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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

- 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
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
<b>Total Units Required</b>	<b>9</b>

### Certificate of Achievement - Bookkeeping

#### 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 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)	
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 104 Introduction to Spreadsheets	1
CAOS 176 Office Telecommunications	1
<b>Total Units Required</b>	<b>22</b>



### Certificate of Proficiency - Certified Tax Practitioner

#### General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 18 quarter units may be transferred from other institutions.
- Demonstrated proficiency in mathematics and English.
- 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
<b>Total Units Required</b>	<b>38</b>

#### Recommended:

BUS 10 Introduction to Business (5)

### Certificate of Achievement - Accounting

#### 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,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
<b>Total Units Required</b>	<b>21</b>

#### Recommended:

BUS 10 Introduction to Business (5)

## 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. Demonstrated proficiency in mathematics and English.
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
<b>Total Units Required</b>	<b>46-47</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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

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. Demonstrated proficiency in mathematics and English.
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	
<b>Total Units Required</b>	<b>47-49</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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

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 1 Introduction to Administration of Justice	4
ADMJ 75 Principles and Procedures	4
ADMJ 60 Patrol Procedures	4
ADMJ 64X Internship	2
<b>Total Units Required</b>	<b>14</b>

## 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. Demonstrated proficiency in mathematics and English.
4. See Counseling Center for academic planning and to apply for certificate.

### Course Requirements Units

Complete all requirements for the Certificate of Achievement 14

#### Private Security; plus:

*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 29	Cultural Pluralism and American Law and Justice (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 90A	Legal Aspects of Evidence (4)	
ADMJ 151	Powers of Arrest (School) (3)	23
<b>Total Units Required</b>		<b>37</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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 all requirements for the Certificate of Achievement - Private Security; plus the following classes: 14

ADMJ 3	Concepts of Criminal Law	5
ADMJ 64X	Administration of Justice Internship 2	
ADMJ 75	Principles and Procedures of the Justice System	4

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

ADMJ 11	Federal Courts and Constitutional Law (4)	
ADMJ 29	Cultural Pluralism and American Law and Justice (4)	
ADMJ 53	Criminal Law II (5)	
ADMJ 50	Crime, Correction and Society (5)	
ADMJ 54	Youth and the Law (4)	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 61	Criminal Investigation (4)	
ADMJ 73	Crime and Criminology (4)	
ADMJ 74A	Interviewing and Counseling (4)	
ADMJ 74B	Interviewing and Counseling (4)	
ADMJ 90A	Legal Aspects of Evidence (4)	20
<b>Total Units Required for Major</b>		<b>45</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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	Introduction to Administration of Justice	4
ADMJ 50	Crime, Correction & Society	4
ADMJ 54	Youth and the Law	4
ADMJ 56	Practical Writing for Administration of Justice	4
ADMJ 64X	Administration of Justice Internship	2
ADMJ 73	Crime and Criminology	4
ADMJ 74A	Interviewing and Counseling	4
ADMJ 75	Principles and Procedures of the Justice System	4
ADMJ 78	Correctional Investigation	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 29	Cultural Pluralism and American Law and Justice (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
<b>Total Units Required for Major</b>		<b>46-47</b>

### 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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	Introduction to Administration of Justice	4
ADMJ 3	Concepts of Criminal Law	5
ADMJ 5	Community Relations	4
ADMJ 56	Practical Writing for Administration of Justice	4
ADMJ 61	Criminal Investigation	4
ADMJ 64X	Administration of Justice Internship	2
ADMJ 75	Principles and Procedures of the Justice System	4
ADMJ 90A	Legal Aspects of Evidence	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 29	Cultural Pluralism and American Law and Justice (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 and 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
<b>Total Units Required for Major</b>		<b>42-44 1/2</b>

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

# Administrative Assistant/Office Technology

## Certificate of Completion - Administrative Assistant/Office 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

(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 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
<b>Total Units Required</b>	<b>6 1/2-8</b>

## Certificate of Achievement - Administrative Assistant/Office Technology

### 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 - 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
<b>Total Units Required</b>	<b>20 1/2-22</b>

## Certificate of Proficiency - Administrative Assistant/Office Technology

### General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 18 quarter units may be transferred from other institutions.
- Demonstrated proficiency in mathematics and English.
- See Counseling Center for academic planning and to apply for certificate.

### Course Requirements Units

Complete all requirements for the Certificate of Achievement - Administrative Assistant Office Technology; plus the following:

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 Introduction to Business Graphics Power Point 2000) (2)	
CAOS 130L Introduction 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)	
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 173 Keyboarding Skill Development (1)	
CAOS 180G Job Finding Techniques (1)	
CAOS 180J Spelling Skills (1)	9
<b>Total Units Required</b>	<b>35 1/2-37</b>

## A.A. Degree - Administrative Assistant/Office 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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 the following courses:

BUS 10 Introduction to Business	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)	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 Applications & Office Systems (3 units max)	10
<b>Total Units Required for Major</b>		<b>48 1/2-51</b>

## 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 2E,F,G,H 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	
<b>Total Units Required</b>		<b>26</b>

### 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. Demonstrated proficiency in mathematics and English.
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

Select one course from the following Art sequence that was not previously selected in the Certificate of Achievement - Art History Option:

ARTS 2A through 2H History of Art (4 units each)	4
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Complete 10-12 units from the courses listed below that were not previously selected to complete the Certificate of Achievement - Art History Option:

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
<b>Total Units Required</b>		<b>48-50</b>

### 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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

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)		
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	
<b>Total Units Required</b>		<b>27</b>

### 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. Demonstrated proficiency in mathematics and English.
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 complete a minimum of 21 units from the following classes:	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

Complete a minimum of 3 units from:  
 ARTS 40,X,Y Special Projects in Art (1-3) 3  
**Total Units Required 51**

**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.
  3. Major requirements listed below may also satisfy G.E. requirements.
  4. Demonstrated proficiency in mathematics and English.
  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 - 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
<b>Total Units Required</b>	<b>22</b>

**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. Demonstrated proficiency in mathematics and English.
  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 Introduction to 2D Computer Animation (4)	
F/TV 82 Introduction to Multimedia (4)	
MUSI 51A Introduction 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
<b>Total Units Required</b>	<b>49</b>

**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.
  3. Major requirements listed below may also satisfy G.E. requirements.
  4. Demonstrated proficiency in mathematics and English.
  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 - 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
Complete a minimum of 6 units from:	
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	
<b>Total Units Required</b>	<b>11</b>

**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)	
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
<b>Total Units Required</b>	<b>25</b>

**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. Demonstrated proficiency in mathematics and English.
  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
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:	
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
<b>Total Units Required</b>	<b>43</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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

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	Units
ARTS 2D or History of Art (Post-Impressionism to the Present) (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
<b>Total Units Required</b>	<b>24 1/2</b>

## 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. Demonstrated proficiency in mathematics and English.
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
<b>Total Units Required</b>	<b>44</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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

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
<b>Total Units Required</b>	<b>9 1/2</b>

## 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
<b>Total Units Required</b>	<b>10 1/2</b>

## 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
<b>Total Units Required</b>	<b>22 1/2</b>

## 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
<b>Total Units Required</b>	<b>22 1/2</b>

## 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
<b>Total Units Required</b>	<b>22 1/2</b>

## 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
<b>Total Units Required</b>	<b>22 1/2</b>

## 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
<b>Total Units Required</b>	<b>13 1/2</b>

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
<b>Total Units Required</b>		<b>22 1/2</b>

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
<b>Total Units Required</b>		<b>19 1/2</b>

### 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
<b>Total Units Required</b>		<b>22 1/2</b>

PATH 2 Course Requirements		Units
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
<b>Total Units Required</b>		<b>23 1/2</b>

### 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. Demonstrated proficiency in mathematics and English.
  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
<b>Total Units Required</b>		<b>40 1/2</b>

### 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
<b>Total Units Required</b>		<b>28 1/2</b>

### 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
<b>Total Units Required</b>		<b>28 1/2</b>

### 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
<b>Total Units Required</b>		<b>34 1/2</b>

### 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
<b>Total Units Required</b>		<b>19 1/2</b>

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
ASE Certification A4		6
<b>Total Units Required</b>		<b>28 1/2</b>

### 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
<b>Total Units Required</b>		<b>34 1/2</b>

### A.S. 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.
  3. Major requirements listed below may also satisfy G.E. requirements.
  4. Demonstrated proficiency in mathematics and English.
  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.

