

Certificate and A.A./A.S. Degree Programs Section Index

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CERTIFICATE and A.A./A.S. DEGREE PROGRAMS

Each individual department's curriculum sheet for its certificate and degree programs is also available in the Counseling Center and on the Web at www.deanza.edu/counseling/degrecert.html. Division offices for the various departments often have sheets available as well.

Students transferring to other colleges should complete as many requirements of that college as possible. Articulation agreements between De Anza and California public four-year institutions are available on the Web at www.assist.org. Students should also contact a counselor or adviser for program planning from the catalog of the desired transfer institution and maintain regular contact prior to transfer.

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

Requirements

Complete a certificate or degree program's requirements and fulfill its corresponding standard requirements specified below (unless otherwise noted) to earn the certificate or degree.

Please visit the Counseling Center to apply for certificates and degrees and for academic planning assistance.

Certificate of Completion

Completion of each required course at De Anza College with a passing grade ("C" or better/"P").

Certificate of Achievement

1. A minimum 2.0 grade point average in the required units.
2. A maximum of six (6) quarter units may be transferred from other institutions.

Certificate of Proficiency

1. A minimum 2.0 grade point average in the required units.
2. Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A or ESL 5 and eligibility for MATH 114.
3. A maximum of 18 quarter units may be transferred from other institutions.

A.A./A.S. Degree

1. Completion of 90 quarter units of college credit of which:
 - A minimum of 24 quarter units must be earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the MAJOR.
2. Completion of all General Education requirements (31-42 quarter units) for the A.A./A.S. degree with a minimum 2.0 ("C") grade point average.
3. Completion of all Major requirements with a minimum 2.0 ("C") grade point average. Major requirement courses can ALSO be used to satisfy G.E. requirements.
4. Completion of all De Anza courses with a minimum 2.0 ("C") grade point average. All De Anza courses combined with courses transferred from other colleges or universities must be with a minimum 2.0 ("C") grade point average.

NOTE: Certificate courses and A.A./A.S. degree major courses must be completed **with a letter grade** unless a particular course is offered on a pass/no-pass basis only.

Accounting/Bookkeeping

Accounting

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified in previous column.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
ACCT 1C	Managerial Accounting	4
ACCT 86	Computer Accounting Systems	5
ACCT 88	Excel Spreadsheets for Accounting	2
ACCT 105	Basic Financial Accounting Procedures	1

Complete six (6) units from the following:

ACCT 64	Payroll and Business Tax Accounting (3)	
ACCT 66	Cost Accounting (5)	
ACCT 67A	Federal Income Tax (4)	
ACCT 70	Budgeting and Planning (5)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	

ACCT 87AH	Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs (Quickbooks) (2)	6
	Total Units Required	26

Recommended

BUS 10	Introduction to Business (5)	
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Accounting, Practice Emphasis

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified in previous column.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
ACCT 1C	Managerial Accounting	4
ACCT 51A	Intermediate Accounting	4
ACCT 51B	Intermediate Accounting	4
ACCT 58	Auditing	4
ACCT 66	Cost Accounting	5
ACCT 86	Computer Accounting Systems	5
ACCT 88	Excel Spreadsheets for Accounting	2
BUS 18	Business Law I	5

Complete four (4) units from the following:

ACCT 64	Payroll and Business Tax Accounting (3)	
ACCT 67A	Federal Income Tax (4)	
ACCT 67B	Advanced Individual Tax: CA Emphasis (4)	
ACCT 68	Advanced Tax Accounting (4)	
ACCT 70	Budgeting and Planning (5)	
ACCT 75	Accounting for Gov't and Nonprofit Entities (5)	

ACCT 87AH	Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs (Quickbooks) (2)	
ACCT 105	Basic Financial Accounting Procedures (1)	
BUS 10	Introduction to Business (5)	
BUS 69	Investment Fundamentals (4)	4
	Total Units Required	45

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Accounting, Practice Emphasis Certificate of Proficiency	45 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
Total Units Required		90 units

Accounting, Taxation Emphasis**Certificate of Proficiency**

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
ACCT 1C	Managerial Accounting	4
ACCT 64	Payroll and Business Tax Accounting	3
ACCT 67A	Federal Income Tax	4
ACCT 67B	Advanced Individual Tax: CA Emphasis	4
ACCT 68	Advanced Tax Accounting	4
ACCT 86	Computer Accounting Systems	5
ACCT 88	Excel Spreadsheets for Accounting	2
BUS 18	Business Law I	5

Complete six (6) units from the following:

ACCT 51A	Intermediate Accounting (4)	
ACCT 51B	Intermediate Accounting (4)	
ACCT 58	Auditing (4)	
ACCT 66	Cost Accounting (5)	
ACCT 70	Budgeting and Planning (5)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	
ACCT 87AH	Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs (Quickbooks) (2)	
ACCT 105	Basic Financial Accounting Procedures (1)	
BUS 10	Introduction to Business (5)	
BUS 69	Investment Fundamentals (4)	
REST 50	Real Estate Principles (4)	6
Total Units Required		45

Recommended

BUS 10	Introduction to Business (5)
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A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Accounting, Taxation Emphasis Certificate of Proficiency	45 units
GE	General Education (31 - 42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
Total Units Required		90 units

Bookkeeping**Certificate of Completion**

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ACCT 1A	Financial Accounting I	4
ACCT 88	Excel Spreadsheets for Accounting	2
ACCT 105	Basic Financial Accounting Procedures	1
CAOS 70AA	Elementary Keyboarding	1 1/2
CAOS 104I	10-Key on the Microcomputer	1/2
CAOS 107G	Business Office Math	2
Total Units Required		11

Recommended

BUS 10	Introduction to Business (5)
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Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
ACCT 64	Payroll and Business Tax Accounting	3
ACCT 86	Computer Accounting Systems	5
ACCT 88	Excel Spreadsheets for Accounting	2
ACCT 105	Basic Financial Accounting Procedures	1
CAOS 104I	10-Key on the Microcomputer	1/2
CAOS 107G	Business Office Math	2

Complete two (2) of the following courses:

ACCT 87AH	Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs (Quickbooks) (2)	
ACCT 107	Certified Bookkeeper Review (2)	4
Total Units Required		25 1/2

Recommended

BUS 10	Introduction to Business (5)
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Tax Practitioner**Certificate of Proficiency**

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
ACCT 64	Payroll and Business Tax Accounting	3
ACCT 67A	Federal Income Tax	4
ACCT 67B	Advanced Individual Tax: CA Emphasis	4
ACCT 68	Advanced Tax Accounting	4
ACCT 86	Computer Accounting Systems	5
ACCT 88	Excel Spreadsheets for Accounting	2
ACCT 105	Basic Financial Accounting Procedures I	1
BUS 18	Business Law I	5

Complete nine (9) units from the following:

ACCT 1C	Managerial Accounting (4)	
ACCT 66	Cost Accounting (5)	
ACCT 70	Budgeting and Planning (5)	
ACCT 75	Accounting for Government and Nonprofit Entities (5)	
ACCT 87AH	Computerized Accounting Programs (Peachtree - Windows) (2)	
ACCT 87AI	Computerized Accounting Programs (Quickbooks) (2)	9
Total Units Required		45

Recommended

BUS 10	Introduction to Business (5)
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Administration of Justice**Corrections/Probation****A.A. Degree**

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

ADMJ 1	Introduction to Administration of Justice	4
ADMJ 50	Crime, Correction and Society	4
ADMJ 54	Youth and the Law	4
ADMJ 56	Practical Writing for Administration of Justice	4
ADMJ 64X	Administration of Justice Internship	2
ADMJ 73	Crime and Criminology	4
ADMJ 74A	Interviewing, Interrogation and Crisis Intervention	4
ADMJ 75	Principles and Procedures of the Justice System	4
ADMJ 78	Correctional Investigation	4

Complete three (3) courses from the list below:

ADMJ 3	Concepts of Criminal Law (5)	
ADMJ 11	Federal Courts and Constitutional Law (4)	
ADMJ 25	Law and Social Change (4)	
ADMJ 29	Cultural Pluralism and American Law and Justice (4)	
ADMJ 51	Gender, Culture and Crime (4)	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 62	Sexual Assault, Police and Community Response (4)	
ADMJ 90A	Legal Aspects of Evidence (4)	12-13
Major	Corrections/Probation	46-47 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Recommended

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

Law Enforcement

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

ADMJ 1	Introduction to Administration of Justice	4
ADMJ 3	Concepts of Criminal Law	5
ADMJ 5	Community Relations	4
ADMJ 56	Practical Writing for Administration of Justice	4
ADMJ 61	Criminal Investigation	4
ADMJ 64X	Administration of Justice Internship	2
ADMJ 75	Principles and Procedures of the Justice System	4
ADMJ 90A	Legal Aspects of Evidence	4

Complete three (3) courses from the list below:

ADMJ 11	Federal Courts and Constitutional Law (4)	
ADMJ 25	Law and Social Change (4)	
ADMJ 29	Cultural Pluralism and American Law and Justice (4)	
ADMJ 50	Crime, Correction and Society (4)	
ADMJ 51	Gender, Culture and Crime (4)	
ADMJ 53	Criminal Law II (5)	
ADMJ 54	Youth and the Law (4)	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 60	Patrol Procedures (4)	
ADMJ 62	Sexual Assault, Police and Community Response (4)	
ADMJ 73	Crime and Criminology (4)	
ADMJ 74A	Interviewing, Interrogation and Crisis Intervention (4)	12-13
Major	Law Enforcement	43-44 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Private Security

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ADMJ 1	Introduction to Administration of Justice	4
ADMJ 60	Patrol Procedures	4
ADMJ 64X	Administration of Justice Internship	2
ADMJ 75	Principles and Procedures of the Justice System	4
	Total Units Required	14

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Private Security	
	Certificate of Achievement	14

Complete 23 units from the following:

ADMJ 3	Concepts of Criminal Law (5)	
ADMJ 11	Federal Courts and Constitutional Law (4)	
ADMJ 29	Cultural Pluralism and American Law and Justice (4)	
ADMJ 50	Crime, Correction and Society (4)	
ADMJ 53	Criminal Law II (5)	
ADMJ 54	Youth and the Law (4)	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 56	Practical Writing for Administration of Justice (4)	
ADMJ 61	Criminal Investigation (4)	
ADMJ 64	Administration of Justice Internship (1)	
ADMJ 64X	Administration of Justice Internship (2)	
ADMJ 64Y	Administration of Justice Internship (3)	
ADMJ 64Z	Administration of Justice Internship (4)	
ADMJ 90A	Legal Aspects of Evidence (4)	
ADMJ 25I	Laws of Arrest for School Peace Officers (832.2 P.C.) (3)	23
	Total Units Required	37

A.A. Degree

Complete the Certificate of Achievement plus the following for the major, and fulfill the A.A./A.S. degree requirements as specified on page 51.

Certificate	Private Security	
	Certificate of Achievement	14
ADMJ 3	Concepts of Criminal Law	5

Complete 20 units from the following:

ADMJ 11	Federal Courts and Constitutional Law (4)	
ADMJ 29	Cultural Pluralism and American Law and Justice (4)	
ADMJ 50	Crime, Correction and Society (5)	
ADMJ 53	Criminal Law II (5)	
ADMJ 54	Youth and the Law (4)	
ADMJ 55	Alcohol, Narcotics and Drug Abuse (4)	
ADMJ 61	Criminal Investigation (4)	
ADMJ 73	Crime and Criminology (4)	
ADMJ 74A	Interviewing, Interrogation and Crisis Intervention (4)	
ADMJ 90A	Legal Aspects of Evidence (4)	20
Major	Private Security	39 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

**For Paralegal certificates and degrees,
see Paralegal Studies.**

Administrative Assistant/ Office Technology

Administrative Assistant/Office Technology

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

CAOS 70AA*	Elementary Keyboarding I (1 1/2)	
<i>or</i>		
CAOS 173	Keyboarding Skill Development (1)	1-1 1/2
<i>* See instructor if you have previous keyboarding skills.</i>		
CAOS 90GA	Computer Literacy I (PC) (2)	
<i>or</i>		
CAOS 100G	Orientation to the IBM PC (1/2)	1/2-2
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
<i>or</i>		
CAOS 102L	Microsoft Windows I (Windows XP/2002) (1)	1
CAOS 91AK	Word Processing I (Word 2000/Windows) (2)	
<i>or</i>		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS 91BK	Word Processing II (Word 2000/Windows) (2)	
<i>or</i>		
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
Total Units Required		6 1/2-8 1/2

Certificate of Achievement

Complete the Certificate of Completion plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Admin. Assistant/Office Technology Certificate of Completion	6 1/2-8 1/2
CAOS 93AK	Spreadsheet I (Excel 2000) (2)	
<i>or</i>		
CAOS 93AL	Spreadsheet I (Excel XP/2002) (2)	2
BUS 56	Human Relations in Business (5)	
<i>or</i>		
SPCH 10	Fundamentals of Oral Communication (4)	4-5
CAOS 107G	Business Office Math	2
CAOS 84A	Business English I	2
CAOS/CIS 94	Introduction to Internet and World Wide Web	1
CAOS 1040	Introduction to Filing	1
CAOS 1710	Office Automation I (MS Outlook)	1
CAOS 176	Telephone Communications	1
Total Units Required		20 1/2-23 1/2

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Admin. Assistant/Office Technology Certificate of Achievement	20 1/2-23 1/2
CAOS 84B	Business English II	1
CAOS 110K	Database I (Access 2000) (2)	
<i>or</i>		
CAOS 110L	Database I (Access XP/2002) (2)	2
CAOS 130K	Introduction to Business Graphics (PowerPoint 2000) (2)	
<i>or</i>		
CAOS 130L	Introduction to Business Graphics (Power Point XP/2002) (2)	2

Complete 10 units from the following, which do not duplicate courses chosen from the lists above:

ACCT 1A	Financial Accounting I (4)
BUS 10	Introduction to Business (5)
BUS 56	Human Relations in Business (5)
BUS 85	Business Communication (3)

CAOS 90GA	Computer Literacy I (PC) (2)	
CAOS 100G	Orientation to the IBM PC (1/2)	
CAOS/CIS 108	Personal Computer Security Basics (4)	
CAOS 111K	Database II (Access 2000) (2)	
<i>or</i>		
CAOS 111L	Database II (Access XP/2002) (2)	
CAOS 104K	Introduction to Proofreading Skills (1)	
CAOS 112A	Digital Imaging Software (Photoshop) (4)	
CAOS 112I	Digital Imaging Software I (Photoshop) (2)	
CAOS 112Q	Digital Imaging Software II (Photoshop) (2)	
CAOS 113A	Web Authoring Software (Dreamweaver) (4)	
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	
CAOS 113M	Web Authoring Software I (Frontpage) (2)	
CAOS 114A	Web Graphics/Animation Software (Flash) (3)	
CAOS 173	Keyboarding Skill Development (1)	
CAOS 180G	Job Finding Techniques (1)	
CAOS 180J	Spelling Skills (1)	10
Total Units Required		35 1/2-38 1/2

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

BUS 10	Introduction to Business	5
BUS 56	Human Relations in Business (5)	
<i>or</i>		
BUS 85	Business Communication (3)	3-5
CAOS 70AA*	Elementary Keyboarding I (1 1/2)	
<i>or</i>		
CAOS 173	Keyboarding Skill Development (1)	1-1 1/2
<i>* See instructor if you have previous keyboarding skills.</i>		
CAOS 90GA	Computer Literacy I (PC) (2)	
<i>or</i>		
CAOS 100G	Orientation to the IBM PC (1/2)	1/2-2
BUS 56	Human Relations in Business (5)	
<i>or</i>		
SPCH 10	Fundamentals of Oral Communication (4)	4-5
CAOS 81H	10-Key and Electronic Calculator	1
CAOS 84A	Business English I	2
CAOS 84B	Business English II	1
CAOS 91AK	Word Processing I (Word 2000/Windows) (2)	
<i>or</i>		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS 91BK	Word Processing II (Word 2000/Windows) (2)	
<i>or</i>		
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
CAOS 93AK	Spreadsheet I (Excel 2000) (2)	
<i>or</i>		
CAOS 93AL	Spreadsheet I (Excel XP/2002) (2)	2
CAOS/CIS 94	Introduction to Internet and World Wide Web	1
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
<i>or</i>		
CAOS 102L	Microsoft Windows I (Windows XP/2002) (1)	1
CAOS 104K	Introduction to Proofreading Skills	1
CAOS 1040	Introduction to Filing	1
CAOS 107G	Business Office Math	2
CAOS/CIS 108	Personal Computer Security Basics	4

CAOS 110K	Database I (Access 2000 IBM) (2)	
or		
CAOS 110L	Database I (Access XP/2002) (2)	2
CAOS 130K	Introduction to Business Graphics (Power Point 2000) (2)	
or		
CAOS 130L	Introduction to Business Graphics (Power Point XP/2002) (2)	2
CAOS 171O	Office Automation I (MS Outlook)	1
CAOS 176	Telephone Communications	1
<i>Complete nine (9) units from the courses listed below which do not duplicate those chosen from the lists above:</i>		
ACCT 1A	Financial Accounting I (4)	
BUS 56	Human Relations in Business (5)	
CAOS 90GA	Computer Literacy I (PC) (2)	
CAOS 93BK	Spreadsheets II (Excel 2000) (2)	
or		
CAOS 93BL	Spreadsheets II (Excel XP/2002) (2)	
CAOS 100G	Orientation to the IBM PC (1/2)	
CAOS 111K	Database II (Access 2000) (2)	
or		
CAOS 111L	Database II (Access XP/2002) (2)	
CAOS 112A	Digital Imaging Software (Photoshop) (4)	
CAOS 112I	Digital Imaging Software I (Photoshop) (2)	
CAOS 112Q	Digital Imaging Software II (Photoshop) (2)	
CAOS 113A	Web Authoring Software (Dreamweaver) (4)	
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	
CAOS 113M	Web Authoring Software I (Frontpage) (2)	
CAOS 114A	Web Graphics/Animation Software (Flash) (3)	
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (3)	
CAOS 140K	Desktop Publishing Software (MS Publisher 2000) (2)	
CAOS 173	Keyboarding Skill Development (1)	
CAOS 180G	Job Finding Techniques (1)	
CAOS 180J	Spelling Skills (1)	
CAOS 198W	Topics/Computer Applications and Office Systems (1)	
CAOS 198X	Topics/Computer Applications and Office Systems (1 1/2)	
CAOS 198Y	Topics/Computer Applications and Office Systems (2)	
<i>[Up to three (3) units may apply from CAOS 198W-Y.]</i>		
Major	Administrative Assisting/Office Technology	48 1/2-53 1/2 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Computer Literacy

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

CAOS 90GA	Computer Literacy I (PC) (2)	
or		
CAOS 100G	Orientation to the IBM PC (1/2)	1/2-2
CAOS 70AA	Elementary Keyboarding I	1 1/2
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
or		
CAOS 102L	Microsoft Windows I (Windows XP) (1)	1
CAOS 91AK	Word Processing I (Word 2000) (2)	
or		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS/CIS 94	Introduction to Internet and World Wide Web	1
	Total Units Required	6-7 1/2

Data Entry Clerk

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

CAOS 70AA*	Elementary Keyboarding I (1 1/2)	
or		
CAOS 173	Keyboarding Skill Development (1)	1-1 1/2
CAOS 81H	10-Key and Electronic Calculator	1
CAOS 104I	Ten-Key on the Microcomputer	1/2
CAOS 104K	Introduction to Proofreading Skills	1
CAOS 176	Telephone Communications	1
	Total Units Required	4 1/2-5

** See instructor if you have previous keyboarding skills.*

File Clerk

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

CAOS 104M	Introduction to the Office	1
CAOS 104O	Introduction to Filing	1
BUS 56	Human Relations in Business (5)	
or		
SPCH 10	Fundamentals of Oral Communication (4)	4-5
CAOS 176	Telephone Communications	1
	Total Units Required	7-8

Office Assistant - Level 1

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

ACCT 1A	Financial Accounting I	4
SKIL 100#	Reading Skills	1/2
SKIL 130#	Study Skills	1/2
CAOS 70AA*	Elementary Keyboarding I	1 1/2
CAOS 173**	Keyboarding Skill Development	1
CAOS 104I	Ten-Key on the Microcomputer	1/2
CAOS 176	Telephone Communications	1
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
or		
CAOS 102L	Microsoft Windows I (Windows XP) (1)	1
CAOS 91AK	Word Processing I (Word 2000) (2)	
or		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
	Total Units Required	12

Determined by Skills testing — if not needed, substitute other CAOS computer classes.

** See instructor if you have previous keyboarding skills.*

*** Taken twice if goal of 40 wpm is not reached.*

Office Assistant - Level 2

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

CAOS 104K	Introduction to Proofreading Skills	1
SKIL 122#	Grammar Skills	1/2
SKIL 120#	Writing Skills	1/2
SKIL 121#	Spelling Skills	1/2
CAOS 104M	Introduction to the Office	1
CAOS 91AK	Word Processing I (Word 2000) (2)	
or		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS 105	Introduction to HTML	1
CAOS 104O	Introduction to Filing	1
	Total Units Required	7 1/2

Determined by Skills testing — if not needed, substitute other CAOS computer classes.

Office Assistant - Level 3

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

SKIL 110#	Basic Mathematics	1/2
CAOS 93AK	Spreadsheet I (Excel 2000) (2)	
or		
CAOS 93AL	Spreadsheet I (Excel XP/2002) (2)	2
CAOS 130K	Introduction to Business Graphics (PowerPoint 2000) (2)	
or		
CAOS 130L	Introduction to Business Graphics (PowerPoint XP/2002) (2)	2
ACCT 1A	Financial Accounting I	4
CAOS 171O	Office Automation I (MS Outlook)	1
CAOS 180G	Job Finding Techniques	1

Complete two (2) units from:

COOP 50	Occupational Work Experience (1)	
COOP 50X	Occupational Work Experience (2)	
COOP 50Y	Occupational Work Experience (3)	
COOP 50Z	Occupational Work Experience (4)	2
Total Units Required		12 1/2

Determined by Skills testing — if not needed, substitute other CAOS computer classes.

