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CDI 100  CAD Technology Laboratory                         1/2 Unit
CDI 100X                                         1 Unit
CDI 100Y                                         1/2 Units
CDI 100Z                                         2 Units

Credit course - Does not apply to De Anza Associate degree.
Corequisite: Any CAD and Digital Imaging course.
Three hours laboratory for each unit of credit.
(Any combination of CAD and Digital Imaging 100, 100X, 100Y, and 100Z may be
taken up to six times, not to exceed 18 units.)
Pass-No Pass (P-NP) course.
Use of CAD Technology labs for those who need/desire more time to complete
application assignments.

CDI 112A  Digital Imaging Software (Photoshop)              4 Units
(Student may receive credit for either CAD and Digital Imaging/Computer
Applications and Office Systems/Arts 112A-H, or 112I-P and 112Q-Z.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263; Computer Applications
and Office Systems 94 or Computer Information Systems 94; Computer
Applications and Office Systems 102T.
(Also listed as Arts 112A and Computer Applications and Office Systems 112A.
Student may enroll in only one department for credit.)
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles using digital imaging software to produce graphics
for Web sites. Introduction to digital imaging terminology and software. This course
is for the content person to produce Web pages using digital images.

CDI 112I  Digital Imaging Software I (Photoshop)              2 Units
(Student may receive credit for either CAD and Digital Imaging/Computer
Applications and Office Systems/Arts 112 A-H; or 112 I-P and 112 Q-Z.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263; Computer Applications
and Office Systems 94 or Computer Information Systems 94; Computer
Applications and Office Systems 102T.
(Also listed as Arts 112I and Computer Applications and Office Systems 112I.
Student may enroll in only one department for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of using digital imaging software to produce graphics for Web
sites. Introduction to digital imaging terminology and software. This course is for
the content person to produce Web pages using digital images.

CDI 112Q  Digital Imaging Software II (Photoshop)              2 Units
(Student may receive credit for either CAD and Digital Imaging/Computer
Applications and Office Systems/Arts 112 A-H; or 112 I-P and 112 Q-Z.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263; Computer Applications
and Office Systems 112 I-P, or equivalent.
(Also listed as Arts 112Q and Computer Applications and Office Systems 112Q.
Student may enroll in only one department for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of using digital imaging software to produce graphics
for Web sites. Introduction to digital imaging terminology and software. This course is
for the content person to produce Web pages using digital images.

CDI 114A  Web Graphics/Animation Software (Flash)              4 Units
(Student may receive credit for either CAD and Digital Imaging/Computer
Applications and Office Systems/Arts 114 A-H; or 114 I-P and 114 Q-Z.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263; Computer Applications
and Office Systems 112 A-H or Computer Applications and Office Systems 112 I-P;
and 112 Q-Z or equivalent.
(Also listed as Arts 114A and Computer Applications and Office Systems 114A.
Student may enroll in only one department for credit.)
Six hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of graphics/animation for the Web, Web graphics/
animation terminology and software. This course is for the content person to build
a Web site.

CDI 116A  Web Development Graphics Software (Illustrator)        4 Units
(Student may receive credit for either CAD and Digital Imaging/Computer
Applications and Office Systems/Arts 116A-H, or 116I-P and 116Q-X.)
Prerequisite: CAD and Digital Imaging/Computer Applications and Office
System/Arts 112A-H; or CAD and Digital Imaging/Computer Applications and
Office Systems/Arts 112I-P and 112Q-X.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or
English as a Second Language 261, 262 and 263.
(Also listed as Arts 116A and Computer Applications and Office Systems 116A.
Student may enroll in only one department for credit.)
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of using vector-based graphics software to produce
graphics for Web sites. Introduction to vector-based graphics terminology and
software. This course is for the content person to produce vector graphic images.

CDI 117A  Advanced Digital Imaging Software (Photoshop)            3 Units
Prerequisite: CAD and Digital Imaging/Arts/Computer Applications and Office
Systems 112A-H.
Advisory: Computer Applications and Office Systems 90B; English
Writing 100B and Reading 100 (or Language Arts 100), or English as a Second
Language 172 and 173.
(Also listed as Arts 117A and Computer Applications and Office Systems 117A.
Student may enroll in only one department for credit.)
Six hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of using digital imaging software to produce graphics
for Web sites and printed media. Integration of digital imaging software with
Web authoring software. This course is for the content person to produce
digital images for Web pages and print media.

CDI 118A  Advanced Web Graphics/Animation Software (Flash)       3 Units
Prerequisite: Arts/CAD and Digital Imaging/Computer Applications and Office
Systems 114A-H.
Advisory: Computer Applications and Office Systems 90B; English
Writing 100B and Reading 100 (or Language Arts 100), or English as a Second
Language 172 and 173.
(Also listed as Arts 118A and Computer Applications and Office Systems 118A.
Student may enroll in only one department for credit.)
Six hours lecture-laboratory.
Pass-No Pass (P-NP) course.
An advanced Flash course that is projects and portfolio based and taught from a
designer perspective. Students will be taught how to build a portfolio and animated
multimedia presentation. Basic programming skills will be taught along with
developing interactive web-based multimedia presentations using ActionScripts,
sound, and graphics.

Cantones

CANT 1  Elementary Cantonese (First Quarter)                 5 Units
Five hours lecture, one hour laboratory.
Intensive pronunciation and tonal drills; oral and written practice in vocabulary
and grammar; conversation; simple reading and writing of standard characters; language
laboratory practice.

CANT 2  Elementary Cantonese (Second Quarter)                 5 Units
(See general education pages for the requirement this course meets.)
Prerequisite: Cantonese 1.
Five hours lecture, one hour laboratory.
Continuation of essentials of grammar and syntax; intensive oral and written drills;
selected prose readings; conversation and composition; language laboratory
practice.

CANT 3  Elementary Cantonese (Third Quarter)                  5 Units
Prerequisite: Cantonese 2.
Five hours lecture, one hour laboratory.
Continuation of Cantonese 2; intensive practice in reading and writing.

CANT 501  Skills Development in Speaking and Listening          0 Units
(Also listed as English as a Second Language 501, Speech
Communication 501, and all foreign language classes offered by the
Intercultural Studies Division. All foreign language classes listed will have a
course number of 501. Student may enroll in only one department for credit.)
Five to fifty hours laboratory per quarter.
(No limit on repeatability for 0 unit classes.)
No grade (NG) course.
Provides opportunities for students to practice and develop speech communication
skills in a laboratory setting.

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III
Career Life Planning

CLP 70 Self-Assessment 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.

Four hours lecture.
Examine the decision-making process by exploring theories in career development and other factors such as familial, social and cultural issues that influence career and lifestyle choices. Utilize self-assessment inventories to identify individual interests, values, skills and personality types as they relate to career/college major options. Become familiar with career development software, related technology and develop skills to enhance the job search process.

Chemistry

CHEM 1A General Chemistry 5 Units
(See general education pages for the requirement this course meets.)
Prerequisite: High School Chemistry or Chemistry 50 and Mathematics 105 or 114 or equivalent, and satisfactory score on Chemistry Placement Test.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, six hours laboratory.
An introduction to the structure and reactivity of matter at the molecular level. Application of critical reasoning to modern chemical theory and structured numerical problem solving. Development of molecular structure from rudimentary quantum mechanics, including an introduction to ionic and covalent bonding. Chemical problem solving involving both formula and reaction stoichiometry employing the unit analysis method. Application of Kinetic Molecular Theory to the study of classical gas laws and an introduction to thermochemistry.
(CAN CHEM 1) (CHEM 1A + 1B + 1C = CAN CHEM SEQ A)

CHEM 1B General Chemistry 5 Units
Prerequisite: Chemistry 1A.
Three hours lecture, six hours laboratory.
Continuation of an introduction to chemical principles. Investigation of reversible reactions from the standpoints of kinetics, thermodynamics, and equilibrium. Application of equilibrium to the reaction of acids and bases.
(CAN CHEM 3) (CHEM 1A + 1B + 1C = CAN CHEM SEQ A)

CHEM 1C General Chemistry and Qualitative Analysis 5 Units
Prerequisite: Chemistry 1B.
Three hours lecture, six hours laboratory.
An introduction to electrochemistry, the chemistry of transition metals, and the chemistry of organic compounds.
(CAN CHEM 5) (CHEM 1A + 1B + 1C = CAN CHEM SEQ A)

CHEM 10 Introductory Chemistry 5 Units
(See general education pages for the requirement this course meets.)
Advisory: Mathematics 101 or 112; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.
An introduction to the discipline of chemistry; chemical laboratory techniques and methods and a survey of important chemical principles. The course emphasizes chemistry as a subject of scientific inquiry and is designed to give the student a general appreciation for chemistry as a science.

CHEM 12A Organic Chemistry 5 Units
Prerequisite: Chemistry 1C.
Three hours lecture, six hours laboratory.
An introduction to the properties and chemistry of the important classes of organic compounds with emphasis on methods for their synthesis, spectroscopic structure determination, and mechanistic pathways by which such compounds react. For chemistry majors or those in closely allied fields such as biochemistry and chemical engineering.

CHEM 12B Organic Chemistry 5 Units
Prerequisite: Chemistry 12A.
Three hours lecture, six hours laboratory.
An introduction to the properties and chemistry of the important classes of organic compounds with emphasis on methods for their synthesis, spectroscopic structure determination, and mechanistic pathways by which such compounds react. For chemistry majors or those in closely allied fields such as biochemistry and chemical engineering.

CHEM 12C Organic Chemistry 5 Units
Prerequisite: Chemistry 12B.
Three hours lecture, six hours laboratory.
An introduction to the properties and chemistry of the important classes of organic compounds with emphasis on methods for their synthesis, spectroscopic structure determination, and mechanistic pathways by which such compounds react. For chemistry majors or those in closely allied fields such as biochemistry and chemical engineering.

CHEM 30A Survey of Chemistry 5 Units
Prerequisite: Mathematics 101 or 112 or equivalent.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.
An introduction to fundamental topics in general and in organic chemistry as preparation for the biological and health sciences.
(CAN CHEM 6) (CHEM 30A + 30B = CAN CHEM SEQ B)

CHEM 30B Survey of Chemistry 5 Units
Prerequisite: Chemistry 30A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.
An introduction to fundamental topics in general and in organic chemistry as preparation for the biological and health sciences.
(CAN CHEM 6) (CHEM 30A + 30B = CAN CHEM SEQ B)

CHEM 50 Preparatory Course for General Chemistry 5 Units
(Formerly Chemistry 74T.)
Prerequisite: Mathematics 105 or 114, or high school equivalent.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.
An introduction to core theory and problem-solving techniques of chemistry as preparation for Chemistry 1A. An introduction to gravimetric and volumetric analysis, rudimentary laboratory equipment and operations, and the preparation and maintenance of a laboratory notebook.

CHEM 77 Special Projects in Chemistry 1 Unit
CHEM 77X 2 Units
CHEM 77Y 3 Units
(Formerly Chemistry 40, 40X, and 40Y.)
Prerequisite: Consent of instructor and division dean.
Three hours laboratory per week for each unit of credit.
(Any combination of Chemistry 77, 77X, and 77Y may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
Individual special reading, writing, or study projects in Chemistry as determined in consultation with the instructor.

Child Development

C D 10G Child Development (The Early Years) 4 Units
(Formerly Child Development 62A and 62G.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Psychology 10G. Student may enroll in either department, but not both, for credit.)
Three hours lecture, three hours laboratory, one additional hour to be arranged.
Critical examination of human growth and development from conception to middle childhood with particular attention given to current theoretical and research perspectives within a diverse society. Observational study of children with analysis of factors influencing development including conditions that put children at risk.

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C D 57 Self-Assessment for Teachers of Young Children 3 Units
Prerequisite: Child Development 10G.
Two hours lecture, three hours laboratory.
Use of self-assessment techniques for individualized teacher preparation with emphasis on understanding the development of the child, teaching and guidance techniques, and assessment of personal effectiveness in the classroom.

C D 58 Infant/Toddler and Development 4 Units
(Formerly Child Development 58G and 58H.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture.
Development of physical, cognitive, social and emotional development from infancy to age three with emphasis on cultural diversity and family partnerships. Program planning based on observation of individual infants and communication with parents. Evaluation of assessment tools and methods for infants and toddlers, including administration, and interpretation. Development of needs and service plans for individual infants.

C D 59G Supervision and Administration of Child Development Programs (Management Systems) 4 Units
Prerequisite: A minimum of 12 units of Child Development coursework, which includes Child Development 10G.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
A study of the development of management systems for the supervision and administration of various kinds of early childhood programs in the context of a diverse society. Emphasis is on program planning, organizational structure, program operation, program evaluation, budgeting, and personnel management.

C D 59H Supervision and Administration of Child Development Programs (Leadership Skills) 4 Units
Prerequisite: A minimum of 12 units of Child Development coursework, which includes Child Development 10G.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
A study of the methods and principles of leadership as they apply to administration of programs in Early Childhood settings. Emphasis is on personnel management, leadership styles and skills, interpersonal communication and an awareness of the sociopolitical context of early childhood programs.

C D 60 Exceptional Children 3 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture.
Characteristics and causes of exceptionality and the inclusion of children with disabilities in childhood settings (infant - adolescence), includes discussion of developmental disabilities, family, and community involvement. Implementation of State and Federal law, as well as the examination of attitudes and feelings about exceptionality.

C D 61 Music and Movement (Developmental Foundations) 3 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture.
A developmental introduction to music and movement experiences. Students will have opportunities to engage in and to reflect on how music and movement fosters healthy development in children and adults. Students will also have opportunities to see how music and movement defines and is linked to cultural experience and to who we are as individuals.