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, including MATH 104 or 105.

## *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. Demonstrated proficiency in mathematics and English.
  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
<b>Total Units Required</b>	<b>30</b>

### 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 Intermediate Engine Performance Diagnostic Procedures	6 1/4
<b>Total Units Required</b>	<b>37 1/2</b>

### 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
<b>Total Units Required</b>	<b>34</b>

### A.S. 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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, including MATH 104 or 105.

## 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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

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

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
<b>Total Units Required</b>		<b>24-27</b>

### 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
<b>Total Units Required for Major</b>		<b>19</b>

### 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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	Introduction to Computer Programming Using C (6)	
CIS 3	Business Information Systems (5)	5-6
<b>Total Units Required for Major</b>		<b>45-46</b>

#### 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
<b>Total Units Required</b>		<b>6</b>

### 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
<b>Total Units Required</b>		<b>6</b>

## 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
<b>Total Units Required</b>		<b>9</b>

### 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
<b>Total Units Required</b>		<b>10</b>

### 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
<b>Total Units Required</b>		<b>10</b>

### Specialization in Child Development Center Administration

Course Requirements		Units
C D 59G	Supervision and Administration of Child Development Programs (Management 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
<b>Total Units Required</b>		<b>11</b>

## 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
<b>Total Units Required</b>	<b>23-25</b>

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. Demonstrated proficiency in mathematics and English.
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 (Management 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)	
<b>Total Units Required</b>	<b>10</b>
	<b>48</b>

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

### 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. Demonstrated proficiency in mathematics and English.
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)	5

### 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.)	
<b>Total Units Required</b>	<b>10</b>
	<b>48</b>

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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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
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 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 (Management 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
<b>Total Units Required for Major</b>		<b>52</b>

## Computer Aided Design (CAD)

### Certificate of Achievement - AutoDESK

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 52	Introduction to AutoCAD	4
CDI 53	Computer Aided Drafting (AutoCAD)	4
CDI 54	Introduction to AutoDESK Inventor	4
<b>Total Units Required</b>		<b>12</b>

### Certificate of Achievement - Pro/ENGINEER

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 70	Beginning Computer Aided Design	4
CDI 71	Intermediate Computer Aided Design w/ProENGINEER	4
CDI 72	Advanced Computer Aided Design w/ProENGINEER	4

Complete 8 units from the courses listed below:

CDI 73	Dev. and Sheet Metal Design w/ProSHEET METAL (4)	
CDI 74	Surface Design w/ProENGINEER (4)	
CDI 75	Mold Design w/ProENGINEER (4)	
CDI 76	Pro/Cable w/ProENGINEER (4)	
CDI 77	Model Analysis w/ProENGINEER (4)	
CDI 79	Pro/ENGINEER Upgrade (3)	
<b>Total Units Required</b>		<b>20</b>

### Certificate of Achievement - SolidWORKS

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 60	Introduction to SolidWORKS	4
CDI 61	Intermediate SolidWORKS	4
CDI 62	Advanced SolidWORKS	4
<b>Total Units Required</b>		<b>12</b>

### Certificate of Proficiency - Computer Aided Design - Mechanical

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. Demonstrated proficiency in mathematics and English.
4. See Counseling Center for academic planning and to apply for certificate.

Complete two of the CAD Certificate of Achievement options listed below, plus additional courses to a minimum of 28 units.

Course Requirements		Units
Certificate of Achievement - AutoDESK (12)		
Certificate of Achievement - Pro/ENGINEER (20)		
Certificate of Achievement - SolidWORKS (12)		
CDI 57	Simultaneous Product Development (4)	
<b>Total Units Required</b>		<b>28-32</b>

### A.S. Degree - Computer Aided Design - Mechanical

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.
2. General Education (G.E) requirements (31-42 quarter units) for the A.A./A.S. degree.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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 - Complete all course requirements for the following CAD Certificates of Achievement: AutoDESK, Pro/ENGINEER, and SolidWORKS; plus the additional course requirements.

Major Requirements		Units
CDI 51	Geometric Dimensioning and Tolerancing	2
Certificate of Achievement - AutoDESK		12
Certificate of Achievement - Pro/ENGINEER		20
Certificate of Achievement - SolidWORKS		12
<b>Total Units Required</b>		<b>46</b>

## 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 Achievement - Windows 2000 Technical Support

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
CAOS 90G* or Computer Literacy (IBM) (1 1/2)	
CAOS 100G* Orientation to the IBM PC (1/2)	1/2-1 1/2
CAOS 102K Microsoft Windows I (Windows 2000)	1
CIS 156A Microsoft Windows NT 4.0 Network Administration	2
CAOS 150A Desktop Hardware (A+ Certification Part I)	3
CAOS 150B Desktop Hardware (A+ Certification Part II)	3
CAOS 162 Microcomputer Networks	1
CIS 171A Windows 2000 Professional	3
CIS 171B Windows 2000 Server	4
<b>Total Units Required</b>	<b>17-18 1/2</b>

\* May be substituted with other CAOS courses for students with previous knowledge or experience.

### Certificate of Achievement - Windows 2003

#### Technical Support

##### 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	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 102K or Microsoft Windows I (Windows 2000) (1)	
CAOS 102L Microsoft Windows I (Windows XP) (1)	1
CIS 156A Microsoft Windows NT 4.0 Network Administration	2

Course Requirements	Units
CAOS/CIS 108 End-User Security Basics	4
CAOS 151A Introduction to Desktop Hardware (Part I)	1 1/2
CIS 171A or Windows 2000 Professional (3)	
CIS 171C Windows XP Professional (3)	3
CIS 171D Windows 2003 Server	4
CIS 172A Implement Windows 2003 Network Infrastructure	4
CIS 174A Plan Windows 2003 Active Directory Infrastructure	4
<b>Total Units Required</b>	<b>24-25</b>

\* May be substituted with other CAOS courses for students with previous knowledge or experience.

### Database Design

#### Certificate of Achievement - Database Design for Developers (Oracle)

##### 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 Introduction 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
<b>Total Units Required</b>	<b>26</b>

### Enterprise Security

#### Certificate of Achievement - Enterprise Security Professional

##### 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	Units
CIS 66* Introduction to Data Communication and Networking	5
CIS 75A* Internet Concepts and TCP/IP Protocols	5

Course Requirements	Units
CAOS/CIS 108 End User Security Basics	4
CIS 76 Introduction to Network Security	5
CIS 75C A Practicum in Network Security	6
<b>Total Units Required</b>	<b>25</b>

\* Students with previous knowledge or experience should check with the CIS department.

### Network Design and Administration

#### Certificate of Achievement - Network Administration

##### 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
CAOS 90G* or Computer Literacy (IBM) (1 1/2)	
CAOS 100G* Orientation to the IBM PC (1/2)	1/2-1 1/2
CAOS 102K or Microsoft Windows I (Windows 2000) (1)	
CAOS 102L Microsoft Windows I (Windows XP) (1)	1
CAOS 150A Desktop Hardware (A+ Certification Part 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
<b>Total Units Required</b>	<b>19 1/2-23 1/2</b>

\* May be substituted with other CAOS courses for students with previous knowledge or experience.