Word Processing Clerk

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

CAOS 70AA*	Elementary Keyboarding I (1 1/2)	
or		
CAOS 173	Keyboarding Skill Development (1)	1-1 1/2
CAOS 84A	Business English I	2
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
or		
CAOS 102L	Microsoft Windows I (Windows XP) (1)	1
CAOS 91AK	Word Processing I (Word 2000) (2)	
or		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS 91BK	Word Processing II (Word 2000) (2)	
or		
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
CAOS 104K	Introduction to Proofreading Skills	1
CAOS 176	Telephone Communications	1
CAOS 180J	Spelling Skills	1
Total Units Required		11-11 1/2

* See instructor if you have previous keyboarding skills.

Workplace Communication

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

CAOS 70AA	Elementary Keyboarding I (1 1/2)	
or		
CAOS 173	Keyboarding Skill Development (1)	1-1 1/2
CAOS 84A	Business English I	2
CAOS 84B	Business English II	1
BUS 56	Human Relations in Business (5)	
or		
SPCH 10	Fundamentals of Oral Communication (4)	4-5
CAOS 180G	Job Finding Techniques	1
Total Units Required		9-10 1/2

Art

Art History

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Complete four (4) of the following courses:

ARTS 2A	History of Art (Europe from Prehistory through Early Christianity) (4)	
ARTS 2B	History of Art (Europe During Middle Ages/Renaissance) (4)	
ARTS 2C	History of Art (Europe from the Baroque Period through Impressionism) (4)	
ARTS 2D	History of Art (Europe and the United States/Post-Impressionism) (4)	
ARTS 2F	History of Art (Multicultural Arts in the U.S.) (4)	
ARTS 2G	Arts of Asia (4)	
ARTS 2H	History of Art: Native Arts of Mesoamerica and South America (4)	16

Complete the following:

ARTS 3TE	Today's Working Artist (4)	
or		
ARTS 3TC	Women, Society, and the Visual Arts (4)	4
ARTS 4A	Beginning Drawing	3

Complete one (1) of the following courses:

ARTS 8	Design (3)	
ARTS 10A	Three-Dimensional Design (3)	
ARTS 53A	Introduction to Visual Technology (3)	3
Total Units Required		26

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Art History Certificate of Achievement	26
ARTS 1B	Architecture Past and Present	4
ARTS 3TD	Public Places, Private Spaces-American Art	4

Complete one (1) course from the following Art sequence that was not previously selected in the Art History Cert. of Achievement:

ARTS 2A	History of Art (Europe from Prehistory through Early Christianity) (4)	
ARTS 2B	History of Art (Europe During Middle Ages/Renaissance) (4)	
ARTS 2C	History of Art (Europe from the Baroque Period through Impressionism) (4)	
ARTS 2D	History of Art (Europe and the United States/Post-Impressionism) (4)	
ARTS 2F	History of Art (Multicultural Arts in the U.S.) (4)	
ARTS 2G	Arts of Asia (4)	
ARTS 2H	History of Art: Native Arts of Mesoamerica and South America (4)	4

Complete 10-12 units from the courses listed below that were not previously selected to complete the Art History Certificate of Achievement:

ARTS 4B	Intermediate Drawing (3)	
ARTS 8	Design (3)	
ARTS 10A	Three-Dimensional Design (3)	
ARTS 12	Design and Color (3)	
ARTS 15A	Introduction to Acrylic Painting (3)	
ARTS 15B	Intermediate Acrylic Painting (3)	
ARTS 16A	Oil Painting I (3)	
ARTS 16B	Oil Painting II (3)	
ARTS 18A	Ceramics (3)	
ARTS 53A	Introduction to Visual Technology (3)	
ARTS 56	Computer Graphic Design/ Electronic Publishing (3)	10-12
Total Units Required		48-50

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Art History Cert. of Proficiency	48-50 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90

Ceramics

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ARTS 2D	History of Art (Post-Impressionism to the Present) (4)	
	<i>or</i>	
ARTS 3TE	Today's Working Artist (4)	4
ARTS 4A	Beginning Drawing	3
ARTS 8	Design	3
ARTS 10A	Three-Dimensional Design	3
ARTS 18A	Ceramics	3
ARTS 18B	Ceramics (Wheel Throwing)	3
ARTS 18C	Ceramics (Advanced Wheel Throwing)	3
ARTS 18D	Ceramics (Hand Building)	3
ARTS 20	Ceramics Lab (1/2)	
	<i>(Must be taken four times.)</i>	2
	Total Units Required	27

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Ceramics Certificate of Achievement	27
	<i>Complete 21 units from the following courses:</i>	
ARTS 19G	Ceramic Glaze Calculation (3)	
ARTS 19H	Raku (Ceramics) (3)	
ARTS 19I	Ceramic Sculpture (3)	
ARTS 19J	Ceramic Techniques (3)	
ARTS 19K	Ceramic Decoration (3)	
ARTS 19L	Kiln Construction (3)	
ARTS 19M	Low Fire Ceramics (3)	
ARTS 19N	Porcelain Ceramics (3)	
ARTS 50	Primitive Firing of Ceramics (3)	21
	<i>Complete three (3) units from:</i>	
ARTS 77	Special Projects in Art (1)	
ARTS 77X	Special Projects in Art (2)	
ARTS 77Y	Special Projects in Art (3)	3
	Total Units Required	51

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Certificate	Ceramics Certificate of Proficiency	51 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90

Museum Studies

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Painting

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ARTS 2D	History of Art (Post-Impressionism/ Present) (4)	
	<i>or</i>	
ARTS 3TE	Today's Working Artist (4)	4
ARTS 4A	Beginning Drawing	3
ARTS 4B	Intermediate Drawing	3
ARTS 12	Design and Color	3
	<i>Complete one (1) of the following:</i>	
ARTS 8	Design (3)	
ARTS 10A	Three-Dimensional Design (3)	
ARTS 53A	Introduction to Visual Technology (3)	3
	<i>Complete one (1) of the following sequences:</i>	
ARTS 15A	Acrylic Painting I (3)	
ARTS 15B	Acrylic Painting II (3)	
ARTS 15C	Acrylic Painting III (3)	
	<i>or</i>	
ARTS 16A	Oil Painting I (3)	
ARTS 16B	Oil Painting II (3)	
ARTS 16C	Oil Painting III (3)	9
	Total Units Required	25

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Painting Certificate of Achievement	25
ARTS 4C	Life Drawing	3
ARTS 53B	Introduction to Visual Technology	3
	<i>Complete the sequence from the list below that was not previously selected from the Painting Certificate of Achievement requirements list:</i>	
ARTS 15A	Acrylic Painting I (3)	
ARTS 15B	Acrylic Painting II (3)	
ARTS 15C	Acrylic Painting III (3)	
	<i>or</i>	
ARTS 16A	Oil Painting I (3)	
ARTS 16B	Oil Painting II (3)	
ARTS 16C	Oil Painting III (3)	9
	<i>Complete three (3) units from:</i>	
ARTS 77	Special Projects in Art (1)	
ARTS 77X	Special Projects in Art (2)	
ARTS 77Y	Special Projects in Art (3)	3
	Total Units Required	43

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Painting Certificate of Proficiency	43 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90

Sculpture

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ARTS 2D	History of Art (Post-Impressionism/Present) (4)	
	<i>or</i>	
ARTS 3TE	Today's Working Artist (4)	4
ARTS 4A	Beginning Drawing	3
ARTS 4B	Intermediate Drawing	3
ARTS 8	Design	3
ARTS 10A	Three-Dimensional Design	3
ARTS 37A	Sculpture	3
ARTS 37B	Intermediate Sculpture	3
	Total Units Required	22

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Sculpture Certificate of Achievement	22
ARTS 10B	Intermediate Three-Dimensional Design	3
ARTS 37C	Advanced Sculpture	3
ARTS 58A	Furniture Design	3
ARTS 58B	Intermediate Furniture Design	3
ARTS 58C	Advanced Furniture Design	3
	Total Units Required	37

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Certificate	Sculpture Certificate of Proficiency	37 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Automotive Technician

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

Automotive Air Conditioning

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Automotive Inspection and Maintenance

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Automotive Technician

Certificate of Achievement (Options A-F)

Complete the requirements for your option choice and fulfill the corresponding certificate requirements as specified on page 51.

Option A: Automotive Machining Technology

Prerequisites/Corequisites

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

Requirements

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

Option B: Automotive Engine Repair Technology

Prerequisites/Corequisites

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

Requirements

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

Option C: Automotive Engine Performance Technology

Prerequisites/Corequisites

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

Requirements

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

Option D: Advanced Engine Performance Technology

Prerequisites/Corequisites

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

Requirements

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

Option E: Automotive Chassis Technology

Choose Path 1, Path 2, or Path 3:

PATH 1

Prerequisites/Corequisites

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

Requirements

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

PATH 2

Prerequisites/Corequisites

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

Requirements

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

PATH 3

Prerequisites/Corequisites

Note: AUTO 60 not required.

AUTO 53A	Automotive Mechanisms	3
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Requirements

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

Option F: Automotive Powertrain Technology

Choose Path 1 or Path 2:

PATH 1

Prerequisites/Corequisites

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

Requirements

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 60B, AUTO 63, AUTO 63A, AUTO 63D, and Total Units Required.

PATH 2

Prerequisites/Corequisites

Note: AUTO 60 not required.

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 53A.

Requirements

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 53B, AUTO 57A, AUTO 58, AUTO 93A, AUTO 93B, AUTO 93C, AUTO 93D, AUTO 93E, AUTO 93F, and Total Units Required.

Certificate of Proficiency (Options A-F)

Complete the requirements for your option choice and fulfill the corresponding certificate requirements as specified on page 51.

Option A: Automotive Machining Technology

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 53A, AUTO 60, AUTO 60B, AUTO 64, AUTO 64HP, ASE, and Total Units Required.

Option B: Automotive Engine Repair Technology

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 53A, AUTO 60, AUTO 60B, AUTO 60C, AUTO 64, ASE, and Total Units Required.

Option C: Automotive Engine Performance Technology

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 53A, AUTO 60, AUTO 60A, AUTO 60B, AUTO 60C, AUTO 60D, ASE, and Total Units Required.

Option D: Advanced Engine Performance Technology

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 53A, AUTO 60, AUTO 60E, AUTO 60F, AUTO 60G, AUTO 60H, AUTO 60J, ASE, and Total Units Required.

Option E: Automotive Chassis Technology

Choose Path 1 or Path 2:

PATH 1

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 53A, AUTO 60, AUTO 60B, AUTO 61A, AUTO 61B, ASE, and Total Units Required.

PATH 2

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 53A, AUTO 60, AUTO 60B, AUTO 62A, AUTO 62B, ASE, and Total Units Required.

Option F: Automotive Powertrain Technology

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 53A, AUTO 60, AUTO 60B, AUTO 63, AUTO 63A, AUTO 63D, ASE, and Total Units Required.

A.S. Degree (Options A-F)

Complete the prerequisite below and the Certificate of Proficiency option of your choice for the major, and fulfill the A.A./A.S. degree requirements as specified on page 51.

Prerequisite

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

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

Table with 2 columns: Category, Description. Includes Major, GE, and Electives with their respective requirements and Total Units Required.

Automotive Technology

An entry-level program for full-time day students

Certificate of Proficiency (Options A-C)

Complete the requirements for your option choice and fulfill the corresponding certificate requirements as specified on page 51.

Option A: Automotive Machining and Engine Repair

Table with 3 columns: Course ID, Course Name, Units. Includes AUTO 53A, AUTO 53B, AUTO 57A, AUTO 58, AUTO 94A, AUTO 94B, AUTO 94C, AUTO 94D, AUTO 94E, AUTO 94F, and Total Units Required.

Option B: Automotive Engine Performance

AUTO 53A	Automotive Mechanisms	3
AUTO 53B	Automotive Electrical and Mechanical Systems	2
AUTO 57A	Career Research and Employment	2
AUTO 58	Hazardous Materials	1/2
AUTO 99A	Automotive Electricity, Batteries, Cranking Systems	6 1/4
AUTO 99B	Automotive Charging, Ignition, Accessory Systems	6 1/4
AUTO 99C	Introduction to Engine Performance	6 1/4
AUTO 99D	Intermediate Engine Performance	6 1/4
AUTO 99E	Basic Engine Performance Diagnostic Procedures	6 1/4
AUTO 99F	Intermediate Engine Performance Diagnostic Procedures	6 1/4
	Total Units Required	45

Option C: Automotive Chassis and Powertrain

AUTO 53A	Automotive Mechanisms	3
AUTO 53B	Automotive Electrical and Mechanical Systems	2
AUTO 57A	Career Research and Employment	2
AUTO 58	Hazardous Materials	1/2
AUTO 91A	Automotive Brake Systems	5
AUTO 92A	Automotive Steering and Suspension	5
AUTO 92B	Automotive Alignment	5
AUTO 93A	Automotive Final Drivetrain	5
AUTO 93B	Standard Transaxles	1 1/2
AUTO 93C	Automatic Transmissions	5
AUTO 93D	Automatic Transaxles	1 1/2
AUTO 93E	Diagnostic Techniques	1
AUTO 93F	Automotive Transmission Service	5
	Total Units Required	41 1/2

A.S. Degree (Options A-C)

Complete the prerequisite below and the Certificate of Proficiency option of your choice for the major, and fulfill the A.A./A.S. degree requirements as specified on page 51.

Prerequisite

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

Recommended: One (1) year of automotive educational experience (high school, ROP or De Anza 50 series).

Major	Prerequisite and one Automotive Technology Certificate of Proficiency (Option A-F)
GE	General Education including MATH 104 or 114 (31 - 42 units)
Electives	Elective courses required when major units plus GE units total is less than 90 Total Units Required90 units

Biological Sciences

A.S. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

BIOL 6A	Form and Function in the Biological World (6)
BIOL 6B	Cell and Molecular Biology (6)
BIOL 6C	Evolution, Systematics, and Ecology (6)
CHEM 1A	General Chemistry (5)
CHEM 1B	General Chemistry (5)
CHEM 1C	General Chemistry and Qualitative Analysis (5)

Complete a minimum of 15 units from one (1) of the two (2) options listed below.

Option 1: Organic Chemistry

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

Option 2: Physics

PHYS 2A	General Introductory Physics (5)	
PHYS 2B	General Introductory Physics (5)	
PHYS 2C	General Introductory Physics (5)	
	or	
PHYS 4A	Physics for Scientists and Engineers (Mechanics) (6)	
PHYS 4B	Physics for Scientists and Engineers (Electricity and Magnetism) (6)	
PHYS 4C	Physics for Scientists and Engineers (Fluids, Waves, Optics, and Thermodynamics) (6)	
Major	Biological Sciences	48-51 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Recommended elective courses:

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

Students may complete either the Organic Chemistry or the Physics option in order to receive the A.S. Degree in Biological Sciences from De Anza College.

For students planning to transfer to a four-year institution, it may be beneficial to complete both the Organic Chemistry option and the Physics option. Course sequences in chemistry and physics are required in most B.S. Biology programs. For your specific transfer situation, please visit the Counseling Center and consult with the four-year institution.

Business Administration

Business Administration

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

BUS 10	Introduction to Business	5
	Complete one (1) course from the list below:	
BUS 21	Business and Society (5)	
BUS 54	Business Mathematics (5)	
BUS 56	Human Relations in Business (5)	
BUS 60	International Business Management (5)	
BUS 65	Leadership (5)	
BUS 70	Principles of E-Business (4)	
BUS 87	Introduction to Selling (4)	
BUS 90	Principles of Marketing (5)	
BUS 96A	Principles of Management (5)	
	Total Units Required	9-10

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ACCT 1A	Financial Accounting I	4
BUS 10	Introduction to Business	5
BUS 18	Business Law I	5
	Complete two (2) courses from the list below:	
BUS 21	Business and Society (5)	
BUS 54	Business Mathematics (5)	
BUS 55	Introduction to Entrepreneurship (5)	
BUS 56	Human Relations in Business (5)	
BUS 57	Personnel Management (4)	
BUS 58	The Business Plan (3)	
BUS 60	International Business Management (5)	
BUS 65	Leadership (5)	
BUS 70	Principles of E-Business (4)	
BUS 79	Business Strategy (4)	
BUS 87	Introduction to Selling (4)	
BUS 89	Advertising (5)	
BUS 90	Principles of Marketing (5)	

BUS 96A	Principles of Management (5)	
CIS 3	Business Information Systems (5)	
	Total Units Required	21-24

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

ACCT 1A	Financial Accounting I	4
ACCT 1B	Financial Accounting II	4
ACCT 1C	Managerial Accounting	4
BUS 10	Introduction to Business	5
BUS 18	Business Law I	5
BUS 54	Business Mathematics	5
BUS 56	Human Relations in Business	5
BUS 60	International Business Management	5
BUS 90	Principles of Marketing	5
BUS 96A	Principles of Management	5
CIS 3	Business Information Systems	5
Major	Business Administration	52 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Recommended

Cooperative Education, BUS 21, 55, 57, 58, 65, 69, 70, 79, 80, 82, 85, 87, 89, 93 ECON 1, 2 or 10

Entrepreneurship

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

BUS 55	Introduction to Entrepreneurship	5
BUS 58	The Business Plan	3

Complete three (3) courses from the list below:

BUS 60	International Business Management (5)	
BUS 65	Leadership (5)	
BUS 70	Principles of E-Business (4)	
BUS 79	Business Strategy (4)	
BUS 90	Principles of Marketing (5)	
	Total Units Required	21-22

Business Software Applications

Business Software Applications

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Complete one (1) of the following courses:

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

* See instructor if you have previous keyboarding skills.

Complete one (1) of the following courses:

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

Complete the following courses:

CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
or		
CAOS 102L	Microsoft Windows I (Windows XP/2002) (1)	1
CAOS 91AK	Word Processing I (Word 200) (2)	
or		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS 93AK	Spreadsheet I (Excel 2000) (2)	
or		
CAOS 93AL	Spreadsheet I (Excel XP/2002) (2)	2
CAOS 110K	Database I (Access 2000) (2)	
or		
CAOS 110L	Database I (Access XP/2002) (2)	2
	Total Units Required	8 1/2-10 1/2

Certificate of Achievement

Complete the Certificate of Completion plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Business Software Applications	
	Certificate of Completion	8 1/2-10 1/2
CAOS 91BK	Word Processing II (Word 2000) (2)	

or		
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
CAOS 150A	Desktop Hardware (A+ Certification Part I)	3
CAOS 105	Introduction to HTML	1
CAOS/CIS 108	Personal Computer Security Basics	4

Complete six (6) units from the courses listed below which do not duplicate those chosen from the list above:

ACCT 1A	Financial Accounting I (4)	
BUS 85	Business Communication (3)	
CAOS 90GA	Computer Literacy I (PC) (2)	
CAOS/CIS 94	Introduction to Internet and World Wide Web (1)	
CAOS 112A	Digital Imaging Software (Photoshop) (4)	
CAOS 112I	Digital Imaging Software I (Photoshop) (2)	
CAOS 112Q	Digital Imaging Software II (Photoshop) (2)	
CAOS 113A	Web Authoring Software (Dreamweaver) (4)	
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	
CAOS 113M	Web Authoring Software I (Frontpage) (2)	
CAOS 114A	Web Graphics/Animation Software (Flash) (3)	
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (4)	

CAOS 130K	Introduction to Business Graphics (2)	
or		
CAOS 130L	Introduction to Business Graphics (2)	
CAOS 140K	Desktop Publishing Software (MS Publisher 2000) (2)	
CAOS 150B	Desktop Hardware (A+ Certification Part II) (3)	
CIS 15AG	Introduction to Computer Programming Using C (6)	
CIS 89A	World Wide Web Page Development (3)	
CAOS 198	Topics/Computer Applications and Office Systems (1/2)	
CAOS 198W	Topics/Computer Applications and Office Systems (1)	
CAOS 198X	Topics/Computer Applications and Office Systems (1 1/2)	
CAOS 198Y	Topics/Computer Applications and Office Systems (2)	

[Up to three (3) units from CAOS 198, 198W-Y can apply.] 6
Total Units Required 24 1/2-26 1/2

Certificate of Proficiency

Complete the Certificate of Completion plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Business Software Applications	
	Certificate of Completion	8 1/2-10 1/2
BUS 85	Business Communication	3
CAOS 91BK	Word Processing II (Word 2000) (2)	
or		
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
CAOS 93BK	Spreadsheet II (Excel 2000) (2)	
or		
CAOS 93BL	Spreadsheet II (Excel XP/2002) (2)	2
CAOS/CIS 94	Introduction to Internet and World Wide Web	1
CAOS 105	Introduction to HTML	1
CAOS/CIS 108	Personal Computer Security Basics	4
CAOS 111K	Database II (Access 2000) (2)	
or		
CAOS 111L	Database II (Access XP/2002) (2)	2

