

C Child Development

C D 10G Child Development (The Early Years) 4 Units

(Formerly Child Development 62A and 62G.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). (Also listed as Psychology 10G. Student may enroll in either department, but not both, for credit.)

Three hours lecture, three hours laboratory, one additional hour to be arranged.

Critical examination of human growth and development from conception to middle childhood with particular attention given to current theoretical and research perspectives.

C D 10H Child Development (Middle Childhood and Adolescence) 4 Units

(Formerly Child Development 62B and 62H.)
(See general education pages for the requirement this course meets.)
(Also listed as Psychology 10H. Student may enroll in either department, but not both, for credit.)

Three hours lecture, three hours laboratory, one additional hour to be arranged.

Critical examination of human growth and development from school age through adolescence with particular attention given to current theoretical and research perspectives.

C D 12 Child, Family and Community Interrelationships 4 Units

(Formerly Child Development 56.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Three hours lecture, three hours laboratory.

Introduction to the study of the developing person in a societal context including the interrelationship of family, schools and the community. This course will examine factors which contribute to and shape the growth and socialization of the child into society, including historical and cultural factors. Students will have opportunities to examine their own culture and background and to reflect on themselves as members of society.

C D 50 Introduction to Child Development Programs 3 Units

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Three hours lecture.

Principles and practices of early childhood education. Assessment and evaluation of the field as a career choice. Observation in selected settings.

C D 51 Student Teaching Practicum 5 Units

Prerequisites: Child Development 10G and a minimum of two other curriculum courses in Child Development.

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Ten hours lecture-laboratory.

(May be taken three times for credit.)

Supervised laboratory experience with young children ages infant through school age with varying developmental and special needs. Emphasis will be on understanding the development of the child, teaching techniques, planning curriculum, and assessment of teaching effectiveness.

C D 52 Observation of the Young Child 3 Units

Prerequisites: Child Development 50 and 10G.

Three hours lecture.

Directed observation of young children using a variety of observational methods.

C D 53 Creative Art for the Young Child 3 Units

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Three hours lecture.

Overview of creative activities for children from infancy through the school years including the uses of art materials, planning activities and structuring experiences. Emphasis is on developmentally appropriate curriculum that enhances children's imagination, creative thinking, and self-expression.

C D 54 Curriculum for Early Childhood Programs 3 Units

Prerequisites: Child Development 10G or concurrent enrollment.

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Three hours lecture.

Curriculum development with emphasis on planning curriculum which is emergent, developmentally and individually appropriate and anti biased.

C D 55 Literacy Development and Activities for the Young Child 3 Units

Advisory: Child Development 10G and/or Child Development 50.

Three hours lecture.

Theories of language acquisition and the process of language development in monolingual and bilingual children. Introduction to methods and materials that enhance emerging language and literacy for infants through school-age children in a culturally diverse society.

C D 57 Self-Assessment for Teachers of Young Children 3 Units

Prerequisites: Child Development 10G.

Two hours lecture, three hours laboratory.

Use of self-assessment techniques for individualized teacher preparation with emphasis on understanding the development of the child, teaching and guidance techniques, and assessment of personal effectiveness in the classroom.

C D 58 Infant/Toddler and Development 4 Units

(Formerly Child Development 58G and 58H.)

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Four hours lecture.

Development of physical, cognitive, social and emotional development from infancy to age three with emphasis on cultural diversity and family partnerships. Program planning based on observation of individual infants and communication with parents. Evaluation of assessment tools and methods for infants and toddlers, including administration, and interpretation. Development of needs and service plans for individual infants.

C D 59G Supervision and Administration of Child Development Programs (Management Systems) 4 Units

Prerequisites: A minimum of 12 units of Child Development coursework which includes Child Development 10G. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).

Three hours lecture, three hours laboratory.

A study of the development of management systems for the supervision and administration of various kinds of early childhood programs. Emphasis is on program planning, organizational structure, program operation, budgeting, and personnel management.

C D 59H Supervision and Administration of Child Development Programs (Leadership Skills) 4 Units

Prerequisites: A minimum of 12 units of Child Development course work which includes Child Development 10G.

Advisory: Child Development 59G and 67; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).

Three hours lecture, three hours laboratory.

A study of the methods and principles of leadership as they apply to administration of programs in Early Childhood settings. Emphasis is on personnel management, leadership styles and skills, interpersonal communication and an awareness of the sociopolitical context of early childhood programs.

C D 60 Exceptional Children 3 Units

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Three hours lecture.

Characteristics and causes of exceptionality and the inclusion of children with disabilities in childhood settings (infant - adolescence), includes discussion of developmental disabilities, family, and community involvement. Implementation of State and Federal law, as well as the examination of attitudes and feelings about exceptionality.

C D 61 Music and Movement (Developmental Foundations) 3 Units

(See general education pages for the requirement this course meets.)

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Three hours lecture.

A developmental introduction to music and movement experiences. Students will have opportunities to engage in and to reflect on how music and movement fosters healthy development in children and adults. Students will also have opportunities to see how music and movement defines and is linked to cultural experience and to who we are as individuals.