### Certificate of Proficiency - Network Administration

##### 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. Demonstrated proficiency in mathematics and English.
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 18A Introduction to UNIX	4
CIS 33A or Programming in PERL (5)	
CIS 18B Advanced UNIX (4)	4-5
CIS 66 Introduction to Data Communication and Networking	5
CIS 67A Local Area Networks	4
CIS 67B Introduction to Wide Area Networking	4
CIS 75A Internet Concepts and TCP/IP Protocols	5

##### \*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)	5
<b>Total Units Required</b>	<b>42-43</b>

##### 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

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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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

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)	
CAOS 151G	CIS 18A	CIS 66	CIS 67B	or (*CIS 31)	CIS 75A

## 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 Introduction 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
<b>Total Units Required</b>	<b>22</b>

### Certificate of Proficiency- Network 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. Demonstrated proficiency in mathematics and English.
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 Programming in PERL (5)	
CIS 18B Advanced UNIX (4)	4-5
<b>Total Units Required</b>	<b>44-45</b>

#### 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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.

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
		CIS 18A	CIS 66	CIS 75A	or 67B or 33A
					or 18B)

## 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
<b>Total Units Required</b>	<b>16</b>

### 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
<b>Total Units Required</b>	<b>20</b>

### 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
<b>Total Units Required</b>	<b>20-21</b>

### 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 Introduction 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
<b>Total Units Required</b>	<b>23</b>

### 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 Introduction 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 Processing Using Java	4
<b>Total Units Required</b>	<b>23</b>

## 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	5
<b>Total Units Required</b>	<b>19</b>

### OR

CIS 15AG Introduction to Computer Programming Using C	6
CIS 15BG Intermediate Problem Solving in C	5
CIS 18A Introduction to UNIX	4
CIS 33A Programming in PERL	5
CIS 33B Advanced PERL Programming	5
<b>Total Units Required</b>	<b>25</b>

## 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. Demonstrated proficiency in mathematics and English.
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
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 64A 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
<b>Total Units Required</b>	<b>47-48</b>

### 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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.

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 10	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. Demonstrated proficiency in mathematics and English.
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 Analysis and 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
<b>Total Units Required</b>	<b>44-45</b>

### 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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.

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)

## System Support Services/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. Demonstrated proficiency in mathematics and English.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
CAOS 91AK or AL Word Processing I (different software)	2
CAOS 91BK or BL Word Processing II (different software)	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) Effective Organizational Communication (4)	2-4
CIS 14A or CIS 15AG Visual Basic (5) 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 (5)	
CIS 2 Computers and 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
<b>Total Units Required</b>	<b>46-52</b>

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

- 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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; 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		CAOS 157	TECO 61	
	(*BUS 21 or CIS 2 or 50 or 91)		or SPCH 70		

## Electronic Publishing

### Certificate of Achievement - Electronic Publishing

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

(If possible, take courses in the order they are listed below) Complete the following course:	Units
CAOS 90G Computer Literacy (IBM)	1 1/2

Complete one of the following courses:

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

Complete one of the following courses:

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

Complete the following courses:

ARTS 8 Design	3
ARTS 53B or Introduction to Computer Graphics (3)	
CAOS 112A or Digital Imaging Software (Photoshop) (4)	
CAOS 112I and 112Q Digital Imaging Software I, II (Photoshop) (2,2)	3-4
BUS 56 Human Relations in Business	4
JOUR 62 Newspaper Production	1
JOUR 21A Newspaper Writing and Reporting	3
TECO 61 Introduction to Technical Communications	4
CAOS 140K Desktop Publishing Software I (MS Publisher 2000) (2)	
<b>Total Units Required</b>	<b>25 1/2-26 1/2</b>

## Environmental Studies

### A.A. Degree - Biodiversity Specialist

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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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 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	1
LCEN 50 Introduction to Online Research	3
PHYS 50 Preparatory Physics	3

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

ANTH 1 Physical Anthropology (4)	
BIOL 13 Marine Biology (5)	
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 and Alternative Energy Systems (1)	
ES 86 Tropical Field Studies (4)	
ES 90 Environmental Research Methods (4)	
LCEN 53 Advanced Internet Search Techniques (1)	8
<b>Total Units Required for Major</b>	<b>47</b>

### 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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	Introduction to Online Research	1

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

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
<b>Total Units Required for Major</b>		<b>46 1/2</b>

### 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
<b>Total Units Required</b>		<b>10 1/2</b>

### 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	Introduction to Online Research	1
<b>Total Units Required</b>		<b>23 1/2</b>

### 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.
- Demonstrated proficiency in mathematics and English.
- 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
<b>Total Units Required</b>		<b>39 1/2</b>

### 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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:	

Select one of the following courses:

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
<b>Total Units Required for Major</b>		<b>41 1/2-43 1/2</b>

### 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 and Alternative Energy Systems	1
<b>Total Units Required</b>		<b>9</b>

### Certificate of Achievement - Energy Management Technology

#### 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 Energy Management Technology; plus the following courses:		
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
<b>Total Units Required</b>		<b>21 1/2</b>

## 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. Demonstrated proficiency in mathematics and English.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Achievement - 21 1/2	
Energy Management Technology; plus the following courses:	
CIS 3 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 Introduction to Online Research	1
LCEN 53 Advanced Internet Search Techniques	1
SPCH 10 Fundamentals of Oral Communication	4
<b>Total Units Required</b>	<b>38 1/2-40 1/2</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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 all requirements for the Certificate of Prof. - 38 1/2-40 1/2	
Energy Management Technology; the additional	
General Education Requirements, plus the following:	
PHYS 50 Preparatory Physics	3
<b>Total Units Required for Major</b>	<b>41 1/2-43 1/2</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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 I	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 and Video I	4
F/TV 62 Lighting for Television and Film	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 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 6MM 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/Video 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 and Video II (4)	
F/TV 60C Scriptwriting for Film and Video III (4)	
F/TV 61 TV Scriptwriting for Training and Communications (4)	
F/TV 63 Studio and Remote Audio Production (3)	
F/TV 64 Art Direction for Film and 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 and 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,W,X Special Topics in Film Studies (1/2-2)	
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 3 Advanced Photography (3)	
<b>Total Units Required for Major</b>	<b>42 1/2-50</b>

## 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. Demonstrated proficiency in mathematics and English.
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 and Visual Dev.)	3
F/TV 68 Sound for Animation	3
F/TV 69 Principles of Animation (Character and Motion)	3
F/TV 70G Scriptwriting for Animation	4
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 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 81,X,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.		
<b>Total Units Required</b>		<b>50</b>

**A.A. Degree - Film/Television Production: Animation 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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 - Film/Television Production: Animation Emphasis, plus the additional General Education requirements.

**Certificate of Achievement - Animation**

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 66	Basic Techniques of Animation (3D Media) 3
F/TV 67I	Drawing for Animation (Layout and Visual Dev.) 3
F/TV 69	Principles of Animation (Character and 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 75I	Contemporary World Animation 4
F/TV 80H	Animated Film Completion for Certificate/Degree 1
F/TV 83A	Introduction to 2D Computer Animation 3
<b>Total Units Required</b> 30	

**Certificate of Proficiency - Computer Animation**

General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 18 quarter units may be transferred from other institutions.
- Demonstrated proficiency in mathematics and English.
- 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 and Visual Dev.) 3
F/TV 68	Sound for Animation 3
F/TV 69	Principles of Animation (Character and Motion) 3
F/TV 70G	Scriptwriting for Animation 4
F/TV 70H	The Animation Story Board 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 81,X,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.		
<b>Total Units Required</b>		<b>60</b>

**Certificate of Achievement - Animation History and Criticism**

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 75G	History of 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
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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 and Motion) (3)	
F/TV 70	The Animation Story Board (3)	3-4
<b>Total Units Required</b>		<b>24-26</b>

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/](http://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

Course	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 and Video I	4
<b>Total Units Required</b>	<b>16</b>

### 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.
- Demonstrated proficiency in mathematics and English.
- See Counseling Center for academic planning and to apply for certificate.