CAOS 130K	Introduction to Business Graphics (PowerPoint 2000) (2)		CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
or			or		
CAOS 130L	Introduction to Business Graphics (PowerPoint XP/2002) (2)	2	CAOS 102L	Microsoft Windows I (Windows XP/2002) (1)	1
CAOS 150A	Desktop Hardware (A+ Certification Part I)	3	CAOS 91AK	Word Processing I (Word 2000) (2)	
<i>Complete one (1) of the following courses:</i>					
CIS 14A	Visual Basic.NET Programming I (4)		or		
CIS 15AG	Introduction to Computer Programming Using C (6)	4-6	CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
<i>Complete 10 units from the courses listed below which do not duplicate those chosen from the lists above:</i>					
ACCT 1A	Financial Accounting I (4)		CAOS 91BK	Word Processing II (Word 2000) (2)	
ACCT 86	Computer Accounting Systems (4)		or		
CAOS 91AK	Word Processing I (Word 2000) (2)		CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
or			CAOS 93AK	Spreadsheet I (Excel 2000) (2)	
CAOS 91AL	Word Processing I (Word XP/2002) (2)		or		
CAOS 91BK	Word Processing II (Word 2000) (2)		CAOS 93AL	Spreadsheet I (Excel XP/2002) (2)	2
or			CAOS 93BK	Spreadsheet II (Excel 2000) (2)	
CAOS 91BL	Word Processing II (Word XP/2002) (2)		or		
CAOS 110K	Database I (Access 2000) (2)		CAOS 93BL	Spreadsheet II (Excel XP/2002) (2)	2
or			CAOS/CIS 94	Introduction to Internet and World Wide Web I	1
CAOS 110L	Database I (Access XP/2002) (2)		CAOS 110K	Database I (Access 2000) (2)	
CAOS 112A	Digital Imaging Software (Photoshop) (4)		or		
CAOS 112I	Digital Imaging Software I (Photoshop) (2)		CAOS 110L	Database I (Access XP/2002) (2)	2
CAOS 112Q	Digital Imaging Software II (Photoshop) (2)		CAOS 111K	Database II (Access 2000) (2)	
CAOS 113A	Web Authoring Software (Dreamweaver) (4)		or		
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)		CAOS 111L	Database II (Access XP/2002) (2)	2
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)		CAOS 130K	Introduction to Business Graphics (PowerPoint 2000) (2)	
CAOS 113M	Web Authoring Software I (Frontpage) (2)		or		
CAOS 114A	Web Graphics/Animation Software (Flash) (3)		CAOS 130L	Introduction to Business Graphics (PowerPoint XP/2002) (2)	2
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (4)		CAOS 150A	Desktop Hardware (A+ Certification Part I)	3
CAOS 140K	Desktop Publishing Software (MS Publisher 2000) (2)		CAOS 150B	Desktop Hardware (A+ Certification Part II)	3
CAOS 150B	Desktop Hardware (A+ Certification Part II) (3)		CAOS/CIS 108	Personal Computer Security Basics	4
CIS 3	Business Information Systems (5)		<i>Complete one (1) of the following courses:</i>		
CIS 18A	Introduction to UNIX (4)		CIS 14A	Visual Basic.NET Programming I (4)	
CIS 50	Introduction to Computers, Data Processing, and Applications (3)		CIS 15AG	Introduction to Computer Programming Using C (6)	4-6
or			<i>Complete one (1) of the following courses:</i>		
CIS 89A	World Wide Web Page Development (3)		CIS 170D	Windows 2000/XP Professional (4)	
CAOS 198	Topics in Computer Applications and Office Systems (1/2)		CIS 171D	Windows 2003 Server (4)	4
CAOS 198W	Topics in Computer Applications and Office Systems (1)		<i>Complete 13 units from the courses listed below which do not duplicate those chosen from the lists above:</i>		
CAOS 198X	Topics in Computer Applications and Office Systems (1 1/2)		ACCT 1A	Financial Accounting I (4)	
CAOS 198Y	Topics in Computer Applications and Office Systems (2)		ACCT 1B	Financial Accounting II (4)	
<i>[Up to three (3) units from CAOS 198, 198W-Y can apply.]</i>			ACCT 86	Computer Accounting Systems (5)	
Total Units Required			BUS 10	Introduction to Business (5)	
			BUS 54	Business Mathematics (5)	
			CAOS 84A	Business English I (2)	
			CAOS 84B	Business English II (1)	
			CAOS 91AK	Word Processing I (Word 2000) (2)	
			or		
			CAOS 91AL	Word Processing I (Word XP/2002) (2)	
			CAOS 91BK	Word Processing II (Word 2000) (2)	
			or		
			CAOS 91BL	Word Processing II (Word XP/2002) (2)	
			CAOS 105	Introduction to HTML (1)	
			CAOS 112A	Digital Imaging Software (Photoshop) (4)	
			CAOS 112I	Digital Imaging Software I (Photoshop) (2)	
			CAOS 112Q	Digital Imaging Software II (Photoshop) (2)	
			CAOS 113A	Web Authoring Software (Dreamweaver) (4)	
			CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
			CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	
			CAOS 113M	Web Authoring Software I (Frontpage) (2)	
			CAOS 114A	Web Graphics/Animation Software (Flash) (3)	
			CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (4)	
			CAOS 140K	Desktop Publishing Software (MS Publisher 2000) (2)	
			CAOS 198	Topics in Computer Applications and Office Systems (1/2)	
			CAOS 198W	Topics in Computer Applications and Office Systems (1)	

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. requirements as specified on page 51.

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

Complete one (1) of the following courses:

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

* See instructor if you have previous keyboarding skills.

Complete one (1) of the following courses:

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

Complete the following courses:

BUS 56	Human Relations in Business (4)	
or		
BUS 85	Business Communication (3)	3-4

CAOS 198X	Topics/Computer Applications and Office Systems (1 1/2)	
CAOS 198Y	Topics/Computer Applications and Office Systems (2)	
<i>[Up to three (3) units from CAOS 198, 198W-Y can apply.]</i>		
CIS 50 or	Introduction to Computers, Data Processing, and Applications (3)	
CIS 3	Business Information Systems (5)	
CIS 18A	Introduction to UNIX (4)	
MATH 10	Elementary Statistics and Probability (5)	13
Major	Business Software Applications	51 1/2-56 1/2 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Child Development

Child Development

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Current Infant and Child CPR/First Aid Certificate required.

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

Complete nine (9) units from the courses listed below:

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

Practicum Requirement (3-5 units)

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

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

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

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Current Infant and Child CPR/First Aid Certificate required.

C D 10G	Child Development (The Early Years)	4
C D 12	Child, Family and Community Interrelationships	4
C D 50	Introduction to Child Development Programs	3
C D 52	Observation of the Young Child	3

C D 54	Curriculum for Early Childhood Programs	3
C D 55	Literacy Development and Activities for the Young Child	3
C D 60	Exceptional Children	3
C D 64	Health, Safety and Nutrition for the Young Child	3
C D 67	Supervision and Administration of Child Development Programs	3
C D 68	Design and Development of Anti-Bias Curriculum	3

Complete six (6) units from the courses listed below:

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

Practicum Requirement (10 units)

C D 51	Student Teaching Practicum (5)	10
	<i>[May be repeated up to three (3) times.]</i>	
	Total Units Required	48

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

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Current Infant and Child CPR/First Aid Certificate required.

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

Complete six (6) units from the courses listed below:

C D 53	Creative Arts for the Young Child (3)	
C D 57	Self Assessment for Teachers of Young Children (3)	
C D 58	Infant/Toddler Development (4)	
C D 59G	Supervision and Administration of Child Development Programs (Management Systems) (4)	

C D 59H	Supervision and Administration of Child Development Programs (Leadership Skills) (4)	
C D 61	Music and Movement (Developmental Foundations) (3)	
C D 63	Math and Science Activities for the Young Child (3)	
C D 65	Programs for School-Age Child Care (3)	
C D 69	Early Childhood Ed. Principles (Cross Cultural) (3)	6
<i>Practicum Requirement (10 units)</i>		
C D 51	Student Teaching Practicum (5)	10
<i>[May be repeated up to three (3) times.]</i>		
Major	Child Development	52 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
Total Units Required		90 units

Child Development Center Administration

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

C D 59G	Supervision and Administration of Child Development Programs (Management Systems)	4
C D 59H	Supervision and Administration of Child Development Programs (Leadership Skills)	4
<i>Complete three (3) units from the following:</i>		
C D 67	Supervision and Administration of Child Development Programs (3)	
C D 103	Topics in Preschool Program Admin. (1/2)	
C D 103W	Topics in Preschool Program Admin. (1)	
C D 103X	Topics in Preschool Program Admin. (2)	
C D 103Y	Topics in Preschool Program Admin. (3)	3
Total Units Required		11

Early Intervention/Special Education Assistant

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Current Infant and Child CPR/First Aid Certificate required.

C D 10G	Child Development (The Early Years)	4
C D 12	Child, Family and Community Interrelationships	4
C D 50	Introduction to Child Development Programs	3
C D 52	Observation of the Young Child	3
C D 55	Literacy Development and Activities for the Young Child	3
C D 58	Infant/Toddler Development	4
C D 60	Exceptional Children	3
C D 64	Health, Safety and Nutrition for the Young Child	3
C D 68	Design and Development of Anti-Bias Curriculum	3
C D 90	Facilitating Inclusion in Early Childhood Programs: Intervention Strategies	3
<i>Complete five (5) units from the courses listed below:</i>		
C D 53	Creative Arts for the Young Child (3)	
C D 57	Self Assessment for Teachers of Young Children (3)	
C D 61	Music and Movement (Developmental Foundations) (3)	
C D 63	Math and Science Activities for the Young Child (3)	
C D 101Y	Current Issues in Child Development (2)	5

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

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

Home-Based Child Care

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

C D 10G	Child Development (The Early Years)	4
C D 54	Curriculum for Early Childhood Programs	3
C D 80	Design, Program Development and Daily Operation of Family Child Care (Preparing for NAFCD Accreditation)	3
Total Units Required		10

Infant and Toddler Development

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

C D 51	Student Teaching Practicum: Infant Site	5
C D 58	Infant/Toddler Development	4
Total Units Required		9

The School-Age Child

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

C D 10H	Child Development (Middle Childhood and Adolescence)	4
C D 65	Programs for School-Age Child Care	3
EDUC 1	Introduction to Elementary Education in a Diverse Society	3
Total Units Required		10

Computer Aided Design (CAD)

AutoDesk

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CDI 80B	AutoCAD (Beginning)	4
CDI 81B	AutoCAD (Intermediate)	4
CDI 85B	AutoDesk Inventor	4
Total Units Required		12

Pro/ENGINEER

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CDI 70B	Pro/ENGINEER Wildfire 3.0 (Beginning)	4
CDI 71B	Pro/ENGINEER Wildfire 3.0 (Intermediate)	4
CDI 72B	Pro/ENGINEER Wildfire 3.0 (Advanced)	4
<i>Complete eight (8) units from the courses listed below:</i>		
CDI 73B	Pro/ENGINEER Wildfire 3.0 (Pro/SHEETMETAL) (4)	
CDI 74B	Pro/ENGINEER Wildfire 3.0 (Pro/SURFACE) (4)	
CDI 75B	Pro/ENGINEER Wildfire 3.0 (Pro/MOLD) (4)	
CDI 76B	Pro/ENGINEER Wildfire 3.0 (Pro/CABLE) (4)	

CDI 77B	Pro/ENGINEER Wildfire 3.0 (Pro/MECHANICA) (4)	
CDI 79B	Pro/ENGINEER Wildfire 3.0 (Pro/Update) (4)	8
	Total Units Required	20

SolidWorks

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CDI 60B	SolidWorks (Beginning)	4
CDI 61B	SolidWorks (Intermediate)	4
CDI 62B	SolidWorks (Advanced)	4
	Total Units Required	12

Computer Aided Design - Mechanical

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Complete two (2) of the options A-D listed below, plus additional CAD courses to 28 units.

A.	AutoDesk Certificate of Achievement (12)	
B.	Pro/ENGINEER Certificate of Achievement (20)	
C.	SolidWorks Certificate of Achievement (12)	
D.	CDI 57A Simultaneous Product Development (4)	
	Total Units Required	28-32

A.S. Degree

Complete the following Certificates and the CDI 51 course for the major, and fulfill the A.A./A.S. degree requirements as specified on page 51.

Certificate	AutoDesk Certificate of Achievement	12
Certificate	Pro/ENGINEER Certificate of Achievement	20
Certificate	SolidWorks Certificate of Achievement	12
CDI 51	Geometric Dimensioning and Tolerancing	2
Major	Computer Aided Design	46 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Computer Applications and Office Systems

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

Computer Information Systems

Computer Systems Security

Computer Crime Investigation (Forensics) and Security

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CAOS 90GA*	Computer Literacy I (PC)	2
ADMJ 75	Principles and Procedures of the Justice System	4
CIS 31	Operating System Concepts	5
CIS 170D	Windows 2000/XP Professional	4
CAOS/CIS 165	Security + (Network Security Fundamentals)	4
CAOS 150A	Desktop Hardware (A+ Certification I)	3
CAOS/CIS 161	Computer Forensics	4
	Total Units Required	26

* May be waived based on student's previous experience or knowledge.

Enterprise Security Professional

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Prerequisites/Corequisites		
CIS 66*	Introduction to Data Communication and Networking	5
CIS 75A*	Internet Concepts and TCP/IP Protocols	5
Requirements		
CIS/CAOS 108	Personal Computer Security Basics	4
CIS 76	Introduction to Network Security	4
CIS 75C	Enterprise Security Threats Management	4
CIS 75D	Enterprise Security Policy Management	3
	Total Units Required	25

* May be waived based on student's previous experience or knowledge.

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Prerequisites/Corequisites		
CIS 66*	Introduction to Data Communication and Networking	5
CIS 75A*	Internet Concepts and TCP/IP Protocols	5
Requirements		
CIS/CAOS 108	Personal Computer Security Basics	4
CIS 170D	Windows 2000/XP Professional	4
CIS 171D	Windows 2003 Server	4
CIS 75C	Enterprise Security Threats Management	4
CIS 75D	Enterprise Security Policy Management	3
CIS 75E	Enterprise Emergency Response Planning	2

Complete three (3) courses from the list below:

CIS 175A	Design Windows 2003 Network Security (3)	
CIS/CAOS 165	Security+ (Network Security Fundamentals) (4)	
CIS/CAOS 161	Computer Forensics (4)	
CIS 76	Introduction to Network Security (5)	11-13
	Total Units Required, Incl. Prerequisites (if applicable)	32-44

Recommended Course Sequence

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr
CIS 108	CIS 171D	CIS 75A	CIS 75D	CIS 175A, CIS 165
CIS 170D	CIS 66	CIS 75C	CIS 75E	CIS 161 or CIS 76

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Enterprise Security Professional Certificate of Proficiency	32-44 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Recommended Course Sequence

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr
CIS 108	CIS 171D	CIS 75A	CIS 75D	CIS 175A, CIS 165
CIS 170D	CIS 66	CIS 75C	CIS 75E	CIS 161 or CIS 76

Home/Small Business Computer Security

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Prerequisites/Corequisites		
Complete one (1) of the following*:		
CAOS 90GA	Computer Literacy I (PC) (2)	
CAOS 100G	Orientation to the IBM PC (1/2)	1/2-2
Complete one (1) of the following:		
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
CAOS 102L	Microsoft Windows I (Windows XP) (1)	1

Requirements			
CIS/CAOS 108	Personal Computer Security Basics		4
CAOS 150A	Desktop Hardware (A+ Certification I)		3
CIS 170D	Windows 2000/XP Professional		4
	Total Units Required	12 1/2-14	

* May be waived based on student's previous experience or knowledge.

Database Design

Database Design for Developers (Oracle)

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Network Design and Administration

Network Administration

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CAOS 90GA*	Computer Literacy I (PC) (2)		
or			
CAOS 100G*	Orientation to the IBM PC (1/2)	1/2-2	
CAOS 102K	Microsoft Windows I (Windows 2000) (1)		
or			
CAOS 102L	Microsoft Windows I (Windows XP) (1)		1
CAOS/CIS 108	Personal Computer Security Basics		4
CAOS 150A	Desktop Hardware (A+ Certification Part I)		3
CIS 66	Introduction to Data Communication and Networking		5
CIS 3	Business Information Systems		5
CIS 170D	Windows 2000/XP Professional		4
	Total Units Required	22 1/2-24	

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

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Complete one (1) of the following courses:

CIS 31	Operating System Concepts (5)		
CIS 170D	Windows 2000/XP Professional (4)	4-5	
	Total Units Required	41-43	

Recommended Course Sequence

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
CIS 15AG	CIS 15BG	CIS 18B or 33A	CIS 67B
CIS 18A	CIS 66	CIS 67A (CIS 170D)	CIS 75A (CIS 31)

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Network Administration		
	Certificate of Proficiency	41-43 units	
GE	General Education (31-42 units)		
Electives	Elective courses required when major units plus GE units total is less than 90		
	Total Units Required	90 units	

Recommended Course Sequence

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr	6th Qtr
CIS 15AG	CIS 15BG	CIS 18B or 33A	CIS 67A	(CIS 170D)	
CAOS 151G	CIS 18A	CIS 66	CIS 67B or (CIS 31)		CIS 75A

Programming/Network Programming

Business Programming

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ACCT 1A	Financial Accounting I		4
BUS 10	Introduction to Business		5
CIS 15AG	Introduction to Computer Programming Using C		6
CIS 15BG	Intermediate Problem Solving in C		5
CIS 15C	Data Structures (5)		
or			
CIS 14A	Visual Basic.NET Programming I (5)		5
CIS 14B	Visual Basic.NET Programming II		5
CIS 63	Systems Design		4
CIS 64A	Database Management Systems		4
CIS 66	Introduction to Data Communication and Networking		5

Complete one (1) course from the list below*:

CIS 3	Business Information Systems (5)		
CIS 14C	Visual Basic.NET Programming III	(5)	
	(must have CIS 14B)		
CIS 67A	Local Area Networks (4)		4-5
	Total Units Required	47-48	

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
ACCT 1A	CIS 14A	CIS 66	CIS 64
CIS 15AG (*CIS 3)	CIS 15BG	CIS 14B/15C	(*CIS 14C)
	CIS 63	BUS 10	(*CIS 67A)

A.A. Degree

Advisory

Satisfactory score on mathematics placement test or MATH 112; MATH 114 recommended.

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Business Programming		
	Certificate of Proficiency	47-48 units	
GE	General Education (31-42 units)		
Electives	Elective courses required when major units plus GE units total is less than 90		
	Total Units Required	90 units	

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	5th Qtr	6th Qtr
ACCT 1A	BUS 10	CIS 66	CIS 64	CIS 63	(*CIS 67A or CIS 3)
CIS 15AG	CIS 15BG	CIS 14A	CIS 14B/15C	(*CIS 14C)	

Network Basics

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CIS 15AG	Introduction to Computer Programming Using C		6
CIS 66	Introduction to Data Communication and Networking		5
CIS 67A	Local Area Networks		4
CIS 75A	Internet Concepts and TCP/IP Protocols		5
	Total Units Required	20	

Network Programming

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CIS 15AG	Introduction to Computer Programming Using C	6
CIS 15BG	Intermediate Problem Solving in C	5
CIS 15C	Data Structures	5
CIS 18A	Introduction to UNIX/LINUX	4
CIS 26B	Advanced C Programming	5
CIS 66	Introduction to Data Communication and Networking	5
CIS 75A	Internet Concepts and TCP/IP Protocols	5
CIS 75B	Internet Programming w/ TCP/IP	5

Complete one (1) course from the list below:

CIS 18B	Advanced UNIX/LINUX (4)	
CIS 21JA	Introduction to 8086 IA32 Processor Assembly Language (5)	
CIS 31	Operating System Concepts (5)	
CIS 33A	Programming in PERL (5)	
CIS 67A	Local Area Networks (4)	
CIS 67B	Introduction to Wide Area Networking (4)	4-5
	Total Units Required	44-45

Recommended Course Sequence:

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

A.A. Degree

Advisory

Satisfactory score on mathematics placement test or MATH 112; MATH 114 recommended.

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Network Programming Certificate of Proficiency	44-45 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Recommended Course Sequence:

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

Programming in C

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CIS 15AG	Introduction to Computer Programming Using C	6
CIS 15BG	Intermediate Problem Solving in C	5
CIS 26B	Advanced C Programming	5
	Total Units Required	16

Programming in Java

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Programming in Perl

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Systems Programming

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CIS 15AG	Introduction to Computer Programming Using C	6
CIS 15BG	Intermediate Problem Solving in C	5
CIS 15C	Data Structures	5
CIS 18A	Introduction to UNIX/LINUX	4
CIS 21JA	Introduction to 8086 IA32 Processor Assembly Language	5
CIS 26B	Advanced C Programming	5
CIS 27	Programming in C++ for C Programmers	5
CIS 31	Operating System Concepts	5

Complete one (1) course from the list below*:

CIS 18B	Advanced UNIX/LINUX (4)	
CIS 28	Object Oriented Analysis and Design with C++ (5)	
CIS 35A	Introduction to Java Programming (4)	
CIS 66	Introduction to Data Communication and Networking (5)	4-5
	Total Units Required	44-45

Recommended Course Sequence:

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

A.A. Degree

Advisory

Satisfactory score on mathematics placement test or MATH 112; MATH 114 recommended.

