to Computer Graphics	3
ARTS 54A Art & Computer Graphics I	3
BUS 56 Human Relations in Business	4
PHTG 1 Basic Photography	3
PHTG 2 Intermediate Photography	3
PHTG 21 Contemporary Trends in Photography	4
PHTG 51 Advanced Photography	3
PHTG 54 Experimental Photography I	3
PHTG 56A Color Photography I	4
PHTG 58A Beginning Digital Imaging	3
PHTG 58B Intermediate/Advanced Digital Imaging	3

Complete a minimum of 7 units from the courses listed below:

ARTS 12 Design and Color (3)	
ARTS 55A Graphic Design/Communication (3)	
ARTS 57 Graphic Design/Typography (3)	
BUS 89 Advertising (4)	
BUS 175J Pricing for Profit (1/2)	
CAOS 140K Desktop Publishing Software (MS Publisher 2000) (2)	
CIS 2 Computers and Society (4)	
CIS 50 Intro to Computers, Data Processing & Applications (3)	
EWRT 67 Writing for the News Media (4)	
F/TV 20 Basic Film/Video Production (4)	
F/TV 66 Basic Techniques of Animation (3D Media) (3)	
HUMI 18 Reason, Revelation and Exp in Western Culture (4)	
HUMI 53 Creative Techniques in the Fine Arts (2)	
PHTG 7 Exploring Visual Perception (4)	
PHTG 55 Experimental Photography II (3)	
PHTG 56B Color Photography II (4)	
PHTG 57A Commercial Photography I (3)	
PHTG 57B Commercial Photography II (3)	7
Total Units Required for Major	49

Physical Therapist Assistant

The Physical Therapist Assistant Program (PTA) is a two-year course of study leading to an Associate in Arts Degree. The curriculum includes, in addition to general education requirements, Physical Therapist Assistant courses and clinical practice. The program is approved by the Commission on Accreditation in Physical Therapy Education and the California Medical Board.

The PTA program is a 6 quarter program which accepts students for Fall quarter admission only. This is based on Spring quarter screening. Acceptance into the program currently requires:

- PTA program application and application materials must be received no later than 5 p.m. on June 16 of each year - applicants are notified by June 30.
- Thirty six (36) applicants will be selected from qualified applications demonstrating the following:
 - Grade of "C" or better in BIOL 40A and B or equivalent course work at other accredited post-secondary institutions within 5 years prior to application to the program.

Career and Curriculum Certificates and Degrees

- A college GPA of 2.8 or higher.
- EWRT 1A/ESL 5 or equivalent (Grade of "C" or better)
- MATH 101 or higher (Grade of "C" or better)
- Minimum of 100 volunteer hours or 3 months paid experience in physical therapy or a related direct patient care field. This requirement may also be satisfied by working with persons having physical limitations in adaptive physical education.
- Evidence of satisfactory physical and mental capability.

You may obtain information about the program by calling (408) 864-8640 (Program Coordinator) or (408) 864-8687 (Program Assistant), OR email saintenmarge@fhda.edu.

Applications may be obtained:

- by download from the Web:
www.bhs.deanza.edu/pta
OR
- by written request (please enclose a self-addressed, stamped envelope with request):
Physical Therapist Assistant Program
De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014
OR
- by walk-in:
Biological/Health Sciences Division office,
Room S-31.

A.A. Degree - Physical Therapist Assistant

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- Major requirements listed below may also satisfy G.E. requirements.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Prerequisites*	Units
BIOL 40A,B Human Anatomy & Physiology (5,5)	10
EWRT 1A/ESL 5 Composition and Reading	5
MATH 101 Elementary Algebra	5
* Must be taken prior to program entry	
PTA Course Sequence	
PTHR 50** Introduction to Physical Therapy	2
PTHR 53 Functional Activities for Orthopedic and Cardio Disorders	2
PTHR 54A,B Kinesiology & Orthopedic Disorders (5,5)	10
PTHR 55 Cardiovascular, Respiratory & Multisystem Disorders	3
PTHR 54C Physical Therapy Modalities	4
PTHR 70A Clinical Experience I	3
** May be taken prior to program entry.	
PTHR 64A Prosthetics, Orthotics, & Therapeutic Exercise for Orthopedic & Cardiopulmonary Disorders	3
PTHR 70B Clinical Experience II	4 1/3
PTHR 62 Central Nervous System Disorders	2 1/3
PTHR 64B Functional Activities for CNS Disorders	2 1/2
PTHR 70C Clinical Experience III	6 2/3
PTHR 64C Electrotherapy	2
PTHR 65 Psycho-Sociological Aspects of Disorders	1 1/4
PTHR 66 Role and Function of the PTA	1 1/4
PTHR 70D Clinical Experience IV	6 2/3