#### Course Requirements

Course	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
<b>Total Units Required</b>	<b>40</b>

### 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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

Requirement	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)	4
F/TV 2B History of Cinema (1950-Present) (4)	

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

ARTS 53B Introduction to Computer Graphics (3)	6	
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 I (4)		
F/TV 40 The Feature Film (4)		
F/TV 41 Film Genres (4)		
F/TV 42 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 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 and Video III (4)		
F/TV 61 TV Scriptwriting for Training and Communications (4)		
F/TV 64 Art Direction for Film and 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 and Design for Animation (3)		
F/TV 68 Sound for Animation (3)		
F/TV 69 Principles of Animation (Character and 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,W,X Special Topics in Film Studies (1/2-2)		
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 3 Advanced Photography (3)		
<b>Total Units Required for Major</b>		<b>50</b>

## Global Studies

### Certificate of Achievement - Global Studies

#### 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

Course	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 Introduction to Online Research	1

#### Select one of the following courses:

GEO 10 World Regional Geography (4)	4
ECON 1 Principles of Macroeconomics (4)	
ANTH 2 Cultural Anthropology (4)	
<b>Total Units Required</b>	<b>21</b>

### Certificate of Proficiency - Global 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.
- Demonstrated proficiency in mathematics and English.
- 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 Introduction to Online Research	1
<i>Select one of the following courses:</i>	
GEO 10 World Regional 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)	
<b>Total Units Required</b>	<b>21-36</b>

### A.A. Degree - Global 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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
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 World Regional Geography	4
ECON 1 Principles of Macroeconomics	4
ANTH 2 Cultural Anthropology	4
ICS/SPCH 7 Intercultural Communication	4
LCEN 50 Introduction to Online Research	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

	Units
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,B History of Africa (4,4)	
INTL/HIST 19A,B, or C History of Asian Civilization (4,4,4)	
ICS/HIST 38 A,B Latin American History (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

	Units
BUS 21 Business and Society (5)	
POLI 3 International Relations (4)	
CIS 2 Computers and Society (4)	
INTL 6 Global Issues in Technology and Development (4)	
SOC 1 Introduction to Sociology (4)	

#### World Languages

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

#### Global Environment

	Units
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

	Units
MUSI 7B Introduction to World Music in America (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 Survey of Vietnamese Art (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

	Units
BUS 21 Business and Society (5)	
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 (1/2)	24
<b>Total Units Required for Major</b>	<b>53-68</b>

## Graphic Design

### Certificate of Achievement - Graphic Design

#### 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
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
ARTS 59 History of Graphic Design	4
<b>Total Units Required</b>	<b>22</b>

### Certificate of Proficiency - Graphic Design

#### General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 18 quarter units may be transferred from other institutions.
- Demonstrated proficiency in mathematics and English.
- 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 55B Graphic Design/Communication	3
ARTS 55C Graphic Design/Communication (Production Tech.)	3
ARTS 56 Computer-Aided Graphic Design/Electronic Publishing	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
ARTS 86 Electronic Illustration Techniques	3
<b>Total Units Required</b>	<b>46</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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

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.cstudionline.com/design/gd/](http://www.cstudionline.com/design/gd/)

## 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/L.

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 57A First Aid in the Workplace, Community and Wilderness	1
HLTH 57D CPR for the Professional Rescuer	1/2
HTEC 95 Health Technology 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 27 1/2**

## Option C: Medical Reception

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

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 57D CPR for the Professional Rescuer	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/L.

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 Transcription	4
HTEC 101C* Skill Building 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 57D CPR for the Professional Rescuer	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)	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

\*\*\*Or Equivalent

**Total Units Required 15 1/2**

### 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)	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

\*\*\*Or Equivalent

**Total Units Required 16 1/2**

### 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)	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

\*\*\*Or Equivalent

**Total Units Required 18**

### 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. Demonstrated proficiency in mathematics and English.
4. See Counseling Center for academic planning and to apply for certificate.

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

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. Demonstrated proficiency in mathematics and English.
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 Introduction to Filing	1
CAOS 104Q Introduction to Database Management	1
HLTH 57A First Aid in the Workplace	1
HLTH 57D CPR for the Professional Rescuer	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 Technologies 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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

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)	12
<b>Total Units Required</b>	<b>24</b>

### 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. Demonstrated proficiency in mathematics and English.
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 G.E. 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)	

#### Latin American

ICS 38A Colonial Latin American History (4)	
ICS 38B Modern Latin American History (4)	

#### 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)	

#### 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,B,C World History (4,4,4)	
ICS 6 Multicultural Perspectives in Teaching and Learning (4)	
ICS 8 Women of Color in the U.S.A. (4)	
ICS 17 Critical Consciousness and Social Action (4)	
ICS 78 Special Group Projects in Intercultural Studies (1/2)	
ICS 77 Special Projects in Intercultural Studies (1)	
<b>Total Units Required</b>	<b>40</b>

### A.A. Degree - Intercultural 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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

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

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
CIS/CAOS 94 Introduction to Internet and World Wide Web	1
LCEN 50 Introduction to Online Research	1
LCEN 53 Advanced Internet Search Techniques	1

Select two classes from the following:

LCEN 51 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 I (Netscape Composer, IBM) (2)	3-4
<b>Total Units Required</b>	<b>6-7</b>

## Legal Reception

### Certificate of Achievement - Legal Reception

#### 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
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) (1 1/2)	
CAOS 91AL Word Processing I (Word XP/2002) (1 1/2)	2
CAOS 91BK or Word Processing II (Word 2000) (1 1/2)	
CAOS 91BL Word Processing II (Word XP/2002) (1 1/2)	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
<b>Total Units Required</b>	<b>22-25 1/2</b>

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

## Liberal Arts

### A.A. Degree - Liberal Arts

#### 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.
- Courses may not be counted more than once to satisfy both the Liberal Arts major requirements below and A.A./A.S. G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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.

### Students may earn a degree in either Liberal Arts or University Transfer Studies.

#### Major Requirements

Complete a minimum of 27 units from one of the four emphases. Counselors can help students develop an educational plan.

#### Science, Math and Engineering Emphasis

Astronomy 4, 10, 14  
 Biology 6A, 6B, 6C, 8, 10, 11, 13, 15, 19, 20, 21, 26, 30, 40A, 40B, 40C, 45, 54G, 54H, 54I, 54J, 55, 57, 99B  
 CAD and Digital Imaging 40, 50, 51, 52, 53, 54, 57, 60, 61, 62, 70, 71, 72, 73, 74, 75, 76, 77  
 Chemistry 1A, 1B, 1C, 10, 12A, 12B, 12C, 30A, 30B, 50  
 Computer Information Systems 2, 3, 14A, 14B, 14C, 15AG, 15BG, 15C, 18A, 18B, 18C, 19A, 19B, 21JA, 21JB, 26A, 26B, 27, 28, 31, 33A, 33B, 35A, 35B, 50, 51, 52G, 52H, 53, 56G, 63, 64A, 64B, 64C, 64D, 66, 67A, 67B, 68A, 73, 74, 75A, 75B, 76, 79, 86, 89A, 89B, 89C, 94, 97XH, 97XJ, 97XK, 97XM, 97XN, 97YM, 97 YN, 97ZI  
 Engineering 2, 10, 27A, 35, 37, 45, 57  
 Environmental Studies 56  
 Geography 1  
 Geology 10, 11, 12  
 Health 21, 51,  
 Mathematics 1A, 1B, 1C, 1D, 2A, 2B, 10, 11, 12, 22, 23, 44, 46, 49A, 49B, 51  
 Meteorology 10, 50L  
 Physics 2A, 2B, 2C, 4A, 4B, 4C, 4D, 10, 50

#### Business and Computer Information Systems Emphasis

Accounting 1A, 1B, 1C, 60, 67  
 Business 10, 18, 54, 56, 57, 60, 67, 68A, 69, 70, 80, 82, 83, 85, 96A  
 Computer Information Systems 2, 3, 14A, 14B, 14C, 15AG, 15BG, 15C, 18A, 18B, 18C, 19A, 19B, 21JA, 21JB, 26A, 26B, 27, 28, 31, 33A, 33B, 35A, 35B, 50, 51, 52G, 52H, 53, 56G, 63, 64A, 64B, 64C, 64D, 66, 67A, 67B, 68A, 73, 74, 75A, 75B, 76, 79, 86, 89A, 89B, 89C, 94, 97XH, 97XJ, 97XK, 97XM, 97XN, 97YM, 97 YN, 97ZI