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Systems Programming Certificate of Proficiency	44-45 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Recommended Course Sequence:

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

UNIX/LINUX Operating System

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Visual Basic Programming

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CIS 3	Business Information Systems	5
CIS 14A	Visual Basic.NET Programming I	5
CIS 14B	Visual Basic.NET Programming II	5
CIS 14C	Visual Basic.NET Programming III	5
Total Units Required		20

Web Development

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CIS 15AG	Introduction to Computer Programming Using C (6)	
<i>or</i>		
CIS 14A	Visual Basic Programming I (5)	5-6
CIS 18A	Introduction to UNIX/LINUX	4
CIS 89A	World Wide Web Page Development	3
CIS 89C	Client Side Programming with JavaScript	3
CAOS/CIS 94	Introduction to Internet and World Wide Web I	
CAOS113A*	Web Authoring Software (Dreamweaver) (4)	
<i>* or both CAOS 113I and 113Q</i>		
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	4
Total Units Required		20-21

Technical Support/System Support Services

Help Desk

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Prerequisite/Corequisite*

CAOS 90GA	Computer Literacy I (PC) (2)	
<i>or</i>		
CAOS 100G	Orientation to the IBM PC (1/2)	1/2-2
<i>* May be waived based on student's previous experience or knowledge.</i>		

Requirements

CAOS 91AK	Word Processing I (Word 2000) (2)	
<i>or</i>		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS 93AK	Spreadsheets I (Excel 2000) (2)	
<i>or</i>		
CAOS 93AL	Spreadsheets I (Excel XP/2002) (2)	2
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
<i>or</i>		
CAOS 102L	Microsoft Windows I (Windows XP) (1)	1
CIS/CAOS 108	Personal Computer Security Basics	4
CAOS 130K	Introduction to Business Graphics (PowerPoint 2000) (2)	
<i>or</i>		
CAOS 130L	Introduction to Business Graphics (PowerPoint XP/2002) (2)	2
CAOS 110K	Database I (Access 2000 IBM) (2)	
<i>or</i>		
CAOS 110L	Database I (Access XP/2002) (2)	2
CAOS 112A*	Digital Imaging Software (Photoshop IBM) (4)	
<i>* or both CAOS 112I and 112Q</i>		
CAOS 112I	Digital Imaging Software I (Photoshop IBM) (2)	
CAOS 112Q	Digital Imaging Software II (Photoshop IBM) (2)	4
CAOS 150A	Desktop Hardware (A+ Certification Part 1)	3
CIS 170D	Windows 2000/XP Professional	4
Total Units Required		24 1/2-26

System Support Services

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CAOS 91AK	Word Processing I (Word 2000) (2)	
<i>or</i>		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS 91BK	Word Processing II (Word 2000) (2)	
<i>or</i>		
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
CAOS 93AK	Spreadsheets I (Excel 2000) (2)	
<i>or</i>		
CAOS 93AL	Spreadsheets I (Excel XP/2002) (2)	2
CAOS 110K	Database I (Access 2000 IBM) (2)	
<i>or</i>		
CAOS 110L	Database I (Access XP/2002) (2)	2
CAOS 130K	Introduction to Business Graphics (PowerPoint 2000) (2)	
<i>or</i>		
CAOS 130L	Introduction to Business Graphics (PowerPoint XP/2002) (2)	2
CAOS 150A	Desktop Hardware (A+ Certification Part I)	3
CIS 14A	Visual Basic.NET Programming I (5)	
<i>or</i>		
CIS 15AG	Introduction to Computer Programming Using C (6)	5-6
CIS 66	Introduction to Data Communication and Networking	5
CIS 67A	Local Area Networks	4
CIS/CAOS 108	Personal Computer Security Basics	4
CIS 170D	Windows 2000/XP Pro	4
SPCH 70	Effective Organizational Communication	4
TWRT 61	Introduction to Technical Writing	4
<i>Complete one (1) course from the list below:</i>		
BUS 21	Business and Society (5)	
CAOS 93BK	Spreadsheets II (Excel 2000) (2)	
<i>or</i>		
CAOS 93BL	Spreadsheets II (Excel XP/2002) (2)	
CAOS 111K	Database II (Access 2000 IBM) (2)	
<i>or</i>		
CAOS 111L	Database II (Access XP/2002) (2)	
CAOS 158	Work Skills (Problem Solving and Team Building) (2)	
CIS 2	Computers and Society (4)	
CIS 3	Business Information Systems (5)	
CIS 50	Introduction to Computers (3)	2-5
Total Units Required		45-49

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
CAOS 91AK/AL	CAOS 110K/L	CAOS 150A	CIS 66
CAOS 91BK/BL	CAOS 130K/L	CIS 170D	CIS 67A
CAOS 93AK/AL	CIS 108	TWRT 61	CIS 14A or 15AG
(BUS 21 or CIS 2 or CIS 3 or CIS 50)			SPCH 70

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	System Support Services Certificate of Proficiency	45-49 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
Total Units Required		90 units

Recommended Course Sequence:

1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
CAOS 91AK/AL	CAOS 110K/L	CS 14A or 15AG	CIS 66
CAOS 91BK/BL	CAOS 130K/L	CIS 108	SPCH 70
CAOS 93AK/AL (BUS 21 or CIS 2, 3 or CAOS 111K/L, 93BK/BL, 158)		CIS 170D	
5th Qtr	6th Qtr		
CIS 67A	CAOS 150A		
TWRT 61			

Windows 2000 Technical Support

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CAOS 90GA*	Computer Literacy I (PC) (2)	
<i>or</i>		
CAOS 100G*	Orientation to the IBM PC (1/2)	1/2-2
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
<i>or</i>		
CAOS 102L	Microsoft Windows I (Windows XP) (1)	1
CAOS 150A	Desktop Hardware (A+ Certification Part I)	3
CAOS/CIS 108	Personal Computer Security Basics	4
CIS 170D	Windows 2000/XP Professional	4
CIS 171D	Windows 2003 Server	4
	Total Units Required	16 1/2-18

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

Windows 2003 Technical Support

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Prerequisites/Corequisites

CAOS 90GA*	Computer Literacy I (PC) (2)	
<i>or</i>		
CAOS 100G*	Orientation to the IBM PC (1/2)	1/2-2
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	
<i>or</i>		
CAOS 102L	Microsoft Windows I (Windows XP) (1)	1
Requirements		
CAOS/CIS 108	Personal Computer Security Basics	4
CAOS 150A	Introduction to Desktop Hardware (Part I)	3
CIS 171C	Windows XP Professional (3)	
<i>or</i>		
CIS 170D	Windows 2000/XP Professional (4)	3-4
CIS 171D	Windows 2003 Server	4
CIS 172A	Implement Windows 2003 Network Infrastructure	4
CIS 174A	Plan Windows 2003 Active Directory Infrastructure	4
	Total Units Required	23 1/2-26

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

Electronic Publishing

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Complete one (1) of the following courses:

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

Complete one (1) of the following courses:

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

Complete the following courses:

ARTS 8	Design	3
BUS 56	Human Relations in Business	5

CAOS 140K	Desktop Publishing Software I (MS Publisher 2000)	2
JOUR 21A	Newspaper Writing and Reporting	3
JOUR 62	Newspaper Production	1
TWRT 61	Introduction to Technical Writing	4

Complete one (1) of the following:

ARTS 53B	Introduction to Visual Technology (3)	
CAOS 112A	Digital Imaging Software (Photoshop) (4)	
CAOS 112I and 112Q	Digital Imaging Software I, II (Photoshop) (2,2)	3-4
	Total Units Required	25-26

Environmental Studies

Biodiversity Specialist

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ESCI 19	Environmental Biology	5
ESCI 20	Introduction to Biodiversity	5
ES 95	Introduction to Environmental Careers	1
	Total Units Required	11

Certificate of Achievement

Complete the Certificate of Completion plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Biodiversity Specialist Certificate of Completion	11
ESCI 1	Environmental Science	4
ESCI 1L	Environmental Science Lab	1
ESCI 21	Biodiversity 2	5
ESCI 30	Conservation Biology	5
	Total Units Required	26

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Biodiversity Specialist Certificate of Achievement	26
ES 1	Introduction to Environmental Studies	4
ES 80	California Field Studies	1
ES 85A	California Native Plants and Animals	2
ES 95B	Environmental Studies Internship	2
GEO 1	Physical Geography	4
<i>Complete one (1) of the following:</i>		
CHEM 1A	General Chemistry (5)	
CHEM 10	Introduction to Chemistry (5)	
CHEM 30A	Survey of Chemistry (5)	
CHEM 50	Preparatory Course for General Chemistry (5)	5
	Total Units Required	44

A.A. Degree

Complete the Certificate of Proficiency plus the following units for the major, and fulfill the A.A./A.S. degree requirements as specified on page 51.

Certificate	Biodiversity Specialist Certificate of Proficiency	44
<i>Complete four (4) units from the courses below.</i>		
ES 2	Humans, the Environment and Sustainability (4)	
ES 3	Imagery of the Environment (4)	
ES 55	Ten Steps to Effective Learning in Environmental Studies (1)	
ES 60	Environmental Law (4)	
ES 65	Environmental Stewardship (1)	
ES 66	Environmental Leadership (1)	
ES 67	Environmental Team-Building (1)	

ES 68	Community-Based Coalitions and Stakeholders (1)	
ES 85B	Cheeseman Environ. Study Area Interpretive Training (2)	
ES 86	Global Field Studies (4)	
ES 90	Environmental Research and Field Methods (4)	
MET 10	Weather Processes (4)	
MET 10L	Meteorology Laboratory (1)	
PHYS 2A	General Introductory Physics (5)	
PHYS 4A	Physics for Scientists and Engineers (6)	
PHYS 50	Preparatory Physics (3)	4
Major	Biodiversity Specialist	48 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Environmental Stewardship

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

ES 1	Introduction to Environmental Studies	4
ES 2	Humans, the Environment and Sustainability	4
ES 3	Imagery of the Environment	4
ES 65	Environmental Stewardship	1
ES 66	Environmental Leadership	1
ES 67	Environmental Team-Building	1
ES 68	Community-Based Coalitions and Stakeholders	1
ES 80	California Field Studies	1
ES 85A	California Native Plants and Animals	2
ES 90	Environmental Research and Field Methods	4
ES 95	Introduction to Environmental Careers	1
ES 95D	Environmental Studies Internship	4
ESCI 1	Environmental Science I	4
ESCI 1L	Environmental Science I Lab	1
ESCI 19	Environmental Biology	5
PHIL 8	Ethics	4

Complete one (1) of the following:

POLI 1	American Government and Politics (4)	
POLI 3	International Relations (4)	
POLI 5	Introduction to Political Thought (4)	4

Complete four (4) units from the courses listed below:

ES 55	Ten Steps to Effective Learning in Environmental Studies (1)	
ES 56	Environmental Health and Justice (4)	
ES 60	Environmental Law (4)	
ES 61A	Environmental Protection and Pollution Prevention: Local and Regional (4)	
ES 69	Energy Reliability and Your Organization (1)	
ES 70	Introduction to Energy Management (1)	
ES 71	The Building Envelope (1)	
ES 76	Energy Star Products (1)	
ES 86	Global Field Studies (4)	
ESCI 20	Introduction to Biodiversity (5)	
ESCI 21	Biodiversity 2 (5)	
ESCI 30	Conservation Biology (5)	
CHEM 1A	General Chemistry (5)	
CHEM 10	Introduction to Chemistry (5)	
CHEM 30A	Survey of Chemistry (5)	
CHEM 50	Preparatory Course for General Chemistry (5)	4
ECON 2	Principles of Microeconomics (4)	
GEO 1	Physical Geography (4)	
HIST 28	Social Environmental History (4)	

MET 10	Weather Processes (4)	
MET 10L	Meteorology Laboratory (1)	
PHYS 2A	General Introductory Physics (5)	
PHYS 4A	Physics for Scientists and Engineers (6)	
PHYS 50	Preparatory Physics (3)	
Major	Environmental Stewardship	50 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Energy Management and Climate Policy

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ES 65	Environmental Stewardship	1
ES 69	Energy Reliability and Your Organization	1
ES 70	Introduction to Energy Management Technology	1
ES 71	The Building Envelope	1
ES 72	Heating, Ventilating and Air Conditioning (HVAC) Systems	1
ES 73	Electric Motors and Drives	1
ES 74	Lighting Distribution Systems	1
ES 75	Electric Power Systems	1
ES 78	Energy Management Systems and Controls	1
ES 79	Renewable and Alternative Energy Systems	1
	Total Units Required	10

Certificate of Achievement

Complete the Certificate of Completion plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Energy Management and Climate Policy Certificate of Completion	10
ES 1	Introduction to Environmental Studies	4
ES 66	Environmental Leadership	1
ES 67	Environmental Team-Building	1
ES 68	Community-Based Coalitions and Stakeholders	1
ES 76	Energy Star Products	1
ES 76A	Solar Thermal Systems	1
ES 90	Environmental Research and Field Methods	4
ES 95	Introduction to Environmental Careers	1
	Total Units Required	24

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Energy Management and Climate Policy Certificate of Achievement	24
ES 60	Introduction to Environmental Law	4
ES 61A	Environmental Protection and Pollution Prevention: Local and Regional	4
ES 95D	Environmental Studies Internships	4
	Total Units Required	36

A.A. Degree

Complete the Certificate of Proficiency plus the following for the major, and fulfill the A.A./A.S. degree requirements as specified on page 51.

Certificate	Energy Management and Climate Policy Certificate of Proficiency	36
ESCI 1	Environmental Science I	4
ESCI 1L	Environmental Science I Lab	1
	Complete five (5) units from the following courses:	
ES 2	Humans, the Environment and Sustainability (4)	
ES 3	Imagery of the Environment (4)	

ES 55	Ten Steps to Effective Learning in Environmental Studies (1)	
ESCI 19	Environmental Biology (5)	5
Major	Energy Management and Climate Policy	46 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Major	Environmental Compliance and Pollution Prevention	44 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Environmental Compliance and Pollution Prevention

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ES 60	Introduction to Environmental Law	4
ES 61A	Environmental Protection and Pollution Prevention: Local and Regional	4
ES 65	Environmental Stewardship	1
ES 66	Environmental Leadership	1
ES 95	Introduction to Environmental Careers	1
	Total Units Required	11

Certificate of Achievement

Complete the Certificate of Completion plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Environmental Compliance and Pollution Prevention Certificate of Completion	11
ES 1	Introduction to Environmental Studies	4
ES 61B	Environmental Protection and Pollution Prevention: State and Federal	
ES 90	Environmental Research and Field Methods	4
	Total Units Required	23

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Environmental Compliance and Pollution Prevention Certificate of Achievement	23
ESCI 1	Environmental Science I	4
ESCI 1L	Environmental Science I Lab	1
ES 67	Environmental Team-Building	1
ES 68	Community-Based Coalitions and Stakeholders	1
ES 69	Energy Reliability and Your Organization	1
ES 70	Introduction to Energy Management Technology	1
ES 79	Renewable Energy Systems	1
ES 95D	Environmental Studies Internship	4
	Total Units Required	37

A.A. Degree

Complete the Certificate of Proficiency plus the following for the major, and fulfill the A.A./A.S. degree requirements as specified on page 51.

Certificate	Environmental Compliance and Pollution Prevention Certificate of Proficiency	37
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Complete seven (7) units from the following courses:

ESCI 19	Environmental Biology (5)	
ESCI 20	Introduction to Biodiversity I (4)	
ESCI 21	Biodiversity 2 (5)	
ES 55	Ten Steps to Effective Learning in Environmental Studies (1)	
ES 56	Environmental Health and Justice (4)	
ES 80	California Field Studies (1)	
ES 85A	California Native Plants and Animals (2)	7
	Total Units Required	44

Film Production

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

F/TV 1	Introduction to Film	4
F/TV 2AW	History of Cinema (1895-1950) (4 1/2)	
or		
F/TV 2BW	History of Cinema (1950-Present) (4 1/2)	4 1/2
F/TV 20	Basic Digital Film/Video Production	4
F/TV 22	16MM Film Production I	4
F/TV 50	Introduction to Film/Television Directing	4
F/TV 52A	16MM Film Production II	4
F/TV 53	Non-Linear Editing	4
F/TV 60A	Scriptwriting for Film and Video I	4

Complete one-half (1/2) unit from the production workshop courses:

F/TV 58R-Z	Film/Television Production Workshop	1/2-8
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Complete six (6) units from the courses listed below:

ARTS 53B	Introduction to Visual Technology (3)	
F/TV 10	Introduction to Electronic Media (4)	
F/TV 41	Film Genres (variable topics) (4)	
F/TV 42	National Cinemas (4)	
F/TV 43	Film Artists (variable topics) (4)	
F/TV 45	History of Experimental Film/Video (4)	
F/TV 48	Cinema and the African-American (4)	
F/TV 51A	Intermediate Digital Film and Video Production (4)	
F/TV 51B	Video Remote Production II (4)	
F/TV 52B	16MM Film Production III (4)	
F/TV 55A	Video Studio Production (4)	
F/TV 56	Experimental Film/Video Workshop (4)	
F/TV 57A	Non-Fiction Workshop I (The Documentary) (4)	
F/TV 59	The Role of the Video Producer (4)	
F/TV 60B	Scriptwriting for Film and Video II (4)	
F/TV 60C	Scriptwriting for Film and Video III (4)	
F/TV 61	TV Scriptwriting for Training and Communications (4)	
F/TV 63A	Studio and Remote Audio Production (3)	
F/TV 65	Current Practices in the Film/Video Profession (4)	
F/TV 66	Basic Techniques of Animation (3D Media) (3)	
F/TV 68	Sound for Animation (3)	
F/TV 69	Principles of Animation (Character and Motion) (3)	
F/TV 70H	The Animation Storyboard (3)	
F/TV 71	Intermediate Animation Workshop (3)	
F/TV 72	Advanced Animation Workshop (3)	
F/TV 75G	History of Animation (4)	
F/TV 76	Special Topics in Film Studies (1/2)	
F/TV 76W	Special Topics in Film Studies (1)	
F/TV 76X	Special Topics in Film Studies (2)	
F/TV 85	Motion Graphics (3)	
F/TV 92	Topics (Guest Artist/Craftsman) (1/2)	
F/TV 98G	Fiction Workshop (The Writer, Producer, Director) (3)	
F/TV 98H	Fiction Workshop (Technical Crew) (3)	
F/TV 98J	Fiction Workshop (Editing/Post Production) (3)	

HUMI 1	Creative Minds (4)	
HUMI 2	But Is It Art? Questions and Criticism (4)	
HUMI 15	Discussion on the Arts (4)	
PHTG 2	Intermediate Photography (3)	
PHTG 3	Advanced Photography (3)	
F/TV 54	Film/Television Production Laboratory (1/2)	
F/TV 54X	Film/Television Production Laboratory (1)	
F/TV 54Y	Film/Television Production Laboratory (2)	
F/TV 54Z	Film/Television Production Laboratory (3)	
[Up to three (3) units maximum from F/TV 54, F/TV 54X-Z may apply.]		
Major	Film Production	39-46 1/2 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
Total Units Required		90 units

Film/Television Production: Animation Emphasis

Film/Television Production: Animation Emphasis

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

F/TV 20	Basic Film/Video Production	4
F/TV 66A	Basic Techniques of Animation (3D Media)	3
F/TV 67I	Drawing for Animation (Layout and Visual Development)	3
F/TV 68	Sound for Animation	3
F/TV 69	Principles of Animation (Character and Motion)	3
F/TV 70G	Screenwriting for Animation	4
F/TV 70H	The Animation Storyboard	3
F/TV 71	Animated Film Production Workshop	3
F/TV 72	Advanced Animation Workshop	3
F/TV 75G	History of Animation	4
F/TV 75I	Contemporary World Animation	4
F/TV 80H	Animated Film Completion for Certificate/Degree	1
F/TV 83A	Introduction to 2D Computer Animation	3
Short Film	Complete a short personal film under advisement.	

Complete nine (9) units from the courses listed below:

ARTS 4C	Life Drawing (3)	
F/TV 62	Lighting for Television and Film (4)	
F/TV 63B	Post-Production Audio (4)	
F/TV 66B	Advanced Puppet Animation (3)	
F/TV 67G	Drawing for Animation (Human Figure) (3)	
F/TV 67H	Drawing for Animation (Animal Expression) (3)	
F/TV 75H	Classic Hollywood Animation (4)	
F/TV 75J	The Animated Feature Film (4)	
F/TV 75K	Japanese Animation (4)	
F/TV 77X	Animation History Area Studies (1)	
F/TV 77Y	Animation History Area Studies (2)	
F/TV 79G	Workshop with Professional Traditional Animator (3)	
F/TV 79H	Workshop with Professional Computer Animator (4)	
F/TV 80G	Independent Projects in Animation (2)	
F/TV 81	Seminar in Animation Production Topics (1/2)	
F/TV 81X	Seminar in Animation Production Topics (1)	
F/TV 81Y	Seminar in Animation Production Topics (2)	
F/TV 81Z	Seminar in Animation Production Topics (3)	
F/TV 83B	Advanced 2D Computer Animation (4)	
F/TV 84A	Introduction to 3D Computer Animation (4)	

F/TV 84B	Intermediate 3D Computer Animation (4)	
F/TV 84C	Advanced 3D Computer Animation (4)	9
<i>Note: F/TV 77X, Y and 81, X, Y, Z are repeatable as topics vary; F/TV 79G, 79H are repeatable as instructors and topics vary.</i>		
Total Units Required		50

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Film/TV Production: Animation Emphasis Certificate of Proficiency	50 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
Total Units Required		90 units

Animation

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Animation History and Criticism

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Complete 1-2 units from the courses listed below (variable topics).

F/TV 77X	Animation History Area Studies (1)	
F/TV 77Y	Animation History Area Studies (2)	1-2

Complete 3-4 units from the courses listed below.

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

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

- Animation Production students, seeking a more complete knowledge of the field and a historical context for their work.
- Prospective or current university Film Studies majors who wish to investigate an area of cinematic history rarely explored at film schools.

- c) Prospective or current Animation or Multimedia teachers who wish to expand their expertise in Animation History to complement their production skills and augment their teaching.
- d) Prospective or current Film Studies teachers, seeking to diversify their backgrounds and qualify themselves to teach Animation History courses at other institutions.