- C D 63 Math and Science Activities for the Young Child 3 Units**
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Three hours lecture.
Design and assessment of developmentally appropriate activities and environments that foster the intellectual curiosity and problem solving in young children. Theories of cognitive development as a foundation for the planning and implementation of math and science curriculum for all children.
- C D 64 Health, Safety and Nutrition for the Young Child 3 Units**
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Three hours lecture.
Health, safety and nutritional practices needed for the protection and improvement of the health of preschool children. Includes infant and child first-aid and CPR. Meets the health, safety, and nutrition state requirements.
- C D 65 Programs for School-Age Child Care 3 Units**
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Three hours lecture.
Before and after school programs for children in kindergarten through sixth grade with emphasis on developmental characteristics, program philosophy, program content, and criteria for evaluation.
- C D 66 Montessori Methods and Materials 3 Units**
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Three hours lecture.
Philosophical foundations and the environmental components of the Montessori Method in early childhood education.
- C D 67 Supervision and Administration of Child Development Programs (Adult Supervision) 3 Units**
Prerequisites: A minimum of 12 units of Child Development coursework.
Advisory: Child Development 10G.
Three hours lecture.
A study of the methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in early childhood settings. Emphasis is on the role of teachers supervising other adults while simultaneously addressing the classroom needs of children, parents and the program.
- C D 68 Design and Development of Anti-Bias Curriculum 3 Units**
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Three hours lecture.
Principles and methods of anti-bias curriculum are examined to gain an understanding of the development of biased attitudes and behavior in children. Emphasis is on the impact of bias on children's development and the implications for classroom practices. Methodologies for developing skills in acknowledging differences and helping children develop positive attitudes for living in a complex and diverse world.
- C D 69 Early Childhood Education Principles and Practices (Cross-Cultural Emphasis) 3 Units**
(Students receiving credit for Child Development 50 cannot also receive credit for Child Development 69 or Anthropology 69.)
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
(Also listed as Anthropology 69. Student may enroll in either department, but not both, for credit.)
Three hours lecture.
Underlying principles of early education, infancy through middle childhood. National, state, and local practices will be examined in contrast to options presented through ethnographic data from a selection of diverse cultures.
- C D 70 Seminar in Parenting the Preschool Child 1 Unit**
One hour lecture.
(May be taken six times for credit.)
Pass-No Pass (P-NP) course.
A seminar for parents of young children ages two-six years old. Selected topics such as understanding developmental stages, child guidance and discipline, effective parenting skills.
- C D 72 Supervised Classroom Participation for Parent and Child 1 Unit**
Prerequisite: Negative TB test result.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Three hours laboratory.
(May be repeated for credit.)
Pass-No Pass (P-NP) course.
Supervised experience in early education for parents of young children enrolled in the Child Development Center. Opportunities to observe and participate with master teachers in facilitating a developmentally appropriate program for young children.
- C D 73 Violence and its Impact on Children and their Families 3 Units**
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
(Also listed as Education 73. Student may enroll in either department, but not both, for credit.)
Three hours lecture.
Students will explore violence in America and the impact violence has on the physical and psychological well being of adults and children who experience it in their lives. Students will develop a perspective on violence and its impact and have an opportunity to observe in a school or agency that works with children and families who have experienced violence in their lives.
- C D 74 Early Intervention Seminar and Fieldwork 3 Units**
Advisories: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4); Child Development 73 or Education 73.
(Also listed as Education 74. Student may enroll in either department, but not both, for credit.)
Two hours lecture, three hours laboratory.
Provides an overview of different approaches to early intervention with children and their families and will help students develop basic support skills for use in dealing with high risk families, including those with exceptional emotional, social or physical needs.
- C D 80 Design and Daily Operation of Home-Based Child Care 1 Unit**
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
One hour lecture.
An overview of home-based child care both as a business and as a care giving environment for children. Topics such as startup, health and safety requirements, licensing, and designing indoor/outdoor learning environments will be studied.
- C D 81 Child Guidance in Home-Based Child Care 2 Units**
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
One hour lecture, three hours laboratory.
Child guidance issues in family child care settings with opportunities to plan and implement conflict resolution, choice-making and self-help strategies for children.
- C D 82 Activity Planning in Home-Based Child Care 2 Units**
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
One hour lecture, three hours laboratory.
An overview of activity planning in family child care. Topics will include schedules, strategies for managing mixed age groups and development of activity plans.
- C D 83 Quality Home-Based Child Care (Preparing for NAFDC Accreditation) 1 Unit**
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
One hour lecture.
This class will help to prepare family day care providers for NAFDC accreditation. Specific criteria and rating scales along with individualized action plans will be covered.
- C D 90 Facilitating Inclusion in Early Childhood Programs: Intervention Strategies 3 Units**
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Three hours lecture.
Expand a student's ability to work effectively with all children in early childhood programs and more specifically with infants, toddlers and preschoolers with disabilities and other special needs in inclusive environments. Focus will include theories, research, and practical applications of best practices from both fields of Early Childhood Education, and Early Intervention/Early Childhood Special Education. Students will learn to design practical and effective intervention strategies for individual children with special needs within the context of natural environments and will learn to work in collaboration with IFSP/IEP teams.



C D 101	Current Issues in Child Development	1/2 Unit
C D 101W		1 Unit
C D 101X		2 Units
C D 101Y		3 Units
C D 101Z		4 Units

One hour lecture for each unit of credit.

(A total of 12 units may be earned in each set of Child Development 101-101Z, 102-102Z, and 103-103Z courses.)

Pass-No Pass (P-NP) courses.

In-service workshop for teachers, aides, and parent volunteers to improve skills and knowledge in the area of Child Development.

C D 102	Curriculum for Child Development Personnel	1/2 Unit
C D 102W		1 Unit
C D 102X		2 Units
C D 102Y		3 Units
C D 102Z		4 Units

One hour lecture for each unit of credit.

(A total of 12 units may be earned in each set of Child Development 101-101Z, 102-102Z, and 103-103Z courses.)

Pass-No Pass (P-NP) course.

In-service workshop for teachers, aides, and parent volunteers to improve skills and knowledge in the area of Child Development.

C D 103	Administration of Preschool Programs	1/2 Unit
C D 103W		1 Unit
C D 103X		2 Units
C D 103Y		3 Units
C D 103Z		4 Units

One hour lecture for each unit of credit.

(A total of 12 units may be earned in each set of Child Development 101-101Z, 102-102Z, and 103-103Z.)

Pass-No Pass (P-NP) course.

In-service workshop for teachers, aides, and parent volunteers to improve skills and knowledge in the area of Child Development.

C D 500	Student Success Assistance	0 Units
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(Also listed as Education 500. Student may enroll in only one department, but not both.)

Hours determined by student attendance.

(No limit on repeatability for 0 unit classes.)

No grade (NG) course.

Provides information and assistance to students to facilitate the development and/or achievement of career and educational goals.