C D 63 Math and Science Activities for the Young Child 3 Units
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Three hours lecture.
Design and assessment of developmentally appropriate activities and environments that foster the intellectual curiosity and problem solving in young children. Theories of cognitive development as a foundation for the planning and implementation of math and science curriculum for all children.
C D 64 Health, Safety and Nutrition for the Young Child 3 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. Health, safety and nutritional practices needed for the protection and improvement of the health of preschool children. Includes infant and child first-aid and CPR. Meets the health, safety, and nutrition state requirements.

C D 65 Programs for School-Age Child Care 3 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. Before and after school programs for children in kindergarten through sixth grade with emphasis on developmental characteristics, program philosophy, licensing requirements, program content, and criteria for evaluation.

C D 66 Montessori Methods and Materials 3 Units
Advisory: Child Development 50; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. Philosophical foundations and the environmental components of the Montessori Method in early childhood education.

C D 67 Supervision and Administration of Child Development Programs (Adult Supervision) 3 Units
Prerequisite: A minimum of 12 units of Child Development coursework.
Advisory: Child Development 10G. Three hours lecture. A study of the methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in early childhood classroom. Emphasis is on the role of teachers supervising other adults while simultaneously addressing the classroom needs of children, parents and the program.

C D 68 Design and Development of Anti-Bias Curriculum 3 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. Principles and methods of anti-bias curriculum are examined to gain an understanding of the development of biased attitudes and behaviors in children. Emphasis is on the impact of bias on children's development and the implications for classroom practices. Methodologies for developing skills in acknowledging differences and helping children develop positive attitudes for living in a complex and diverse world.

C D 69 Early Childhood Education Principles and Practices (Cross-Cultural Emphasis) 3 Units
(Students receiving credit for Child Development 50 cannot also receive credit for Child Development 69 or Anthropology 69.) Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. (Also listed as Anthropology 69. Student may enroll in either department, but not both, for credit.) Three hours lecture. Underlying principles of early education, infancy through middle childhood. National, state, and local practices will be examined in contrast to options presented through ethnographic data from a selection of diverse cultures.

C D 70 Seminar in Parenting the Preschool Child 1 Unit
One hour lecture. (May be taken six times for credit.) Pass-No Pass (P-NP) course. A seminar for parents of young children ages two-six years old. Selected topics such as understanding developmental stages, child guidance and discipline, effective parenting skills.

C D 71 Supervised Classroom Participation for Parent and Child 1 Unit
Prerequisite: Negative TB test result. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours laboratory. (May be repeated up to six times for credit.) Pass-No Pass (P-NP) course. Supervised experience in early education for parents of young children enrolled in the Child Development Center. Opportunities to observe and participate with master teachers in facilitating a developmentally appropriate program for young children.

C D 72 Violence and its Impact on Children and their Families 3 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. (Also listed as Education 73. Student may enroll in either department, but not both, for credit.) Three hours lecture. Students will explore violence in America and the impact violence has on the physical and psychological well being of children and adults who experience it in their lives. Students will develop a perspective on violence and its impact and have an opportunity to observe in a school or agency that works with children and families who have experienced violence in their lives.

C D 73 Early Intervention Seminar and Fieldwork 3 Units
Prerequisite: Child Development 73 or Education 73. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Two hours lecture, three hours laboratory. Provides an overview of different approaches to early intervention with children and their families and will help students develop basic support skills for use in dealing with high risk families, including those with exceptional emotional, social or physical needs.

C D 74 Special Projects in Child Development 3 Units
Advisory: English Writing 1A or English as a Second Language 5. Nine hours laboratory. (May be repeated up to six times, not to exceed 18 units, as long as the topics/projects are different each time.) This course will offer students the opportunity to research a topic of interest in the field of Child Development. The course will involve research of a topic of interest to the student. Research may include a review of the literature, interviews and other fieldwork such as exploring community resources or investigating a common teaching practice for effectiveness.

C D 75 Design, Program Development, and Daily Operation of Family Child Care 3 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. An overview of family child care both as a business and a program for children. Topics such as startup, health and safety requirements, licensing, and designing indoor/outdoor learning environments, child guidance and accommodations to meet the needs of every child will be presented.

C D 76 Child Guidance in Home-Based Child Care 2 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. One hour lecture, three hours laboratory. Child guidance issues in family child care settings with opportunities to plan and implement conflict resolution, choice-making and self-help strategies for children.

C D 77 Activity Planning in Home-Based Child Care 2 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. One hour lecture, three hours laboratory. An overview of activity planning in family child care. Topics will include schedules, strategies for managing mixed age groups and development of activity plans.

C D 78 Quality Home-Based Child Care (Preparing for NAFDC Accreditation) 1 Unit
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. One hour lecture. This class will help to prepare family day care providers for NAFDC accreditation. Specific criteria and rating scales along with individualized action plans will be covered.

C D 79 Facilitating Inclusion in Early Childhood Programs: Intervention Strategies 3 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. Expand a student's ability to work effectively with all children in early childhood programs and more specifically with infants, toddlers and preschoolers with disabilities and other special needs in inclusive environments. Focus will include theories, research, and practical applications of best practices from both fields of Early Childhood Education, and Early Intervention/Early Childhood Special Education. Students will learn to design practical and effective intervention strategies for individual children with special needs within the context of natural environments and will learn to work in collaboration with IFSP/IEP teams.
C D 101  Current Issues in Child Development  1/2 Unit
C D 101W  1 Unit
C D 101X  2 Units
C D 101Y  3 Units
C D 101Z  4 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
One hour lecture for each unit of credit.
(Any combination of Child Development 101, 101W-Z may be taken up to six times, not to exceed 16 units, as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
In-service workshop for teachers, aides, and parent volunteers to increase awareness of contemporary professional issues in Child Development.

C D 102  Curriculum for Child Development Personnel  1/2 Unit
C D 102W  1 Unit
C D 102X  2 Units
C D 102Y  3 Units
C D 102Z  4 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
One hour lecture for each unit of credit.
(Any combination of Child Development 102, 102W-Z may be taken up to six times, not to exceed 16 units, as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
In-service workshop for teachers, aides, and parent volunteers to improve skills and knowledge in the area curriculum for Child Development personnel.

C D 103  Topics in Preschool Program Administration  1/2 Unit
C D 103W  1 Unit
C D 103X  2 Units
C D 103Y  3 Units
C D 103Z  4 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
One hour lecture for each unit of credit.
(Any combination of Child Development 103, 103W-Z may be taken up to six times, not to exceed 16 units, as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
In-service workshop for program directors, site supervisors, head teachers, or others with administrative or supervisory responsibility to improve skills and knowledge in the area of Child Development program administration.

C D 500  Student Success Assistance  0 Units
(Also listed as Education 500. Student may enroll in only one department, but not both.)
Hours determined by student attendance.
(No limit on repeatability for 0 unit classes.)
No grade (NG) course.
Provides information and assistance to students to facilitate the development and/or achievement of career and educational goals.

Computer Applications and Office Systems

CAOS 70A  Elementary Keyboarding  3 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Six hours lecture-laboratory.
(May be taken three times for credit.)
Basic keyboarding skills and techniques: introduction to formatting letters, tables, and reports using word processing software.

CAOS 70AA  Elementary Keyboarding I  1 1/2 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Basic keyboarding skills and techniques.

CAOS 70AB  Elementary Keyboarding II  1 1/2 Units
Prerequisite: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Three hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Basic keyboarding skills and techniques: introduction to formatting letters, tables, and reports using word processing software.

CAOS 80A  Office Procedures I  1 Unit
Prerequisite: Computer Applications and Office Systems 70A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Simulated on-the-job training in office communications: interpersonal, mail, telephone, and business travel.

CAOS 80B  Office Procedures II  1 Unit
Prerequisite: Computer Applications and Office Systems 80A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Create and edit various types of documents using the microcomputer.

CAOS 80C  Office Procedures III  1 Unit
Prerequisite: Computer Applications and Office Systems 80B.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic 10-key skills and techniques in the use of the electronic calculator.

CAOS 81H  10-key and Electronic Calculator  1 Unit
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Review of English grammar, punctuation, usage, and writing skills and applications of these skills to basic business communication.

CAOS 84A  Business English I  2 Units
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Mathematics 200 or 210.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Review of advanced business writing skills and application of these skills to basic business communication.

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

CAOS 90G  Computer Literacy (IBM)  1 1/2 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to a microcomputer. Hands-on activities emphasized. Introduction to word processing, spreadsheet, and database applications.
CAOS 91AK  Word Processing I (Word 2000)  2 Units  
Prerequisite: Computer Applications and Office Systems 70AA.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
(Students wishing to take this course as letter-graded must obtain a special  
course ID number from the CAOS Department in AT 203.)  
Four hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Concepts and applications using a word processing computer software program.

CAOS 91AL  Word Processing I (Word XP/2002)  2 Units  
Prerequisite: Computer Applications and Office Systems 70AA.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
(Students wishing to take this as a letter-graded course must obtain a special  
course ID number from the CAOS Department in AT 203.)  
Four hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Advanced word processing concepts and applications using a computer software program.

CAOS 91BK  Word Processing II (Word 2000)  2 Units  
Prerequisite: Computer Applications and Office Systems 91A.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
(Students wishing to take this course as letter-graded must obtain a special  
course ID number from the CAOS Department in AT 203.)  
Four hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Advanced word processing concepts and applications using a computer software program.

CAOS 91BL  Word Processing II (Word XP/2002)  2 Units  
Prerequisite: Computer Applications and Office Systems 91A.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
(Students wishing to take this as a letter-graded course must obtain a special  
course ID number from the CAOS Department in AT 203.)  
Four hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Advanced word processing concepts and applications using a computer software program.

CAOS 91CH  Word Processing III  
[Word for Windows IBM]  1 1/2 Units  
Prerequisite: Computer Applications and Office Systems 91B.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
(Students wishing to take this as a letter-graded course must obtain a special  
course ID number from the CAOS Department in AT 203.)  
Three hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Advanced word processing functions with desktop publishing features.

CAOS 91CK  Word Processing III (Word 2000)  1 1/2 Units  
Prerequisite: Computer Applications and Office Systems 91B.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
(Students wishing to take this as a letter-graded course must obtain a special  
course ID number from the CAOS Department in AT 203.)  
Three hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Advanced word processing functions with desktop publishing features.

CAOS 91CL  Word Processing III (Word XP/2002)  1 1/2 Units  
Prerequisite: Computer Applications and Office Systems 91B.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
(Students wishing to take this as a letter-graded course must obtain a special  
course ID number from the CAOS Department in AT 203.)  
Three hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Advanced word processing functions with desktop publishing features.

CAOS 93AH  Spreadsheet I (Excel IBM)  2 Units  
Prerequisite: Computer Applications and Office Systems 90G or 100G.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
Four hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

A general introduction to basic data manipulation skills and techniques used with spreadsheets: editing, computation, database management, graphing.

CAOS 93AK  Spreadsheet I (Excel 2000)  2 Units  
Prerequisite: Computer Applications and Office Systems 90G or 100G.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
Four hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

A general introduction to basic data manipulation skills and techniques used with spreadsheets: editing, computation, database management, graphing.

CAOS 93AL  Spreadsheet I (Excel XP/2002)  2 Units  
Prerequisite: Computer Applications and Office Systems 90G or 100G.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
Four hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

A general introduction to basic data manipulation skills and techniques used with spreadsheets: editing, computation, database management, graphing.

CAOS 93BH  Spreadsheet II (Excel IBM)  2 Units  
Prerequisite: Computer Applications and Office Systems 93AG-AV.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
Four hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Advanced spreadsheet design using unique spreadsheet features: graphing, information retrieval, table searches, financial business calculations for decision making.

CAOS 93BK  Spreadsheet II (Excel 2000)  2 Units  
Prerequisite: Computer Applications and Office Systems 93AG-AV.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
Four hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Advanced spreadsheet design using unique spreadsheet features: graphing, information retrieval, table searches, financial business calculations for decision making.

CAOS 93BL  Spreadsheet II (Excel XP/2002)  2 Units  
Prerequisite: Computer Applications and Office Systems 93AG-AV.  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
Four hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Advanced spreadsheet design using unique spreadsheet features: graphing, information retrieval, table searches, financial business calculations for decision making.

CAOS 94  Introduction to Internet and World Wide Web 1 Unit  
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or  
English as a Second Language 261, 262 and 263.  
(Also listed as Computer Information Systems 94. Student may enroll in either  
department, but not both, for credit.)  
Two hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Introduction to using the Internet. Topics include an overview of the World Wide Web, e-mail, news groups, bulletin boards, World Wide Web browsers, basic web page elements and exploration of virtual communities.

CAOS 100G  Orientation to the IBM PC  1/2 Unit  
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or  
English as a Second Language 172 and 173.  
One hour lecture-laboratory.  
Pass-No Pass (P-NP) course.

Personal computer hardware and commands needed for applications programs.

CAOS 102K  Microsoft Windows I (Windows 2000)  1 Unit  
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or  
English as a Second Language 261, 262 and 263.  
Two hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Use of an operating environment which extends the Microsoft Disk Operating System (MS DOS) and the use of the Microsoft Windows Desktop Applications programs.

CAOS 102L  Microsoft Windows I (Windows XP)  1 Unit  
Prerequisite: Computer Applications and Office Systems 90G or 100G.  
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or  
English as a Second Language 261, 262 and 263.  
Two hours lecture-laboratory.  
Pass-No Pass (P-NP) course.

Use of an operating environment which extends the Microsoft Disk Operating System (MS DOS) and the use of the Microsoft Windows Desktop Applications programs.
CAOS 102T  Microsoft Windows I (Windows NT/95)  1 Unit
(Formerly Computer Applications and Office Systems 105A.)
Prerequisite: Computer Applications and Office Systems 90G or 100G.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Use of an operating environment which extends the Microsoft Disk Operating System (MS DOS) and the use of the Microsoft Windows Desktop Applications programs.