Computer Animation

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

F/TV 20	Basic Film/Video Production	4
F/TV 66A	Basic Techniques of Animation (3D Media)	3
F/TV 67I	Drawing for Animation (Layout and Visual Development)	3
F/TV 68	Sound for Animation	3
F/TV 69	Principles of Animation (Character and Motion)	3
F/TV 70G	Screenwriting for Animation	4
F/TV 70H	The Animation Storyboard	3
F/TV 72	Advanced Animation Workshop	3
F/TV 75G	History of Animation	4
F/TV 75I	Contemporary World Animation	4
F/TV 80H	Animated Film Completion for Cert./Degree	1
F/TV 83A	Introduction to 2D Computer Animation	3
F/TV 84A	Introduction to 3D Computer Animation	4
F/TV 84B	Intermediate 3D Computer Animation	4
F/TV 84C	Advanced 3D Computer Animation	4
Short Film	Complete a short personal film under advisement.	4

Complete 10 units from the courses listed below:

ARTS 4C	Life Drawing (3)	
F/TV 60A	Scriptwriting for Film and Video I (4)	
F/TV 62	Lighting for Television and Film (4)	
F/TV 63B	Post-Production Audio (4)	
F/TV 66B	Advanced Puppet Animation (3)	
F/TV 67G	Drawing for Animation (Human Figure) (3)	
F/TV 67H	Drawing for Animation (Animal Expression) (3)	
F/TV 71	Animated Film Production Workshop (3)	
F/TV 75H	Classic Hollywood Animation (4)	
F/TV 75J	The Animated Feature Film (4)	
F/TV 75K	Japanese Animation (4)	
F/TV 77X	Animation History Area Studies (1)	
F/TV 77Y	Animation History Area Studies (2)	
F/TV 79G	Workshop with Professional Traditional Animator (3)	
F/TV 79H	Workshop with Professional Computer Animator (4)	
F/TV 80G	Independent Projects in Animation (2)	
F/TV 81	Seminar in Animation Production Topics (1/2)	
F/TV 81X	Seminar in Animation Production Topics (1)	
F/TV 81Y	Seminar in Animation Production Topics (2)	
F/TV 81Z	Seminar in Animation Production Topics (3)	
F/TV 83B	Advanced 2D Computer Animation (4)	10

Note: F/TV 77X, Y and 81, X, Y, Z are repeatable as topics vary; F/TV 79G, 79H are repeatable as instructors and topics vary.

Total Units Required 60

Film/Television Production: TV Emphasis

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

F/TV 20	Basic Digital Film/Video Production	4
F/TV 55A	Video Studio Production	4
F/TV 59	The Role of the Video Producer	4

F/TV 60A	Scriptwriting for Film and Video I	4
Total Units Required		16

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Film/Television Production: TV Emphasis Certificate of Achievement	16
F/TV 10	Introduction to Electronic Media	4
F/TV 50	Introduction to Film/Television Directing	4
F/TV 51A	Intermediate Digital Film/Video Production	4
F/TV 53	Non-Linear Editing	4
F/TV 63A	Studio and Remote Audio Production	4
Total Units Required		36

A.A. Degree

Complete the Certificate of Proficiency plus the following for the major, and fulfill the A.A./A.S. degree requirements as specified on page 51.

Certificate	Film/Television Production: TV Emphasis Certificate of Proficiency	36
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Complete one (1) of the courses below:

F/TV 2AW	History of Cinema (1895-1950) (4 1/2)	
or		
F/TV 2BW	History of Cinema (1950-Present) (4 1/2)	4 1/2

Complete six (6) units from the courses listed below.

ARTS 53B	Introduction to Visual Technology (3)	
F/TV 1	Introduction to Film (4)	
F/TV 2AW	History of Cinema (1895-1950) (4 1/2)	
or		
F/TV 2BW	History of Cinema (1950-Present) (4 1/2)	
F/TV 22	16MM Film Production I (4)	
F/TV 41	Film Genres (variable topics) (4)	
F/TV 42	National Cinemas (4)	
F/TV 43	Film Artists (variable topics) (4)	
F/TV 45	History of Experimental Film/Video (4)	
F/TV 48	Cinema and the African-American (4)	
F/TV 52A	16MM Film Production II (4)	
F/TV 52B	16MM Film Production III (4)	
F/TV 53	Non-Linear Editing (4)	
F/TV 54	Film/Television Production Laboratory (1/2)	
F/TV 54X	Film/Television Production Laboratory (1)	
F/TV 54Y	Film/Television Production Laboratory (2)	
F/TV 54Z	Film/Television Production Laboratory (3)	

[Up to three (3) units from F/TV 54, F/TV 54X-Z may apply.]

F/TV 56	Experimental Film/Television Workshop (4)	
F/TV 57A	Non-Fiction Workshop I: The Documentary (4)	
F/TV 58R-Z	Film/Television Production Workshop (1/2-8)	
F/TV 60C	Scriptwriting for Film and Video III (4)	
F/TV 61	TV Scriptwriting for Training and Communications (4)	
F/TV 65	Current Practices in the Film/Video Profession (4)	
F/TV 66	Basic Techniques of Animation (3D Media) (3)	
F/TV 68	Sound for Animation (3)	
F/TV 69	Principles of Animation (Character and Motion) (3)	
F/TV 70H	The Animation Storyboard (3)	
F/TV 71	Intermediate Animation Workshop (3)	
F/TV 72	Advanced Animation Workshop (3)	
F/TV 75G	History of Animation (4)	
F/TV 76	Special Topics in Film Studies (1/2)	
F/TV 76W	Special Topics in Film Studies (1)	
F/TV 76X	Special Topics in Film Studies (2)	
F/TV 85	Motion Graphics (3)	
F/TV 92	Topics (Guest Artist/Craftsman) (1/2)	

F/TV 98G	Fiction Workshop (The Writer, Producer, Director) (3)	
F/TV 98H	Fiction Workshop (Technical Crew) (3)	
F/TV 98J	Fiction Workshop (Editing/Post Production) (3)	
HUMI 1	Creative Minds (4)	
HUMI 2	But Is It Art? Questions and Criticism (4)	
HUMI 15	Discussion on the Arts (4)	
PHTG 1	Basic Photography (3)	
PHTG 2	Intermediate Photography (3)	
PHTG 3	Advanced Photography (3)	6
Major	Film/Television Production: TV Emphasis	46 1/2 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90 Total Units Required	90 units

Global Studies

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Complete one (1) of the following courses:

HIST/ICS 3A	World History (4)	
HIST/ICS 3B	World History (4)	
HIST/ICS 3C	World History (4)	4

Complete one (1) of the following courses:

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

Complete the following courses:

ES 1	Introduction to Environmental Studies	4
ICS/SPCH 7	Intercultural Communication	4
INTL 5	Global Issues and Perspectives	4
LCEN 50	Introduction to Online Research	1
	Total Units Required	21

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Complete one (1) of the following courses:

HIST/ICS 3A	World History (4)	
HIST/ICS 3B	World History (4)	
HIST/ICS 3C	World History (4)	4

Complete one (1) of the following courses:

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

Complete the following courses:

ES 1	Introduction to Environmental Studies	4
ICS/SPCH 7	Intercultural Communication	4
INTL 5	Global Issues and Perspectives	4
LCEN 50	Introduction to Online Research	1
	One year (3 quarters) of college-level world language.	15
	Total Units Required	36

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Complete one (1) of the following courses:

HIST/ICS 3A	World History (4)	
HIST/ICS 3B	World History (4)	
HIST/ICS 3C	World History (4)	4

Complete the following:

ANTH 2	Cultural Anthropology	4
ECON 1	Principles of Macroeconomics	4
ES 1	Introduction to Environmental Studies	4
GEO 10	World Regional Geography	4

ICS/SPCH 7	Intercultural Communication	4
INTL 5	Global Issues and Perspectives	4
LCEN 50	Introduction to Online Research	1
	Language Requirement	0-15
	One year (3 quarters) of college-level world language or three (3) years of high school foreign language or the equivalent	

Complete 24 units from the courses listed below. Selections may be from one area of study or a combination of areas of emphasis. The HIST/ICS World History course completed as a major requirement above may not also apply toward completion of the 24 units.

Arts and Humanities

ARTS 2A	History of Art (Europe from Prehistory through Early Christianity) (4)	
ARTS 2B	History of Art (Europe During Middle Ages/Renaissance) (4)	
ARTS 2C	History of Art (Europe from the Baroque Period through Impressionism) (4)	
ARTS 2D	History of Art (Europe and the United States/Post-Impressionism) (4)	
ARTS 2G	Arts of Asia (4)	
ARTS 3TC	Women, Society and the Visual Arts (4)	
F/TV 2A	History of Cinema (1895-1950) (4)	
F/TV 2B	History of Cinema (1950-Present) (4)	
F/TV 42	National Cinemas (4)	
HUMI 9	Introduction to Comparative Religion (4)	
HUMI 10	Introduction to Western Religions (4)	
HUMI 14A	Introduction to Eastern Philosophy (India) (4)	
HUMI 14B	Introduction to Eastern Philosophy (China) (4)	
HUMI 14C	Introduction to Eastern Philosophy (Japan) (4)	
INTL 11	Vietnamese Literature (4)	
MUSI 7B	Introduction to World Music in America (4)	

Global Environment

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

Globalization Issues

BUS 21	Business and Society (5)	
CIS 2	Computers and Society (4)	
POLI 3	International Relations (4)	
SOC 1	Introduction to Sociology (4)	

International Business

BUS 21	Business and Society (5)	
BUS 56	Human Relations in Business (5)	
BUS 60	International Business Management (5)	
BUS 70	Principles of E-Business (4)	
BUS 79	Business Strategy (4)	
BUS 87	Introduction to Selling (4)	
BUS 89	Advertising (5)	
BUS 90	Principles of Marketing (5)	
ECON 2	Microeconomics (4)	
POLI 3	International Relations (4)	

World History Emphasis

ANTH 4	World Prehistory (4)	
HIST/ICS 3A	World History (4)	
HIST/ICS 3B	World History (4)	
HIST/ICS 3C	World History (4)	
HIST 4A	History of Western Civilization (4)	
HIST 4B	History of Western Civilization (4)	
HIST 4C	History of Western Civilization (4)	
HIST 4D	History of Western Civilization (4)	
HIST/ ICS 7A	Colonial Latin American History (4)	
HIST/ ICS 7B	Modern Latin American History (4)	
HIST/ ICS 16A	History of Africa to 1800 (4)	
HIST/ ICS 16B	History of Africa from 1800 to Present (4)	
HIST/INTL 19A	History of Asian Civilization (4)	
HIST/INTL 19B	History of Asian Civilization (4)	

HIST/INTL 19C	History of Asian Civilization (4)	
ICS 37	Ancient People of Mesoamerica (4)	
INTL 30	Introduction to Islamic Studies (4)	

World Languages

ANTH 6	Linguistic Anthropology (4)	
ELIT 44	International Literature (Fiction) (4)	
LING 1	Introduction to Linguistics (4)	
World Lang.	World Language units in addition to Language Requirement above (5-15)	

World Language Languages offered: Arabic, Cantonese, French, German, Hebrew, Hindi, Italian, Japanese, Korean, Mandarin, Persian, Spanish, Urdu, Vietnamese

Major	Global Studies	53-68 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
Total Units Required		90 units

Graphic and Interactive Design

Graphic Design

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Graphic Design Certificate of Achievement	22
ARTS 53B	Introduction to Visual Technology	3
ARTS 55B	Graphic Design-Communication	3
ARTS 55C	Graphic Design-Communication (Production Techniques)	3
ARTS 56	Computer-Aided Graphic Design/ Electronic Publishing	3
ARTS 57	Graphic Design/Typography	3
ARTS 63	Business Practices for Graphic Designers	3
ARTS 65	Graphic Design for the World Wide Web	3
ARTS 86	Electronic Illustration Techniques	3
Total Units Required		46

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Graphic Design	
	Certificate of Proficiency	46 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
Total Units Required		90 units

Interactive Design

Certificate of Proficiency

Complete the Certificate of Achievement in Graphic Design plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

Certificate	Graphic Design Certificate of Achievement	22
ARTS 53B	Introduction to Visual Technology	3
ARTS 55B	Graphic Design-Communication	3

ARTS 55C	Graphic Design-Communication (Production Techniques)	3
ARTS 57	Graphic Design/Typography	3
ARTS 63	Business Practices for Graphic Designers	3
ARTS 65	Graphic Design for the World Wide Web	3
ARTS 85	Motion Graphics	3

Complete six (6) units from:

ARTS 86	Electronic Illustration Techniques (3)	
ARTS 113A	Web Authoring Software (4)	
ARTS 114A	Web Graphics/Animation Software (Flash) (3)	
CIS 89A	World Wide Web Page Development (3)	
CIS 92C	Advanced World Wide Web Page Development (3)	
F/TV 69	Principles of Animation (Character and Motion) (3)	
F/TV 83A	Introduction to 2D Computer Animation (2)	
MUSI 51	Introduction to Electronic Music (3)	
PHTG 1	Basic Photography (3)	6
Total Units Required		49

A.A. Degree

Complete the Certificate of Proficiency in Interactive Design for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Interactive Design	
	Certificate of Proficiency	49 units
GE	General Education (31 - 42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
Total Units Required		90 units

Health Technologies

Certificate of Achievement in Medical Assisting Options

Complete the requirements for the option(s) of your choice and fulfill the corresponding certificate requirements as specified on page 51.

Option A: Insurance and Coding

Prerequisites/Corequisites		
HTEC 50	Introduction to Health Technologies	1
CAOS 70AA*	Elementary Keyboarding I	1 1/2
CAOS 84A*	Business English I	2
CAOS 91AK*	Word Processing I (Word 2000) (2)	

or		
CAOS 91AL*	Word Processing I (Word XP/2002) (2)	2

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

Requirements		
BIOL 54G	Applied Human Anatomy and Physiology	1 1/2
BIOL 54H	Applied Human Anatomy and Physiology	1 1/2
BIOL 54I	Applied Human Anatomy and Physiology	1 1/2
BIOL 54J	Applied Human Anatomy and Physiology	1 1/2
HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology	2
HTEC 60H	Advanced Medical Terminology	2
HTEC 61	Medical Communications	1 1/2
HTEC 72	Medical Office Financial Procedures	1 1/2
HTEC 73	Medical Law and Ethics	1 1/2
HTEC 96	Health Technology Externship-Coding	4
HTEC 101C	Skill Building in Medical Communications and Transcription	1
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
Total Units Required, Incl. Prerequisites (as applic.)		25 1/2-31

Recommended

CAOS 104O	Introduction to Filing (1)
CAOS 81H	10-Key and Electronic Calculator (1)

Option B: Lab Assisting

Prerequisites/Corequisites		
HTEC 50	Introduction to Health Technologies	1
CAOS 70AA*	Elementary Keyboarding I	1 1/2

* Course can be waived based on previous knowledge or experience.

Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card to receive certificate.

Requirements

HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology	2
HTEC 60H	Advanced Medical Terminology	2
HTEC 90G	Basic Patient Care	1 1/2
HTEC 64A	Basic Clinical Lab Procedures	1 1/2
HTEC 64B	Advanced Clinical Lab Procedures (Hematology)	1 1/2
HTEC 73	Medical Law and Ethics	1 1/2
HTEC 91	Medical Office Diagnostic Tests	1 1/2
HTEC 95	Health Technology Externship	3
HTEC 96	Health Technology Externship	4
HTEC 101A	Skill Building in Clinical Lab Procedures	1
HTEC 101B	Skill Building in Basic Patient Care	1
HTEC 101F	Skill Building in Medical Office Diagnostic	1
Total Units Required, Including Prerequisites (as applicable)		25 1/2-27

Recommended

HLTH 57A	First Aid/Workplace, Community and Wilderness (1)
HLTH 57E	CPR and AED for the Professional Rescuer (1/2)

Option C: Medical Reception

Prerequisites/Corequisites		
HTEC 50	Introduction to Health Technologies	1
CAOS 70AA*	Elementary Keyboarding I	1 1/2
CAOS 91AK*	Word Processing I (Word 2000) (2)	
or		
CAOS 91AL*	Word Processing I (Word XP/2002) (2)	2

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

Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card to receive certificate.

Requirements

CAOS 84A	Business English I	2
CAOS 176	Telephone Communications	1
HTEC 60A	Basic Medical Terminology	3
HTEC 61	Medical Communications	1 1/2
HTEC 68	Medical Reception Externship	2
HTEC 71	Medical Office Reception	1
HTEC 72	Medical Office Financial Procedures	1 1/2
HTEC 73	Medical Law and Ethics	1 1/2
HTEC 75	Medical Office Management	1 1/2
HTEC 101C	Skill Building in Medical Communications and Transcription	1
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
HTEC 101G	Skill Building in Medical Office Management	1
Total Units Required, Including Prerequisites (as applicable)		20 1/2-24

Recommended

HLTH 57A	First Aid/Workplace, Community and Wilderness (1)
HLTH 57E	CPR and AED for the Professional Rescuer (1/2)

Option D: Medical Transcription

Prerequisites/Corequisites		
HTEC 50	Introduction to Health Technologies	1
CAOS 70AA*	Elementary Keyboarding I	1 1/2

CAOS 84A*	Business English I	2
CAOS 91AK*	Word Processing I (Word 2000) (2)	
or		
CAOS 91AL*	Word Processing I (Word XP/2002) (2)	2

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

Requirements

BIOL 54G	Applied Human Anatomy and Physiology	1 1/2
BIOL 54H	Applied Human Anatomy and Physiology	1 1/2
BIOL 54I	Applied Human Anatomy and Physiology	1 1/2
BIOL 54J	Applied Human Anatomy and Physiology	1 1/2
HTEC 60A	Basic Medical Terminology	3
HTEC 60G	Advanced Medical Terminology	2
HTEC 60H	Advanced Medical Terminology	2
HTEC 61	Medical Communications	1 1/2
HTEC 73	Medical Law and Ethics	1 1/2
HTEC 74**	Medical Transcription with Advanced Terminology (1 1/2) (taken three times)	4 1/2
HTEC 96	Health Technology Externship-Medical Transcription	4
Total Units Required, Including Prerequisites (as applicable)		25 1/2-31

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

Recommended

HTEC 101C	Skill Building in Medical Communications and Transcription (1)
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Option E: Phlebotomy Technician I

Prerequisites/Corequisites		
HTEC 50	Introduction to Health Technologies	1
CAOS 70AA*	Elementary Keyboarding I	1 1/2

* Course can be waived based on previous knowledge or experience.

Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card to receive certificate.

Requirements

HTEC 60A	Basic Medical Terminology	3
HTEC 64A	Basic Clinical Lab Procedures	1 1/2
HTEC 64B	Advanced Clinical Lab Procedures (Hematology)	1 1/2
HTEC 73	Medical Law and Ethics	1 1/2
HTEC 95	Health Technology Externship-Phlebotomy	3
HTEC 101A	Skill Building in Clinical Lab Procedures	1
Total Units Required, Including Prerequisites (as applicable)		12 1/2-14

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

Recommended

HLTH 57A	First Aid/Workplace, Community and Wilderness (1)
HLTH 57E	CPR and AED for the Professional Rescuer (1/2)

Option F: Medical File Clerk

Prerequisites/Corequisites		
HTEC 50	Introduction to Health Technologies	1

Requirements

CAOS 70AA*	Elementary Keyboarding I	1 1/2
CAOS 91AK	Word Processing I (Word 2000) (2)	
or		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS 104O	Introduction to Filing	1
CAOS 110L	Database I (Access XP/2002)	2
HTEC 60A	Basic Medical Terminology	3
HTEC 73	Medical Law and Ethics	1 1/2
HTEC 96	Health Technology Externship-Medical File Clerk	4

* CAOS 70A may be substituted.

Total Units Required, Including Prerequisites 16

Option G: Medical Records Clerk

Prerequisite/Corequisite			
HTEC 50	Introduction to Health Technologies		1
Requirements			
CAOS 70AA*	Elementary Keyboarding I	1	1/2
CAOS 91AK	Word Processing I (Word 2000) (2)		
or			
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2	
CAOS 104O	Introduction to Filing	1	
CAOS 110L	Database I (Access XP/2002)	2	
HTEC 60A	Basic Medical Terminology	3	
HTEC 71	Medical Office Reception	1	
HTEC 73	Medical Law and Ethics	1	1/2
HTEC 96	Health Technology Externship- Medical Records Clerk	4	
*CAOS 70A may be substituted.			
Total Units Required, Including Prerequisites		17	

Option H: Business Office Clerk

Prerequisite/Corequisite			
HTEC 50	Introduction to Health Technologies		1
Requirements			
CAOS 70AA*	Elementary Keyboarding I	1	1/2
CAOS 91AK	Word Processing I (Word 2000) (2)		
or			
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2	
CAOS 104O	Introduction to Filing	1	
CAOS 110L	Database I (Access XP/2002)	2	
HTEC 60A	Basic Medical Terminology	3	
HTEC 72	Medical Office Financial Procedures	1	1/2
HTEC 73	Medical Law and Ethics	1	1/2
HTEC 96	Health Technology Externship- Business Office Clerk	4	
HTEC 101D	Skill Building in Medical Office Financial Procedures	1	
* CAOS 70A may be substituted.			
Total Units Required, Including Prerequisites . . .		18	1/2

Medical Assisting

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Prerequisites/Corequisites			
HTEC 50	Introduction to Health Technologies		1
CAOS 70AA*	Elementary Keyboarding I	1	1/2
CAOS 91AK*	Word Processing I (Word 2000) (2)		
or			
CAOS 91AL*	Word Processing I (Word XP/2002) (2)	2	
* These courses can be waived based on previous knowledge or experience.			

Student must present current American Red Cross or American Heart Association First Aid and Adult CPR Pro card to receive certificate.