Computer Applications and Office Systems

CAOS 70A	Elementary Keyboarding	3 Units
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Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Six hours lecture-laboratory.
(May be taken three times for credit.)
Basic keyboarding skills and techniques: introduction to formatting letters, tables, and reports using word processing software.

CAOS 70AA	Elementary Keyboarding I	1 1/2 Units
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Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Three hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Basic keyboarding skills and techniques.

CAOS 70AB	Elementary Keyboarding II	1 1/2 Units
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Prerequisites: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Three hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Basic keyboarding skills and techniques: introduction to formatting letters, tables, and reports using word processing software.

CAOS 80A	Office Procedures I	1 Unit
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Prerequisites: Computer Applications and Office Systems 70A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Simulated on-the-job training in office communications: interpersonal, mail, telephone, and business travel.

CAOS 80B	Office Procedures II	1 Unit
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Prerequisites: Computer Applications and Office Systems 80A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Create and edit various types of documents using the microcomputer.

CAOS 80C	Office Procedures III	1 Unit
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Prerequisites: Computer Applications and Office Systems 80B.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Create and edit various types of documents using the microcomputer.

CAOS 81H	10-key and Electronic Calculator	1 Unit
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Advisories: English Writing 100B and Reading 100 (or Language Arts 200), or English as a Second Language 24 and 72 (or English as a Second Language 4).
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic 10-key skills and techniques in the use of the electronic calculator.

CAOS 84A	Business English I	2 Units
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Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Mathematics 200 or 210.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Review of English grammar, punctuation, usage, and writing skills and applications of these skills to basic business communication.

CAOS 84B	Business English II	1 Unit
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Prerequisites: Computer Applications and Office Systems 84A.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Review of advanced business writing skills and application of these skills to basic business communication.

CAOS 90G	Computer Literacy (IBM)	1 1/2 Units
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Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Three hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to a microcomputer. Hands-on activities emphasized. Introduction to word processing, spreadsheet, and database applications.

CAOS 91AK	Word Processing I (Word 2000)	2 Units
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Prerequisite: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
(Students wishing to take this course as letter-graded must obtain a special course ID number from the CAOS Department in AT 203.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Concepts and applications using a word processing computer software program.



- CAOS 91AL Word Processing I (Word XP/2002) 2 Units**
Prerequisite: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). (Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Concepts and applications using a word processing computer software program.
- CAOS 91BK Word Processing II (Word 2000) 2 Units**
Prerequisite: Computer Applications and Office Systems 91A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). (Students wishing to take this course as letter-graded must obtain a special course ID number from the CAOS Department in AT203.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Advanced word processing concepts and applications using a computer software program.
- CAOS 91BL Word Processing II (Word XP/2002) 2 Units**
Prerequisite: Computer Applications and Office Systems 91A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). (Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Advanced word processing concepts and applications using a computer software program.
- CAOS 91CH Word Processing III (Word for Windows IBM) 1 1/2 Units**
Prerequisites: Computer Applications and Office Systems 91B.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). (Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Three hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Advanced word processing functions with desktop publishing features.
- CAOS 91CK Word Processing III (Word 2000) 1 1/2 Units**
Prerequisite: Computer Applications and Office Systems 91B.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). (Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Three hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Advanced word processing functions with desktop publishing features.
- CAOS 91CL Word Processing III (Word XP/2002) 1 1/2 Units**
Prerequisite: Computer Applications and Office Systems 91B.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). (Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Three hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Advanced word processing functions with desktop publishing features.
- CAOS 93AH Spreadsheet I (Excel IBM) 2 Units**
Prerequisites: Computer Applications and Office Systems 90G; or 100G.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
A general introduction to basic data manipulation skills and techniques used with spreadsheets: editing, computation, database management, graphing.
- CAOS 93AK Spreadsheet I (Excel 2000) 2 Units**
Prerequisite: Computer Applications and Office Systems 90G; or 100G.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
A general introduction to basic data manipulation skills and techniques used with spreadsheets: editing, computation, database management, graphing.
- CAOS 93AL Spreadsheet I (Excel XP/2002) 2 Units**
Prerequisite: Computer Applications and Office systems 90G, or 100G.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
A general introduction to basic data manipulation skills and techniques used with spreadsheets: editing, computation, database management, graphing.
- CAOS 93BH Spreadsheet II (Excel IBM) 2 Units**
Prerequisites: Computer Applications and Office Systems 93AG-AV.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Advanced spreadsheet design using unique spreadsheet features: graphing, information retrieval, table searches, financial business calculations for decision making.
- CAOS 93BK Spreadsheet II (Excel 2000) 2 Units**
Prerequisite: Computer Applications and Office Systems 93AG-AV.
Advisories: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Advanced spreadsheet design using unique spreadsheet features: graphing, information retrieval, table searches, financial business calculations for decision making.
- CAOS 93BL Spreadsheet II (Excel XP/2002) 2 Units**
Prerequisite: Computer Applications and Office Systems 93AG-AV.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Advanced spreadsheet design using unique spreadsheet features: graphing, information retrieval, table searches, financial business calculations for decision making.
- CAOS 94 Introduction to Internet and World Wide Web 1 Unit**
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
(Also listed as Computer Information Systems 94. Student may enroll in either department, but not both, for credit.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to using the Internet. Topics include an overview of the World Wide Web, e-mail, news groups, bulletin boards, World Wide Web browsers, basic web page elements and exploration of virtual communities.
- CAOS 100G Orientation to the IBM PC 1/2 Unit**
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
One hour lecture-laboratory.
Pass-No Pass (P-NP) course.
Personal computer hardware and commands needed for applications programs.
- CAOS 102K Microsoft Windows I (Windows 2000) 1 Unit**
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Use of an operating environment which extends the Microsoft Disk Operating System (MS DOS) and the use of the Microsoft Windows Desktop Applications programs.
- CAOS 102L Microsoft Windows I (Windows XP) 1 Unit**
Prerequisite: Computer Applications and Office Systems 90G, or 100G, or 101.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Use of an operating environment which extends the Microsoft Disk Operating System (MS DOS) and the use of the Microsoft Windows Desktop Applications programs.
- CAOS 102T Microsoft Windows I (Windows NT/95) 1 Unit**
(Formerly Computer Applications and Office Systems 105A.)
Prerequisites: Computer Applications and Office Systems 90G or 100G or 101.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Use of an operating environment which extends the Microsoft Disk Operating System (MS DOS) and the use of the Microsoft Windows Desktop Applications programs.