CAOS 103K  Microsoft Windows II (Windows 2000)  1 Unit
Prerequisite: Computer Applications and Office Systems 102G-V.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100),
or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Windows accessories and advanced techniques for Window users including customizing the desktop environment; use of non-Windows applications.

CAOS 103L  Microsoft Windows II (Windows XP)  1 Unit
Prerequisite: Computer Applications and Office Systems 102G-V.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100),
or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Windows accessories and advanced techniques for Window users including customizing the desktop environment; use of non-Windows applications.

CAOS 104H  Introduction to Word Processing I  1 Unit
Prerequisite: Computer Applications and Office Systems 70AA or 173;
and Computer Applications and Office Systems 102T.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introductory concepts and applications using word processing software. Emphasis on creating new documents; editing, proofreading, and formatting text; opening/saving files; and previewing and printing documents.

CAOS 104I  Ten-Key on the Microcomputer  1/2 Unit
Prerequisite: Computer Applications and Office Systems 70AA or 173.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
One hour lecture-laboratory.
Pass-No Pass (P-NP) course.
Speed and accuracy development in ten-key numeric data entry skills. Emphasis on developing marketable skills.

CAOS 104J  Data Entry on the Microcomputer  1 Unit
Prerequisite: Computer Applications and Office Systems 70AA or 173.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Development of ability to enter data accurately and rapidly on the microcomputer. Emphasis on preparing and handling source document and entering data in different formats.

CAOS 104K  Introduction to Proofreading Skills  1 Unit
Prerequisite: Computer Applications and Office Systems 70AA or 173.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of proofreading. Emphasis on proofreading short business documents, multi-page reports, tables, graphics, and computer documents.

CAOS 104L  Introduction to Spreadsheets  1 Unit
Prerequisite: Computer Applications and Office Systems 70AA or 173,
and Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263; Mathematics 200 or 210.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of spreadsheets. Emphasis on entering data, editing techniques, using menus, formatting spreadsheets, opening/saving files, and previewing and printing spreadsheets.

CAOS 104M  Introduction to the Office  1 Unit
Prerequisite: Computer Applications and Office Systems 70AA or 173;
and Computer Applications and Office Systems 102T and 104H.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100),
or English as a Second Language 172 and 173; Mathematics 200 or 210.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of the office.

CAOS 104N  Introduction to Word Processing II  1 Unit
Prerequisite: Computer Applications and Office Systems 104H.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100),
or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Intermediate concepts and applications using word processing software. Emphasis on creating tables and charts, advanced formatting and merging documents.

CAOS 104O  Introduction to Filing  1 Unit
Prerequisite: Computer Applications and Office Systems 70AA or 173;
and Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100),
or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of filing.

CAOS 104P  Introduction to Presentation Graphics  1 Unit
Prerequisite: Computer Applications and Office Systems 70AA or 173;
and Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100),
or English as a Second Language 172 and 173.
Two hours lecture-laboratory course.
Pass-No Pass (P-NP) course.
Entry-level concepts and terminology of presentation graphics.

CAOS 104Q  Introduction to Database Management  1 Unit
Prerequisite: Computer Applications and Office Systems 70AA or 173;
and Computer Applications and Office Systems 102K and 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100),
or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Enter-level concepts and terminology of database management. Emphasis on entering, editing, and sorting data; querying the database; and formatting and printing reports.

CAOS 105  Introduction to HTML  1 Unit
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
An introduction to hypertext markup language (HTML) covering creation of hyperlinks, inserting images, and producing basic tables and forms.

CAOS 106G  Web Site Basics I (Netscape IBM)  2 Units
(Formerly Computer Applications and Office Systems 95AG.)
Prerequisite: Computer Applications and Office Systems 94 or Computer Information Systems 94.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to basic techniques to create Web pages using development software. This course is for the content person to create an effective Web site.

CAOS 106H  Web Site Basics I (Explorer IBM)  2 Units
(Formerly Computer Applications and Office Systems 95AH.)
Prerequisite: Computer Applications and Office Systems 94 or Computer Information Systems 94.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to basic techniques to create Web pages using development software. This course is for the content person to create an effective Web site.
CAOS 106I Web Site Basics I (Pagemill IBM) 2 Units
(Formerly Computer Applications and Office Systems 95A/L)
Prerequisite: Computer Applications and Office Systems 94 or Computer Information Systems 94.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or
English as a Second Language 261, 262 and 263.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to basic techniques to create Web pages using development software.
This course is for the content person to create an effective Web site.

CAOS 107G Business Office Math 2 Units
(Formerly Computer Applications and Office Systems 81G.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Review of basic math skills with emphasis on business applications and critical thinking problems.
Instruction and application exercises involving math tasks needed for employment.

CAOS 108 End-User Security Basics 4 Units
Advisory: Computer Applications and Office Systems 90G or equivalent;
English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
(Also listed as Computer Information Systems 108. Student may enroll in either department, but not both, for credit.)
Four hours lecture.
Beginner's computer security course for small office or home users (end-users).
Learn to stop hackers, worms, viruses, spyware, web bugs and identity theft. Learn vulnerabilities found in web browsers, email and operating systems. Protect against online purchase dangers, install firewalls, manage cookies, restrict ports, analyze log files, evaluate wireless networks and examine encryption.

CAOS 108K Word Processing Production (MS Word 2000) 1 Unit
(Formerly Computer Applications and Office Systems 92G-V)
Prerequisite: Computer Applications and Office Systems 91B-G-BV.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory each course.
Pass-No Pass (P-NP) course.
Preparation of various business documents using word processing software.

CAOS 108L Word Processing Production (MS Word XP/2002) 1 Unit
(Formerly Computer Applications and Office Systems 92G-V)
Prerequisite: Computer Applications and Office Systems 91B-G-BV.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory each course.
Pass-No Pass (P-NP) course.
Preparation of various business documents using word processing software.

CAOS 109 Filing and Database Management 2 Units
(Formerly Computer Applications and Office Systems 88.)
Prerequisite: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.

CAOS 109A Filing and Database Management I 1 Unit
(Formerly Computer Applications and Office Systems 88A.)
Prerequisite: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.

CAOS 109B Filing and Database Management II 1 Unit
(Formerly Computer Applications and Office Systems 88B.)
Prerequisite: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
(Students wishing to take this as a letter-graded course must obtain a special course ID number from the CAOS Department in AT203.)
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Manual and computer applications using correct database management procedures.

CAOS 110K Database I (Access 2000) 2 Units
Prerequisite: Computer Applications and Office Systems 90, or 100G, or 102K, or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Use of database software to create, search, modify and arrange information.

CAOS 110L Database I (Access XP/2002) 2 Units
Prerequisite: Computer Applications and Office Systems 90, or 100G, or 102K, or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Use database commands to build and modify data files and forms, refine queries, and generate customized reports. Integrate database files with other applications.

CAOS 111A Digital Imaging Software (Photoshop) 4 Units
(Formerly Computer Applications and Office Systems 110G-V)
Prerequisite: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Four hours lecture-laboratory each course.
Pass-No Pass (P-NP) course.
Use database commands to build and modify data files and forms, refine queries, and generate customized reports. Integrate database files with other applications.

CAOS 111B Digital Imaging Software I (Photoshop) 2 Units
(Also listed as Arts 112A and CAD and Digital Imaging 112A. Student may enroll in only one department for credit.)
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles using digital imaging software to produce graphics for Web sites. Introduction to digital imaging terminology and software. This course is for the content person to produce Web pages using digital images.

CAOS 111C Digital Imaging Software II (Photoshop) 2 Units
(Also listed as Arts 112A and CAD and Digital Imaging 112A. Student may enroll in only one department for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of using digital imaging software to produce graphics for Web sites. Introduction to digital imaging terminology and software. This course is for the content person to produce Web pages using digital images.

All courses are for unit credit and apply to a De Anza associate degree unless otherwise noted.

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CAOS 112Q  Digital Imaging Software II (Photoshop)  2 Units
(Student may receive credit for either CAD and Digital Imaging/Computer Applications and Office Systems/Arts 112 A-H; or 112 I-P and 112 Q-X.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T.
(Also listed as Arts 112Q and CAD and Digital Imaging 112O. Student may enroll in only one department for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of using digital imaging software to produce graphics for Web sites. Introduction to digital imaging terminology and software. This course is for the content person to develop Web pages using digital images.

CAOS 113A  Web Authoring Software (Dreamweaver)  4 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts 113A-H or 113I-P and 113Q-X.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T.
(Also listed as Arts 113A. Student may enroll in either department, but not both, for credit.)
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of building Web pages/sites using Web authoring software. Introduction to Web authoring terminology and software. This course is for the content person to develop and maintain an effective Web site.

CAOS 113E  Web Authoring Software (Frontpage 2000)  4 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts 113 A-H; or 113 I-P and 113 Q-X.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T.
(Also listed as Arts 113E. Student may enroll in either department, but not both, for credit.)
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of building Web pages/sites using Web authoring software. Introduction to Web authoring terminology and software. This course is for the content person to develop and maintain an effective Web site.

CAOS 113I  Web Authoring Software I (Dreamweaver)  2 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts 113 A-H; or 113 I-P and 113 Q-X.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T.
(Also listed as Arts 113I. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of building Web pages/sites using Web authoring software. Introduction to Web authoring terminology and software. This course is for the content person to develop and maintain an effective Web site.

CAOS 113M  Web Authoring Software I (Frontpage 2000)  2 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts 113 A-H; or 113 I-P and 113 Q-X.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer Applications and Office Systems 94 or Computer Information Systems 94; Computer Applications and Office Systems 102T.
(Also listed as Arts 113M. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of building Web pages/sites using Web authoring software. Introduction to Web authoring terminology and software. This course is for the content person to develop and maintain an effective Web site.

CAOS 113Q  Web Authoring Software II (Dreamweaver)  2 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts 113 A-H; or 113 I-P and 113 Q-X.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer Applications and Office Systems 113-P or Arts 113-P.
(Also listed as Arts 113Q. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Intermediate principles of building Web pages/sites using Web authoring software. Expansion of Web authoring terminology and use of more advanced software features. This course is for the content person to develop and maintain an effective Web site.

CAOS 113U  Web Authoring Software II (Frontpage 2000)  2 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts 113 A-H; or 113 I-P and 113 Q-X.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer Applications and Office Systems 113-P or Arts 113-P.
(Also listed as Arts 113U. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Intermediate principles of building Web pages/sites using Web authoring software. Expansion of Web authoring terminology and use of more advanced software features. This course is for the content person to develop and maintain an effective Web site.

CAOS 114A  Web Graphics/Animation Software (Flash)  3 Units
(Student may receive credit for either CAD and Digital Imaging/Computer Applications and Office Systems/Arts 114 A-H; or 114 I-P and 114 Q-X.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer Applications and Office Systems 112 A-H or Computer Applications and Office Systems 112 I-P; and 112 Q-Z or equivalent.
(Also listed as Arts 114A and CAD and Digital Imaging 114A. Student may enroll in only one department for credit.)
Six hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of graphics/animation for the Web. Web graphics/animation terminology and software. This course is for the content person to build a Web site.

CAOS 114I  Web Graphics/Animation Software I (Flash)  1 1/2 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts 114 A-H or 114 I-P; and 114 Q-X.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer Applications and Office Systems 112A-H or Computer Applications and Office Systems 112 I-P; and 112 Q-Z or equivalent.
(Also listed as Arts 114I. Student may enroll in either department, but not both, for credit.)
Three hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of graphics/animation for the Web. Introduction to Web graphics/animation terminology and software. This course is for the content person to build a Web site.

CAOS 114Q  Web Graphics/Animation Software II (Flash)  1 1/2 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts 114A-H or 114I-P and 114O-X.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer applications and Office Systems 114I-P or Arts 114I-P.
(Also listed as Arts 114O. Student may enroll in either department, but not both, for credit.)
Three hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Intermediate principles of graphics/animation for the Web. Expansion of Web graphics/animation terminology and software. This course is for the content person to build a Web site.
CAOS 115A  E-Commerce Software (Dreamweaver UltraDev)  4 Units
(Student may receive credit for either Computer Applications and Office Systems 115 A-H; or 115 I-P and 115 Q-X.)
Prerequisite: Computer Applications and Office Systems 113 A-H or Computer Applications and Office Systems 113 I-P and 113 Q-Z and Computer Applications and Office Systems 110 G-V and 111 G-V.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of using e-commerce software to create effective Web sites. Introduction to e-commerce terminology and software. This course is for the content person to produce effective, database-driven Web sites to start an on-line business.

CAOS 115I  E-Commerce Software I (Dreamweaver UltraDev)  2 Units
(Student may receive credit for either Computer Applications and Office Systems 115 A-H; or 115 I-P and 115 Q-X.)
Prerequisite: Computer Applications and Office Systems 113 A-H or Computer Applications and Office Systems 113 I-P and 113 Q-Z, and Computer Applications and Office Systems 110 G-V and 111 G-V.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of using e-commerce software to create effective Web sites. Introduction to e-commerce terminology and software. This course is for the content person to produce effective, database-driven Web sites to start an on-line business.

CAOS 115Q  E-Commerce Software II (Dreamweaver UltraDev)  2 Units
(Student may receive credit for either Computer Applications and Office Systems 115 A-H or 115 I-P, and 115 Q-X.)
Prerequisite: Computer Applications and Office Systems 115 I-P.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of using e-commerce software to create effective Web sites. Introduction to e-commerce terminology and software. This course is for the content person to produce effective, database-driven Web sites to start an on-line business.