Requirements			
ACCT 1A	Financial Accounting I	4	
BIOL 54G*	Applied Human Anatomy and Physiology	1	1/2
BIOL 54H*	Applied Human Anatomy and Physiology	1	1/2
BIOL 54I*	Applied Human Anatomy and Physiology	1	1/2
BIOL 54J*	Applied Human Anatomy and Physiology	1	1/2
CAOS 84A	Business English I	2	
CAOS 104O	Introduction to Filing	1	
CAOS 110L	Database I (Access XP/2002)	2	
HTEC 60A	Basic Medical Terminology	3	
HTEC 60G	Advanced Medical Terminology	2	
HTEC 60H	Advanced Medical Terminology	2	
HTEC 61	Medical Communications	1	1/2
HTEC 64A	Basic Clinical Lab Procedures	1	1/2
HTEC 64B	Advanced Clinical Lab Procedures (Hematology)	1	1/2

HTEC 68	Medical Reception Externship		2
HTEC 71	Medical Office Reception		1
HTEC 72	Medical Financial Procedures	1	1/2
HTEC 73	Medical Law and Ethics		1 1/2
HTEC 74	Medical Transcription with Advanced Terminology		1 1/2
HTEC 75	Medical Office Management		1 1/2
HTEC 90G	Basic Patient Care		1 1/2
HTEC 90H	Medical Office Sterile Techniques		1 1/2
HTEC 91	Medical Office Diagnostic Tests		1 1/2
HTEC 93	Pharmacology for Medical Assistants		1 1/2
HTEC 94	Administration of Medications		1
HTEC 95	Health Technology Externship- Medical Assisting		3
HTEC 96	Health Technology Externship- Medical Assisting		4
HTEC 110	Health Technologies Employment Preparation		1 1/2

* The BIOL 40A, B, C series may be substituted for the BIOL 54G, H, I, J series.
Total Units Required, Including Prerequisites
(as applicable) 52-55 1/2

Recommended

CAOS 81H	10-Key and Electronic Calculator (1)		
HTEC 101A-G	Skill Building Labs (1 unit each)		
HLTH 57A	First Aid/Workplace, Community and Wilderness (1)		
HLTH 57E	CPR and AED for the Professional Rescuer (1/2)		

A.A. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Medical Assisting Certificate of Proficiency	52-55	1/2 units
GE	General Education (31-42 units)		
Electives	Elective courses required when major units plus GE units total is less than 90		
Total Units Required		90	units

Recommended

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

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

Medical Secretary

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Prerequisites/Corequisites			
HTEC 50	Introduction to Health Technologies		1
CAOS 70AA*	Elementary Keyboarding I	1	1/2
CAOS 91AK*	Word Processing I (Word 2000) (2)		
or			
CAOS 91AL*	Word Processing I (Word XP/2002) (2)	2	
* These courses can be waived based on previous knowledge or experience.			

Requirements

ACCT 1A	Financial Accounting I	4	
BIOL 54G*	Applied Human Anatomy and Physiology	1	1/2
BIOL 54H*	Applied Human Anatomy and Physiology	1	1/2
BIOL 54I*	Applied Human Anatomy and Physiology	1	1/2
BIOL 54J*	Applied Human Anatomy and Physiology	1	1/2
CAOS 81H	10-Key and Electronic Calculator	1	
CAOS 84A	Business English I	2	
CAOS 104O	Introduction to Filing	1	
CAOS 110L	Database I (Access XP/2002)	2	
HTEC 60A	Basic Medical Terminology	3	
HTEC 60G	Advanced Medical Terminology	2	

HTEC 60H	Advanced Medical Terminology	2
HTEC 61	Medical Communications	1 1/2
HTEC 68	Medical Reception Externship	2
HTEC 71	Medical Office Reception	1
HTEC 72	Medical Office Financial Procedures	1 1/2
HTEC 73	Medical Law and Ethics	1 1/2
HTEC 74	Medical Transcription with Advanced Terminology	1 1/2
HTEC 75	Medical Office Management	1 1/2
HTEC 96	Health Technology Externship- Medical Secretary	4
HTEC 101C**	Skill Building in Medical Communications and Transcription (1,1)	2
HTEC 101D	Skill Building in Medical Office Financial Procedures	1
HTEC 101G	Skill Building in Medical Office Management	1
Total Units Required, Including Prerequisites (as applicable)		42 1/2-46

* The BIOL 40A, B, C series may be substituted for the BIOL 54G, H, I, J series.

** This course must be taken twice.

Recommended

CAOS 176 Telephone Communications (2)

Intercultural Studies

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ICS 4	Ethnic Identity and Social Stratification	4
ICS 7	Intercultural Communication	4
ICS 9	Studying Race and Ethnicity: Theories and Methods	4

Complete 12 units from the courses listed below:

ICS 8	Women of Color in the USA (4)	
ICS 10	An Introduction to African American Studies (4)	
ICS 11	The Roots of the African American Experience (4)	
ICS 20	Asian American Experiences in History (4)	
ICS 22	Contemporary Issues in the Asian American Community (4)	
ICS 29	Cultural Pluralism and American Law and Justice (4)	
ICS 30	Introduction to Chicano Studies (4)	
ICS 31	Chicano Culture (4)	
ICS 32	Chicano History (4)	
ICS 43	American Indian History (4)	
ICS 44	American Indian Religious and Philosophical Thought (4)	12
Total Units Required		24

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

ICS 4	Ethnic Identity and Social Stratification	4
ICS 5	History of Art (Multicultural Arts in the U.S.)	4
ICS 7	Intercultural Communication	4
ICS 9	Studying Race and Ethnicity: Theories and Methods	4
ICS Electives	Complete eight (8) units of ICS electives listed below (unduplicated by G.E. Requirements)	8

Complete one (1) of the three (3) options below.

Option 1: General Multicultural Background

Complete 16 units from three (3) or more of the following course categories.

Option 2: Two Ethnic Areas

Complete 16 units from two (2) or more of the following course categories.

Option 3: One Ethnic Area

Complete 16 units from one (1) of the following course categories.

African American

ICS 10	An Introduction to African American Studies (4)
ICS 11	The Roots of the African American Culture (4)
ICS 12	An Introduction to African American Literature (4)
ICS 14/F/TV 48	Cinema and the African American (4)
ICS 16A	History of Africa to 1800 (4)
ICS 16B	History of Africa from 1800 to Present (4)
ICS 18A	African American History to 1865 (4)
ICS 18B	African American History since 1865 (4)

Asian American

INTL 19A	History of Asian Civilization: China and Japan (through 18th Century) (4)
INTL 19B	History of Asian Civilization: China and Japan (through 19th and 20th Centuries) (4)
INTL 19C	History of Asian Civilization: South Asia (4)
ICS 20	Asian American Experiences in History (4)
ICS 21	History of the Chinese in the United States (4)
ICS 22	Contemporary Issues in the Asian American Community (4)

Chicano

ICS 30	Introduction to Chicano Studies (4)
ICS 31	Chicano Culture (4)
ICS 32	Chicano History (4)
ICS 33	Chicanos and the Arts (4)
ICS 35	Chicano/a Literature (4)

Latin American

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

Multicultural

ICS 3A	World History (4)
ICS 3B	World History (4)
ICS 3C	World History (4)
ICS 6	Multicultural Perspectives in Teaching and Learning (4)
ICS 8	Women of Color in the U.S.A. (4)
ICS 17	Critical Consciousness and Social Change (4)
ICS 29	Cultural Pluralism and American Law and Justice (4)
ICS 77	Special Projects in Intercultural Studies (1)
ICS 78	Special Group Projects in Intercultural Studies (1/2)

Native American

ICS 41	American Indians Today (4)
ICS 42	American Indians in California (4)
ICS 43	American Indian History (4)
ICS 44	American Indian Religious and Philosophical Thought (4)
ICS 45	Survey of American Indian Arts (4)
ICS 46	American Indian Literature (4)
Total Units Required 40	

A.A. Degree

For the major, complete all requirements for the Certificate of Proficiency in Intercultural Studies **except** where 16 units are required in Options 1, 2, and 3 above, complete 20 units. Also fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Intercultural Studies Certificate of Proficiency plus four additional units	44 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90 Total Units Required	90 units

Internet Literacy and Research

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CIS/CAOS 94	Introduction to Internet and World Wide Web	1
LCEN 50	Introduction to Online Research	1
LCEN 53	Advanced Internet Search Techniques	1
<i>Complete two (2) classes from the following:</i>		
LCEN 51	Business Resources on the World Wide Web (1)	
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	
CAOS 113M	Web Authoring Software I (Frontpage 2000) (2)	3-4
	Total Units Required	6-7

Legal Reception

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CAOS 70A	Elementary Keyboarding (3)	
<i>or</i>		
CAOS 70AA	Elementary Keyboarding (1 1/2)	1 1/2-3
CAOS 84A	Business English I	2
CAOS 90GA	Computer Literacy I (PC)	2
CAOS 91AK	Word Processing I (Word 2000) (2)	
<i>or</i>		
CAOS 91AL	Word Processing I (Word XP/2002) (2)	2
CAOS 91BK	Word Processing II (Word 2000) (2)	
<i>or</i>		
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
CAOS 104M	Introduction to the Office	1
CAOS 104O	Introduction to Filing	1
CAOS 171O	Office Automation I (MS Outlook)	1
CAOS 173	Keyboarding Skill Development	1
CAOS 176	Telephone Communications	1
CAOS 198Y	Topics in CAOS (Legal Vocabulary)	2
PARA 88	The Paralegal and Professional Responsibility	2
<i>Complete two (2) units from:</i>		
COOP 50X	Occupational Work Experience (2)	
COOP 50Y	Occupational Work Experience (3)	
COOP 50Z	Occupational Work Experience (4)	
COOP 52X*	Occupational Work Experience (2)	
COOP 52Y*	Occupational Work Experience (3)	
COOP 52Z*	Occupational Work Experience (4)	2
	Total Units Required	20 1/2-22

* May be used if placement is in a legal office.

Liberal Arts

Complete a minimum of 27 units from one (1) of the four (4) emphasis areas below and the A.A. degree General Education requirements. Courses used for the 27-unit major requirement may not be used to satisfy the General Education requirements. Students are limited to earning one (1) degree in either Liberal Arts or University Transfer Studies.

A.A. Degree (Four Emphasis Options)

Arts and Letters Emphasis

Arabic 1, 2, 3
 Arts 1A, 1B, 2A, 2B, 2C, 2D, 2F, 2G, 2H, 2J, 2K, 2L, 3TC, 3TD, 3TE, 4A, 4B, 4C, 8, 10A, 10B, 12, 14A, 14B, 14C, 15A, 15B, 15C, 16A, 16B, 16C, 18A, 18B, 18C, 18D, 19G, 19H, 19I, 19J, 19K, 19L, 19M, 19N, 20, 20X, 20Y, 20Z, 37A, 37B, 37C, 50, 53A, 53B, 55A, 55B, 55C, 56, 57, 58A, 58B, 58C, 59, 63, 64, 65, 70, 71, 72, 85, 86

Cantonese 1, 2, 3
 Dance 22, 22K, 22L, 23A, 23B, 23H, 23L, 23M, 24A, 24B, 24C, 27A, 27B, 27C, 27D, 37A, 37B, 38A
 Education 58
 English as a Second Language 6
 English Literature 1, 3, 4, 5, 6, 10, 11, 12, 15A, 15B, 17, 19, 20, 21, 22, 23, 24, 25, 26, 39, 44, 46A, 46B, 46C, 48A, 48B, 48C, 58, 97
 English Writing 1B, 1C, 2, 30, 40, 41, 50, 54
 Environmental Studies 3
 Film and Television 1, 2A, 2AW, 2B, 2BW, 10, 20, 41, 42, 43, 48, 75K, 85
 French 1, 2, 3, 4, 5, 6, 10, 13A, 13B, 13C
 German 1, 2, 3, 4, 5, 6
 Hebrew 1, 2, 3
 Hindi 1, 2, 3
 History 4A, 4B, 4C, 4D, 15A, 15B
 Humanities 1, 2, 5, 6, 7, 9, 10, 14A, 14B, 14C, 15, 16, 17, 18, 20
 Intercultural Studies 5, 11, 12, 14, 24, 33, 35, 44, 45, 46
 International Studies 10, 11, 21, 22, 23, 24
 Italian 1, 2, 3, 4
 Japanese 1, 2, 3, 4, 5, 6, 50A, 50B, 50C
 Journalism 2, 21A, 21B
 Korean 1, 2, 3, 4, 5, 6
 Linguistics 1
 Mandarin 1, 2, 3, 4, 5, 6
 Music 1, 3A, 3B, 3C, 4A, 4B, 4C, 5A, 7A, 7B, 8, 9, 10A, 10B, 12A, 12B, 12C, 13A, 13B, 14A, 14B, 14C, 18, 20, 21, 22, 24, 25G, 25H, 25J, 25K, 25M, 25N, 27A, 27B, 29, 31A, 31B, 31C, 34, 42, 45, 46, 48, 51, 52A, 53, 56, 58A, 58B
 Persian 1, 2, 3, 4, 5, 6
 Philosophy 1, 2, 3, 4, 5, 7, 8, 9, 14A, 14B, 14C, 20A, 20B, 20C, 24, 30, 49
 Photography 1, 2, 3, 7, 20, 21, 52, 52X, 54, 56A, 56B, 57A, 57B, 58, 58A, 58B
 Physical Education (Dance) 22, 22K, 22L, 23A, 23B, 23H, 23L, 23M, 24A, 24B, 24C, 36A, 37A, 37B
 Sign Language 1, 2, 3
 Spanish 1, 2, 3, 4, 5, 6, 13A, 13B, 13C
 Speech Communication 1, 8, 9, 10, 15
 Theatre Arts 1, 20A, 20B, 20C
 Urdu 1, 2, 3, 4, 5, 6
 Vietnamese 1, 2, 3, 4, 5, 6
 Women's Studies 3C, 21, 23, 49

Major	Arts and Letters Emphasis	27 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Business and Computer Information Systems Emphasis

Accounting 1A, 1B, 1C, 51A, 51B, 52, 58, 64, 66, 67A, 67B, 68, 70, 75, 76, 86, 87AH, 87AI, 88
 Business 10, 18, 21, 54, 55, 56, 57, 58, 60, 61, 65, 67A, 68, 69, 70, 79, 80, 82, 85, 87, 88, 89, 90, 91, 93, 95, 95A, 96A
 Computer Applications and Office Systems 94
 Computer Information Systems 2, 3, 10, 14A, 14B, 14C, 15AG, 15BG, 15C, 18A, 18B, 18C, 21JA, 21JB, 26A, 26B, 27, 28, 31, 33A, 35A, 35B, 50, 52G, 53, 56G, 57, 61A, 61B, 63, 64A, 64B, 64C, 64D, 65A, 65B, 66, 67A, 67B, 73, 74, 75A, 75B, 75C, 75D, 75E, 76, 79, 86, 89A, 89C, 92A, 92B, 92C, 94
 Economics 1, 2
 English Writing 61
 Math 1A, 1B, 1C, 10, 11, 12
 Paralegal Studies 18, 52A
 Real Estate 50, 51, 52A, 53, 54, 56A, 56B, 59, 61
 Speech Communication 70
 Technical Writing 61

Major Business and Computer Information Systems Emphasis 27 units
 GE General Education (31-42 units)
 Electives Elective courses required when major units plus GE units total is less than 90
 Total Units Required90 units

Science, Math and Engineering Emphasis

Anthropology 1, 1L
 Astronomy 4, 10
 Biology 5, 6A, 6B, 6C, 8, 10, 11, 13, 15, 26, 40A, 40B, 40C, 45, 54G, 54H, 54I, 54J, 55
 Business 88
 CAD and Digital Imaging 51, 52A, 53A, 54A, 57A, 58A-L, 59A-L, 60, 61, 62, 67A-L, 69A-L, 70, 71, 72, 73, 74, 75A, 76, 77A, 79A, 82A-L, 83A-L, 88A-L, 89A-L
 Chemistry 1A, 1B, 1C, 10, 12A, 12B, 12C, 30A, 30B, 50
 Computer Applications and Office Systems 94
 Computer Information Systems 2, 3, 10, 14A, 14B, 14C, 15AG, 15BG, 15C, 18A, 18B, 18C, 21JA, 21JB, 26A, 26B, 27, 28, 31, 33A, 35A, 35B, 50, 52G, 53, 56G, 57, 61A, 61B, 63, 64A, 64B, 64C, 64D, 65A, 65B, 66, 67A, 67B, 73, 74, 75A, 75B, 75C, 75D, 75E, 76, 79, 89A, 89C, 92A, 92B, 92C, 94
 Engineering 2, 10, 35, 37, 45, 57
 Environmental Science 1, 1L, 19, 20, 21, 30, 81
 Environmental Studies 2, 56, 58
 Geography 1
 Geology 10
 Health 21, 51
 Math 1A, 1B, 1C, 1D, 2A, 2B, 10, 11, 12, 22, 23, 44, 46, 49A, 49B, 51
 Meteorology 10, 10L
 Nutrition 10
 Physics 2A, 2B, 2C, 4A, 4B, 4C, 4D, 10, 50

Major Science, Math and Engineering Emphasis 27 units
 GE General Education (31-42 units)
 Electives Elective courses required when major units plus GE units total is less than 90
 Total Units Required90 units

Social and Behavioral Sciences Emphasis

Administration of Justice 1, 3, 5, 11, 25, 29, 50, 51, 53, 54, 55, 60, 61, 62, 73, 74A, 75, 78, 90A, 95
 Anthropology 2, 4, 6, 55, 69
 Arts 3TC
 Business 21, 80
 Career Life Planning 70, 75
 Child Development 10G, 10H, 12, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59G, 59H, 60, 61, 63, 64, 65, 66, 67, 68, 69, 70, 72, 73, 74, 80, 90
 Computer Information Systems 2
 Economics 1, 2
 Education 1, 56, 73, 74
 Environmental Studies 1, 2, 3
 Geography 1, 4, 10
 History 2, 3A, 3B, 3C, 4A, 4B, 4C, 4D, 7A, 7B, 9, 10, 11, 16A, 16B, 17A, 17B, 17C, 18A, 18B, 19A, 19B, 19C, 28
 Human Development 10, 20, 50, 53
 Intercultural Studies 3A, 3B, 3C, 4, 7, 8, 9, 10, 11, 16A, 16B, 17, 18A, 18B, 20, 22, 28, 29, 30, 31, 32, 37, 38A, 38B, 41, 42, 43, 44, 55
 International Studies 5, 7, 8, 19A, 19B, 19C, 50
 Journalism 2
 Paralegal Studies 3, 11, 54, 74A, 75, 90A, 95
 Philosophy 10, 17
 Political Science 1, 2, 3, 5, 10, 11, 13, 15, 16, 53G, 53H, 53I, 53J, 54G, 54H, 54I, 54J, 75, 95
 Psychology 1, 2, 3, 4, 5, 6, 8, 9, 10G, 10H, 12, 14, 15, 24, 60, 63, 67, 74A

Social Sciences 15, 16, 17, 52G, 52H, 52I, 52J, 53G, 53H, 53I, 53J, 54G, 54H, 54I, 54J
 Sociology 1, 5, 8, 15, 20, 25, 28, 35, 50, 51, 54, 73
 Speech Communication 7, 16, 60, 70
 Women's Studies 1, 3C, 8, 9, 12, 15, 16, 17, 28, 52G, 52H, 52I, 52J, 53G, 53H, 53I, 53J, 54G, 54H, 54I, 54J

Major Social and Behavioral Sciences Emphasis 27 units
 GE General Education (31-42 units)
 Electives Elective courses required when major units plus GE units total is less than 90
 Total Units Required90 units

Management

Program pending approval by the California Community Colleges Chancellor's Office.

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

BUS 65 Leadership 5
 BUS 96A Principles of Management 5
 Total Units Required 10

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

BUS 10 Introduction to Business 5
 BUS 57 Personnel Management 4
 BUS 65 Leadership 5
 BUS 96A Principles of Management 5

Complete one (1) course from the list below.

BUS 18 Business Law I (5)
 BUS 55 Introduction to Entrepreneurship (5)
 BUS 56 Human Relations in Business (5)
 BUS 60 International Business Management (5)
 BUS 79 Business Strategy (4) 4-5
 Total Units Required 23-24

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

BUS 10 Introduction to Business 5
 BUS 18 Business Law I 5
 BUS 21 Business and Society 5
 BUS 56 Human Relations in Business 5
 BUS 57 Personnel Management 4
 BUS 60 International Business Management 5
 BUS 65 Leadership 5
 BUS 79 Business Strategy 4
 BUS 96A Principles of Management 5

Complete 10 units from the courses listed below.