Additional PTA Degree Requirements ***

***May be taken prior to, or during, program. Must be completed to receive degree.

P E 54 Introduction to Massage	4
PSYC 1 General Psychology	4
SPCH 10 Fundamentals of Oral Communication	4
Total Units Required for Major	86

In addition, to be eligible for the PTA A.A. Degree, complete all of the requirements above and an additional five (5) classes in the following General Education Requirements areas:

Area A Language and Rationality Communication and Analytical Thinking	4-5
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Area C Arts and Humanities	8-9
Two courses: One from the Arts and One from Humanities (One Intercultural Studies course must be taken in Area C or D.)	
Area D Social and Behavioral Sciences	4
One course from History and Society (One Intercultural Studies course must be taken in Area C or D.)	
Area E Physical Education, Development and Performance	2

Required Major Course Sequence

First year			Second year		
Fall	Winter	Spring	Fall	Winter	Spring
PTHR 50	PTHR 54B	PTHR 54C	PTHR 64A	PTHR 62	PTHR 64C
PTHR 53	PTHR 55	PTHR 70A	PTHR 70B	PTHR 64B	PTHR 65
PTHR 54A				PTHR 70C	PTHR 66
					PTHR 70D

Additional program information:

Physical Therapist Assistant academic classes are held on the De Anza Campus and meet during the day. Clinical practice is done in many different health care settings throughout the greater San Francisco Bay Area and requires extensive travel for which the student must provide transportation.

General education requirements may transfer to another institution, but course work within the PTA Program will not satisfy requirements for transfer into a Physical Therapy program.

For more information on Physical Therapy aides, Physical Therapist Assistants and Physical Therapists, either enroll in PTHR 50 or contact the APTA, 1111 North Fairfax Street, Alexandria, VA, 22314, (800) 999-2782 or www.apta.org

Real Estate

Certificate of Proficiency - Real Estate

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 18 quarter units may be transferred from other institutions.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 101 (or equivalent) and eligibility for EWRT 1A or ESL 5.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
BUS 18 Business Law I	5
REST 50 Real Estate Principles	4
REST 51 Real Estate Practices	4
REST 53 Real Estate Finance	4
REST 56A Real Estate Appraisal I	4

Complete a minimum of 16 units from the courses listed below:

BUS 10 Introduction to Business (5)	
REST 52A Legal Aspects of Real Estate in California I (4)	
REST 56B Real Estate Appraisal II (4)	
REST 59 Survey of Real Estate Property Management (4)	
REST 61 Real Estate Investments (4)	16
Total Units Required	37

Recommended:

ACCT 1A or Financial Accounting I (4)	
ACCT 60 Accounting for Small Business (4)	
ACCT 67 Federal Income Tax (4)	
BUS 21 Business & Society (5)	
BUS 54 Business Mathematics (5)	
BUS 69 Investment Fundamentals (3)	
BUS 70 Principles of E-Business (4)	
BUS 90 Principles of Marketing (5)	
SBUS 95A Introduction to Small Business (4)	

A.A. Degree - Real Estate

General Degree Requirements

- A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
- General Education (G.E.) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
- Major requirements listed below may also satisfy G.E. requirements.
- Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.

Career and Curriculum Certificates and Degrees

- A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
- See Counseling Center for academic planning and to apply for degree.

Major Requirements	Units
ACCT 1A Financial Accounting I	4
BUS 18 Business Law I	5
BUS 20 Introduction to Business	4
REST 50 Real Estate Principles	4
REST 51 Real Estate Practices	4
REST 53 Real Estate Finance	4
REST 56A Real Estate Appraisal I	4

Complete a minimum of 16 units from the courses listed below:

REST 52A Legal Aspects of Real Estate in California I (4)	
REST 52B Legal Aspects of Real Estate II (4)	
REST 56B Real Estate Appraisal II (4)	
REST 59 Survey of Real Estate Property Management (4)	
REST 61 Real Estate Investments (4)	16
Total Units Required for Major	45

Recommended:

BUS 87 Introduction to Sales (4)
CAOS 90G Computer Literacy (IBM) (1 1/2)