- CAOS 103K Microsoft Windows II (Windows 2000) 1 Unit**
Prerequisite: Computer Applications and Office Systems 102G-V.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Windows accessories and advanced techniques for Window users including customizing the desktop environment; use of non-Windows applications.
- CAOS 103L Microsoft Windows II (Windows XP) 1 Unit**
Prerequisite: Computer Applications and Office Systems 102G-V.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Windows accessories and advanced techniques for Window users including customizing the desktop environment; use of non-Windows applications.
- CAOS 104H Introduction to Word Processing I 1 Unit**
Prerequisites: Computer Applications and Office Systems 70AA or 173; and Computer Applications and Office Systems 102T.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introductory concepts and applications using word processing software. Emphasis on creating new documents; editing, proofreading, and formatting text; opening/saving files; and previewing and printing documents.
- CAOS 104I Ten-Key on the Microcomputer 1/2 Unit**
Prerequisites: Computer Applications and Office Systems 70AA or 173.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
One hour lecture-laboratory.
Pass-No Pass (P-NP) course.
Speed and accuracy development in ten-key numeric data entry skills. Emphasis on developing marketable skills.
- CAOS 104J Data Entry on the Microcomputer 1 Unit**
Prerequisites: Computer Applications and Office Systems 70AA or 173.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Development of ability to enter data accurately and rapidly on the microcomputer. Emphasis on preparing and handling source document and entering data in different formats.
- CAOS 104K Introduction to Proofreading Skills 1 Unit**
Prerequisites: Computer Applications and Office Systems 70AA or 173.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of proofreading. Emphasis on proofreading short business documents, multi-page reports, tables, graphics, and computer documents.
- CAOS 104L Introduction to Spreadsheets 1 Unit**
Prerequisites: Computer Applications and Office Systems 70AA or 173, and Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Mathematics 200 or 210.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of spreadsheets. Emphasis on entering data, editing techniques, using menus, formatting spreadsheets, opening/saving files, and previewing and printing spreadsheets.
- CAOS 104M Introduction to the Office 1 Unit**
Prerequisite: Computer Applications and Office Systems 70AA or 173; and Computer Applications and Office Systems 102T and 104H.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4); Mathematics 200 or 210.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of the office.
- CAOS 104N Introduction to Word Processing II 1 Unit**
Prerequisite: Computer Applications and Office Systems 104H.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Intermediate concepts and applications using word processing software. Emphasis on creating tables and charts, advanced formatting and merging documents.
- CAOS 104O Introduction to Filing 1 Unit**
Prerequisite: Computer Applications and Office Systems 70AA or 173; and Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of filing.
- CAOS 104P Introduction to Presentation Graphics 1 Unit**
Prerequisite: Computer Applications and Office Systems 70AA or 173; and Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory course.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of presentation graphics.
- CAOS 104Q Introduction to Database Management 1 Unit**
Prerequisite: Computer Applications and Office Systems 70AA or 173; and Computer Applications and Office Systems 102K and 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of database management. Emphasis on entering, editing, and sorting data; querying the database; and formatting and printing reports.
- CAOS 105 Introduction to HTML 1 Unit**
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
An introduction to hypertext markup language (HTML) covering creation of hyperlinks, inserting images, and producing basic tables and forms.
- CAOS 106G Web Site Basics I (Netscape IBM) 2 Units**
(Formerly Computer Applications and Office Systems 95AG.)
Prerequisite: Computer Applications and Office Systems 94 or Computer Information Systems 94.
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to basic techniques to create Web pages using development software. This course is for the content person to create an effective Web site.
- CAOS 106H Web Site Basics I (Explorer IBM) 2 Units**
(Formerly Computer Applications and Office Systems 95AH.)
Prerequisite: Computer Applications and Office Systems 94 or Computer Information Systems 94.
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to basic techniques to create Web pages using development software. This course is for the content person to create an effective Web site.
- CAOS 106I Web Site Basics I (Pagemill IBM) 2 Units**
(Formerly Computer Applications and Office Systems 95AI.)
Prerequisite: Computer Applications and Office Systems 94 or Computer Information Systems 94.
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to basic techniques to create Web pages using development software. This course is for the content person to create an effective Web site.