BUS 54 Business Mathematics (5)
 BUS 55 Introduction to Entrepreneurship (5)
 BUS 58 The Business Plan (3)
 BUS 70 Principles of E-Business (4)
 BUS 87 Introduction to Selling (4)
 BUS 90 Principles of Marketing (5)
 ACCT 1A Financial Accounting I (4)
 COOP 50 Occupational Work Experience (Parallel) (1)
 COOP 50X Occupational Work Experience (Parallel) (2)
 COOP 50Y Occupational Work Experience (Parallel) (3)
 COOP 50Z Occupational Work Experience (Parallel) (4)
 [Note: Four (4) units maximum in COOP courses may apply.]
 ECON 1 Principles of Macroeconomics (4)
 SPCH 16 Interpersonal Communication (4) 10

Major Management 53 units
 GE General Education (31-42 units)
 Electives Elective courses required when major units plus GE units total is less than 90
 Total Units Required90 units

Manufacturing and Computer-Aided Numerical Control (CNC)

Computer Numerical Control (CNC) Machine Operator

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

MCNC 71	Introduction to Machining and CNC Processes	4 1/2
MCNC 75A	Introduction to CNC Programming and Operation: Mills	4 1/2
MCNC 75B	CNC Programming and Operation: Lathes, Advanced Mills	4 1/2
	Total Units Required	13 1/2

CNC Machinist

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

MCNC 64	Manufacturing Materials and Processes	4
MCNC 71	Introduction to Machining and CNC Processes	4 1/2
MCNC 72	Applied Geometric Inspection Dimensioning and Tolerancing; Coordinate Measuring Machines	3
MCNC 75A	Introduction to CNC Programming and Operation: Mills	4 1/2
MCNC 75B	CNC Programming and Operation: Lathes, Advanced Mills	4 1/2
MCNC 76A-E	CAD/CAM Programming Using Mastercam	4 1/2
MCNC 76F-J	Advanced CAD/CAM Programming Using Mastercam	4 1/2
	Total Units Required	29 1/2

CNC Research And Development Machinist

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Complete five (5) units from the MCNC 56 series:

MCNC 56	Special Projects in Manufacturing/CNC (1)	
MCNC 56X	Special Projects in Manufacturing/CNC (2)	
MCNC 56Y	Special Projects in Manufacturing/CNC (3)	5

Complete the following courses:

MCNC 64	Manufacturing Materials and Processes	4
MCNC 71	Introduction to Machining and CNC Processes	4 1/2
MCNC 72	Applied Geometric Inspection Dimensioning and Tolerancing; Coordinate Measuring Machines	3
MCNC 75A	Introduction to CNC Programming and Operation: Mills	4 1/2
MCNC 75B	CNC Programming and Operation: Lathes, Advanced Mills	4 1/2
MCNC 76A-E	CAD/CAM Programming Using Mastercam	4 1/2
MCNC 76F-J	Advanced CAD/CAM Programming Using Mastercam	4 1/2
MCNC 77	Conventional Machine Tools, Tool Design, Abrasive Machining	4 1/2
AUTO 53A	Automotive Mechanisms	3
AUTO 53B	Electromechanical Systems	2
	Total Units Required	44

A.S. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	CNC Research and Development Machinist Certificate of Proficiency	44 units
GE	General Education, including MATH 104 or 114 (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Manufacturing Systems Technician

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

MCNC 62A	Technical Calculations (2)	
or		
MATH 210*	College Math Preparation Level I: Pre-Algebra (5)	2-5
AUTO 53A	Automotive Mechanisms	3
AUTO 53B	Electromechanical Systems	2
MCNC 64	Manufacturing Materials and Processes	4
MCNC 71	Introduction to Machining and CNC Processes	4 1/2
MCNC 75A	Introduction to CNC Programming and Operation: Mills	4 1/2
	Total Units Required	20-23

* MATH 104 Applied Algebra Plus (required for A.S. degree) may be substituted.

Product Model Making

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Complete four (4) units from the MCNC 56 series:

MCNC 56	Special Projects in Manufacturing/CNC (1)	
MCNC 56X	Special Projects in Manufacturing/CNC (2)	
MCNC 56Y	Special Projects in Manufacturing/CNC (3)	4

Complete the following courses:

MCNC 64	Manufacturing Materials and Processes	4
MCNC 71	Introduction to Machining and CNC Processes	4 1/2
MCNC 75A	Introduction to CNC Programming and Operation: Mills	4 1/2
MCNC 75B	CNC Programming and Operation: Lathes, Advanced Mills	4 1/2
MCNC 76A-E	CAD/CAM Programming Using Mastercam	4 1/2
MCNC 76F-J	Advanced CAD/CAM Programming Using Mastercam	4 1/2
ARTS 10A	Three Dimensional Design and Lab	3
ARTS 10B	Advanced Three Dimensional Design and Lab	3
CDI 60B & 61B	SolidWorks (Beginning and Intermediate) (4,4)	
or		
CDI 70B & 71B	Pro/ENGINEER Wildfire 3.0 (Beginning and Intermediate) (4,4)	8
	Total Units Required	44 1/2

A.S. Degree

Complete the Certificate of Proficiency for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Major	Product Model Making Certificate of Proficiency	44 1/2 units
GE	General Education, including MATH 104 or 114 (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Programming: CNC-CAD/CAM

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

MCNC 75A	Introduction to CNC Programming and Operation: Mills	4 1/2
MCNC 75B	CNC Programming and Operation: Lathes, Advanced Mills	4 1/2
MCNC 76A-E	CAD/CAM Programming Using Mastercam	4 1/2
MCNC 76F-J	Advanced CAD/CAM Programming Using Mastercam	4 1/2

Complete two (2) courses from the list below:

CDI 60B	SolidWorks (Beginning) (4)	
or		
CDI 70B	Pro/ENGINEER Wildfire 3.0 (Beginning) (4)	
MCNC 64	Manufacturing Materials Processes (4)	
MCNC 71	Introduction to Machining and CNC Processes (4 1/2)	
MCNC 72	Applied Geometric Inspection Dimensioning and Tolerancing; Coordinate Measuring Machines (3)	7-8 1/2
Total Units Required		25-26 1/2

Marketing Management

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

BUS 10	Introduction to Business	5
BUS 87	Introduction to Selling	4
BUS 89	Advertising	5
BUS 90	Principles of Marketing	5

Complete one (1) course from the list below.

ACCT 1A	Financial Accounting I (4)	
BUS 18	Business Law I (5)	
BUS 54	Business Mathematics (5)	
BUS 56	Human Relations in Business (5)	
BUS 60	International Business Management (5)	
BUS 65	Leadership (5)	
BUS 70	Principles of E-Business (4)	
BUS 93	Consumer Behavior (3)	
BUS 96A	Principles of Management (5)	3-5
Total Units Required		22-24

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

BUS 10	Introduction to Business	5
BUS 87	Introduction to Selling	4
BUS 89	Advertising	5
BUS 90	Principles of Marketing	5

Complete five (5) courses from the list below.

ACCT 1A	Financial Accounting I (4)	
BUS 18	Business Law I (5)	
BUS 54	Business Mathematics (5)	
BUS 56	Human Relations in Business (5)	
BUS 60	International Business Management (5)	
BUS 65	Leadership (5)	
BUS 70	Principles of E-Business (4)	
BUS 93	Consumer Behavior (3)	
BUS 96A	Principles of Management (5)	21-25
Total Units Required		40-44

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

ACCT 1A	Financial Accounting I	4
BUS 10	Introduction to Business	5
BUS 18	Business Law I	5
BUS 54	Business Mathematics	5
BUS 60	International Business Management	5
BUS 87	Introduction to Selling	4
BUS 89	Advertising	5
BUS 90	Principles of Marketing	5
BUS 96A	Principles of Management	5

Complete nine (9) units from the courses listed below.

BUS 21	Business and Society (5)	
BUS 56	Human Relations in Business (5)	
BUS 57	Personnel Management (3)	
BUS 65	Leadership (5)	
BUS 70	Principles of E-Business (4)	
BUS 79	Business Strategy (4)	
BUS 85	Business Communication (3)	
BUS 93	Consumer Behavior (3)	
COOP 50	Occupational Work Experience (1)	
COOP 50X	Occupational Work Experience (2)	
COOP 50Y	Occupational Work Experience (3)	
COOP 50Z	Occupational Work Experience (4)	

[Note: Up to four (4) units of COOP may apply.]

SPCH 16	Interpersonal Communication (4)	9
Major	Marketing Management	52 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
Total Units Required		90 units

Massage Therapy

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

BIOL 40A	Human Anatomy and Physiology (84 hours)	5
P E 11	Stretching (24 hours)	1/2
P E 53	Stress Management (24 hours)	2
P E 54	Introduction to Massage (72 hours)	4
P E 54A	Intermediate Massage (60 hours)	3
P E 54B	Sports Massage (60 hours)	3
P E 54C	Advanced Massage Skills (72 hours)	4
P E 54D	Clinical Practicum in Massage Therapy (84 hours)	3
P E 54T	Internship in Massage Therapy (36 hours)	1
Total Units Required (516 hours minimum)		25 1/2

Certificate of Proficiency

Complete the Certificate of Achievement plus the following, and fulfill the corresponding certificate requirements as specified on page 51.

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

Certificate	Massage Therapy	
	Certificate of Achievement	25 1/2
BIOL 40B	Human Anatomy and Physiology (84 hours)	5
P E 54E	Table Shiatsu (72 hours)	4
P E 85	Exercise Science (24 hours)	2
P E 85M	Introduction to Athletic Injuries (48 hours)	2

Complete two (2) units of internship (72 hours) in addition to the one (1) unit of internship required for the Certificate of Achievement from the following:

- P E 54T Internship in Massage Therapy (1) (36 hours)
- P E 54U Internship in Massage Therapy (2) (72 hours) 2

Complete four (4) units from the list below.

- BUS 55 Introduction to Entrepreneurship (5) (60 hours)
- NUTR 62 Nutrition and Athletic Performance (2) (24 hours)
- P E 2Q Tai Chi (1/2) (24 hours)
- P E 35 Care and Prevention of Athletic Injuries (4) (72 hours)
- P E 54F Introduction to Chair Massage (3) (60 hours) 4
- Total Units Required (876 hours minimum) 44 1/2

A.A. Degree

Complete the Certificate of Achievement plus the following for the major, and fulfill the A.A./A.S. degree requirements as specified on page 51.

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

- | | | |
|-------------|--|--------|
| Certificate | Massage Therapy | |
| | Certificate of Achievement | 25 1/2 |
| BIOL 40B | Human Anatomy and Physiology (84 hours) | 5 |
| P E 54E | Table Shiatsu (72 hours) | 4 |
| P E 54F | Chair Massage (60 hours) | 3 |
| P E 85 | Exercise Science (24 hours) | 2 |
| P E 85M | Introduction to Athletic Injuries (48 hours) | 2 |

Complete three (3) units of internship (108 hours) in addition to the one (1) unit of internship required for the Certificate of Achievement from the following:

- P E 54T Internship in Massage Therapy (1) (36 hours)
- P E 54U Internship in Massage Therapy (2) (72 hours)
- P E 54V Internship in Massage Therapy (3) (108 hours)
- P E 54W Internship in Massage Therapy (4) (144 hours) 3

Complete 7 1/2 units from the list below.

- | | | |
|-----------|--|----------|
| BIOL 40C | Human Anatomy and Physiology (5) (84 hours) | |
| BUS 55 | Introduction to Entrepreneurship (5) (60 hours) | |
| NUTR 62 | Nutrition and Athletic Performance (2) (24 hours) | |
| P E 2Q | Tai Chi (1/2) (24 hours) | |
| P E 35 | Care and Prevention of Athletic Injuries (4) (72 hours) | |
| P E 85A | Personal Fitness Trainer (2) (42 hours) | 7 1/2 |
| Major | Massage Therapy | 52 units |
| GE | General Education (31-42 units) | |
| Electives | Elective courses required when major units plus GE units total is less than 90 | |
| | Total Units Required (1,020 hours minimum) | 90 units |

Medical Assisting

(See Health Technologies.)

Medical Laboratory Technology

Certificate of Proficiency

Note: to receive the Medical Laboratory Technology Certificate of Proficiency, the student must possess an A.A./A.S. degree or higher.

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Complete prerequisites and requirements with a "C" grade or better.

Prerequisites

Possession of California Phlebotomy Certification.

Complete one (1) of the following sequences:

- BIOL 40A Human Anatomy and Physiology (5)
- BIOL 40B Human Anatomy and Physiology (5)
- BIOL 40C Human Anatomy and Physiology (5)

or

- BIOL 6A Form and Function in the Biological World (6)
- BIOL 6B Cell and Molecular Biology (6)
- BIOL 6C Evolution and Ecology (6) 15-18

Complete the following:

- BIOL 26 Introductory Microbiology 6
- CHEM 30A Survey of Chemistry 5
- CHEM 30B Survey of Chemistry 5
- Prerequisite Units Required 31-34

Requirements

- HTEC 80A Clinical Hematology Lecture 4 1/2
- HTEC 80 Clinical Hematology Laboratory 1 1/2
- HTEC 81A Clinical Urinalysis Lecture 1 1/2
- HTEC 81 Clinical Urinalysis Laboratory 3/4
- HTEC 82A Clinical Coagulation Lecture 1 1/2
- HTEC 82 Clinical Coagulation Laboratory 3/4
- HTEC 83A Clinical Microbiology Lecture 4 1/2
- HTEC 83 Clinical Microbiology Laboratory 1 1/2
- HTEC 84A Clinical Immunology/Immunohematology Lecture 4 1/2
- HTEC 84 Clinical Immunology/Immunohematology Laboratory 1 1/2
- HTEC 85A Clinical Chemistry I Laboratory 1 1/2
- HTEC 85B Clinical Chemistry II Laboratory 1 1/2
- HTEC 85C Clinical Chemistry I Lecture 4 1/2
- HTEC 85D Clinical Chemistry II Lecture 4 1/2
- HTEC 180 Clinical Hematology/Urinalysis/Coagulation Practicum 6
- HTEC 183 Clinical Microbiology Practicum 6
- HTEC 184 Clinical Immunology/Immunohematology Practicum 4 1/2
- HTEC 185 Clinical Chemistry Practicum 6
- Total Units Required, Including Prerequisites 88-91

A.A. Degree

- 1) For the major, complete all of the prerequisites and requirements for the Medical Laboratory Technology Certificate of Proficiency (see above).
- 2) Fulfill the A.A./A.S. degree requirements as specified on page 51.

Music

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Advisory

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

Requirements

MUSI 3A	Comprehensive Musicianship	4
MUSI 3B	Comprehensive Musicianship	4
MUSI 3C	Comprehensive Musicianship	4
MUSI 4A	Comprehensive Musicianship II	4
MUSI 4B	Comprehensive Musicianship II	4
MUSI 4C	Comprehensive Musicianship II	4
MUSI 25G-N	Performance Workshop (Complete the appropriate one)	3

NOTE: MUSI 3A offered Fall and Winter quarters only, MUSI 3B and 3C offered Winter and Spring quarters only.

Complete one (1) course from the following:

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

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

MUSI 20	De Anza Chorale (2)	
MUSI 21	Vintage Singers (2)	
MUSI 22	Early Music Rehearsal and Performance (1)	
MUSI 24	De Anza Women's Chorus (1 1/2)	
MUSI 31A	Chamber Orchestra (2)	
MUSI 31B	Chamber Orchestra (2)	
MUSI 31C	Chamber Orchestra (2)	
MUSI 34	Jazz Ensemble (2)	
MUSI 42	Symphonic Wind Ensemble (2)	
MUSI 57A	Vocal Jazz Ensemble I (1 1/2)	
MUSI 57B	Vocal Jazz Ensemble II (2)	
MUSI 57C	Vocal Jazz Ensemble III (3)	
MUSI 57D	Vocal Jazz Ensemble IV (4)	

Complete five (5) units from the courses listed below which do not duplicate those chosen from the lists above:

MUSI 1	Introduction to Music (4)	
MUSI 5A	Modal Counterpoint (3)	
MUSI 7A	Introduction to Jazz Styles (4)	
MUSI 7B	Introduction to World Music in America (4)	
MUSI 8	Intermediate Electronic Music (3)	
MUSI 9	Jazz Piano (2)	
MUSI 12A	Class Piano I (1 1/2)	
MUSI 12B	Class Piano II (1 1/2)	
MUSI 12C	Class Piano III (1 1/2)	
MUSI 13A	Beginning Singing I (1 1/2)	
MUSI 13B	Beginning Singing II (1 1/2)	
MUSI 14A	Beginning Classical Guitar (1 1/2)	
MUSI 14B	Intermediate Classical Guitar (1 1/2)	
MUSI 14C	Advanced Guitar (1 1/2)	
MUSI 18	Intermediate Piano (1 1/2)	
MUSI 25G-N	Performance Workshop (3 ea.)	
MUSI 46	Beginning Winds and Percussion (2 1/2)	
MUSI 48	Jazz Improvisation (2 1/2)	
MUSI 51	Introduction to Electronic Music (3)	
MUSI 52A	Jazz Solo Voice (1 1/2)	
MUSI 52B	Jazz Solo Voice II (2 1/2)	
MUSI 53	The Music Business (3)	
MUSI 58A	African and African-Influenced Percussion and Rhythms (1 1/2)	
MUSI 58B	Intermediate African and African-Influenced Percussion and Rhythms (1 1/2)	5

Major	Music	48 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Nursing Programs

LVN Transition to RN and Registered Nursing Programs

See the Nursing Program Web page for application guidelines and materials: www.deanza.edu/nursing.

Required for Either Degree

- Completion of 90 quarter units of college credit, of which:
 - A minimum of 24 quarter units must be earned at De Anza College.
 - A maximum of 22 quarter units from another institution may be applied toward the MAJOR.
- Completion of General Education requirements for Nursing A.S. degree students with a minimum 2.0 ("C") grade point average.
- Completion of all De Anza courses must be with a minimum 2.0 ("C") grade point average, and all De Anza courses combined with courses transferred from other colleges or universities must be with minimum 2.0 ("C") grade point average.

For the Nursing programs, completion of all major requirements with a letter grade of "C" grade or better is required. Major requirement courses can also be used to satisfy G.E. requirements.

Licensed Vocational Nurse

Transition To Registered Nurse

A.S. Degree

Admission to the program is limited. The Licensed Vocational Nurse Transition to Registered Nurse Program is three (3) quarters in length, not including summer. LVN Transition to RN students enter the Registered Nursing program as advanced placement students as determined by the Executive Head of the Nursing Program. The majority of courses are held in the daytime.

Admission Criteria

Admission to the program is limited and based on the following:

- Completion of all prerequisites with the minimum grade requirements specified below.
- Completion of a nursing program application.
- Participation in the random selection process.
- Current California Vocational Nurse License.
- Intravenous Certification.
- Evidence of good health.
- Background check and drug testing prior to entry into the program. Clinical sites may limit student participation depending on findings, which may prevent the student from completing the graduation requirements.

Prerequisites

Complete with a "C" grade or better:

ANTH 2	Cultural Anthropology (4)	
<i>or</i>		
SOC 1	Introduction to Sociology (4)	4
MATH 114	Intermediate Algebra	5
<i>Complete the following with a "C" grade or better and a minimum combined grade point average (GPA) of 3.0 ("B" average):</i>		
BIOL 26^	Introductory Microbiology	6
BIOL 40A^	Human Anatomy and Physiology	5
BIOL 40B^	Human Anatomy and Physiology	5
BIOL 40C^	Human Anatomy and Physiology	5
BIOL 45^	Nutrition for the Health Professions	4
EWRT 1A	Composition and Reading (5)	
<i>or</i>		
ESL 5*	ESL: Advanced Composition and Reading (5)	5
PSYC 1	General Psychology	4

PSYC 14	Developmental Aspects of Psychology	4
SPCH 1	Public Speaking (4)	
	or	
SPCH 10	Fundamentals of Oral Communication (4)	4
	Prerequisite Units Required.	51

^ *Course must be completed within seven (7) years of nursing program admission screening.*

* *ESL 5 restricted to students whose native language is not English. Note: BIOL 40A,B,C were formerly BIOL 47A,B,C, and BIOL 45 was formerly NUTR 58.*

Requirements

Admitted students complete the major courses and General Education requirements to earn the degree.

Major Requirements*

Complete with a "C" grade or better:

NURS 85A	Psychiatric/Mental Health Nursing	2
NURS 85AL	Psychiatric/Mental Health Nursing (Clinical)	2 1/2
NURS 85	Advanced Medical/Surgical Concepts	2
NURS 85L	Advanced Medical/Surgical Concepts (Clinical)	2 1/2
NURS 86	Leadership/Management in Nursing	2
NURS 86L	Leadership/Management in Nursing (Clinical)	5
	Total Units Required, Including Prerequisites	67

Recommended NURS 150W Nursing Laboratory Skills

* *Fewer or more major courses from the RN curriculum may be required at the discretion of the Executive Head of the Nursing program depending on the student's previous education.*

A.S. Degree General Education Requirements

Complete with a minimum 2.0 GPA:

- Area C-Arts and Humanities
- Intercultural Studies-one course taken in Area C or D
- Area E-Physical Education, Development and Performance: 1 unit required

Note: A.S. Degree General Education Areas A, B, and D are satisfied through completion of the prerequisites and major courses.

Registered Nurse (R.N.)

A.S. Degree

Admission to the program is limited. The R.N. Program starts every quarter except summer quarter and is six (6) quarters in length. Nursing classes are generally not offered in the summer. The majority of courses are held in the daytime.

Admission Criteria

Admission to the program is limited and based on the following:

- Completion of all prerequisites with the minimum grade requirements specified below.
- Completion of a nursing program application.
- Participation in the random selection process.
- Evidence of good health.
- Background check and drug test (two times each): once each prior to entry into the program and once each prior to beginning Quarter 4 of the program. Clinical sites may limit student participation depending on findings, which may prevent the student from completing the graduation requirements.

Prerequisites

Complete with a "C" grade or better:

NURS 50	Career Opportunities in Nursing	2
MATH 114	Intermediate Algebra	5

The following prerequisites for the Registered Nursing Program will be used for screening and admission into the R.N. Program.

Complete the following with a "C" grade or better and a minimum combined GPA of 3.0 ("B" average):

BIOL 26^	Introductory Microbiology	6
BIOL 40A^	Human Anatomy and Physiology	5
BIOL 40B^	Human Anatomy and Physiology	5
BIOL 40C^	Human Anatomy and Physiology	5
BIOL 45^	Nutrition for the Health Professions	4
EWRT 1A	Composition and Reading (5)	

or		
ESL 5*	ESL: Advanced Composition and Reading (5)	5
PSYC 1	General Psychology	4
PSYC 14	Developmental Aspects of Psychology	4
SPCH 1	Public Speaking (4)	

or		
SPCH 10	Fundamentals of Oral Communication (4)	4

^ *Course must be completed within seven (7) years of nursing program admission screening.*

* *ESL 5 restricted to students whose native language is not English. Note: BIOL 40A,B,C were formerly BIOL 47A,B,C, and BIOL 45 was formerly NUTR 58.*

Conditional Requirement

Complete one (1) of the following courses with a "C" grade or better and before or during the first quarter of the R.N. Program:

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

Requirements

Admitted students complete the major courses and General Education requirements to earn the degree.