CAOS 116A  Web Development Graphics Software (Illustrator)  4 Units
(Student may receive credit for either CAD and Digital Imaging/Computer Applications and Office Systems/Arts 112A-H, or CAD and Digital Imaging/Computer Applications and Office Systems/Arts 112I-P and 112Q-X.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
(Also listed as Arts 116A and CAD and Digital Imaging 116A. Student may enroll in only one department for credit.)
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of using vector-based graphics software to produce graphics for Web sites. Introduction to vector-based graphics terminology and software. This course is for the content person to produce vector graphics images.

CAOS 116I  Web Development Graphics Software I (Illustrator)  2 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts 116A-H, or 116I-P and 116Q-X.)
Prerequisite: Computer Applications and Office Systems/Arts 112A-H, or Computer Applications and Office Systems/Arts 112I-P, and 112Q-X.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
(Also listed as Arts 116I. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of using vector-based graphics software to produce graphics for Web sites. Introduction to vector-based graphics terminology and software. This course is for the content person to produce vector graphics images.

CAOS 116Q  Web Development Graphics Software II  2 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts 116A-H, or 116I-P, and 116Q-X.)
Prerequisite: Computer Applications and Office Systems/Arts 116I-P.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
(Also listed as Arts 116Q. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles of using vector-based graphics software to produce graphics for Web sites. Introduction to vector-based graphics terminology and software. This course is for the content person to produce vector graphics images.

CAOS 117A  Advanced Digital Imaging Software (Photoshop)  3 Units
Prerequisite: Computer Applications and Office Systems/Arts/CAD and Digital Imaging 112A-H.
Advisory: Computer Applications and Office Systems 90G, English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Arts 117A and CAD and Digital Imaging 117A. Student may enroll in only one department for credit.)
Six hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Advanced principles and techniques of using digital imaging software to produce graphics for Web sites and printed media. Integration of digital imaging software with Web authoring software. This course is for the content person to produce digital images for Web pages and print media.

CAOS 118A  Advanced Web Graphics/Animation Software (Flash)  3 Units
Prerequisite: Arts/CAD and Digital Imaging/Computer Applications and Office Systems 114A-H.
Advisory: Computer Applications and Office Systems 90G, English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Arts 118A and CAD and Digital Imaging 118A. Student may enroll in only one department for credit.)
Six hours lecture-laboratory.
Pass-No Pass (P-NP) course.
An advanced Flash course that is projects and portfolio based and taught from a designer perspective. Students will be taught how to build a portfolio and animated multimedia presentation. Basic programming skills will be taught along with developing interactive web-based multimedia presentations using ActionScripts, sound, and graphics.

CAOS 120K  Integrated Software I (MS Office 2000)  1 Unit
Prerequisite: Computer Applications and Office Systems 100G.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to operation of an integrated software program.

CAOS 120L  Integrated Software I (MS Office XP/2002)  1 Unit
Prerequisite: Computer Applications and Office Systems 100G.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to operation of an integrated software program.

CAOS 121K  Integrated Software II (MS Office 2000)  1 Unit
Prerequisite: Computer Applications and Office Systems 120G-V.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Operation of an integrated software program with an emphasis on decision-making applications.

CAOS 121L  Integrated Software II (MS Office XP/2002)  1 Unit
Prerequisite: Computer Applications and Office Systems 120G-V.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Operation of an integrated software program with an emphasis on decision-making applications.

CAOS 122K  Integrated Software III (MS Office 2000)  1 Unit
Prerequisite: Computer Applications and Office Systems 121G-V.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Operation of an integrated software program with an emphasis on decision-making applications including graphics.
CAOS 122L Integrated Software III (MS Office XP/2002) 1 Unit
Prerequisite: Computer Applications and Office Systems 121G-V.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
CAOS 130K Introduction to Business
Graphics (PowerPoint 2000) 2 Units
Prerequisite: Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Business presentation graphics software.
CAOS 130L Introduction to Business
Graphics (PowerPoint XP/2002) 2 Units
Prerequisite: Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Business presentation graphics software.
CAOS 140K Desktop Publishing Software I
(MS Publisher 2000) 2 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 24 or 72.
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to desktop publishing using page layout software for business
documents.
CAOS 150A Desktop Hardware (A+ Certification Part I) 3 Units
Prerequisite: Computer Applications and Office Systems 90G, 100G or equivalent.
(May be taken concurrently.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Three hours lecture.
Pass-No Pass (P-NP) course.
Provides service technicians and network administrators the necessary skills to
identify, install, configure, and upgrade desktop computers and peripheral
hardware. Course also helps students prepare to pass the comptIA A+ Technician
Certification Exams.
CAOS 150B Desktop Hardware (A+ Certification Part II) 3 Units
Prerequisite: Computer Applications and Office Systems 150A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Three hours lecture.
Pass-No Pass (P-NP) course.
Provides service technicians and network administrators the knowledge and
skills to install, configure, upgrade, troubleshoot, and repair Windows desktop
computers. Course also helps students to pass the comptIA A+ Technician
Certification Exams.
CAOS 151A Introduction to Desktop
Hardware (Part I) 1 1/2 Units
Prerequisite: Computer Applications and Office Systems 102K or 102L.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or
English as a Second Language 261, 262 and 263.
Four and one-half hours laboratory.
Pass-No Pass (P-NP) course.
Provides introductory skills to identify, install, configure, and upgrade desktop
computers and peripheral hardware. Course also helps students prepare to pass the comptIA A+ Technician Certification Exams.
CAOS 151B Introduction to Desktop
Hardware (Part II) 1 1/2 Units
Prerequisite: Computer Applications and Office Systems 102K and 102L.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or
English as a Second Language 261, 262 and 263.
Four and one-half hours laboratory.
Pass-No Pass (P-NP) course.
Provides introductory knowledge and skills to install, configure, upgrade, troubleshoot,
and repair Windows desktop computer systems. Course also helps students prepare
to pass the comptIA A+ Technician Certification Exams.
CAOS 157 Work Skills (Communication) 2 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Two hours lecture.
Pass-No Pass (P-NP) course.
Basic theory of communication as related to the work place demonstrated with
practical, realistic situations in role playing, as well as other identifying and written
evaluations.
CAOS 158 Work Skills (Problem Solving
and Team Building) 2 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Two hours lecture.
Pass-No Pass (P-NP) course.
Basic theory of problem solving and team building as related to the work place
demonstrated with practical, realistic situations in role playing, as well as written
evaluations.
CAOS 162 Microcomputer Networks 1 Unit
Prerequisite: Computer Applications and Office Systems 90G, 100G or equivalent. (May be taken concurrently.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
One hour lecture.
Pass-No Pass (P-NP) course.
Hardware, software, and cabling components needed in a standard business-
environment network.
CAOS 171G Office Automation I (IBM) 1 Unit
Prerequisite: Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Office automation software.
CAOS 171O Office Automation I (MS Outlook) 1 Unit
Prerequisite: Computer Applications and Office Systems 102K or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Office automation software.
CAOS 173 Keyboarding Skill Development 1 Unit
Prerequisite: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Speed and accuracy development in keyboarding skills.
CAOS 174G MOUS Core Certification Skill
Development (Word 2000) 1 Unit
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or
English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist
(MOUS) Core Certification examination.
CAOS 174H MOUS Core Certification Skill
Development (Excel 2000) 1 Unit
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or
English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist
(MOUS) Core Certification examination.
CAOS 174I MOUS Core Certification Skill
Development (PowerPoint 2000) 1 Unit
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or
English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist
(MOUS) Core Certification examination.
CAOS 174J MOUS Core Certification Skill Development (Access 2000) 1 Unit
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Core Certification examination.

CAOS 175G MOUS Expert Certification Skill Development (Word 2000) 1 Unit
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Expert Certification examination.

CAOS 175H MOUS Expert Certification Skill Development (Excel 2000) 1 Unit
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Expert Certification examination.

CAOS 175I MOUS Expert Certification Skill Development (PowerPoint 2000) 1 Unit
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory.
(May be taken three times for credit.)
Pass-No Pass (P-NP) course.
Development of the necessary skills to pass the Microsoft Office User Specialist (MOUS) Expert Certification examination.

CAOS 176 Telephone Communications 1 Unit
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Techniques for handling incoming and outgoing phone calls, listening skills, and customer relations as well as introduction to Internet mail.

CAOS 180G Job Finding Techniques 1 Unit
Prerequisite: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Techniques of finding a job.

CAOS 180I Proofreading Skills 1 Unit
Prerequisite: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Techniques of proofreading and editing business communications.

CAOS 180J Spelling Skills 1 Unit
Prerequisite: Computer Applications and Office Systems 70AA.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Techniques used in spelling.

CAOS 190W Open Computer Applications and Office Systems Laboratory 1/2 Unit
Credit course - Does not apply to De Anza Associate degree.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Corequisite: Computer Applications and Office Systems 190W students must also enroll in an appropriate skill-building course.
Three hours laboratory for each unit of credit.
(May be taken six times for credit.)
Pass-No Pass (P-NP) course.
Use of microcomputer laboratory to complete application assignments.

CAOS 195W Individual Microcomputer Projects 1 Unit
CAOS 195Y 2 Units
CAOS 195Z 3 Units
Credit course - Does not apply to De Anza Associate degree.
Prerequisite: Computer Applications and Office Systems 90G; or 100G; or 102K; or 102T; and consent of the Computer Applications and Office Systems instructor or staff; approved Special Projects contract required.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours laboratory for each unit of credit.
(Any combination of Computer Applications and Office Systems 195W, 195Y, and 195Z may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
Individual projects in Computer Applications and Office Systems under the direction of an instructor.

CAOS 198 Topics in Computer Applications and Office Systems 1/2 Unit
CAOS 198W 1 Unit
CAOS 198X 1/2 Units
CAOS 198Y 2 Units
Credit course - Does not apply to De Anza Associate degree.
Prerequisite: Computer Applications and Office Systems 90G, or 100G, or 102K, or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Two hours lecture-laboratory for each unit of credit.
(Any combination of Computer Applications and Office Systems 198, 198W, 198X, and 198Y may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
Introduction to selected Computer Application and Office Systems programs.

CAOS 199W Topics in Computer Applications and Office Systems 1 Unit
Prerequisite: Computer Applications and Office Systems 90G, or 100G, or 102K, or 102T.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
One hour lecture.
(Computer Applications and Office Systems 199W may be taken up to six times as long as the topics/projects are different each time.)
Pass-No Pass (P-NP) course.
Introduction to selected Computer Applications and Office Systems programs.

Computer Information Systems

CIS 2 Computers and Society 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture.
A critical examination of the capabilities and uses of modern computers and how they are changing business, law, politics, and society.

CIS 3 Business Information Systems 5 Units
(Formerly Computer Information Systems 91.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.
Introduction to management information systems, systems design and development, data communications, data management, office automation, computer hardware and software concepts. Use of common software packages for business applications including word processing, spreadsheets, databases, and Internet web tools. (CAN BUS 6)
CIS 10  Introduction to Computer Science  4 Units
(Formerly Computer Information Systems 51.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture.
Introduction to computer hardware and software, data representation, number representation, computer organization, and computer networks. Introduction to data organization, and data structure and abstract data types. Discussion of file structures and database.

CIS 14A  Visual Basic .NET Programming I  5 Units
(Formerly Computer Information Systems 14A.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.

CIS 14B  Visual Basic .NET Programming II  5 Units
(Formerly Computer Information Systems 58A.)
Pre-requisite: Computer Information Systems 14A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.
Develop professional looking and deployable visual basic applications using advanced controls, graphical controls, user-created classes, the data control object, building help files, and accessing the Windows API functions.

CIS 14C  Visual Basic .NET Programming III  5 Units
(Formerly Computer Information Systems 58B.)
Pre-requisite: Computer Information Systems 14B.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173; Computer Information Systems 89A.
Four hours lecture, three hours laboratory.
Develop professional looking and deployable visual basic applications using advanced .NET concepts. Build and access databases using ADO Net Objects. Develop Web services, forms with an introduction to XML, ASP.NET. Introduce Networking with sockets using VB.NET.

CIS 15A  Introduction to Computer Programming Using C  6 Units
(Formerly Computer Information Systems 15A and 15BG, or Computer Information Systems 26A.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173; Computer Information Systems 50; Mathematics 105 or 114; Computer Applications and Office Systems 70AA.
Four hours lecture, six hours laboratory.
Problem solving, algorithms and structured program design. Programming, testing and debugging of well-structured programs in C. Introduction to data types, Expressions, control structures and functions. One-dimensional arrays.

CIS 15B  Intermediate Problem Solving in C  5 Units
(Formerly Computer Information Systems 15BG or 26A.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.
A systematic approach to the design, construction and management of computer programs, emphasizing design, programming style, documentation, testing and debugging techniques. Strings, multidimensional arrays and structures. Pointers: their use in arrays, parameters and dynamic allocation, Introduction to linked lists.

CIS 15C  Data Structures  5 Units
Pre-requisite: Computer Information Systems 15BG or 26A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.
Stacks, queues, linked lists, trees, and graphs; internal and external sorting; use of recursion; hashing; structured programming; and abstract data type concepts; team project.

CIS 18A  Introduction to UNIX/LINUX  4 Units
(Formerly Computer Information Systems 82A.)
Advisory: Computer Information Systems 50; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Basic features of the UNIX/LINUX operating system including text editing, text file manipulation, electronic mail, Internet utilities, directory structures, input/output handling, and introduction to shells.

CIS 18B  Advanced UNIX/LINUX  4 Units
(Formerly Computer Information Systems 82B.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Regular expressions, grep, sed, awk.

CIS 18C  Shell Programming  4 Units
(Formerly Computer Information Systems 82C.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Programming in Bourne Shell, Korn Shell, and C Shell.