Additional Electives:

ACCT 1B Financial Accounting II (4)
ACCT 1C Managerial Accounting (4)
ACCT 67 Federal Income Tax (4)
ACCT 86 Computer Accounting Systems (4)
BUS 21 Business & Society (4)
BUS 54 Business Mathematics (4)
SBUS 95A Introduction to Small Business (3)
SBUS 95F The Business Plan (3)

Additional program information:

State of California Real Estate Salesperson Examination Requirements*

- To qualify to take an examination for a real estate SALESPERSON license on and after January 1, 1986, the applicant must have completed a college level course in Real Estate Principles (REST 50).
- The applicant taking the SALESPERSON examination after January 1, 1986 must also (either prior to issuance of the original license or within 18 months after issuance) complete two additional real estate courses selected from the following:

BUS 18 Business Law I
REST 51 Real Estate Practices
REST 52A Legal Aspects of Real Estate in California I
REST 53 Real Estate Finance
REST 54 Real Estate Economics/Accounting
REST 56A Real Estate Appraisal I
REST 59 Survey of Real Estate Property Management

State of California Real Estate Broker Examination Requirements*

- An applicant for BROKER licensure applying for the examination on and after January 1, 1986 must have completed eight courses in addition to the experience/educational requirements mandated by the State of California. These 8 courses must include the following 5 courses:

REST 51 Real Estate Practices
REST 52A Legal Aspects of Real Estate in California I
REST 53 Real Estate Finance
REST 54 Real Estate Economics/Accounting
REST 56A Real Estate Appraisal I

The remaining 3 courses are to be selected from the following:

BUS 18 Business Law I
REST 50 Real Estate Principles
REST 52B Legal Aspects of Real Estate II
REST 56B Real Estate Appraisal II
REST 59 Survey of Real Estate Property Management

* NOTE: Contact the Real Estate Department within the Business and Computer Information Systems Division for further information about the Salesperson and Broker examinations.

Retail Management

Certificate of Achievement - Retail Management - Level I

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.

- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CIS 3 Business Information Systems	5
BUS 54 Business Mathematics	5
BUS 85 Business Communication	3
SPCH 10 Fundamentals of Oral Communication	4
Total Units Required	17

NOTE: Student must successfully complete all courses in Retail Management - Level I before beginning Level II.

Certificate of Achievement - Retail Management - Level II

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

NOTE: Student must successfully complete all courses in Retail Management - Level I before beginning Level II.

Course Requirements	Units
ACCT 60 Accounting for Small Business	4
BUS 90 Principles of Marketing	5
BUS 96A Principles of Management	5
Total Units Required	14

Certificate of Achievement - Retail Management - Level III

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

NOTE: Student must successfully complete all courses in Retail Management - Level II before beginning Level III.

Course Requirements	Units
BUS 56 Human Relations in Business	4
BUS 57A Personnel Management	3
BUS 83 Principles of Retailing	4
Total Units Required	11

Speech Communication

Certificate of Achievement - Speech Communication

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete a minimum of 4 classes from the list below, for a total of 13-16 units:	
SPCH 1 Public Speaking (4)	
SPCH 7/ICS 7 Intercultural Communication (4)	
SPCH 8 Argumentation and Reasoning in Oral Communication (4)	
SPCH 9 Argumentation: Rhetorical Analysis (5)	
SPCH 10 Fundamentals of Oral Communication (4)	
SPCH 15 Problem Solving and Critical Reasoning in Groups (4)	
SPCH 16 Interpersonal Communication (4)	
SPCH 40 Special Projects (1-4)	
SPCH 70/BUS 80 Effective Organizational Communication (4)	
Total Units Required	13-16

Certificate of Achievement - Communication: Business Skills

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 6 quarter units may be transferred from other institutions.
- See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
SPCH 1 or Public Speaking (4)	
SPCH 10 Fundamentals of Oral Communication (4)	4
SPCH 15 Problem Solving and Critical Reasoning in Groups	4

Career and Curriculum Certificates and Degrees

SPCH 16	Interpersonal Communication	4
SPCH 70/BUS 80	Effective Organizational Communication	4
CAOS 130K	Introduction to Business Graphics (Power Point 2000)	2
Total Units Required		18