CAOS 107G Business Office Math 2 Units (Formerly Computer Applications and Office Systems 81G.) Advisories: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Four hours lecture-laboratory. Pass-No Pass (P-NP) course. Review of basic math skills with emphasis on business applications and critical thinking problems. Instruction and application exercises involving math tasks needed for employment.	CAOS 110K Database I (Access 2000) 2 Units Prerequisite: Computer Applications and Office Systems 90, or 100G, or 102K, or 102T. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Four hours lecture-laboratory. Pass-No Pass (P-NP) course. Use of database software to create, search, modify and arrange information.
CAOS 108 End-User Security Basics 4 Units Advisories: Computer Applications and Office Systems 90G or equivalent; English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163. (Also listed as Computer Information Systems 108. Student may enroll in either department, but not both, for credit.) Four hours lecture. Beginner's computer security course for small office or home users (end-users). Learn to stop hackers, worms, viruses, spyware, web bugs and identity theft. Learn vulnerabilities found in web browsers, email and operating systems. Protect against online purchase dangers, install firewalls, manage cookies, restrict ports, analyze log files, evaluate wireless networks and examine encryption.	CAOS 110L Database I (Access XP/2002) 2 Units Prerequisite: Computer Applications and Office Systems 90, or 100G, or 102K, or 102T. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Four hours lecture-laboratory. Pass-No Pass (P-NP) course. Use of database software to create, search, modify and arrange information.
CAOS 108K Word Processing Production (MS Word 2000) 1 Unit (Formerly Computer Applications and Office Systems 92G-V.) Prerequisite: Computer Applications and Office Systems 91BG-BV. (Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.) Two hours lecture-laboratory each course. Pass-No Pass (P-NP) course. Preparation of various business documents using word processing software.	CAOS 111K Database II (Access 2000) 2 Units Prerequisite: Computer Applications and Office Systems 110G-V. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Four hours lecture-laboratory each course. Pass-No Pass (P-NP) course. Use database commands to build and modify data files and forms, refine queries, and generate customized reports. Integrate database files with other applications.
CAOS 108L Word Processing Production (MS Word XP/2002) 1 Unit (Formerly Computer Applications and Office Systems 92G-V.) Prerequisite: Computer Applications and Office Systems 91BG-BV. (Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.) Two hours lecture-laboratory each course. Pass-No Pass (P-NP) course. Preparation of various business documents using word processing software.	CAOS 111L Database II (Access XP/2002) 2 Units Prerequisite: Computer Applications and Office Systems 110G-V. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Four hours lecture-laboratory each course. Pass-No Pass (P-NP) course. Use database commands to build and modify data files and forms, refine queries, and generate customized reports. Integrate database files with other applications.
CAOS 109 Filing and Database Management 2 Units (Formerly Computer Applications and Office Systems 88.) Prerequisite: Computer Applications and Office Systems 70AA. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). Four hours lecture-laboratory. Pass-No Pass (P-NP) course. Management of business records and of indexing and filing procedures: theory and practice of alphabetic, numeric, geographic, and subject systems. Manual/computer applications using correct database management procedures.	CAOS 112A Digital Imaging Software (Photoshop) 4 Units (Student may receive credit for either CAD and Digital Imaging/Computer Applications and Office Systems/Arts 112 A-H; or 112 I-P and 112 Q-X.) Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T. (Also listed as Arts 112A and CAD and Digital Imaging 112A. Student may enroll in only one department for credit.) Eight hours lecture-laboratory. Pass-No Pass (P-NP) course. Basic and intermediate principles using digital imaging software to produce graphics for Web sites. Introduction to digital imaging terminology and software. This course is for the content person to produce Web pages using digital images.
CAOS 109A Filing and Database Management I 1 Unit (Formerly Computer Applications and Office Systems 88A.) Prerequisite: Computer Applications and Office Systems 70AA. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). (Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.) Two hours lecture-laboratory. Pass-No Pass (P-NP) course. Introduction to electronic filing using new ARMA alphabetic indexing rules. Applications using database management manual/computer.	CAOS 112I Digital Imaging Software I (Photoshop) 2 Units (Student may receive credit for either CAD and Digital Imaging/Computer Applications and Office Systems/Arts 112 A-H; or 112 I-P and 112 Q-X.) Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T. (Also listed as Arts 112I and CAD and Digital Imaging 112I. Student may enroll in only one department for credit.) Four hours lecture-laboratory. Pass-No Pass (P-NP) course. Basic principles of using digital imaging software to produce graphics for Web sites. Introduction to digital imaging terminology and software. This course is for the content person to produce Web pages using digital images.
CAOS 109B Filing and Database Management II 1 Unit (Formerly Computer Applications and Office Systems 88B.) Prerequisite: Computer Applications and Office Systems 70AA. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4). (Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.) Two hours lecture-laboratory. Pass-No Pass (P-NP) course. Manual and computer applications using correct database management procedures.	CAOS 112Q Digital Imaging Software II (Photoshop) 2 Units (Student may receive credit for either CAD and Digital Imaging/Computer Applications and Office Systems/Arts 112 A-H; or 112 I-P and 112 Q-X.) Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 112 I-P; or equivalent. (Also listed as Arts 112Q and CAD and Digital Imaging 112Q. Student may enroll in only one department for credit.) Four hours lecture-laboratory. Pass-No Pass (P-NP) course. Basic and intermediate principles of using digital imaging software to produce graphics for Web sites. Introduction to digital imaging terminology and software. This course is for the content person to produce Web pages using digital images.



CAOS 113A Web Authoring Software (Dreamweaver) 4 Units

(Student may receive credit for either Computer Applications and Office Systems/Arts 113A-H or 113I-P and 113Q-X.)
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T.
(Also listed as Arts 113A. Student may enroll in either department, but not both, for credit.)
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of building Web pages/sites using Web authoring software. Introduction to Web authoring terminology and software. This course is for the content person to develop and maintain an effective Web site.

CAOS 113E Web Authoring Software (Frontpage 2000) 4 Units

(Student may receive credit for either Computer Applications and Office Systems/Arts 113 A-H; or 113 I-P and 113 Q-X.)
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T.
(Also listed as Arts 113E. Student may enroll in either department, but not both, for credit.)
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of building Web pages/sites using Web authoring software. Introduction to Web authoring terminology and software. This course is for the content person to develop and maintain an effective Web site.

CAOS 113I Web Authoring Software I (Dreamweaver) 2 Units

(Student may receive credit for either Computer Applications and Office Systems/Arts 113 A-H; or 113 I-P and 113 Q-X.)
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T.
(Also listed as Arts 113I. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of building Web pages/sites using Web authoring software. Introduction to Web authoring terminology and software. This course is for the content person to develop and maintain an effective Web site.

CAOS 113M Web Authoring Software I (Frontpage 2000) 2 Units

(Student may receive credit for either Computer Applications and Office Systems/Arts 113 A-H; or 113 I-P and 113 Q-X.)
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T.
(Also listed as Arts 113M. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of building Web pages/sites using Web authoring software. Introduction to Web authoring terminology and software. This course is for the content person to develop and maintain an effective Web site.