CIS 19A  PERL for Beginning Programmers  5 Units
(Formerly Computer Information Systems 55A.)
(Formerly Computer Information Systems 82B.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173; Mathematics 105 or 114; Computer Applications and Office Systems 70AA.
Four hours lecture, three hours laboratory.
Problem solving, algorithms and structured program design. Programming, testing, and debugging of PERL programs. Elementary data types and operators, basic loops and control structures, elementary list processing and arrays, basic hashes and hash function, regular expressions and text parsing.

CIS 19B  Intermediate PERL Programming  5 Units
(Formerly Computer Information Systems 55B.)
(Formerly Computer Information Systems 82C.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173; Mathematics 105 or 114; Computer Applications and Office Systems 70AA.
Four hours lecture, three hours laboratory.
Intermediate programming and problem solving with PERL. Advanced features of the PERL programming language; design and debug complex PERL scripts. Advanced regular expressions, memory variables in substitution and match expressions, advanced list functions (splice, grep, map, match-global, match-tagged-field), advanced hash uses, complex file and directory manipulation including recursive directory descent subs, reference variables, referenced parameters, data structures, and sorting.

CIS 21JA  Introduction to 8086/IA32 Processor Assembly Language  5 Units
Advisory: Computer Information Systems 15AG; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173; Mathematics 101 or 112.
Three hours lecture, six hours laboratory.
Syntax and semantics of 8086 and IA32 assembly language; standard instruction set; selected pseudo and macro instructions; arrays; 8086/286, 386, 486 and Pentium features.

CIS 21JB  Advanced Programming: Series 8086 and IA32/Pentium Assembly Language  5 Units
Advisory: Computer Information Systems 21JA.
Three hours lecture, six hours laboratory.
Theory and application of advanced programming techniques, with emphasis on combining multiple modules in a single program, interrupt programming, connection, interrupt level programming and macro writing. Recursive and Rerentrant techniques.

CIS 26A  C as a Second Programming Language  5 Units
(Formerly Computer Information Systems 15AG and 15BG, or 26A.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Computer Information Systems 50; Mathematics 105 or 114.
Four hours lecture, three hours laboratory.
An introduction to the C programming language and its applications. Topics covered include basic input/output, structured program design and implementation, basic control structures and keywords, arrays and pointers, character and string manipulation, arithmetic expressions, and functions and program modularization. (CAN CSCI 16)
CIS 26B Advanced C Programming 5 Units
Prerequisite: Computer Information Systems 15BG or 26A.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263; Mathematics 105 or 114.
Three hours lecture, six hours laboratory.
Applications of advanced features of C and the C-library functions including: binary and random-access input/output, dynamic data structures, bit manipulation, string parsing and string-to-numeric conversion, event and error processing, function pointers, recursion, and variable-length argument list functions.

CIS 27 Programming in C++ for C Programmers 5 Units
Prerequisite: Computer Information Systems 15C or 26B.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Four hours lecture, three hours laboratory.
A comprehensive introduction to the C++ programming language and its applications.

CIS 28 Object Oriented Analysis and Design With C++ 5 Units
(Formerly Computer Information Systems 79.)
Prerequisite: Computer Information Systems 27 or equivalent experience.
Four hours lecture, three hours laboratory.
Object oriented analysis and design methods using an Object Oriented programming language, with emphasis on practical applications of the basic techniques.

CIS 31 Operating System Concepts 5 Units
Prerequisite: Computer Information Systems 15BG, and Computer Information Systems 211A or 211A.
Five hours lecture.
Concepts and use of operating systems: multiprogramming and multiprocessor systems; mutual exclusion, indefinite delay and deadlock; scheduling considerations; and input/output management.

CIS 33A Programming in PERL 5 Units
(Formerly Computer Information Systems 33.)
(Student may receive credit for either Computer Information Systems 33A or Computer Information Systems 19A and 19B, but not both.)
Prerequisite: Computer Information Systems 18C; or Computer Information Systems 19A and 19B.
Advisory: English Writing 100B and Reading 100 (or Language Arts 200), or English as a Second Language 172 and 173.
Three hours lecture, six hours laboratory.
A complete coverage of the core PERL language. Topics covered will include basic loops and control structures, the elemental data types and operators, subroutines and variable scoping, regular expressions and text parsing, manipulation of files and directories, advanced list processing with grep and map, references, built-in functions and core modules, and advanced input/output including random-access files and formatting.

CIS 33B Advanced PERL Programming 5 Units
(Formerly Computer Information Systems 54.)
Prerequisite: Computer Information Systems 15BG; or Computer Information Systems 26A and either Computer Information Systems 33A or 19B.
Four hours lecture, three hours laboratory.
Exploration of advanced topics from the core PERL distribution and essential non-core modules. Topics include reference-based data structures, object-oriented programming, connecting to SQL-based relational databases, non-relational databases, and file structures, process creation and management, and TCP/IP/Client/Server programming.

CIS 35A Introduction to Java Programming 4 Units
(Formerly Computer Information Systems 35.)
Prerequisite: Computer Information Systems 15BG or 26A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100, or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Introduction to Java programming. Computing context, primitive types, flow of control constructs, operators, text I/O, objects and classes, interfaces, packages, GUI, exceptions, and threads.

CIS 35B Advanced Java Programming 4 Units
(Formerly Computer Information Systems 53A.)
Prerequisite: Computer Information Systems 35A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Emphasis on foundation technologies in Java that enable you to write server side programs in Java. Concepts include inner classes, Collections, Exception, File I/O, Reflection, Cloning, Swing, Multithreading and Java Beans.

CIS 50 Introduction to Computers, Data Processing, and Applications 3 Units
Advisory: English Writing 100B and Reading 100, (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture.
Computer information systems (IS) basic terms and concepts. Important IS trends. Using systems development to build information systems. Survey of functions and components of an information system including applications software, systems software, telecommunications, networks, the Internet and Web. Social and organization issues.

CIS 52G Advanced C++ Programming 4 Units
(Formerly Computer Information Systems 52.)
Prerequisite: Computer Information Systems 27.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Advanced topics in C++ including: preferred practices and styles, templates, manipulators, exceptions, garbage collection, container design, multiple inheritance, namespaces and analysis of design, and implementation for efficiency and maintainability.

CIS 52M Topics in Computer Information Systems (Windows Programming with C# and C++) 4 Units
(Formerly Computer Information Systems 97YW.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173 ; Computer Applications and Office Systems 102T or experience using the Windows Operating System.
Three hours lecture, three hours laboratory.
Using the Visual .NET Framework development environment to create professional GUI based applications using: C# and managed C++, GUI design principals, forms, common controls, data grids, file serialization, event handling and custom controls.

CIS 53 Distributed Processing Using Java 4 Units
(Formerly Computer Information Systems 35B.)
Prerequisite: Computer Information Systems 35B.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.

CIS 55G Introduction to the UNIX Operating System 1 Unit
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Two hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Introduction to UNIX operating system file editing, file and text manipulation commands.

CIS 57 Web Site Administration 4 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173 ; Computer Information Systems 66 and 89A.
Three hours lecture, three hours laboratory.
Introduction to establishing, configuring, managing and controlling access to Internet servers.

CIS 61A Introduction to Computer Programming Using Java 6 Units
(Formerly Computer Information Systems 61A and Computer Information Systems 61B or Computer Information Systems 35A.)
Prerequisite: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173; Mathematics 105 or 114.
Four hours lecture, six hours laboratory.
Problem solving, algorithms, and program design, programming, testing and debugging of programs in Java. Introduction to expressions, control structures, methods, classes, strings, and arrays.

CIS 61B Intermediate Problem Solving in Java 5 Units
(Formerly Computer Information Systems 61A and Computer Information Systems 61B or Computer Information Systems 35A.)
Prerequisite: Computer Information Systems 61A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.
A systematic approach to the design, construction and management of computer programs, emphasizing design, programming style, documentation, testing and debugging techniques.
CIS 63 Systems Design 4 Units
Prerequisite: Computer Information Systems 15BG (may be taken concurrently).
Advisory: Computer Information Systems 50; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Current tools of structured systems analysis and design: data flow diagrams, structure charts, HIPO charts, VTOCs, data structure/dictionaries, decision trees and tables, pseudo code.

CIS 64A Data Base Management Systems 4 Units
(Formerly Computer Information Systems 64.)
Prerequisite: Computer Information Systems 15C.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Rudiments of data base design, implementation and use. Basic understanding of various data modeling techniques. Overview and comparison of data base management systems. Emphasis on relational data bases; introduction to SQL.

CIS 64B Introduction to SQL 4 Units
Prerequisite: Computer Information Systems 64A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Introduction to SQL, DML, processing techniques, DDL techniques, selecting and sorting data, Joins, SQL functions, Oracle objects, Oracle data processing concepts to maintain large database systems.

CIS 64C Introduction to PL/SQL 4 Units
Prerequisite: Computer Information Systems 64B.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 24 and 72.
Three hours lecture, three hours laboratory.
Oracle PL/SQL features cover Data Definition and Data Manipulation using Expressions, Control Structures, and Oracle Objects. Error handling, Pre-defined packages, Triggers, Transactions and advanced PL/SQL features.

CIS 64D Database Tuning 3 Units
Prerequisite: Computer Information Systems 64C.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture.
Emphasis on importance of Performance Tuning, techniques for tuning several Oracle components, optimizing database for high volume transactions and Data Warehouses.

CIS 65A Introduction to C# Programming 4 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Introduction to C# programming, .NET Environment, computing context, primitive types, flow of control constructs, operators, text i/O, objects and classes, interfaces, packages, GUI, exceptions, and threads.

CIS 65B Advanced C# Programming 4 Units
Prerequisite: Computer Information Systems 65A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Emphasis on foundation technologies in C# that enable you to write server side programs in C#. Concepts include Inner classes, Collections, Exceptions, File i/O, Reflections, Cloning, and Multithreading.

CIS 66 Introduction to Data Communication and Networking 5 Units
Advisory: Computer Information Systems 50 or 91; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Five hours lecture.
Concepts of communication, data communications and networks. Overview of connectivity options, common protocols, local and wide area networks, and internetworking.

CIS 67A Local Area Networks 4 Units
Advisory: Computer Information Systems 66.
Four hours lecture.
Fundamental concepts of Local Area Network architecture and protocols. Emphasis on basic concepts needed to design, configure, and implement Local Area Networks. Emphasis on the evolution of fast Ethernet, ATM, and wireless LANs.

CIS 67B Introduction to Wide Area Networking 4 Units
Advisory: Computer Information Systems 67A.
Four hours lecture.

CIS 68A Networking Laboratory (Cisco Routers) 2 Units
(Formerly Computer Information Systems 68.)
Prerequisite: Computer Information Systems 66 and 75A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Language 4.
Four hours lecture-laboratory.
Experimenting with router configuration and operating system. Configuring TCP/IP protocols on routers. Configuring routers for wide area networks such as X.25, Frame Relay, and PPP.

CIS 73 UNIX/LINUX Systems Programming 5 Units
(Formerly Computer Information Systems 26C.)
Prerequisite: Computer Information Systems 18A and 26B.
Four hours lecture, three hours laboratory.
Systems programming in the UNIX/LINUX and Posix environments. Emphasis on low-level UNIX/LINUX/Posix system calls from C programs and Shell scripts. Differences in major UNIX/LINUX/Posix environments (SVR4, BSD, standard Posix, Windows NT).

CIS 74 Computer Software Quality Assurance 4 Units
Advisory: Computer Information Systems 50.
Four hours lecture.
Analysis of types of software; software development life cycle; top down design and structures programming; modularization; standards and practices; software configuration management; software testing; documentation; software error types, causes; software quality assurance plans and procedures; software discrepancy reports, analysis; software visibility for managers.

CIS 75A Internet Concepts and TCP/IP Protocols 5 Units
Prerequisite: Computer Information Systems 66.
Advisory: Computer Information Systems 67B; Computer Information Systems 26A or 154G; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Five hours lecture.
The architecture and underlying protocols of the Internet. The Internet will be examined as a layered product. Layers discussed will include mid-level packet delivery and address computation and high-level client/server applications using the TCP/IP Protocol Suite.

CIS 75B Internet Programming With TCP/IP 5 Units
Prerequisite: Computer Information Systems 26B and 75A.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture, three hours laboratory.
Writing client/server applications using the TCP/IP protocol suite. All server classes - well known, ‘iterative, concurrent, and polling – will be explored and used. Typical Internet programming problems will be addressed including resource availability, machine addressing, and differences in data representation between communicating computers.

CIS 75C Enterprise Security Threats Management 4 Units
Prerequisite: Computer Information Systems 75A or equivalent experience.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Learn how to apply Enterprise Security Concepts to monitor security threats, outages and analyze such results. Learn to predict hacker’s mindset and respond to hacker attacks. Raise awareness in your workplace about Security policy and procedures. System Administrator’s IT Managers Analysts would benefit from this course as well as technologists wanting to broaden their impact.

CIS 75D Enterprise Security Policy Management 3 Units
Prerequisite: Computer Information Systems 75A, or equivalent experience.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Two hours lecture, three hours laboratory.
(Students will work in groups with Mentor available on-line.) Learn how to secure your Enterprise Network by creating a Security Policy and create procedures to maintain Security Policy. Learn to perform risk analysis and assessment on enterprise security. System Administrators, IT Managers Analysts would benefit from this course as well as technologists wanting to broaden their impact.
All courses are for unit credit and apply to a De Anza associate degree unless otherwise noted.