Economics 1, 2, 10  
 Math 1A, 1B, 1C, 10, 11, 12  
 Paralegal Studies 18  
 Real Estate 50, 51, 52A, 53, 54, 56A, 56B, 61  
 Small Business 95A  
 Speech Communication 70, 72

#### Social and Behavioral Sciences Emphasis

Administration of Justice 1, 3, 5, 11, 25, 29, 50, 51, 53, 54, 55, 60, 61, 62, 73, 74A, 75, 78, 90A, 95  
 Anthropology 1, 2, 4, 6, 55, 69  
 Arts 3TC  
 Child Development 10G, 10H, 12, 50, 51, 52, 53, 54, 55, 57, 58, 59G, 59H, 60, 61, 63, 64, 65, 66, 67, 68, 69, 70, 72, 73, 74, 80, 81, 82, 83, 90  
 Counseling 74A  
 Economics 1, 2, 10  
 Education 58, 66, 73, 74  
 Environmental Studies 1, 52  
 Geography 4, 10  
 History 2, 3A, 3B, 3C, 4A, 4B, 4C, 4D, 5, 7A, 7B, 9, 10, 11, 16A, 16B, 17A, 17B, 17C, 18A, 18B, 19A, 19B, 19C, 50, 64, 65W, 65X, 65Y, 66W, 66X, 66Y, 66Z  
 Human Development 10, 20, 50  
 Intercultural Studies 3A, 3B, 3C, 4, 6, 7, 8, 9, 10, 11, 16A, 16B, 17, 18A, 18B, 20, 22, 29, 30, 31, 32, 37, 38A, 38B, 41, 42, 43, 44, 64  
 International Studies 5, 19A, 19B, 19C, 30, 51, 58  
 Paralegal Studies 3, 11, 54, 74A, 75, 90A, 95  
 Political Science 1, 2, 3, 5, 10, 11, 13, 15, 16, 75, 95  
 Psychology 1, 1PSI, 2, 3, 4, 5, 6, 8, 9, 10G, 10H, 12, 14, 15, 24, 60, 63, 67, 74A  
 Social Sciences 15, 16  
 Sociology 1, 15, 20, 25, 28, 35, 50, 51, 54, 58, 73, 85  
 Speech Communication 7, 70  
 Women's Studies 1, 3C, 6, 8, 9, 12, 15, 16, 28

#### Arts and Letters Emphasis

Arts 1A, 1B, 2A, 2B, 2C, 2D, 2E, 2F, 2G, 2H, 3TC, 3TD, 3TE, 4A, 4B, 4C, 8, 10A, 10AL, 10B, 10BL, 12, 14, 15A, 15B, 15C, 16A, 16B, 16C, 18A, 18B, 18C, 18D, 19G, 19H, 19I, 19J, 19K, 19L, 19M, 19N, 20, 20X, 20Y, 20Z, 37A, 37AL, 37B, 37BL, 37C, 37CL, 50, 53A, 53B, 54A, 54B, 55A, 55B, 55C, 56, 57, 58A, 58AL, 58B, 58BL, 58C, 58CL, 59, 60, 63, 65, 70, 71, 72, 85, 86,  
 Cantonese 1, 2, 3  
 Dance 19, 19U-Z, 22, 22K, 22L, 22M, 23A, 23B, 23C, 23H, 23J, 23K, 23L, 23M, 23P, 23R, 24A, 24B, 24C, 27A, 27B, 27C, 27D, 37A, 37B, 37C, 38A, 38B  
 Education 58  
 English Literature 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 15A, 15B, 17, 19, 20, 21, 22, 25, 39, 44, 46A, 46B, 46C, 48A, 48B, 48C, 50, 52, 58, 97  
 English Writing 1B, 1C, 2, 30, 40, 41, 67  
 Film and Television 1, 2A, 2B, 20, 40, 41, 42, 43, 48, 75G, 75H, 75I, 75J, 75K  
 French 1, 2, 3, 4, 5, 6, 10, 13A, 13B, 13C  
 German 1, 2, 3, 4, 5, 6, 10, 13A, 13B, 13C, 20A, 20B, 20C  
 History 4A, 4B, 4C, 4D, 15A, 15B  
 Humanities 1, 2, 7, 9, 10, 14A, 14B, 14C, 15, 16, 17, 18, 20, 51, 52, 53  
 Intercultural Studies 5, 11, 12, 14, 33, 35, 44, 45, 46, 52  
 International Studies 10, 11, 12, 20, 21  
 Italian 1, 2, 3  
 Japanese 1, 2, 3, 4, 5, 6  
 Journalism 2, 21A, 21B, 21C  
 Korean 1, 2, 3, 4, 5, 6  
 Linguistics 1  
 Mandarin 1, 2, 3, 4, 5, 6  
 Music 1, 2A, 2B, 2C, 3A, 3B, 3C, 4A, 4B, 4C, 5A, 5B, 7A, 7B, 8B, 9, 10A, 10B, 11, 12A, 12B, 12C, 13A, 13B, 14A, 14B, 14C, 18, 20, 21, 22, 24, 25G, 25H, 25J, 25K, 25L, 25M, 25N, 27A, 27B, 29, 31A, 31B, 31C, 32, 34, 42, 45C, 46, 48, 51A, 52, 53, 54, 56  
 Philosophy 1, 2, 3, 4, 5, 7, 8, 9, 14A, 14B, 14C, 17, 20A, 20B, 20C, 24, 30, 49  
 Photography 1, 2, 3, 7, 20, 21, 52, 52X, 53, 54, 55, 56A, 56B, 57A, 57B, 58A, 58B, 60, 61, 62  
 Physical Education (Dance) 22, 22K, 22L, 22M, 23A, 23B, 23C, 23H, 23J, 23K, 23L, 23M, 23P, 23R, 24A, 24B, 24C, 37A, 37B, 37C  
 Russian 1, 2, 3, 4, 5, 6, 10  
 Sign Language 1, 2, 3  
 Spanish 1, 2, 3, 4, 5, 6, 10, 13A, 13B, 13C  
 Speech Communication 1, 5, 8, 9, 10, 15, 16, 30, 32, 45A, 45B

Theatre Arts 1, 2, 20A, 20B, 20C, 22, 24, 26, 30, 45A, 45B, 47A-H, 49, 49X, 49Y, 86A, 86B  
 Urdu 1, 2, 3, 4, 5, 6  
 Vietnamese 1, 2, 3, 4, 5, 6  
 Women's Studies 3C, 21, 49

Units Required for Major 27

## Manufacturing and Computer Numerical Control (MCNC)

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

#### 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
MCNC 71 Introduction to Machining and CNC Processes	4 1/2
MCNC 75A Introduction to Computer-Aided Numerical Control (CNC)	4 1/2
MCNC 75B Computer-Aided Numerical Control (CNC) Lathe	4 1/2
<b>Total Units Required</b>	<b>13 1/2</b>

### Certificate of Achievement - Manufacturing Systems 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.

Course Requirements	Units
MCNC 62A or Technical Calculations (2)	
MATH 200* Pre-Algebra (4)	2-4
AUTO 53A Automotive Mechanisms	3
AUTO 53B Electromechanical Systems	2
MCNC 64 Manufacturing Materials and Processes	4
MCNC 71 Introduction to Machining and CNC Processes	4 1/2
MCNC 75A Introduction to Computer-Aided Numerical Control (CNC)	4 1/2
<b>Total Units Required</b>	<b>20 - 22</b>

\* MATH 101 or MATH 104 (required for A.S. degree) may be substituted.