CAOS 113Q Web Authoring Software II (Dreamweaver) 2 Units

(Student may receive credit for either Computer Applications and Office Systems/Arts 113 A-H; or 113 I-P and 113 Q-X.)
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 113I-P or Arts 113I-P.
(Also listed as Arts 113Q. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Intermediate principles of building Web pages/sites using Web authoring software. Expansion of Web authoring terminology and use of more advanced software features. This course is for the content person to develop and maintain an effective Web site.

CAOS 113U Web Authoring Software II (Frontpage 2000) 2 Units

(Student may receive credit for either Computer Applications and Office Systems/Arts 113 A-H; or 113 I-P and 113 Q-X.)
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 113I-P or Arts 113I-P.
(Also listed as Arts 113U. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Intermediate principles of building Web pages/sites using Web authoring software. Expansion of Web authoring terminology and use of more advanced software features. This course is for the content person to develop and maintain an effective Web site.

CAOS 114A Web Graphics/Animation Software (Flash) 3 Units

(Student may receive credit for either CAD and Digital Imaging/Computer Applications and Office Systems/Arts 114 A-H; or 114 I-P and 114 Q-X.)
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 112 A-H or Computer Applications and Office Systems 112 I-P; and 112 Q-Z or equivalent.
(Also listed as Arts 114A and CAD and Digital Imaging 114A. Student may enroll in only one department for credit.)
Six hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of graphics/animation for the Web. Web graphics/animation terminology and software. This course is for the content person to build a Web site.

CAOS 114I Web Graphics/Animation Software I (Flash) 1 1/2 Units

(Student may receive credit for either Computer Applications and Office Systems/Arts 114 A-H or 114 I-P; and 114 Q-X.)
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer Applications and Office Systems 112A-H or Computer Applications and Office Systems 112 I-P; and 112 Q-Z or equivalent.
(Also listed as Arts 114I. Student may enroll in either department, but not both, for credit.)
Three hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of graphics/animation for the Web. Introduction to Web graphics/animation terminology and software. This course is for the content person to build a Web site.

CAOS 114Q Web Graphics/Animation Software II (Flash) 1 1/2 Units

(Student may receive credit for either Computer Applications and Office Systems/Arts 114A-H or 114I-P and 114Q-X.)
Advisories: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163; Computer applications and Office systems 114I-P or Arts 114I-P.
(Also listed as Arts 114Q. Student may enroll in either department, but not both, for credit.)
Three hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Intermediate principles of graphics/animation for the Web. Expansion of Web graphics/animation terminology and software. This course is for the content person to build a Web site.

CAOS 115A E-Commerce Software (Dreamweaver UltraDev) 4 Units

(Student may receive credit for either Computer Applications and Office Systems 115 A-H; or 115 I-P and 115 Q-X.)
Prerequisites: Computer Applications and Office Systems 113 A-H or Computer Applications and Office Systems 113 I-P and 113 Q-Z and Computer Applications and Office Systems 110 G-V and 111 G-V.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of using e-commerce software to create effective Web sites. Introduction to e-commerce terminology and software. This course is for the content person to produce effective, database-driven Web sites to start an on-line business.