2005-2006 De Anza College Catalog
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>CIS 97ZI</td>
<td>Topics in Computer Information Systems (Microsoft Exchange Server 2000)</td>
<td>4</td>
<td>Prerequisite: Education or experience in data processing appropriate to the topic. Four hours lecture. Provides Windows 2000 system administrators the skills and knowledge to design, plan, implement, and support Microsoft Exchange 2000 Server. Course uses Microsoft official study guide to help students meet the certification requirement to become Microsoft Certified Professionals.</td>
</tr>
<tr>
<td>CIS 100</td>
<td>Open Computer Information Systems Laboratory</td>
<td>1</td>
<td>Corequisite: Computer Information Systems 100 students must also enroll in another Computer Information Systems programming class. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours laboratory. (May be taken six times for credit.) Pass-No-Pass (P-NP) course. Use of the computer laboratory facilities in conjunction with a Computer Information Systems programming class.</td>
</tr>
<tr>
<td>CIS 108</td>
<td>End-User Security Basics</td>
<td>4</td>
<td>Advisory: Computer Applications and Office Systems 90G or equivalent; English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263. (Also listed as Computer Applications and Office Systems 108. Student may enroll in either department, but not both, for credit.) Four hours lecture. Beginner's computer security course for small office or home users (end-users). Learn to stop hackers, worms, viruses, spyware, web bugs and identify the vulnerabilities found in web browsers, email and operating systems. Protect against online purchase dangers, install firewalls, manage cookies, restrict ports, analyze log files, evaluate wireless networks and examine encryption.</td>
</tr>
<tr>
<td>CIS 111</td>
<td>Open Computer Information Systems Fortran Laboratory</td>
<td>1</td>
<td>Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173; Mathematics 1A. Three hours laboratory. Pass-No-Pass (P-NP) course. Use of the computer laboratory facilities in conjunction with Computer Information Systems 11AS.</td>
</tr>
<tr>
<td>CIS 156A</td>
<td>Microsoft Windows NT 4.0 Network Administration</td>
<td>2</td>
<td>Prerequisite: Computer Applications and Office Systems 102T. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Two hours lecture. Provide critical lecture and demonstration of day-to-day administration of single-user, single-domain, or enterprise network. Course uses Microsoft official curriculum to help students achieve Microsoft Windows NT certification.</td>
</tr>
<tr>
<td>CIS 156B</td>
<td>Microsoft Windows NT 4.0 Technical Support</td>
<td>3</td>
<td>Prerequisite: Computer Applications and Office Systems 156A. Three hours lecture. Oversee the installation, configuration, networking, integration and support for Microsoft Windows NT.</td>
</tr>
<tr>
<td>CIS 170D</td>
<td>Windows 2000/XP Professional</td>
<td>4</td>
<td>(Student may receive credit for either Computer Information System 170D or Computer Information System 171A or Computer Information System 171C, but cannot receive credit for more than one of these courses.) Advisory: Computer Applications and Office Systems 102L or Computer Information Systems 156A; English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263. Four hours lecture. Course provides knowledge and skills to setup, configure, use, and support Windows 2000 professional software. Covers Windows XP new features including installation, activation, file sharing, remote assistance, Internet connection sharing, multi-user EFS, device driver rollback, and Internet connection firewall. Course uses Microsoft Official study guide to help students meet the certification requirement to become Microsoft Certified Professionals.</td>
</tr>
<tr>
<td>CIS 171A</td>
<td>Windows 2000 Professional</td>
<td>3</td>
<td>Prerequisite: Computer Information Systems 156A. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. Provides Windows 2000 system administrators the knowledge and skills to setup, configure, use, and support Windows 2000 professional software. Course uses Microsoft official study guide to help students meet the certification requirement to become Microsoft Certified Professionals.</td>
</tr>
<tr>
<td>CIS 171B</td>
<td>Windows 2000 Server</td>
<td>4</td>
<td>Prerequisite: Computer Information Systems 171A. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Four hours lecture. Provides Windows 2000 system administrators the knowledge and skills to setup, configure, use, and support Windows 2000 Server software. Course uses Microsoft official study guide to help students meet the certification requirement to become Microsoft Certified Professionals.</td>
</tr>
<tr>
<td>CIS 171C</td>
<td>Windows XP Professional</td>
<td>3</td>
<td>Prerequisite: Computer Information Systems 171A. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. A student proficient in Windows 2000 Professional will acquire the knowledge to aid in passing the Microsoft Windows XP Professional certification exam. Course covers new features of Windows XP operating system. Students must have computer access to e-mail and to the World Wide Web.</td>
</tr>
<tr>
<td>CIS 171D</td>
<td>Windows 2003 Server</td>
<td>4</td>
<td>Prerequisite: Computer Information Systems 171A. Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263. Four hours lecture. This course provides Windows 2003 system administrators the knowledge and skills to setup, manage, and maintain Windows 2003 Server software. Course provides the information necessary to help pass the Microsoft Certification Exam 70-290; Managing and Maintaining a Microsoft Windows Server 2003 Environment.</td>
</tr>
<tr>
<td>CIS 172</td>
<td>Administer Windows 2000 Network Infrastructure</td>
<td>3</td>
<td>(Formerly Computer Information Systems 97YR.) Prerequisite: Computer Information Systems 171B. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. Install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows 2000 network infrastructure. Manage, monitor, and troubleshoot network Address Translation and Certificate Services. Course uses Microsoft official study guide to help students meet the certification requirement to become Microsoft Certified Professionals.</td>
</tr>
<tr>
<td>CIS 172A</td>
<td>Implement Windows 2003 Network Infrastructure</td>
<td>4</td>
<td>Prerequisite: Computer Information Systems 171D. Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263. Four hours lecture. Provides Windows 2003 system administrators the knowledge to implement, manage, and maintain IP addresses, name resolution, network security measure, routing and remote access, and monitoring and troubleshooting network infrastructure. Course provides the information necessary to help pass the Microsoft Certification Exam 70-291: Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure.</td>
</tr>
<tr>
<td>CIS 173</td>
<td>Windows 2000 Active Directory Services</td>
<td>3</td>
<td>(Formerly Computer Information Systems 97YG.) Prerequisite: Computer Information Systems 171B. Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. Provides Windows 2000 system administrators the knowledge and skills to manage Windows 2000 Server Directory Services. Course uses Microsoft official study guide to help students meet the certification requirement to become Microsoft Certified Professionals.</td>
</tr>
<tr>
<td>CIS 174</td>
<td>Active Directory Design</td>
<td>3</td>
<td>Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173. Three hours lecture. Design a Directory Services infrastructure including multi-domain logical structure and site replication and Active Directory Replication plan based on the physical structure of the enterprise. Course uses Microsoft official study guide to help students meet the certification requirement to become Microsoft Certified Professionals.</td>
</tr>
</tbody>
</table>
COOP 50  Occupational Work Experience (Parallel)  1 Unit
COOP 50X  2 Units
COOP 50Y  3 Units
COOP 50Z  4 Units

Prerequisite: Must be working in a job related to declared occupational program/educational goal; concurrent enrollment in at least seven units including COOP (Fall, Winter and Spring quarters), or at least one other course during Summer session.

Fifty hours of paid employment per quarter for each unit of credit. (May be taken until 24 units of COOP have been earned.)

Assess career/life development and work activities by introduction to the concept of career paths within an occupational choice, and awareness of cultural/global diversity and generational differences in the work environment. Consideration will be given to short and long-range work performance objectives between the student and the employer. Students will be encouraged to view their objectives in terms of a planned series of experiences. Participation in COOP will assist the student in planning activities that will facilitate the confirming or denying of current academic or career choice.

COOP 51W  2 Units
COOP 51X  4 Units
COOP 51Y  6 Units
COOP 51Z  8 Units

Prerequisite: Must be in a job related to declared occupational program/educational goal. Concurrent enrollment limited to one other course.

Fifty hours of paid employment per quarter for each unit of credit. (May be taken until 24 units of COOP have been earned.)

Assess career/life development and work activities by introduction to the concept of career paths within occupational choices, and awareness of cultural/global diversity and generational differences in the work environment. Learning/performance objectives agreed upon by the student and employer will be identified and carried out. View objectives in terms of a planned series of experiences. Participation in COOP will assist the student in planning activities that will facilitate the confirming or denying of current academic or career choice.

COOP 52X  2 Units
COOP 52Y  3 Units
COOP 52Z  4 Units

Prerequisite: Must be volunteering in a service learning internship that is related to declared occupational program/educational goal; college recognized occupational program goal; concurrent enrollment in at least seven units including COOP (Fall, Winter and Spring quarters), or at least one other course during Summer session.

Forty hours of unpaid internship per quarter for each unit of credit in a service learning environment. (May be taken until 24 units of COOP have been earned.)

Volunteer in an approved community agency with individually planned and supervised learning experiences related to occupational goals and designed to help meet human needs in the community. Desirable work habits, attitudes, skills, knowledge, career awareness and exposure to cultural and generational diversity. Experience in setting and achieving on-the-job learning/performance objectives related to occupational goals and appropriate to the service learning internship. Consultations with individually assigned faculty members.

COOP 53W  2 Units
COOP 53X  4 Units
COOP 53Y  6 Units
COOP 53Z  8 Units

Prerequisite: Must be volunteering in a service learning agency related to declared occupational program/educational goal; concurrent enrollment limited to one other course.

Forty hours of unpaid internship per quarter for each unit of credit in a service learning environment. (May be taken until 24 units of COOP have been earned.)

Volunteer in an approved community agency with individually planned and supervised learning experiences related to occupational goals and designed to help meet human needs in the community. Desirable work habits, attitudes, skills, knowledge, career awareness, and exposure to cultural and generational diversity. Experience setting and achieving on-the-job learning/performance objectives related to occupational goals and appropriate to the service learning internship. Consultations with individually assigned faculty members.
COUN 500  Student Success Assistance  0 Units
Credit course - Does not apply to De Anza Associate degree.
Hours determined by student attendance.
(No limit on repetitability for 0 unit classes.)
No grade (NG) course.
Provides information and assistance to students to accommodate student needs and increase student retention and success. Workshops and related follow-up activities designed to facilitate student success are provided.

Dance

DANC 22  Theory and Technique of Body Awareness  1 Unit
(Formerly Dance 22B.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
(Also listed as Physical Education 22. Student may enroll in either department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance 22/Physical Education 22 may be taken three times for credit.)
Principles and practice of body awareness, focusing on floor work derived from ballet, contemporary dance, and other psycho-physical disciplines. Alignment and centering, concentration and relaxation, development of the kinesthetic sense and exploration of the body/mind connection.

DANC 22K  Theory and Technique of Ballet I  1 Unit
(Also listed as Physical Education 22K. Student may enroll in either department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance/Physical Education 22K, 22L, and 22M may be taken up to six times for the family of courses.)
Introduction to the discipline and creative art of classical ballet, including the development of elementary movement techniques, a working ballet vocabulary, exposure to great works and artists from a global perspective, theory and practice of barre and center floor exercises.

DANC 22L  Theory and Technique of Ballet II  2 Units
(Also listed as Physical Education 22L. Student may enroll in either department, but not both, for credit.)
Four hours lecture-laboratory.
(Any combination of Dance/Physical Education 22K, 22L, and 22M may be taken up to six times for the family of courses.)
Principles and practice of the discipline and creative art of classical ballet, combining: traditional techniques of Russian, French and Italian schools; Barre and center floor work emphasizing alignment/centering, motion through space, and the acquisition of an intermediate working ballet vocabulary.

DANC 23A  Theory and Technique of Contemporary (Modern) Dance I  1 Unit
(Formerly Dance 23B.)
(Also listed as Physical Education 23A. Student may enroll in either department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance/Physical Education 23A, 23B, and 23C may be taken up to six times for the family of courses.)
Introduction to the discipline and creative art of contemporary dance. Exposure to a basic movement repertoire from global artists. Development of a working contemporary dance vocabulary. Theory and practice of basic technique.
DANC 23B Theory and Technique of Contemporary (Modern) Dance II 2 Units
(Formerly Dance 23C.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263; Dance/Physical
Education 23A.
(Also listed as Physical Education 23B. Student may enroll in either
department, but not both, for credit.)
Four hours lecture-laboratory.
(Any combination of Dance/Physical Education 23A, 23B, and 23C may be
taken up to six times for the family of courses.)
The discipline and creative art of contemporary dance focusing on practice of theory,
technique and movement explorations in time and space, developing a working
intermediate contemporary dance vocabulary.

DANC 23H Dance Composition 2 Units
(Also listed as Physical Education 23H. Student may enroll in either
department, but not both, for credit.)
Four hours lecture-laboratory.
(Any combination of Dance 23H and Physical Education 23H may be taken
twice for credit.)
Study of the basic theories and skills of dance choreography. The creation of the
student's personal dance works for solo, large and small groups.

DANC 23L Theory and Technique of Hip-Hop I (Popular American Dance) 1 Unit
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
(Also listed as Physical Education 23L. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance 23L and 23M may be taken up to six times for the
family of courses.)
Introduction to the art of hip-hop dance. Exposure to great works and artists of the
field. Development of a working hip-hop dance vocabulary. Theory and practice of basic
technique.

DANC 23M Theory and Technique of Hip-Hop II (Popular American Dance) 1 Unit
(See general education pages for the requirement this course meets.)
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
(Also listed as Physical Education 23M. Student may enroll in either
department, but not both for credit.)
Two hours lecture-laboratory.
(Any combination of Dance 23L and 23M may be taken up to six times for the
family of courses.)
Explorations in the art of hip-hop dance. Theory and practice of intermediate/advanced
level technique. Development of a complex working hip-hop dance vocabulary.

DANC 23R Dance Repertory (The Assortment) 5 Units
Prerequisite: Enrollment by audition only.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
(Also listed as Physical Education 23R. Student may enroll in either
department, but not both, for credit.)
Ten hours lecture-laboratory.
(Any combination of Dance 23R and Physical Education 23R may be taken
two times for credit.)
Participation in works choreographed by professionals for the college dance
company, The Assortment.