### Certificate of Achievement - Programming: CNC-CAD/CAM

#### 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
MCNC 75A Introduction to Computer-Aided Numerical Control (CNC)	4 1/2
MCNC 75B Computer-Aided Numerical Control (CNC) Lathe	4 1/2
MCNC 76A CAD/CAM Programming Using Mastercam	4 1/2
MCNC 76F CAD/CAM Programming Using Mastercam -Adv.	4 1/2

#### Select two (2) courses from the list below:

CDI 70 or Beginning CAD w/ProENGINEER (4)	
CDI 60 Beginning CAD with SolidWORKS (4)	
MCNC 64 Manufacturing Materials Processes (4)	
MCNC 71 Introduction to Machining and CNC Processes (4 1/2)	
MCNC 72 Applied GD&T: Coordinate Measuring Machine (4)	
<b>Total Units Required</b>	<b>22 - 22 1/2</b>

### Certificate of Proficiency - CNC Machinist

#### 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. Demonstrated proficiency in mathematics and English.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
MCNC 64 Manufacturing Materials and Processes	4
MCNC 71 Introduction to Machining and CNC Processes	4 1/2
MCNC 75A Introduction to Computer-Aided Numerical Control (CNC)	4 1/2
MCNC 75B Computer-Aided Numerical Control (CNC) Lathe	4 1/2
MCNC 76A CAD/CAM Programming Using Mastercam	4 1/2
MCNC 76F CAD/CAM Programming Using Mastercam -Adv.	4 1/2
MCNC 72 Applied GD&T: Coordinate Measuring Machine	4
<b>Total Units Required</b>	<b>30 1/2</b>

### Certificate of Proficiency - CNC Research and Development Machinist

#### 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. Demonstrated proficiency in mathematics and English.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
MCNC 56,X,Y Special Projects in Manufacturing and CNC (1-3)	5
MCNC 64 Manufacturing Materials and Processes	4
MCNC 71 Introduction to Machining and CNC Processes	4 1/2
MCNC 75A Introduction to Computer-Aided Numerical Control (CNC)	4 1/2
MCNC 75B Computer-Aided Numerical Control (CNC) Lathe	4 1/2
MCNC 76A CAD/CAM Programming Using Mastercam	4 1/2
MCNC 76F CAD/CAM Programming Using Mastercam -Adv.	4 1/2
MCNC 72 Applied GD&T: Coordinate Measuring Machine	4
MCNC 77 Conventional Machine Tools, Tool Design, Abrasive	4 1/2
AUTO 53A Automotive Mechanisms	3
AUTO 53B Electromechanical Systems	2
<b>Total Units Required</b>	<b>45</b>

### A.S. Degree - CNC Research and Development Machinist

#### 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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

Complete all requirements for the Certificate of Proficiency - CNC Research and Development Machinist, plus the additional A.S. Degree General Education Requirements including MATH 104 or 105.

### Certificate of Proficiency -Product Model Making

#### 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. Demonstrated proficiency in mathematics and English.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
ARTS 10A,AL Three Dimensional Design and Lab (3,1/2)	3 1/2
ARTS 10B,BL Advanced Three Dimensional Design and Lab (3,1/2)	3 1/2
CDI 70,71 or Computer-Aided Design (CAD) w/ProENGINEER (4,4)	8
CDI 60,61 Computer-Aided Design (CAD) w/SolidWORKS (4,4)	8
MCNC 56,X,Y Special Projects in Manufacturing and CNC (1-3)	4
MCNC 64 Manufacturing Materials and Processes	4
MCNC 71 Introduction to Machining and CNC Processes	4 1/2
MCNC 75A Introduction to Computer-Aided Numerical Control (CNC)	4 1/2
MCNC 75B Computer-Aided Numerical Control (CNC) Lathe	4 1/2
MCNC 76A CAD/CAM Programming Using Mastercam	4 1/2
MCNC 76F CAD/CAM Programming Using Mastercam -Adv.	4 1/2
<b>Total Units Required</b>	<b>45 1/2</b>

### A.S. Degree - Product Model Making

#### 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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 - Product Model Making, plus the additional A.S. Degree General Education Requirements including MATH 104 or 105.

## Marketing Management

### Certificate of Completion - Marketing Management

#### 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.

#### 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
<b>Total Units Required</b>	<b>3</b>

#### 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
<b>Total Units Required</b>	<b>3</b>

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

### Certificate of Proficiency - Marketing Management

#### General Requirements

- A minimum 2.0 grade point average in these units.
- A maximum of 18 quarter units may be transferred from other institutions.
- Demonstrated proficiency in mathematics and English.
- 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
<b>Total Units Required</b>	<b>51</b>

### A.A. Degree - Marketing Management

#### 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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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

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 and Society (5)	
BUS 57 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)	9
<b>Total Units Required for Major</b>	<b>54</b>

## Massage Therapy

### Certificate of Achievement - Massage Therapy

#### 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.

Students must present current First Aid and CPR cards to receive a certificate in Massage Therapy. Grade "C" or better in all Massage Therapy courses (P E 54,A-Z) is required.

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
<b>Total Units Required (504 hours minimum)</b>	<b>24 1/2</b>

## 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. Demonstrated proficiency in mathematics and English.
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. Grade "C" or better in all Massage Therapy courses (P E 54,A-Z) is required.

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)	2
P E 2Q Tai Chi (1/2) (24 hours)	2
P E 35 Care and Prevention of Athletic Injuries (4) (72 hours)	4
P E 54F Introduction to Chair Massage (3) (60 hours)	3
PEA 51 Introduction to Adapt. and Remedial PE Assisting (4) (72 hours)	4
SBUS 95A Introduction to Small Business (4) (48 hours)	4
SBUS 95H Small Business Record Keeping and Filing (3) (36 hours)	3
<b>Total Units Required (852 hours minimum)</b>	<b>43 1/2</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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. Grade "C" or better in all Massage Therapy courses (P E 54,A-Z) is required.

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 1/2 units from the list below:</i>	
BIOL 40C Human Anatomy and Physiology (5) (84 hours)	5
NUTR 62 Nutrition and Athletic Performance (2) (24 hours)	2
P E 2Q Tai Chi (1/2) (24 hours)	2
P E 35 Care and Prevention of Athletic Injuries (4) (72 hours)	4
P E 85A Personal Fitness Trainer (2) (42 hours)	2
PEA 51 Introduction to Adapt. and Remedial PE Assisting (4) (72 hours)	4
PTHR 54A,B Kinesiology and Orthopedic Disorders (5,5) (88 hours each)	10
SBUS 95A Introduction to Small Business (4) (48 hours)	4
SBUS 95H Small Business Record Keeping and Filing (3) (36 hours)	3
<b>Total Units Required for Major (1008 hours minimum)</b>	<b>51</b>

## 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 (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 102K or Microsoft Windows I (Windows 2000) (1)	
CAOS 102L Microsoft Windows I (Windows XP/2002) (1)	1
CAOS 91AL or Word Processing I (Word XP/2002) (2)	
CAOS 91AK Word Processing I (Word 2000) (2)	2
CAOS 93AK or Spreadsheet I (Excel 2000) (2)	
CAOS 93AL Spreadsheet I (Excel XP/2002) (2)	2
CAOS 110K or Database I (Access 2000) (2)	
CAOS 110L Database I (Access XP/2002) (2)	2
<b>Total Units Required</b>	<b>8 1/2 - 10</b>

### 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.

Course Requirements (Complete all requirements for the Certificate of Completion-8 1/2 -10)

Microcomputer Business Applications; plus the following:	
CAOS 91BK or Word Processing II (Word 2000) (2)	
CAOS 91BL Word Processing II (Word XP/2002) (2)	2
CAOS 150A Desktop Hardware (A+ Certification Part 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 list 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)	
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 130L or K Introduction to Business Graphics (different software) (2)	
CAOS 150B Desktop Hardware (A+ Certification Part II) (3)	
CAOS 162 Microcomputer Networks (1)	
CAOS 198,W,X,Y,Z Topics in Computer Applications & Office Systems (3 units max)	
CAOS 199,W,X,Y Topics in Computer Applications & Office Systems (3 units max)	

CIS 15AG	Introduction to Computer Programming Using C (6)	
CIS 89A	World Wide Web Page Development (3)	6
<b>Total Units Required</b>		<b>23 1/2-25</b>

### 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. Demonstrated proficiency in mathematics and English.
4. See Counseling Center for academic planning and to apply for certificate.