CAOS 115I	E-Commerce Software I (Dreamweaver UltraDev)	2 Units	CAOS 117A	Advanced Digital Imaging Software (Photoshop)	3 Units
<p><i>(Student may receive credit for either Computer Applications and Office Systems 115 A-H; or 115 I-P and 115 Q-X.)</i> <i>Prerequisites: Computer Applications and Office Systems 113 A-H or Computer Applications and Office Systems 113 I-P and 113 Q-Z; and Computer Applications and Office Systems 110 G-V and 111 G-V.</i> <i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i> <i>Four hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Basic principles of using e-commerce software to create effective Web sites. Introduction to e-commerce terminology and software. This course is for the content person to produce effective, database-driven Web sites to start an on-line business.</p>			<p><i>Prerequisite: Computer Applications and Office Systems/Arts/CAD and Digital Imaging 112A-H.</i> <i>Advisories: Computer Applications and Office Systems 90G; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).</i> <i>(Also listed as Arts 117A and CAD and Digital Imaging 117A. Student may enroll in only one department for credit.)</i> <i>Six hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Advanced principles and techniques of using digital imaging software to produce graphics for Web sites and printed media. Integration of digital imaging software with Web authoring software. This course is for the content person to produce digital images for Web pages and print media.</p>		
CAOS 115Q	E-Commerce Software II (Dreamweaver UltraDev)	2 Units	CAOS 118A	Advanced Web Graphics/ Animation Software (Flash)	3 Units
<p><i>(Student may receive credit for either Computer Applications and Office Systems 115 A-H or 115 I-P; and 115 Q-X.)</i> <i>Prerequisites: Computer Applications and Office Systems 115 I-P.</i> <i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i> <i>Four hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Basic and intermediate principles of using e-commerce software to create effective Web sites. Introduction to e-commerce terminology and software. This course is for the content person to produce effective, database-driven Web sites to start an on-line business.</p>			<p><i>Prerequisite: Arts/ CAD and Digital Imaging/Computer Applications and Office Systems 114A-H.</i> <i>Advisories: Computer Applications and Office Systems 90G; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).</i> <i>(Also listed as Arts 118A and CAD and Digital Imaging 118A. Student may enroll in only one department for credit.)</i> <i>Six hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> An advanced Flash course that is projects and portfolio based and taught from a designer perspective. Students will be taught how to build a portfolio and animated multimedia presentation. Basic programming skills will be taught along with developing interactive web-based multimedia presentations using ActionScripts, sound, and graphics.</p>		
CAOS 116A	Web Development Graphics Software (Illustrator)	4 Units	CAOS 120K	Integrated Software I (MS Office 2000)	1 Unit
<p><i>(Student may receive credit for either CAD and Digital Imaging/Computer Applications and Office Systems/Arts 116A-H, or 116I-P and 116Q-X.)</i> <i>Prerequisite: CAD and Digital Imaging/Computer Applications and Office Systems/Arts 112A-H; or CAD and Digital Imaging/Computer Applications and Office Systems/Arts 112I-P and 112Q-X.</i> <i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i> <i>(Also listed as Arts 116A and CAD and Digital Imaging 116A. Student may enroll in only one department for credit.)</i> <i>Eight hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Basic and intermediate principles of using vector-based graphics software to produce graphics for Web sites. Introduction to vector-based graphics terminology and software. This course is for the content person to produce vector graphic images.</p>			<p><i>Prerequisite: Computer Applications and Office Systems 100G.</i> <i>Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).</i> <i>Two hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Introduction to operation of an integrated software program.</p>		
CAOS 116I	Web Development Graphics Software I (Illustrator)	2 Units	CAOS 120L	Integrated Software I (MS Office XP/2002)	1 Unit
<p><i>(Student may receive credit for either Computer Applications and Office Systems/Arts 116A-H, or 116I-P and 116Q-X.)</i> <i>Prerequisite: Computer Applications and Office Systems/Arts 112A-H, or Computer Applications and Office Systems/Arts 112I-P, and 112Q-X.</i> <i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i> <i>(Also listed as Arts 116I. Student may enroll in either department, but not both, for credit.)</i> <i>Four hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Basic principles of using vector-based graphics software to produce graphics for Web sites. Introduction to vector-based graphics terminology and software. This course is for the content person to produce vector graphic images.</p>			<p><i>Prerequisite: Computer Applications and Office Systems 100G.</i> <i>Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).</i> <i>Two hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Introduction to operation of an integrated software program.</p>		
CAOS 116Q	Web Development Graphics Software II	2 Units	CAOS 121K	Integrated Software II (MS Office 2000)	1 Unit
<p><i>(Student may receive credit for either Computer Applications and Office Systems/Arts 116A-H, or 116I-P, and 116Q-X.)</i> <i>Prerequisite: Computer Applications and Office Systems/Arts 116I-P.</i> <i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i> <i>(Also listed as Arts 116Q. Student may enroll in either department, but not both, for credit.)</i> <i>Four hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Basic and intermediate principles of using vector-based graphics software to produce graphics for Web sites. Introduction to vector-based graphics terminology and software. This course is for the content person to produce vector graphic images.</p>			<p><i>Prerequisites: Computer Applications and Office Systems 120G-V.</i> <i>Two hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Operation of an integrated software program with an emphasis on decision-making applications.</p>		
CAOS 116Q	Web Development Graphics Software II	2 Units	CAOS 121L	Integrated Software II (MS Office XP/2002)	1 Unit
<p><i>(Student may receive credit for either Computer Applications and Office Systems/Arts 116A-H, or 116I-P, and 116Q-X.)</i> <i>Prerequisite: Computer Applications and Office Systems/Arts 116I-P.</i> <i>Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.</i> <i>(Also listed as Arts 116Q. Student may enroll in either department, but not both, for credit.)</i> <i>Four hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Basic and intermediate principles of using vector-based graphics software to produce graphics for Web sites. Introduction to vector-based graphics terminology and software. This course is for the content person to produce vector graphic images.</p>			<p><i>Prerequisites: Computer Applications and Office Systems 120G-V.</i> <i>Two hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Operation of an integrated software program with an emphasis on decision-making applications.</p>		
CAOS 122K	Integrated Software III (MS Office 2000)	1 Unit	CAOS 122L	Integrated Software III (MS Office XP/2002)	1 Unit
<p><i>Prerequisites: Computer Applications and Office Systems 121G-V.</i> <i>Two hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Operation of an integrated software program with an emphasis on decision-making applications including graphics.</p>			<p><i>Prerequisites: Computer Applications and Office Systems 121G-V.</i> <i>Two hours lecture-laboratory.</i> <i>Pass-No Pass (P-NP) course.</i> Operation of an integrated software program with an emphasis on decision-making applications including graphics.</p>		



CAOS 130K Introduction to Business Graphics (PowerPoint 2000) 2 Units

Prerequisite: Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
 Four hours lecture-laboratory.
 Pass-No Pass (P-NP) course.
 Business presentation graphics software.

CAOS 130L Introduction to Business Graphics (PowerPoint XP/2002) 2 Units

Prerequisite: Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
 Four hours lecture-laboratory.
 Pass-No Pass (P-NP) course.
 Business presentation graphics software.

CAOS 140K Desktop Publishing Software I (MS Publisher 2000) 2 Units

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 or 72 (or English as a Second Language 4).
 Four hours lecture-laboratory.
 Pass-No Pass (P-NP) course.
 Introduction to desktop publishing using page layout software for business documents.

CAOS 150A Desktop Hardware (A+ Certification Part I) 3 Units

Prerequisites: Computer Applications and Office Systems 90G; or 100G; or equivalent. (May be taken concurrently.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
 Three hours lecture.
 Pass-No Pass (P-NP) course.
 Provides service technicians and network administrators the necessary skills to identify, install, configure, and upgrade desktop computers and peripheral hardware. Course also helps students prepare to pass the compTIA A+ Technician Certification Exams.

CAOS 150B Desktop Hardware (A+ Certification Part II) 3 Units

Prerequisite: Computer Applications and Office Systems 150A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
 Three hours lecture.
 Pass-No Pass (P-NP) course.
 Provides service technicians and network administrators the knowledge and skills to install, configure, upgrade, troubleshoot, and repair Windows desktop computer systems. Course also helps students to pass the compTIA A+ Technician Certification Exams.

CAOS 151A Introduction to Desktop Hardware (Part I) 1 1/2 Units

Prerequisite: Computer Applications and Office Systems 102K or 102L.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
 Four and one-half hours laboratory.
 Pass-No Pass (P-NP) course.
 Provides introductory skills to identify, install, configure, and upgrade desktop computers and peripheral hardware. Course also helps students prepare to pass the compTIA A+ Technician Certification Exams.

CAOS 151B Introduction to Desktop Hardware (Part II) 1 1/2 Units

Prerequisite: Computer Applications and Office Systems 102K and 102L.
Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
 Four and one-half hours laboratory.
 Pass-No Pass (P-NP) course.
 Provides introductory knowledge and skills to install, configure, upgrade, troubleshoot, and repair Windows desktop computer systems. Course also helps students prepare to pass the compTIA A+ Technician Certification Exams.