DANC 24A Theory and Technique of Social Dance I 1 Unit
(See general education pages for the requirement this course meets.)
(Also listed as Physical Education 24A. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance/Physical Education 24A, 24B, and 24C may be
taken up to six times for the family of courses.)
Introduction to the art of social dance. Exposure to basic forms of social dance
in a ballroom context. Developing a working vocabulary of traditional social dance
movements and an understanding of the cultural and historical contexts that
produced the specific dance styles.

DANC 24B Theory and Technique of Social Dance II 1 Unit
(See general education pages for the requirement this course meets.)
(Also listed as Physical Education 24B. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance/Physical Education 24A, 24B, and 24C may be
taken up to six times for the family of courses.)
The art of social dance, part two. Expanded exposure to the basic forms of social
dance in a ballroom context. Developing a working vocabulary of traditional social
dance movements and an understanding of the cultural and historical contexts that
produced the specific dance styles.

DANC 24C Theory and Technique of Social Dance III 1 Unit
(See general education pages for the requirement this course meets.)
(Also listed as Physical Education 24C. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance/Physical Education 24A, 24B, and 24C may be
taken up to six times for the family of courses.)
The art of social dance, part three. Expanded exposure to the basic forms of social
dance in a ballroom context. Developing a working vocabulary of traditional social
dance movements and an understanding of the cultural and historical contexts that
produced the specific dance styles.

DANC 27A Dance Workshop (Student Productions, the De Anza Dancers) 1 Unit
DANC 27B  2 Units
DANC 27C  3 Units
DANC 27D  4 Units
Prerequisite: Enrollment by audition only.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory for each unit of credit.
(Any combination of Dance 27A, 27B, 27C, and 27D may be taken up to six
times, not to exceed 18 units for the family of courses.)
Supervised student choreography and performance. Cultivation of choreographic
skills in varied dance styles.

DANC 29A Rehearsal and Performance 1/2 Unit
DANC 29B  1 Unit
DANC 29C  2 Units
DANC 29D  3 Units
DANC 29E  4 Units
DANC 29F  5 Units
DANC 29G  6 Units
Prerequisite: Enrollment by audition only.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200),
or English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory for each unit of credit.
(Any combination of Dance 29A, 29B, 29C, 29D, 29E, 29F, and 29G may be
taken up to six times, not to exceed 16 units for the family of courses.)
Supervised participation in the technical aspects of dance productions.

DANC 37A Theory and Technique of Jazz Dance I 1 Unit
(Formerly Dance 23E.)
(Also listed as Physical Education 23E. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance/Physical Education 37A, 37B, and 37C may be
taken up to six times, not to exceed 18 units for the family of courses.)
Introduction to the art of jazz dance. Exposure to major influences, artists, and works.
The development of a working vocabulary; and practice of basic techniques.

DANC 37B Theory and Technique of Jazz Dance II 2 Units
(Formerly Dance 23F.)
Prerequisite: Dance 37A.
(Also listed as Physical Education 37B. Student may enroll in either
department, but not both, for credit.)
Four hours lecture-laboratory.
(Any combination of Dance/Physical Education 37A, 37B, and 37C may be
taken up to six times, not to exceed 18 units for the family of courses.)
Elements of time, space, shape and motion as related to American jazz dance. Basic
jazz techniques; participation in significant jazz dance styles; and acquisition of a
working jazz dance vocabulary.

DANC 37C Theory and Technique of Jazz Dance III 2 Units
(Also listed as Physical Education 37C. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance/Physical Education 37A, 37B, and 37C may be
taken up to six times, not to exceed 18 units for the family of courses.)
The art of jazz dance, part two. Expanded exposure to the forms of jazz dance
in a ballroom context. Developing a working vocabulary of traditional jazz dance
movements and an understanding of the cultural and historical contexts that
produced the specific dance styles.

DANC 37D Theory and Technique of Jazz Dance IV 2 Units
(Also listed as Physical Education 37D. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance/Physical Education 37A, 37B, and 37C may be
taken up to six times, not to exceed 18 units for the family of courses.)
The art of jazz dance, part three. Expanded exposure to the basic forms of jazz
dance in a ballroom context. Developing a working vocabulary of traditional jazz
dance movements and an understanding of the cultural and historical contexts that
produced the specific dance styles.

DANC 37E Theory and Technique of Jazz Dance V 2 Units
(Also listed as Physical Education 37E. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance/Physical Education 37A, 37B, and 37C may be
taken up to six times, not to exceed 18 units for the family of courses.)
The art of jazz dance, part four. Expanded exposure to the basic forms of jazz
dance in a ballroom context. Developing a working vocabulary of traditional jazz
dance movements and an understanding of the cultural and historical contexts that
produced the specific dance styles.

DANC 37F Theory and Technique of Jazz Dance VI 2 Units
(Also listed as Physical Education 37F. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance/Physical Education 37A, 37B, and 37C may be
taken up to six times, not to exceed 18 units for the family of courses.)
The art of jazz dance, part five. Expanded exposure to the basic forms of jazz
dance in a ballroom context. Developing a working vocabulary of traditional jazz
dance movements and an understanding of the cultural and historical contexts that
produced the specific dance styles.
DANC 38A  Appreciation of Dance  4 Units
(Formerly Dance 22A.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Four hours lecture, one additional hour to be arranged.
Dance as an art form, including history, traditions and trends, outstanding artists
and works, vocabulary, theory, and practice in viewing and understanding dance.
Covers ballet, modern, jazz, theatrical, and world dance.

DANC 38B  History and Philosophy of Dance  4 Units
(Formerly Dance 22H and 22J.)
(Also listed as Physical Education 50A. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory.
(Any combination of Dance 50A and Physical Education 50A may be taken six
times, not to exceed 16 units, as long as the topics/projects are different each
Introduction to the art of world dance. Course will provide exposure to forms of dance
from an international perspective. Students will learn to perform the basic skills of
classical, traditional, and folk dances from various world cultures, while developing
a working vocabulary of traditional dance movements. Students will attempt to
gain an understanding and appreciation of the cultural and historical contexts that
produced the specific dance forms.

DANC 78L  Special Problems in Dance  1/2 Unit
DANC 78M  1 Unit
DANC 78N  2 Units
DANC 78P  3 Units
DANC 78Q  4 Units
DANC 78R  5 Units
DANC 78S  6 Units
DANC 78T  7 Units
DANC 78U  8 Units
(Formerly Dance 25L-U.)
Prerequisite: Enrollment by audition only.
Advisory: English Writing 200 and Reading 201 (or Language Arts 200), or
English as a Second Language 261, 262 and 263.
(Also listed as Physical Education 78L-U. Student may enroll in either
department, but not both, for credit.)
Two hours lecture-laboratory for each unit of credit.
(Any combination of Dance/Physical Education 78L-U may be taken up to six
times, not to exceed 16 units, as long as the topics/projects are different each
Introduction to the art of world dance. Course will provide exposure to forms of dance
from an international perspective. Students will learn to perform the basic skills of
classical, traditional, and folk dances from various world cultures, while developing
a working vocabulary of traditional dance movements. Students will attempt to
gain an understanding and appreciation of the cultural and historical contexts that
produced the specific dance forms.

Drama
(See Dance and/or Theatre Arts.)

Economics

ECON 1  Principles of Macroeconomics  4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
An introduction to macroeconomics. Topics covered will include national income
accounting, money and the banking system, money and the price level, classical
macro theory, Keynesian macro theory, monetary and fiscal policy, and international
(CAN ECON 2)

ECON 2  Principles of Microeconomics  4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Four hours lecture.
Examines fundamental microeconomic issues: the allocation of resources and the
pricing of output and factors of production; the distribution of wealth and income;
consumer motivations and behavior; the nature and behavior of business firms and
markets under various degrees of competition; current problems.
(CAN ECON 4)

ECON 78I  Economic Issues in Today's World  3 Units
ECON 78J  4 Units
(Formerly Economics 40I and 40J.)
Advisory: English Writing 1A or English as a Second Language 5; Economics 1 or 2.
Basic economic analysis of current economic issues. Each topic studied is selected
according to its currency and relevance to analysis. Examines fundamental economics
issues within the context of current socio-political activity within the local or national
economic environment. By learning the economic way of thinking, our students develop
the ability to analyze complex, often ill-defined problems, and to think strategically
about both intended and unintended consequences. The study of Economics
develops a student's ability to organize thoughts, analyze complex issues, and to
make clear and persuasive recommendations. These skills explain why economics
majors score higher on law school admissions tests than other majors, and receive
among the highest starting salaries. Recent classes have involved experimental
economic techniques and their application to the understanding and testing of
theory; the changing European economic community; liberal, conservative and radical
perspectives on current economic policy; the restructuring of the California and United
States economy; public finance options for local, state and federal government units;
the use of simulations and modeling in economic analysis; political economy; and,
experimental and behavioral economic theories and practices.

Education

EDUC 1  Introduction to Elementary Education
in a Diverse Society  3 Units
(Formerly Education 66.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
Two hours lecture, three hours laboratory.
Principles and practices of elementary education. Participation and observation in
the elementary classroom setting. Program planning based on observations and
self-assessment for the teaching profession will be implemented.

EDUC 46  Mathematics for Elementary Education  5 Units
(Formerly Education 63.)
(See general education pages for the requirement this course meets.)
Prerequisite: Mathematics 105 or 114 with a grade of C or better.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or
English as a Second Language 172 and 173.
(Also listed as Mathematics 46. Student may enroll in either department, but
not both, for credit.)
Five hours lecture.
Introduction to the discipline of mathematics as the use of logical, quantitative,
and spatial reasoning in the abstraction, modeling, and problem-solving of real
world situations, and its origins and applications, for elementary school teaching.
Mathematical reasoning and problem solving strategies, theory of sets, integers and
integral number theory, rationals and proportion, real numbers, decimal notation,
and measurement.
EDUC 58  Children's Literature  4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as English Language 58. Students may enroll in either department, but not both, for credit.)
Four hours lecture.
Study of the literature of children (pre-elementary through young adult) with an emphasis on poetry, folk tales, myths, fiction, fantasy, and nonfiction from a variety of cultures, ethnicities and historical periods. Evaluation of the literary quality and the cultural and historical meaning of individual works. Study of the use of children's literature as an educational tool both in the classroom and outside of it.

EDUC 73  Violence and its Impact on Children and their Families  3 Units
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Child Development 73. Student may enroll in either department, but not both, for credit.)
Three hours lecture.
Students will explore violence in America and the impact violence has on the physical and psychological well being of adults and children who experience it in their lives. Students will develop a perspective on violence and its impact and have an opportunity to observe in a school or agency that works with children and families who have experienced violence in their lives.

EDUC 74  Early Intervention Seminar and Fieldwork  3 Units
Prerequisite: Child Development 73 or Education 73.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Child Development 74. Student may enroll in either department, but not both, for credit.)
Two hours lecture, three hours laboratory.
Provides an overview of different approaches to early intervention with children and their families and will help students develop basic support skills for use in dealing with high risk families, including those with exceptional emotional, social or physical needs.

EDUC 500  Student Success Assistance  0 Units
(Also listed as Education 500. Student may enroll in either department, but not both, for credit.)
Hours determined by student attendance.
No limit on repeatability for 0 unit classes.
Provides information and assistance to students to facilitate the development and/or achievement of career and educational goals.

Electronics
(This is a district program taught at Foothill College.)

Engineering

ENGR 2  The Engineering Profession  2 Units
Prerequisite: Mathematics 101 or 112.
Two hours lecture.
A real-world introduction to the study and practice of engineering as a profession; requirements; responsibilities; opportunities; branches of engineering; registration, educational preparation, and the impact engineers have had on our world.

ENGR 10  Introduction to Engineering  4 Units
(Formerly Engineering 51.)
Advisory: Mathematics 101 or 112; English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Two hours lecture, six hours laboratory.
An introduction to engineering design through a variety of projects, including experimentation, data analysis, and development of computer skills. Exposure to several engineering disciplines through problem solving for the purpose of providing information to assist students in a choice of major.

ENGR 25  Engineering Descriptive Geometry  3 Units
Prerequisite: Engineering 57.
Two hours lecture, three hours laboratory.
Theory of orthographic projection and its application to graphical solution of the more advanced three-dimensional space problems. Investigation of relationships between points, lines, planes, and solids. Application to engineering practice and geology. Designed for engineering transfer majors.

ENGR 35  Statics  4 Units
Prerequisite: Engineering 10; Mathematics 1B; Physics 4A.
Three hours lecture, three hours laboratory.
Principles of statics as applied to particles and rigid bodies in two and three dimensions. Vector solutions for concentrated and distributed loads. Determination of centroids and moments of inertia and the effects of dry friction. Programming computer solutions.
(CAN ENGR 8)

ENGR 37  Introduction to Circuit Analysis  5 Units
Prerequisite: Physics 4C (may be taken concurrently); and Mathematics 1D or equivalent.
Five hours lecture.
(CAN ENGR 12)

ENGR 45  Properties of Materials  4 Units
Prerequisite: Engineering 10; Chemistry 1B; Physics 4B; and English Writing 100B and Reading 100 (or Language Arts 100) or English as a Second Language 172 and 173.
Three hours lecture, three hours laboratory.
Properties of engineering materials as related to internal structures; modification and control of structure; environmental considerations; selection criteria for applications. Programming computer solutions.
(CAN ENGR 4)

ENGR 57  Engineering Drawing  4 Units
Prerequisite: Mathematics 105 or 114.
Two hours lecture, six hours laboratory.
Graphics communications using drawings created by instruments, a computer and by sketching. Topics will include lettering, geometric construction, scales, and principles of orthographic projection, sectional views, dimensioning, isometric and oblique pictorials, primary auxiliary views and specialized computer techniques.