Certificate of Achievement - Communication: Culture

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
SPCH 1 or	Public Speaking (4)	
SPCH 10	Fundamentals of Oral Communication (4)	4
SPCH 7/ICS 7	Intercultural Communication	4
SPCH 16	Interpersonal Communication	4
ANTH 2	Cultural Anthropology	4
Total Units Required		16

Certificate of Achievement - Communication: Human Relations

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
SPCH 1 or	Public Speaking (4)	
SPCH 10	Fundamentals of Oral Communication (4)	4
SPCH 16	Interpersonal Communication	4
BUS 56	Human Relations in Business	4
<i>Select one course from the list below:</i>		
PYCH 8	Introduction to Social Psychology (4)	
PYCH 14	Development Aspects of Psychology (4)	
HUMA 10	Human Sexuality (4)	4
Total Units Required		16

Certificate of Achievement - Communication: Performance Studies

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
SPCH 1 or	Public Speaking (4)	
SPCH 10	Fundamentals of Oral Communication (4)	4
SPCH 30/THEA 26 or	Oral Interpretation of Literature (4)	
SPCH 32/THEA 24	Readers' Theatre (4)	4
SPCH 45A	Voice and Diction	4
THEA 22	Actors Ensemble	3
Total Units Required		15

Certificate of Achievement - Communication: Speaking and Listening for ESL Students

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
SPCH 1 or	Public Speaking (4)	
SPCH 10	Fundamentals of Oral Communication (4)	4
SPCH 16	Interpersonal Communication	4
ESL 5	Advanced Composition and Reading	5
ESL 160	Accent Reduction	3
Total Units Required		16

Certificate of Achievement - Communication: Team Building Skills

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Course Requirements		Units
SPCH 1 or	Public Speaking (4)	
SPCH 10	Fundamentals of Oral Communication (4)	4
SPCH 15	Problem Solving and Critical Reasoning in Groups	4
SPCH 16	Interpersonal Communication	4

Complete 5-6 units from the courses listed below:

SPCH 40,X,Y,Z	Special Individual Projects in Speech Comm (1,2,3,4)	
SPCH 70/BUS 80	Effective Organizational Communication (4)	
THEA 22	Actors Ensemble (3)	
P E 1A,B,C	Team Sport - Softball (1/2 each)	
P E 1H	Team Sport - Basketball (1/2 each)	
P E 13A,B,C	Badminton (1/2 each)	
P E 13T	Tournament Badminton (1)	
P E 19A,B,C	Volleyball (1/2 each)	
P E 19T	Tournament Volleyball (1)	
P E 21A,B,C,D	Tennis (1/2 each)	
P E 21E	Competitive Tennis (2 1/2)	5-6
Total Units Required		17-18

A.A. Degree - Speech Communication

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Major Requirements		Units
SPCH 1 or	Public Speaking (4)	
SPCH 10	Fundamentals of Oral Communication (4)	4
SPCH 8 or	Argumentation and Reasoning in Oral Communication (4)	
SPCH 9	Argumentation: Rhetorical Analysis (5)	4-5
SPCH 15	Problem Solving and Critical Reasoning in Groups	4
SPCH 16	Interpersonal Communication	4
SPCH 70/BUS 80	Effective Organizational Communication	4
SPCH 7/ICS 7	Intercultural Communication	4

To plan the remaining 16-17 units contact a full-time Speech Communication instructor to create your specialty area of study. The specialty area must be approved by the Speech Communication Department.

Total Units Required for Major 40-42

Technical Communications

Certificate of Achievement - Technical Communications

General Requirements

1. A minimum 2.0 grade point average in these units.
2. A maximum of 6 quarter units may be transferred from other institutions.
3. See Counseling Center for academic planning and to apply for certificate.

Prerequisite: EWRT 1A or equivalent.

Course Requirements		Units
TECO 61*^	Introduction to Technical Communications	4
TECO 62^	Survey of Technical Communications	4
TECO 63	Technical Publications	4
TECO 64	Technical Communications Seminar	4

* Students with experience writing in industry may request a waiver for this course through the Language Arts Division.

^ These courses are offered through Distance Learning, see the class schedule or the Distance Learning website at www.distance.deanza.edu, or call 408-864-8969.

Total Units Required 16

Recommended:

See Elective Course list from A.A. Degree - Technical Communications.