CAOS 157 Work Skills (Communication) 2 Units

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
 Two hours lecture.
 Pass-No Pass (P-NP) course.
 Basic theory of communication as related to the work place demonstrated with practical, realistic situations in role playing, as well as other identifying and written evaluations.

CAOS 158 Work Skills (Problem Solving and Team Building) 2 Units

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
 Two hours lecture.
 Pass-No Pass (P-NP) course.
 Basic theory of problem solving and team building as related to the work place demonstrated with practical, realistic situations in role playing, as well as written evaluations.

CAOS 162 Microcomputer Networks 1 Unit

Prerequisites: Computer Applications and Office Systems 90G; or 100G; or 101 or equivalent. (May be taken concurrently.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
 One hour lecture.
 Pass-No Pass (P-NP) course.
 Hardware, software, and cabling components needed in a standard business-environment network.

CAOS 171G Office Automation I (IBM) 1 Unit

Prerequisites: Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
 Two hours lecture-laboratory.
 Pass-No Pass (P-NP) course.
 Office automation software.

CAOS 171O Office Automation I (MS Outlook) 1 Unit

Prerequisites: Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
 Two hours lecture-laboratory.
 Pass-No Pass (P-NP) course.
 Office automation software.

CAOS 173 Keyboarding Skill Development 1 Unit

Prerequisites: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
 Two hours lecture-laboratory.
 (May be taken three times for credit.)
 Pass-No Pass (P-NP) course.
 Speed and accuracy development in keyboarding skills.

CAOS 174G MOUS Core Certification Skill Development (Word 2000) 1 Unit

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
 Two hours lecture-laboratory.
 (May be taken three times for credit.)
 Pass-No Pass (P-NP) course.
 Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Core Certification examination.

CAOS 174H MOUS Core Certification Skill Development (Excel 2000) 1 Unit

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
 Two hours lecture-laboratory.
 (May be taken three times for credit.)
 Pass-No Pass (P-NP) course.
 Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Core Certification examination.

CAOS 174I MOUS Core Certification Skill Development (PowerPoint 2000) 1 Unit

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
 Two hours lecture-laboratory.
 (May be taken three times for credit.)
 Pass-No Pass (P-NP) course.
 Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Core Certification examination.

CAOS 174J MOUS Core Certification Skill Development (Access 2000) 1 Unit

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
 Two hours lecture-laboratory.
 (May be taken three times for credit.)
 Pass-No Pass (P-NP) course.
 Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Core Certification examination.



CAOS 175G MOUS Expert Certification Skill Development (Word 2000) 1 Unit

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Expert Certification examination.

CAOS 175H MOUS Expert Certification Skill Development (Excel 2000) 1 Unit

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Expert Certification examination.

CAOS 175I MOUS Expert Certification Skill Development (PowerPoint 2000) 1 Unit

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Expert Certification examination.

CAOS 175J MOUS Expert Certification Skill Development (Access 2000) 1 Unit

Advisory: English Writing 100A and Reading 201 (or Language Arts 200), or English as a Second Language 161, 162 and 163.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Expert Certification examination.

CAOS 176 Telephone Communications 1 Unit

Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Techniques for handling incoming and outgoing phone calls, listening skills, and customer relations as well as introduction to Internet mail.

CAOS 180G Job Finding Techniques 1 Unit

Prerequisites: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Techniques of finding a job.

CAOS 180I Proofreading Skills 1 Unit

Prerequisites: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Techniques of proofreading and editing business communications.

CAOS 180J Spelling Skills 1 Unit

Prerequisites: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Techniques used in spelling.

CAOS 190W Open Computer Applications and Office Systems Laboratory 1/2 Unit

Credit course - Does not apply to De Anza Associate Degree.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Corequisite: Computer Applications and Office Systems 190W students must also enroll in an appropriate skill-building course.
Three hours laboratory for each unit of credit.
(Any combination of Computer Applications and Office Systems 190W may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
Use of microcomputer laboratory to complete application assignments.

CAOS 195W Individual Microcomputer Projects 1 Unit
CAOS 195Y 2 Units
CAOS 195Z 3 Units

Credit course - Does not apply to De Anza Associate Degree.
Prerequisites: Computer Applications and Office Systems 90G; or 100G; or 102K; or 102T; and consent of the Computer Applications and Office Systems instructional staff; approved Special Projects contract required.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Three hours laboratory for each unit of credit.
(Any combination of Computer Applications and Office Systems 195W, 195Y, and 195Z may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
Individual projects in Computer Applications and Office Systems under the direction of an instructor.

CAOS 198 Topics in Computer Applications and Office Systems 1/2 Unit

CAOS 198W 1 Unit
CAOS 198X 1 1/2 Units
CAOS 198Y 2 Units

Prerequisites: Computer Applications and Office Systems 90G, or 100G, or 102K, or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Two hours lecture-laboratory for each unit of credit.
(Any combination of Computer Applications and Office Systems 198, 198W, 198X, and 198Y may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
Introduction to selected Computer Application and Office Systems programs.

CAOS 199W Topics in Computer Applications and Office Systems 1 Unit

Prerequisites: Computer Applications and Office Systems 90G, or 100G, or 102K, or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
One hour lecture.
(Computer Applications and Office Systems 199W may be taken up to six times as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
Introduction to selected Computer Applications and Office Systems programs.

Computer Information Systems

CIS 2 Computers and Society 4 Units

(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Four hours lecture.
A critical examination of the capabilities and uses of modern computers and how they are changing business, law, politics, and society.

CIS 3 Business Information Systems 5 Units

(Formerly Computer Information Systems 91.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72 (or English as a Second Language 4).
Four hours lecture, three hours laboratory.
Introduction to management information systems, systems design and development, data communications, data management, office automation, computer hardware and software concepts. Use of common software packages for business applications including word processing, spreadsheets, database, and Internet web tools.
(CAN BUS 6)