Course Requirements	Units
Complete all requirements for the Certificate of Completion -8 1/2 -10 Microcomputer Business Applications; plus the following:	
BUS 85 Business Communication	3
CAOS 91BK or Word Processing II (Word 2000) (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 Introduction to Business Graphics (PowerPoint 2000) (2)	
CAOS 130L Introduction to Business Graphics (PowerPoint XP/2002) (2)	2
CAOS 150A Desktop Hardware (A+ Certification Part 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 14A	Visual Basic Programming I (4)
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 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	Desktop Hardware (A+ Certification Part II) (3)	
CAOS 198,W,X,Y,Z	Topics in Computer Applications & Office Systems (3 units max)	
CAOS 199,W,X,Y	Topics in Computer Applications & Office Systems (3 units max)	
CIS 50 or	Introduction to Computers, Data Processing, and Applications (3)	
CIS 89A	World Wide Web Page Development (3)	
CIS 18A	Introduction to UNIX (4)	
CIS 3	Business Information Systems (5)	10
<b>Total Units Required</b>		<b>42 1/2-46</b>

### 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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)	1/2 -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	Microsoft Windows I (Windows XP/2002) (1)	1
CAOS 91AK or	Word Processing I (Word 2000) (2)	
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS 91BK or	Word Processing II (Word 2000) (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
CAOS 130K or	Introduction to Business Graphics (PowerPoint 2000) (2)	
CAOS 130L	Introduction to Business Graphics (PowerPoint XP/2002) (2)	2
CAOS 150A	Desktop Hardware (A+ Certification Part I)	3
CAOS 150B	Desktop Hardware (A+ Certification Part II)	3
CAOS 157	Work Skills (Communications)	2
CAOS 158	Work Skills (Problem Solving and Teambuilding)	2

##### Select one of the following courses:

CIS 14A	Visual Basic Programming I (4)	
CIS 15AG	Introduction to Computer Programming Using C (6)	4-6

##### Select one of the following courses:

CIS 156A	Microsoft Windows NT 4.0 Network Administration (2)	
CIS 156B	Microsoft Windows NT 4.0 Technical Support (3)	2-3

Complete a minimum of 14 units from the courses listed below, which do not duplicate those chosen from the lists above:

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 (5)	
CAOS 84A	Business English I (2)	
CAOS 84B	Business English II (1)	
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)	
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 162	Microcomputer Networks (1)	
CAOS 198W,X,Y,Z	Topics in Computer Applications & Office Systems (3 units max)	
CAOS 199W,X,Y	Topics in Computer Applications & Office Systems (3 units max)	
CIS 50 or	Introduction to Computers, Data Processing, and Applications (3)	
CIS 3	Business Information Systems (5)	
CIS 18A	Introduction to UNIX (4)	
MATH 10	Elementary Statistics and Probability (5)	14
<b>Total Units Required for Major 48 - 54</b>		

## Music

### A.A. Degree - Music

#### 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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: 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.

#### Select one course from the following:

MUSI 1	Introduction to Music (4)	
MUSI 7A	Introduction to Jazz Styles (4)	
MUSI 7B	Introduction to World Music in America (4)	4

Complete a minimum of 12 units from the courses listed below (choral or instrumental):

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	Vocal Flight (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

Complete a minimum of 5 units from the courses listed below, which do not duplicate those chosen from the lists above:

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	Intermediate 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
<b>Total Units Required for Major</b>		<b>48</b>

## Nursing Programs

(LVN Transition to RN and Registered Nursing Programs)

### 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. Demonstrated proficiency in mathematics and English.
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	
ANTH 2 or	Cultural Anthropology (4)	
SOC 1	Introduction to Sociology (4)	4
MATH 114	Intermediate Algebra	5

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
<b>Prerequisite Units Required</b>		<b>51</b>

^ 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 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
<b>Total Units Required, including Prerequisites</b>		<b>67</b>

#### Recommended:

NURS 150 Nursing Laboratory Skills (1/2)

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

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 a minimum of three quarters in length, not including summer. LVN Transition students enter the program as advanced placements, to be determined by the Director of Nursing. Majority of courses are daytime. BIOL 40A,B,C was formerly BIOL 47A,B,C, and BIOL 45 was formerly NUTR 58.

See the Nursing Program Web page for application guidelines and materials: <http://bhs.deanza.edu/nursing>.

## 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
- 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.
2. Major requirements listed below may also satisfy G.E. requirements.
3. Demonstrated proficiency in mathematics and English.
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
MATH 114 Intermediate Algebra	5

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 <sup>^</sup> Introductory Microbiology	6
BIOL 40A,B,C <sup>^</sup> Functional Human Anatomy & Physiology (5,5,5)	15
BIOL 45 <sup>^</sup> 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

<sup>^</sup> 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 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	5
<b>Total Units Required, including Prerequisites</b>	<b>114</b>

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.

See the Nursing Program Web page for application guidelines and materials: <http://bhs.deanza.edu/nursing>.

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

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 Microsoft Windows I (Windows XP/2002) (1)	1
CAOS 104H Introduction to Word Processing I	1
CAOS 157 Work Skills (Communications)	2
<b>Total Units Required</b>	<b>10</b>

\* 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 (If possible, take courses in the order they are listed below.) Units

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
<b>Total Units Required</b>	<b>7 1/2</b>

\* 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

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

	Units
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
<b>Total Units Required</b>	<b>8 1/2</b>

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

### Office Technology

#### Certificate of Completion - Data Entry Clerk

#### 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

(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
<b>Total Units Required</b>	<b>4 1/2-5</b>

\* See instructor if you have previous keyboarding skills

#### Certificate of Completion - File Clerk

#### 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

(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 Team Building)	2
CAOS 176 Telephone Communications	1
<b>Total Units Required</b>	<b>7</b>

\* See instructor if you have previous keyboarding skills

#### Certificate of Completion - Word Processing Clerk

#### 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

(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)	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
<b>Total Units Required</b>	<b>11 - 11 1/2</b>

\* See instructor if you have previous keyboarding skills

#### Certificate of Completion - Computer Literacy - 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.

#### Course Requirements

(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
<b>Total Units Required</b>	<b>5</b>

#### Certificate of Completion - Computer Literacy - 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.

#### Course Requirements

(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
<b>Total Units Required</b>	<b>4</b>

#### Certificate of Completion - Workplace Communication

#### 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

(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
<b>Total Units Required</b>	<b>9-9 1/2</b>

### Paralegal Studies

#### Certificate of Proficiency - Paralegal 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. Demonstrated proficiency in mathematics and English.
4. 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

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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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
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

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) (2)	
CAOS 91BK or BL Word Processing II (different software) (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
<b>Total Units Required for Major</b>	<b>46</b>

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 nonattorneys 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 77X 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
<b>Total Units Required</b>	<b>11</b>

## 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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 3 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 58A	Beginning Digital Imaging (3) 11 1/2

\* Units apply toward General Education.

Total Units Required for Major 45 1/2

## 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 3	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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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 3	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 and 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 Expression (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.
- Major requirements listed below may also satisfy G.E. requirements.
- Demonstrated proficiency in mathematics and English.
- 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 and 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 3	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	Introduction 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 Expression (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	

## Real Estate

### Certificate of Proficiency - Real Estate

#### 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. Demonstrated proficiency in mathematics and English.
4. 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
<b>Total Units Required</b>	<b>37</b>

#### Recommended:

ACCT 1A or Financial Accounting I (4)	
ACCT 60 Accounting for Small Business (4)	
ACCT 67 Federal Income Tax (4)	
BUS 21 Business and 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

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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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 Financial Accounting I	4
BUS 18 Business Law I	5
BUS 10 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
<b>Total Units Required for Major</b>	<b>45</b>

#### 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 and 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\*

1. 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).
2. 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	
REST 56A Real Estate Appraisal I	
REST 59 Survey of Real Estate Property Management	

State of California Real Estate BROKER Examination Requirements\*

1. 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	
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.

De Anza's Real Estate Appraisal courses (REST 56A and B) are designed to prepare individuals for the SALESPERSON and BROKER licences. They do not meet the APPRAISER license requirements. Check the California Department of Real Estate for details at [www.dre.ca.gov](http://www.dre.ca.gov).