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A.A. Degree - Technical Communications

General Degree Requirements

1. A minimum of 90 quarter units of college credit, including:
 - A minimum of 24 quarter units earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the major.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree in the following areas: Language and Rationality, Natural Science, Arts and Humanities, Social and Behavioral Science, and Physical Education, Development and Performance.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Proficiency in mathematics and English as evidenced by placement tests or completion of MATH 105 (or equivalent) and eligibility for EWRT 1A or ESL 5.
5. A minimum 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined.
6. See Counseling Center for academic planning and to apply for degree.

Prerequisite: English 1A or equivalent.

Major Requirements	Units
TECO 61* [^] Introduction to Technical Communications	4
TECO 62 [^] Survey of Technical Communications	4
TECO 63 Technical Publications	4
TECO 64 Technical Communications Seminar	4

* Students with experience writing in industry may request a waiver for this course through the Language Arts Division.

[^] These courses are offered through Distance Learning, see the class schedule or the Distance Learning website at www.distance.deanza.edu, or call 408-864-8969.

Complete a minimum of 29 units from the courses listed below.

ARTS 8	Design (3)	
ARTS 53A	Introduction to Visual Technology (3)	
ARTS 55A or	Graphic Design/Communications (3)	
ARTS 56 [^]	Computer-Aided Graphic Design/ Electronic Publishing (3)	
ARTS 65 [^]	Graphic Design for the World Wide Web(3)	
ASTR 4	Solar System Astronomy (5)	
ASTR 10	Stellar Astronomy (5)	
AUTO 50A	Introduction to Automotive Principles (4)	
AUTO 51A	Introduction to Automotive Principles (Chassis Systems) (4)	
AUTO 53A	Automotive Mechanisms (3)	
BIOL 10 [^]	Introductory Biology (5)	
BIOL 11 [^]	Human Biology (5)	
BIOL 13	Marine Biology (5)	
BIOL 15	California Ecology (5)	
BIOL 19	Environmental Biology (5)	
BIOL 20 [^]	Introduction to Biodiversity I (4)	
BIOL 54G [^]	Applied Human Anatomy and Physiology (1 1/2)	
BIOL 54H [^]	Applied Human Anatomy and Physiology (1 1/2)	
BIOL 54I [^]	Applied Human Anatomy and Physiology (1 1/2)	
BIOL 54J [^]	Applied Human Anatomy and Physiology (1 1/2)	
BUS 56	Human Relations in Business (4)	
BUS 90 [^]	Principles of Marketing (4)	
CAOS 90G	Computer Literacy (IBM) (1 1/2)	
CAOS 91AK or	Word Processing I (Word 2000 for Windows) (1 1/2)	
CAOS 91AL	Word Processing I (Word XP/2002) (1 1/2)	
CAOS 91BK or	Word Processing II (Word 2000 for Windows) (1 1/2)	
CAOS 91BL	Word Processing II (Word XP/2002) (1 1/2)	
CAOS 91CK or	Word Processing III (Word 2000 for Windows) (1 1/2)	
CAOS 91CL	Word Processing III (Word XP/2002) (1 1/2)	
CAOS/CIS 94 [^]	Introduction to Internet and World Wide Web (1)	
CAOS 100G	Orientation to the IBM PC (1/2)	
CAOS 102T or	Microsoft Windows I (NT/95) (1)	
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
CAOS 106G	Web Site Basics I (Netscape IBM) (2)	
CAOS/ARTS 112A	Digital Imaging Software (Photoshop) (4)	
CAOS/ARTS 112I	Digital Imaging Software I (Photoshop) (2)	
CAOS/ARTS 112Q	Digital Imaging Software II (Photoshop) (2)	
CAOS/ARTS 113A	Web Authoring Software (Dreamweaver) (4)	
CAOS/ARTS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS/ARTS 113Q	Web Authoring Software II (Dreamweaver) (2)	
CAOS/ARTS 113E	Web Authoring Software (Frontpage 2000) (4)	
CAOS/ARTS 113M	Web Authoring Software I (Frontpage 2000) (2)	