ENGR 77  Special Projects in Engineering  1 Unit
ENGR 77X  2 Units
ENGR 77Y  3 Units
(Formerly Engineering 40, 40X, and 40Y.)
Prerequisite: Consent of the instructor and division dean.
Three hours laboratory for each unit of credit.
(Any combination of Engineering 77, 77X, and 77Y may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)
Individual special reading, writing, or study projects in Engineering as determined in consultation with the instructor.

English

For courses in reading, vocabulary, and spelling, see “Reading.” Placement in English is based on results of standardized tests prior to enrollment. To enroll in English Writing 1A, a student must demonstrate competence in reading and writing skills. Competence in reading is demonstrated by a satisfactory score on a standard test (see schedule of classes for details) or satisfactory completion of Reading 100, including instructor's recommendation. Competence in writing is demonstrated by a satisfactory score on a standard test (see schedule of classes for details) or satisfactory completion of English Writing 100B, including instructor's recommendation. Students scoring below the qualifying score for Reading 100 in the reading test should enroll in Reading 201. Those scoring below the qualifying score for English Writing 100B on the writing test should enroll in English Writing 200.

English/Literature

Some courses in this department have recommended competencies. These are determined by placement tests; students who have not taken placement tests or who are unsure of their scores should contact the Assessment Office.

ELIT 1  Introduction to Film  4 Units
(Formerly Film Analysis 39.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Film/Television 1. Student may enroll in either department, but not both, for credit.)
Four hours lecture.
An introduction to the international art of cinema through the techniques and procedures of film making, including screen writing, cinematography, directing, editing, and sound; through the formal properties of film, such as mise-en-scene, structure, and style; through the relationships between film and society, and through the critical analysis of works of film art.

All courses are for unit credit and apply to a De Anza associate degree unless otherwise noted.
### ELIT 2 Introduction to Literature 4 Units
(Formerly English Literature 21.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture. Intensive study of literary works, with emphasis upon literature and culture through selected novels and short stories.

**Advisory:** English Writing 1A or English as a Second Language 5.
Four hours lecture.

### ELIT 3 Film Genres 4 Units
(Formerly Film Analysis 41.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Film/Television 41. Student may enroll in either department, but not both, for credit.
Four hours lecture, one additional hour to be arranged.

### ELIT 4 National Cinemas 4 Units
(Formerly Film Analysis 42.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Film/Television 42. Student may enroll in either department, but not both, for credit.
Four hours lecture.
The combination of English Literature 4 and Film/Television 42 may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.

### ELIT 5 Film Artists 4 Units
(Formerly Film Analysis 43.
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Film/Television 43. Student may enroll in either department, but not both, for credit.
Four hours lecture.
The combination of English Literature 5 and Film/Television 43 may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.

### ELIT 6 Cinema and the African American (An Historical Analysis of African Americans in American Cinema) 4 Units
(See general education pages for the requirement this course meets.
Advisory: English Writing 1A or English as a Second Language 5.
(Also listed as Interdisciplinary Studies 14 and Film/Television 48. Student may enroll in only one department, for credit.
Four hours lecture, one additional hour to be arranged.

### ELIT 7 The Art of Literature 4 Units
Prerequisite: English Writing 1A. Students who are required to take English Writing 1B should take that course prior to English Literature 7.
Four hours lecture.
Introduction to the analysis of fiction, drama, poetry; readings to focus on a major literary theme.

### ELIT 8 Introduction to Literature 4 Units
(Formerly English Literature 56.
(See general education pages for the requirement this course meets.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Introduction to the reading and analysis of literary works, with emphasis upon formal (technical-stylistic), social-cultural-historical, and other literary approaches.

### ELIT 9 Introduction to Shakespeare 4 Units
(See general education pages for the requirement this course meets.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
The topic studied changes each quarter (see subtitle in class schedule).

### ELIT 10 Introduction to Fiction 4 Units
(See general education pages for the requirement this course meets.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Intensive study of fiction; reading, discussion, and analysis of structure and meaning in selected novels and short stories.

### ELIT 11 Introduction to Poetry 4 Units
(See general education pages for the requirement this course meets.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Intensive study of poetry; reading, discussion, and analysis of structure and meaning in selected poems.

### ELIT 12 Introduction to Drama 4 Units
(Formerly English Literature 52.
(See general education pages for the requirement this course meets.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Intensive study of dramatic literature; reading, discussion, and analysis of structure and meaning in selected plays.

### ELIT 13 American Film Industry 4 Units
(See general education pages for the requirement this course meets.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
The topic studied changes each quarter (see subtitle in class schedule).

### ELIT 14 Introduction to Biblical Studies 4 Units
(See general education pages for the requirement this course meets.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Critical examination of the Old Testament (Hebrew Bible) and related writings, from a literary and historical point of view, with particular attention given to recent biblical scholarship.

### ELIT 15A A Literary and Historical Study of the Old Testament 4 Units
(Formerly English Literature 70A.
(See general education pages for the requirement this course meets.
Prerequisite: English Writing 1A or English as a Second Language 5.
(Also listed as History 15A. Student may enroll in either department, but not both, for credit.
Four hours lecture.
Critical examination of the Old Testament and related writings, from a literary and historical point of view, with particular attention given to recent biblical scholarship.

### ELIT 15B A Literary and Historical Study of the New Testament 4 Units
(Formerly English Literature 70B.
(See general education pages for the requirement this course meets.
Prerequisite: English Writing 1A or English as a Second Language 5.
(Also listed as History 15B. Student may enroll in either department, but not both, for credit.
Four hours lecture.
Analysis of representative Shakespearean sonnets, histories, tragedies, and comedies, placed within the literary and social context of the Renaissance.

### ELIT 16 Introduction to the Bible as Literature 4 Units
(See general education pages for the requirement this course meets.
Prerequisite: English Writing 1A or English as a Second Language 5.
Four hours lecture.
An introduction to the study of the Bible in English as an anthology of literary types, with considerations of its history and influence on our culture. Selected reading of Old and New Testaments and Apocrypha.

### ELIT 17 Introduction to Drama 4 Units
(See general education pages for the requirement this course meets.
Prerequisite: English Writing 1A or English as a Second Language 5.
Four hours lecture.
An introduction to the study of drama in the West, focusing on the evolution of dramatic literature and the major dramatic genres of Western drama.

### ELIT 18 Major Authors 4 Units
(See general education pages for the requirement this course meets.
Prerequisite: English Writing 1A.
Four hours lecture.
May be taken twice for credit as long as the subject matter is different.

### ELIT 19 American Film Industry 4 Units
(See general education pages for the requirement this course meets.
Advisory: English Writing 1A or English as a Second Language 5.
(Also listed as Women's Studies 21. Students may enroll in either department, but not both, for credit.
Four hours lecture.
An introduction to the study of American film industry as an industry.

### ELIT 20 Major Authors 4 Units
(See general education pages for the requirement this course meets.
Prerequisite: English Writing 1A.
Four hours lecture.
May be taken twice for credit as long as the subject matter is different.

### ELIT 21 Women in Literature 4 Units
(See general education pages for the requirement this course meets.
Advisory: English Writing 1A or English as a Second Language 5.
(Also listed as Women's Studies 21. Students may enroll in either department, but not both, for credit.
Four hours lecture.
Intensive study of women's literature as a field of study.

### ELIT 22 Mythology and Folklore 4 Units
(See general education pages for the requirement this course meets.
Prerequisite: English Writing 1A or English as a Second Language 5.
Four hours lecture.
An intercultural survey of prehistoric, historic and contemporary world mythology and folklore which examines the relationship between a culture's myths and folk tales and its art, literature, aesthetics and social values.
ELIT 24  Asian American Literature 4 Units
(Formerly English Literature 52.)
(See general education pages for the requirement this course meets.)
Prerequisite: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Intercultural Studies 24. Student may enroll in either department, but not both, for credit.)
Four hours lecture.
Introduction to Asian American literature. Readings in Twentieth and Twenty-first Century works, with an emphasis on three relevant themes: problems of identity as it relates to class, gender, mixed heritage, and sexuality; politics and the history of Asian American activism and resistance; and diversity of cultures within the Asian American community.

ELIT 25  Introduction to Linguistics 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
(Also listed as Linguistics 1. Student may enroll in either department, but not both, for credit.)
Four hours lecture.
Introduction to the nature of language. Origin and development of spoken and written languages, how people learn languages, and how languages change, with emphasis on the history of English. Basics of linguistic description including systems of phonetics and phonology, semantics, morphology and syntax. Study of general linguistic principles as they apply across languages.

ELIT 39  Contemporary Literature 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
An intercultural survey of contemporary literary forms and practices, with emphasis on works by Post-WWII authors.

ELIT 44  International Literature (Fiction) 4 Units
(Formerly English Literature 51A.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
Four hours lecture.
Reading and critical analysis of representative works of international fiction, including works from Africa, Asia, Latin America, Pacific Islands, and Australia. Literary, cultural, and cross-cultural interpretation, evaluation, and comparison. Cross-cultural interpretation and literary analysis of short stories and novels.

ELIT 46A  Major British Writers (Medieval and Renaissance) 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Reading and critical analysis of representative works by major writers such as Chaucer, Shakespeare and Milton.
(CAN ENGL 7) (ELIT 46A + 46B + 46C = CAN ENGL SEQ B)

ELIT 46B  Major British Writers (Neo-Classical and Romantic) 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5, or consent of the instructor.
Four hours lecture.
Reading and critical response to representative works by major writers such as Pope, Behn, Swift, Johnson, Wordsworth, Coleridge, Percy and Mary Godwin Shelley, Keats, Austen, Montagu, and the Bronte sisters.
(ELIT 46A + 46B + 46C = CAN ENGL SEQ B)

ELIT 46C  Major British Writers (Victorian and Modern) 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Reading and critical analysis of representative works by major writers such as The Brontes, Tennyson, Barrett Browning, Browning, Dickens, Arnold, Hopkins, Wilde, Lawrence, Hardy, Yeats, Conrad, Joyce, Eliot, Beckett, Woolf, and Auden.
(CAN ENGL 11) (ELIT 46A + 46B + 46C = CAN ENGL SEQ B)

ELIT 48A  Major American Writers (Colonial and Romantic, 1620-1855) 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Reading and critical analysis of representative works by diverse writers such as William Bradford, Anne Bradstreet, Jonathan Edwards, Ben Franklin, Thomas Jefferson, James Fenimore Cooper, Edgar Allen Poe, Nathaniel Hawthorne, Herman Melville, Frederick Douglass, Harriet Jacobs, Harriet Beecher Stowe, Elias Boudinot, Chief Seattle, Sojourner Truth, Ralph Waldo Emerson, Margaret Fuller, Henry David Thoreau, Walt Whitman, and Emily Dickinson.
(ELIT 48A + 48B + 48C = CAN ENGL SEQ C)

ELIT 48B  Major American Writers (the Advent of Realism, 1855-1920) 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Reading and critical analysis of representative works by major writers such as Mark Twain, Henry James, William Dean Howells, Charlotte Perkins Gilman, Mary Wilkins Freeman, Kate Chopin, Stephen Crane, Booker T. Washington, W.E.B. DuBois, Black Elk, and Robert Frost.
(ELIT 48A + 48B + 48C = CAN ENGL SEQ C)

ELIT 48C  Major American Writers (the Modern Age, 1914-the Present) 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Reading and critical analysis of representative works by major writers such as Faulkner, Hemingway, Hurston, Morrison, Fitzgerald, Hughes, Wright, Ellison, Williams, Cisneros, Stevens, Sexton, Eliot, Vonnegut, Pynchon, O’Connor, Plath, and O’Neill.
(ELIT 48A + 48B + 48C = CAN ENGL SEQ C)

ELIT 58  Children’s Literature 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 100B and Reading 100 (or Language Arts 100), or English as a Second Language 172 and 173.
(Also listed as Education 58. Student may enroll in either department, but not both, for credit.)
Four hours lecture.
Study of the literature of children (pre-elementary through young adult) with an emphasis on poetry, folk tales, myths, fiction, fantasy, and nonfiction from a variety of cultures, ethnicities and historical periods. Evaluation of the literary quality and the cultural and historical meaning of individual works. Study of the use of children’s literature as an educational tool both in the classroom and outside of it.

ELIT 63  Literature and Masculinities 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
(Also listed as Women’s Studies 63. Student may enroll in either department, but not both, for credit.)
Four hours lecture.
Intensive study of representative literary works that highlight the role of men as writers, characters, subjects and readers, with attention to the relevant historical and cultural contexts of diverse masculinities.

ELIT 78  Special Topics in Literature 1 Unit
ELIT 78X  2 Units
ELIT 78Y  3 Units
ELIT 78Z  4 Units
(Formerly English Literature 30, 30X, 30Y, and 30Z.)
Prerequisite: English Writing 1A or English as a Second Language, or recommendation of instructor or counselor.
One hour lecture for each unit of credit.
(Any combination of English Literature 78, 78X, 78Y, and 78Z may be taken up to six times, not to exceed 16 units, as long as the topics/projects are different each time.)
Intensive study and analysis of special topic in language or literature. Subjects vary.

ELIT 97  Special Topics: Shakespeare in Performance 2 Units
Advisory: English Writing 1A or English as a Second Language 5.
One hour lecture, three hours laboratory.
(May be taken six times for credit - plays and content change each time.)
Lectures and discussions of selected plays and an extended field trip to live performances of the plays at the annual Oregon Shakespeare Festival. Costs to be borne by the student.