## Speech Communication

### Certificate of Achievement - Speech Communication

#### 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

Complete a minimum of 4 classes from the list below, for a total of 16-17 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 78,W,X,Y,Z Special Topics (1-4)	
SPCH 77,X,Y,Z Special Projects (1-4)	
SPCH 70/BUS 80 Effective Organizational Communication (4)	

**Total Units Required 16-17**

**Certificate of Achievement - Communication: Business 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
SPCH 70/BUS 80 Effective Organizational Communication	4
CAOS 130K or Introduction to Business Graphics (PowerPoint 2000) (2)	
CAOS 130L Introduction to Business Graphics (PowerPoint XP) (2)	2
<b>Total Units Required</b>	<b>18</b>

**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
<b>Total Units Required</b>	<b>16</b>

**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>	
PSYC 8 Introduction to Social Psychology (4)	
PSYC 14 Development Aspects of Psychology (4)	
HUMA 10 Human Sexuality (4)	4
<b>Total Units Required</b>	<b>16</b>

**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
<b>Total Units Required</b>	<b>15</b>

**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
<b>Total Units Required</b>	<b>16</b>

**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 78,W,X,Y,Z Special Topics (1-4)	
SPCH 77,X,Y,Z Special Projects (1-4)	
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
<b>Total Units Required</b>	<b>17-18</b>

**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.
  3. Major requirements listed below may also satisfy G.E. requirements.
  4. Demonstrated proficiency in mathematics and English.
  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 100B; EWRT 1A recommended

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
<b>Total Units Required</b>	<b>16</b>

#### Recommended:

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

### 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.
3. Major requirements listed below may also satisfy G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
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: EWRT 100B; EWRT 1A recommended

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	

^ These courses are offered through Distance Learning, see the class schedule or the Distance Learning Web site at [www.distance.deanza.edu](http://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 (5)
CAOS 90G	Computer Literacy (IBM) (1 1/2)
CAOS 91AK or	Word Processing I (Word 2000) (2)
CAOS 91AL	Word Processing I (Word XP/2002) (2)
CAOS 91BK or	Word Processing II (Word 2000) (2)
CAOS 91BL	Word Processing II (Word XP/2002) (2)

CAOS 91CK or	Word Processing III (Word 2000) (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 102K or	Microsoft Windows I (Windows 2000) (1)
CAOS 102L	Microsoft Windows I (Windows XP) (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^ or	Introduction to Business Graphics (PowerPoint 2000) (2)
CAOS 130L	Introduction to Business Graphics (PowerPoint XP) (2)
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^	Introduction 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 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)
CIS 171B^	Windows 2000 Server (3)
CIS 172	Administer Windows 2000 Network Infrastructure (3)
CIS 173	Windows 2000 Active Directory Services (3)
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)
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)
GEO 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^	Introduction to Online Research (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 3	Advanced Photography (3)

PHTG 62	The Photographic Fine Print III (3)
PHTG 58A	Beginning Digital Imaging (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
<b>Total Units Required for Major 45</b>	

- D5 – Geography
- D6 – History
- D7 – Interdisciplinary Social or Behavioral Science
- D8 – Political Science, Government and Legal Institutions
- D9 – Psychology
- D0 – Sociology and Criminology

**AREA E – Lifelong Understanding and Self-Development 4-5**  
 No more than 2 units of PE activities may apply  
**Total Units Required for Major 58**

**Option II. IGETC**

Major Requirements  
 • Complete a total of 90 UC or CSU transferable quarter units (De Anza courses numbered 1-49 are UC transferable. Courses numbered 1-99 are CSU transferable, some exceptions may apply.)  
 • Complete the IGETC requirements below. See IGETC list for selection of courses that apply to each area.  
 • ALL courses used for the major must be completed with a grade of “C” or better.

**AREA 1 –English Communication 10-14**  
 Select one course from A1, A2, and A3. All courses must be completed with a grade of “C” or better.  
 • 1A – English Composition  
 • 1B – Critical Thinking – English Composition  
 • 1C – Oral Communication (CSU only)

**AREA 2 – Mathematical Concepts and Quantitative Reasoning 5**  
 Select one course. Course must be completed with a grade of “C” or better.

**AREA 3 – Arts and Humanities 12-15**  
 Select three courses, including one course from Arts and one course from Humanities. All courses must be completed with a grade of “C” or better.  
 • 3A – Arts  
 • 3B – Humanities

**AREA 4 – Social and Behavioral Sciences 16**  
 Select three courses from at least two disciplines. All courses must be completed with a grade of “C” or better.  
 • 4A – Anthropology and Archaeology  
 • 4B – Economics  
 • 4C – Ethnic Studies  
 • 4D – Gender Studies  
 • 4E – Geography  
 • 4F – History  
 • 4G – Interdisciplinary, Social and Behavioral Science  
 • 4H – Political Science, Government and Legal Institutions  
 • 4I – Psychology  
 • 4J – Sociology and Criminology

**AREA 5 – Physical and Biological Sciences 9-12**  
 Select one course from 5A and one course from 5B. At least one science course must have a lab component. All courses must be completed with a grade of “C” or better.  
 • 5A – Physical Science  
 • 5B – Life Science

**AREA 6 – Language Other Than English (UC only) 0-10**  
 Proficiency equivalent to two years of high school study in the same language **OR** level 2 course at De Anza, completed with a grade of “C” or better.

**Total Units Required for Major 48-64**

Note: Completion of the requirements outlined in this AA degree does not guarantee admissions to CSU or UC. Students should also complete as many lower division major preparation courses as possible and visit the Counseling Center, Transfer Center and the following Web sites for more information on how to be competitive for transfer:

De Anza: [www.deanza.transferplanning.edu](http://www.deanza.transferplanning.edu)  
 UC: [www.ucop.edu/pathways](http://www.ucop.edu/pathways)  
 CSU: [www.csumentor.edu](http://www.csumentor.edu)  
 Major Preparation Requirements: [www.assist.org](http://www.assist.org)

**University Transfer 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.
3. Major requirements listed below may also satisfy De Anza College G.E. requirements.
4. Demonstrated proficiency in mathematics and English.
5. A minimum of 2.0 grade point average for all major courses, De Anza College general education requirements and transferred courses combined. Specific courses in major may require a “C” grade or better. See major requirements below.

**Students may earn a degree in either Liberal Arts or University Transfer Studies.**

**Option I. CSUGE Breadth**

Major Requirements

- Complete a total of 90 UC or CSU transferable quarter units (De Anza courses numbered 1-49 are UC transferable. Courses numbered 1-99 are CSU transferable, some exceptions may apply.)
- Complete the CSUGE Breadth requirements below. See CSUGE list for selection of courses that apply to each area.

Units

**AREA A – Communication in the English Language and Critical Thinking 12-15**

Select one course from A1, A2, and A3. All courses must be completed with grade of C or better.

- A1 - Oral Communication
- A2 – Written Communication
- A3 – Critical Thinking

**AREA B – Physical Universe and Its Life Forms 12-15**

Select one course from B1, B2, B3, and B4. At least one science course must have a lab component. B4 must be completed with a grade of “C” or better.

- B1 – Physical Science
- B2 – Life Science
- B3 – Laboratory Activity
- B4 - Mathematics and Quantitative Reasoning

**AREA C – Arts, Literature, Philosophy and Foreign Languages 12-15**

Students must complete EWRT 1B or ESL 6. Select one course from Arts and one course from Humanities. One Intercultural Studies (ICS) course must be taken in AREA C or D.

- EWRT 1B or ESL 6
- C1 – Arts
- C2 – Humanities

**AREA D – Social, Political and Economic Institutions and Behavior, Historical Background 16**

Select two courses from American History and Institutions:

- POLI 1 (required) AND (HIST 17A or B or C)

Select two courses from the following disciplines. One Intercultural Studies (ICS) course must be take in AREA C or D.

- D1 – Anthropology and Archaeology
- D2 – Economics
- D3 – Ethnic Studies
- D4 – Gender Studies