CAOS/ARTS 113U	Web Authoring Software II (Frontpage 2000) (2)	
CAOS/ARTS 114A [^]	Web Graphics/Animation Software I (Flash) (4)	
CAOS/ARTS 114I	Web Graphics/Animation Software I (Flash) (2)	
CAOS/ARTS 114Q	Web Graphics/Animation Software II (Flash) (2)	
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (4)	
CAOS 115I	E-Commerce Software I (Dreamweaver/UltraDev) (2)	
CAOS 115Q	E-Commerce Software II (Dreamweaver/UltraDev) (2)	
CAOS 130K [^]	Introduction to Business Graphics (Power Point 2000 IBM) (2)	
CAOS 151G	Hard Disk Management (IBM) (1)	
CDI 50	Technical Drawing (4)	
CIS 2	Computers and Society (4)	
CIS 15AG	Introduction to Computer Programming Using C (6)	
CIS 26A	Programming in C (5)	
CIS 66 [^]	Intro to Data Communication and Networking (3)	
CIS 18A [^]	Introduction to UNIX (5)	
CIS 18B	Advanced UNIX (4)	
CIS 89A [^]	World Wide Web Page Development (3)	
CIS 91	Business Information Systems (5)	
CIS 153	NT Networking Essentials (2)	
CIS 156A [^]	Microsoft Windows NT 4.0 Network Administration (2)	
CIS 156B [^]	Microsoft Windows NT 4.0 Technical Support (3)	
CIS 171A [^]	Windows 2000 Professional (3)	
CIS 171B [^]	Windows 2000 Server (3)	
CIS 172	Supporting Microsoft TCP/IP (3)	
CIS 173	Supporting Microsoft's Internet Server 4.0 (2)	
COOP 50,X,Y,Z [^]	Occupational Work Experience (Parallel) (1,2,3,4)	
COOP 51,W,X,Y,Z [^]	Occupational Work Experience (Alternate) (1,2,4,6,8)	
ENGR 2	The Engineering Profession (2)	
ENGR 5	Intro to Scientific Computer Programming (FORTRAN) (4)	
ENGR 27B	Graphics (2)	
ES 1 [^]	Introduction to Environmental Studies (4)	
EWRT 67 [^]	Writing for the News Media (4)	
F/TV 10	Introduction to Electronic Media (4)	
F/TV 20	Basic Film/Video Production (4)	
F/TV 60A	Scriptwriting for Film and Video I (4)	
F/TV 60B	Scriptwriting for Film and Video II (4)	
F/TV 61	TV Scriptwriting for Training and Communications (4)	
F/TV 86A	Theory and Technique of Acting for the Camera (3)	
GEOL 10	Introductory Geology (5)	
HTEC 60A [^]	Medical Terminology and Common Diseases (3)	
HTEC 60G	Adv Medical Terminology and Common Diseases (2)	
HTEC 60H	Adv Medical Terminology and Common Diseases (2)	
HUMI 1	The Creative Mind (4)	
HUMI 16 [^]	Arts, Ideas, and Values (4)	
HUMI 18	Reason, Revelation and Exp. in Western Culture (4)	
HUMI 53	Creative Techniques in the Fine Arts (2)	
ICS/SPCH 7 [^]	Intercultural Communication (4)	
JOUR 2 [^]	Mass Communication and Its impact On Society (4)	
JOUR 60	Editorial Board (2)	
JOUR 61	Newspaper Reporting Staff (2)	
JOUR 62	Newspaper Production (1)	
JOUR 64	Press Photo Bureau (2)	
LCEN 50 [^]	World Wide Web Searching (1)	
LCEN 51 [^]	Business Resources on the World Wide Web (1)	
LCEN 53 [^]	Advanced Internet Search Techniques (1)	
LCEN 101 [^]	Introduction to Library Skills (1)	
MCNC 64	Manufacturing Materials and Processes (4)	
PHIL 4	Critical Thinking (4)	
PHIL 5	Inductive Logic (4)	
PHIL 7	Deductive Logic (4)	
PHTG 1	Basic Photography (3)	
PHTG 2	Intermediate Photography (3)	
PHTG 7	Exploring Visual Perception (4)	
PHTG 21	Contemporary Trends in Photography (4)	
PHTG 51	Advanced Photography (3)	
PHTG 62	The Photographic Fine Print III (3)	
PHTG 75	Electronic Still Photography (3)	
PSYC 74A	Interviewing and Counseling (4)	
SPCH 1	Public Speaking (4)	
SPCH 15	Problem Solving and Critical Reasoning in Groups (4)	
SPCH 16	Interpersonal Communication (4)	
TECO 66W,X,Y,Z	Special Topics in Technical Communications (1-4)	
TECO 67 [^]	Writing for Publication (Non-Fiction) (4)	
TECO 70W,X,Y,Z	Special Projects in Technical Communications (1-4)	
TECO 71	Writing and Designing Online Documentation (2)	29
	Total Units Required for Major	45