Major Requirements

Complete with a "C" grade or better:

NURS 81	Fundamental Nursing (Non Acute/ Sub Acute Care)	4
NURS 81L	Fundamental Nursing (Non Acute/ Sub Acute Care Clinical)	5
NURS 81P	Pharmacology I	1 1/2
NURS 82	Acute Fundamentals/Medical Surgical I	4
NURS 82L	Acute Fundamentals/Medical Surgical I (Clinical)	5
NURS 82P	Pharmacology II	1 1/2
NURS 83	Perinatal Nursing	2
NURS 83L	Perinatal Nursing (Clinical)	2 1/2
NURS 83A	Pediatric Nursing	2
NURS 83AL	Pediatric Nursing (Clinical)	2 1/2
NURS 83P	Pharmacology III	1 1/2
NURS 83PL	Pharmacology III Lab	1/2
NURS 84	Medical/Surgical II (Care of the Older Adult)	4
NURS 84L	Medical/Surgical II (Care of the Older Adult Clinical)	5
NURS 84C	Critical Thinking in Nursing	2
NURS 85	Advanced Medical/Surgical Concepts	2
NURS 85L	Advanced Medical/ Surgical Concepts (Clinical)	2 1/2
NURS 85A	Psychiatric/Mental Health Nursing	2
NURS 85AL	Psychiatric/Mental Health Nursing (Clinical)	2 1/2
NURS 86	Leadership/Management in Nursing	2
NURS 86L	Leadership/Management in Nursing (Clinical)	5
	Total Units Required, Including Prerequisites	111

Recommended

NURS 150,150W Nursing Laboratory Skills (1/2-1)

A.S. Degree General Education Requirements

Complete with a minimum 2.0 GPA:

- Area C-Arts and Humanities
- Intercultural Studies-one course taken in Area C or D
- Area E-Physical Education, Development and Performance: 1 unit required

Note: A.S. Degree General Education Areas A, B, and D are satisfied through completion of the prerequisites and major courses.

Additional Information

Students with a current **California Nursing Assistant Certificate** who complete the required criteria for entrance into the Registered Nursing Program and are admitted to the program may take the following courses in place of NURS 81 and NURS 81L at the discretion of the Executive Head of the Nursing Program:

NURS 81N	CNA Transition (Non Acute/Sub Acute Care) (3)
NURS 81NL	CNA Transition (Non Acute/Sub Acute Care Clinical) (2)

Advanced placement due to prior nursing education:

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

For .LV.N. students transitioning to the R.N. Program, see the L.V.N. Transition to R.N. section.

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

Paralegal Studies

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

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

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

Certificate of Proficiency

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

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

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

Complete 12 units from the courses listed below:

PARA 65	Current Paralegal Topics (1/2)	
PARA 65W	Current Paralegal Topics (1)	
PARA 65X	Current Paralegal Topics (2)	
PARA 65Y	Current Paralegal Topics (3)	
PARA 65Z	Current Paralegal Topics (4)	
PARA 84	Trial Preparation (4)	
PARA 85	Intellectual Property Law (4)	
PARA 87	Personal Injury and Tort Litigation (4)	
PARA 89	Landlord Tenant Law (4)	
PARA 91A	California Family Law (4)	
PARA 92B	Corporate Securities Regulations (4)	
PARA 93	Bankruptcy Law (4)	
PARA 96B	Advanced Legal Research and Writing (4)	
PARA 96C	Computer Assisted Legal Research/Writing (2)	
PARA 98	Drafting Wills and Trusts (4)	
PARA 99	California Probate Law and Procedures (4)	12

Complete four (4) units from the courses listed below:

ADMJ 25	Law and Social Change (4)	
ADMJ 61	Criminal Investigation (4)	
CAOS 91AK	Word Processing I (Word 2000) (2)	
or		
CAOS 91AK	Word Processing I (Word XP/2002) (2)	
CAOS 91BK	Word Processing II (Word 2000) (2)	
or		
CAOS 91BK	Word Processing II (Word XP/2002) (2)	
CAOS 91CK	Word Processing III (Word 2000) (1 1/2)	
or		
CAOS 91CK	Word Processing III (Word XP/2002) (1 1/2)	
CAOS 1710	Intro. to Office Automation I (MS Outlook) (1)	
ES 60	Environmental Law (4)	
ICS 29	Cultural Pluralism and American Law and Justice (4)	
LCEN 51	Business Resources on the World Wide Web (1)	
PARA 3	Concepts of Criminal Law (5)	
PARA 11	Federal Courts and Constitutional Law (4)	
PARA 18	Business Law I (5)	
PARA 52A	Legal Aspects of Real Estate in California I (4)	
PARA 54	Youth and the Law (4)	
PARA 64	Paralegal Internship (1)	
PARA 64X	Paralegal Internship (2)	
PARA 64Y	Paralegal Internship (3)	
PARA 64Z	Paralegal Internship (4)	
PARA 69	Administration of Justice Field Trips (3)	
PARA 74A	Interviewing, Interrogation and Crisis Intervention (4)	
PARA 75	Principles and Procedures of the Justice System (4)	
PARA 90A	Legal Aspects of Evidence (4)	4

Major	Paralegal Studies	46 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

PHTG 58A	Beginning Digital Imaging (3)	
PHTG 58B	Intermediate/Advanced Digital Imaging (3)	
PHTG 59	Special Projects in Photography (2)	11
Major	Photographic Arts	42 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Personal Fitness Trainer

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Current CPR certification required when applying for the Certificate of Achievement.

P E 85	Exercise Science	2
P E 85A	Personal Fitness Trainer	2
P E 85S	Fitness Assessment for Personal Trainers	3
P E 77X	Special Projects	1
NUTR 62	Nutrition and Athletic Performance	2

Complete two (2) units from the courses listed below:

P E 35	Care and Prevention of Athletic Injuries (4)	
P E 53	Stress Management (2)	
P E 54	Introduction to Massage (4)	
P E 85M	Introduction to Athletic Injuries (2)	
NUTR 10	Contemporary Nutrition (4)	
NUTR 62G	Dieting (Sifting Fact from Fiction) (1/2)	1
	Total Units Required	12

Photographic Arts (Film and Digital)

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

ARTS 2D	History of Art (Post-Impressionism to the Present) (4)	
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or

ARTS 3TE	Today's Working Artist (4)	4
F/TV 20	Basic Digital Film/Video Production	4
PHTG 1	Basic Photography	3
PHTG 2	Intermediate Photography	3
PHTG 3	Advanced Photography	3
PHTG 21	Contemporary Trends in Photography	4
PHTG 54	Experimental Photography	3
PHTG 56A	Color Photography I	4

Complete one (1) course from the following:

ARTS 4A	Beginning Drawing (3)	
ARTS 10A	Three-Dimensional Design (3)	
ARTS 14A	Watercolor Painting I (3)	
ARTS 15A	Acrylic Painting I (3)	
ARTS 16A	Oil Painting I (3)	
ARTS 18A	Ceramics (3)	
ARTS 37A	Sculpture (3)	3

Complete 11 units from the courses listed below:

ARTS 53A	Introduction to Visual Technology (3)	
ARTS 53B	Introduction to Visual Technology (3)	
ARTS 55A	Graphic Design/Communication (3)	
F/TV 2A	History of Cinema (1895-1950) (4)	
F/TV 2B	History of Cinema (1950-Present) (4)	
F/TV 50	Introduction to Film/Television Directing (4)	
F/TV 55A	Video Studio Production (4)	
F/TV 56	Film/Television Workshop (2)	
F/TV 75G	History of Animation (4)	
HUMI 1	Creative Minds (4)	
HUMI 2	But Is It Art? Questions and Criticism (4)	
HUMI 15	Discussion on the Arts (4)	
PHTG 7	Exploring Visual Perception (4)	
PHTG 20	History of Early Photography (4)	
PHTG 56B	Color Photography II (4)	

Professional Photography (Film and Digital)

Certificate of Completion

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

PHTG 1	Basic Photography	3
PHTG 2	Intermediate Photography	3
PHTG 3	Advanced Photography	3
PHTG 56A	Color Photography I	4
PHTG 57A	Commercial Photography I	3
PHTG 58A	Beginning Digital Imaging	3
PHTG 56B	Color Photography II (4)	

or

PHTG 58B	Intermediate/Advanced Digital Imaging (3)	3-4
	Total Units Required	22-23

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

ARTS 53A	Introduction to Visual Technology	3
BUS 56	Human Relations in Business	5
EWRT 67	Writing for News Media	4
F/TV 20	Basic Digital Film/Video Production	4
PHTG 1	Basic Photography	3
PHTG 2	Intermediate Photography	3
PHTG 3	Advanced Photography	3
PHTG 56A	Color Photography I	4
PHTG 56B	Color Photography II	4
PHTG 57A	Commercial Photography I	3

Complete 11 units from the courses listed below:

F/TV 50	Introduction to Film/Television Directing (4)	
F/TV 56	Experimental Film/Video Workshop (4)	
PHTG 7	Exploring Visual Expression (4)	
PHTG 21	Contemporary Trends in Photography (4)	
PHTG 52	Photography Production Lab (1)	
PHTG 52X	Photography Production Lab (2)	
PHTG 54	Experimental Photography I (3)	
PHTG 57B	Commercial Photography II (3)	
PHTG 58A	Beginning Digital Imaging (3)	
PHTG 58B	Intermediate/Advanced Digital Imaging (3)	
PHTG 59	Special Projects in Photography (2)	11

Major	Professional Photography	47 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Recommended

ARTS 8, BUS 20, BUS 55, other Photography courses, Occupational Work Experience, HUMI 1 or 2

Project Management Practitioner

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

CIS 95A	Project Management - A Practicum	5
CIS 95B	Project Planning and Control - A Practicum	4
CIS 95C	Risk Assessment and Mitigation - A Practicum	4
CIS 95D	Managing Outsourcing - A Practicum	3
CIS 79/ BUS 88	Managing Technology Projects	5
	Total Units Required	21

Real Estate

Certificate of Proficiency

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Complete 16 units from the courses listed below:

ACCT 1A	Financial Accounting I (4)	
BUS 10	Introduction to Business (5)	
REST 52A	Legal Aspects of Real Estate in California I (4)	
REST 54	Real Estate Economics (4)	
REST 56B	Real Estate Appraisal II (4)	
REST 59	Survey of Real Estate Property Management (4)	
REST 61	Real Estate Investments (4)	16
	Total Units Required	37

Recommended

ACCT 67	Federal Income Tax (4)
BUS 21	Business and Society (5)
BUS 54	Business Mathematics (5)
BUS 55	Introduction to Entrepreneurship (5)
BUS 69	Investment Fundamentals (4)
BUS 70	Principles of E-Business (4)
BUS 90	Principles of Marketing (5)

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

ACCT 1A	Financial Accounting I	4
BUS 10	Introduction to Business	5
BUS 18	Business Law I	5
REST 50	Real Estate Principles	4
REST 51	Real Estate Practices	4
REST 53	Real Estate Finance	4
REST 56A	Real Estate Appraisal I	4

Complete 16 units from the courses listed below:

BUS 69	Investment Fundamentals (4)	
REST 52A	Legal Aspects of Real Estate in California I (4)	
REST 54	Real Estate Economics (4)	
REST 56B	Real Estate Appraisal II (4)	
REST 59	Survey of Real Estate Property Management (4)	
REST 61	Real Estate Investments (4)	16

Major	Real Estate	46 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

Recommended

ACCT 1B	Financial Accounting II (4)
ACCT 1C	Managerial Accounting (4)
ACCT 67	Federal Income Tax (4)
ACCT 86	Computer Accounting Systems (4)
BUS 21	Business and Society (5)
BUS 54	Business Mathematics (5)
BUS 55	Introduction to Entrepreneurship (5)
BUS 87	Introduction to Selling (4)
BUS 90	Principles of Marketing (5)

For more program information see the California Department of Real Estate Web site: www.dre.ca.gov/precours.htm

Important information about the California

Real Estate Appraiser's License

Real Estate classes at De Anza College are not designed to meet the general education requirements of the California Real Estate Appraiser's Licensing and Certification program. Students interested in these licenses should contact the State of California Office of Real Estate Appraisers or go to their Web site at www.orea.ca.gov for further information.

Speech Communication

Speech Communication

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Complete 16 units from the list below.

SPCH 1	Public Speaking (4)	
SPCH 7	Intercultural Communication (4)	
SPCH 8	Argumentation and Critical Inquiry in Oral Communication (4)	
SPCH 9	Argumentation: Analysis in Oral and Written Communication (5)	
SPCH 10	Fundamentals of Oral Communication (4)	
SPCH 15	Problem Solving and Critical Reasoning in Groups (4)	
SPCH 16	Interpersonal Communication (4)	
SPCH 70	Effective Organizational Communication (4)	
SPCH 77	Special Individual Projects in Speech Comm. (1)	
SPCH 77X	Special Individual Projects in Speech Comm. (2)	
SPCH 77Y	Special Individual Projects in Speech Comm. (3)	
SPCH 77Z	Special Individual Projects in Speech Comm. (4)	
SPCH 78	Special Topics in Speech Comm. (1/2)	
SPCH 78W	Special Topics in Speech Comm. (1)	
SPCH 78X	Special Topics in Speech Comm. (2)	
SPCH 78Y	Special Topics in Speech Comm. (3)	
SPCH 78Z	Special Topics in Speech Comm. (4)	

[Note: up to four (4) units from SPCH 77, 78 series courses may apply.]

Total Units Required 16

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

SPCH 1	Public Speaking (4)	
<i>or</i>		
SPCH 10	Fundamentals of Oral Communication (4)	4
SPCH 7	Intercultural Communication	4
SPCH 8	Argumentation and Critical Inquiry in Oral Communication (4)	
<i>or</i>		
SPCH 9	Argumentation: Analysis in Oral and Written Communication (5)	4-5
SPCH 15	Problem Solving and Critical Reasoning in Groups	4
SPCH 16	Interpersonal Communication	4
SPCH 70	Effective Organizational Communication	4
Specialty Area*	(contact an instructor to create)	16

Major Speech Communication 40-41 units
 GE General Education (31-42 units)
 Electives Elective courses required when major units plus GE units total is less than 90
 Total Units Required90 units

* Contact a full-time Speech Communication instructor to create your specialty area of study (16 units). The specialty area must be approved by the Speech Communication Department.

Communication

Certificate of Achievement Options

Communication: Administration of Justice

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

SPCH 1 Public Speaking (4)
 or
 SPCH 10 Fundamentals of Oral Communication (4) 4
 SPCH 16 Interpersonal Communication 4
 Complete eight (8) units from the following:
 SPCH 60 Facilitating Collaborative Communication (4)
 ADMJ 5 Community Relations (CP 7) (4)
 ADMJ 29 Cultural Pluralism and American Law and Justice (4)
 ADMJ 64 Administration of Justice Internship (1)
 ADMJ 64X Administration of Justice Internship (2)
 ADMJ 64Y Administration of Justice Internship (3)
 ADMJ 64Z Administration of Justice Internship (4)
 ADMJ 74A Interviewing, Interrogation and Crisis Intervention (4) 8
 Total Units Required 16

Communication: Advertising

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

SPCH 1 Public Speaking 4
 SPCH 8 Argumentation and Critical Inquiry in Oral Communication (4)
 or
 SPCH 9 Argumentation: Analysis in Oral and Written Communication (5) 4-5
 BUS 89 Advertising 4
 JOUR 2 Mass Communication and Its Impact on Society 4
 Total Units Required 16-17

Communication: Advocacy

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

SPCH 1 Public Speaking (4)
 or
 SPCH 10 Fundamentals of Oral Communication (4) 4
 SPCH 8 Argumentation and Critical Inquiry in Oral Communication (4)
 or
 SPCH 9 Argumentation: Analysis in Oral and Written Communication (5) 4-5
 Complete eight (8) units from the following:
 ES 66 Environmental Leadership (1)
 PHIL 2 Introduction to Philosophy: Morals and Politics (4)
 PHIL 8 Ethics (4)
 PHIL 17 Critical Consciousness and Social Change (4)
 SPCH 78W Special Topics in Speech Comm. (1)
 SPCH 78X Special Topics in Speech Comm. (2)
 SPCH 78Y Special Topics in Speech Comm. (3)
 SPCH 78Z Special Topics in Speech Comm. (4)
 SOC 5 Globalization and Social Change (4)
 SOC 20 Social Problems (4) 8
 Total Units Required 16-17

Communication: Business Skills

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

SPCH 1 Public Speaking (4)
 or
 SPCH 10 Fundamentals of Oral Communication (4) 4
 SPCH 15 Problem Solving and Critical Reasoning in Groups (4)
 or
 SPCH 16 Interpersonal Communication (4) 4
 SPCH 70 Effective Organizational Communication 4
 BUS 65 Leadership (4)
 or
 BUS 96A Introduction to Management (4) 4
 Total Units Required 16

Communication: Culture

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

SPCH 1 Public Speaking (4)
 or
 SPCH 10 Fundamentals of Oral Communication (4) 4
 SPCH 7 Intercultural Communication 4
 Complete two (2) of the following courses (eight units):
 SPCH 16 Interpersonal Communication (4)
 ANTH 2 Cultural Anthropology (4)
 ANTH 6 Linguistic Anthropology (4)
 LING 1 Introduction to Linguistics (4) 8
 Total Units Required 16

Communication: Environmental Studies

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

SPCH 1 Public Speaking (4)
 or
 SPCH 10 Fundamentals of Oral Communication (4) 4
 SPCH 8 Argumentation and Critical Inquiry in Oral Communication (4)
 or
 SPCH 9 Argumentation: Analysis in Oral and Written Communication (5) 4-5
 ES 1 Introduction to Environmental Studies 4
 Complete four (4) units from the following:
 ES 2 Humans, the Environment and Sustainability (4)
 ES 66 Environmental Leadership (1)
 ES 67 Environmental Team-Building (1)
 ANTH 4 World Pre-History (4) 4
 Total Units Required 16-17

Communication: Human Relations

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

SPCH 1 Public Speaking (4)
 or
 SPCH 10 Fundamentals of Oral Communication (4) 4
 SPCH 16 Interpersonal Communication 4
 SPCH 70 Effective Organizational Communication 4
 Complete one (1) course from the following (four units):
 SPCH 60 Facilitating Collaborative Communication (4)
 BUS 56 Human Relations in Business (4)
 HUMA 10 Human Sexuality (4)
 PSYC 8 Introduction to Social Psychology (4)
 PSYC 12 Psychology of Women (4)
 PSYC 14 Development Aspects of Psychology (4) 4
 Total Units Required 16

Communication: Journalism

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

SPCH 1 Public Speaking 4

SPCH 8	Argumentation and Critical Inquiry in Oral Communication (4)	
or		
SPCH 9	Argumentation: Analysis in Oral and Written Communication (5)	4-5
JOUR 2	Mass Communication and Its Impact on Society	4
<i>Complete four (4) units from the following:</i>		
JOUR 61	Newspaper Staff (3)	
JOUR 62	Newspaper Freelancing (1)	
JOUR 63	Newspaper Advertising Staff (1)	
JOUR 66W	Special Topics in Journalism (1)	
JOUR 66X	Special Topics in Journalism (2)	
JOUR 66Y	Special Topics in Journalism (3)	
JOUR 66Z	Special Topics in Journalism (4)	
JOUR 70W	Special Projects in Journalism (1)	
JOUR 70X	Special Projects in Journalism (2)	
JOUR 70Y	Special Projects in Journalism (3)	
JOUR 70Z	Special Projects in Journalism (4)	4
	Total Units Required	16-17

Communication: Speaking and Listening for ESL Students

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

SPCH 1	Public Speaking (4)	
or		
SPCH 10	Fundamentals of Oral Communication (4)	4
SPCH 16	Interpersonal Communication	4
ESL 5	Advanced Composition and Reading	5
ESL 260	Accent Reduction (for Non-Native Speakers)	3
	Total Units Required	16

Communication: Team Building Skills

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

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

Complete 5-6 units from the courses listed below:

SPCH 70	Effective Organizational Communication (4)	
SPCH 77	Special Individual Projects in Speech Comm. (1)	
SPCH 77X	Special Individual Projects in Speech Comm. (2)	
SPCH 77Y	Special Individual Projects in Speech Comm. (3)	
SPCH 77Z	Special Individual Projects in Speech Comm. (4)	
SPCH 78	Special Topics in Speech Comm. (1/2)	
SPCH 78W	Special Topics in Speech Comm. (1)	
SPCH 78X	Special Topics in Speech Comm. (2)	
SPCH 78Y	Special Topics in Speech Comm. (3)	
SPCH 78Z	Special Topics in Speech Comm. (4)	
P E 1A	Beginning Softball (1/2)	
P E 1H	Team Sport-Basketball (1/2)	
P E 13A	Beginning Badminton (1/2)	
P E 13B	Intermediate Badminton (1/2)	
P E 13C	Advanced Badminton (1/2)	
P E 13T	Tournament Badminton (1)	
P E 19A	Beginning Volleyball (1/2)	
P E 19B	Intermediate Volleyball (1/2)	
P E 19C	Advanced Volleyball (1/2)	
P E 19T	Tournament Volleyball (1)	
P E 21A	Beginning Tennis (1/2)	
P E 21B	Advanced Beginning Tennis (1/2)	
P E 21C	Intermediate Tennis (1/2)	
P E 21D	Advanced Tennis (1/2)	
P E 21E	Competitive Tennis (2 1/2)	
THEA 22	Actors Ensemble (3)	5-6
	Total Units Required	17-18

Communication: Technology

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

SPCH 1	Public Speaking (4)	
or		
SPCH 10	Fundamentals of Oral Communication (4)	4
SPCH 16	Interpersonal Communication	4
TWRT 61	Technical Writing	4
<i>Complete three (3) units from the following:</i>		
CAOS 94	Introduction to the Internet and World Wide Web (1)	
CAOS 130K	Introduction to Business Graphics (PowerPoint 2000) (2)	
or		
CAOS 130L	Introduction to Business Graphics (PowerPoint XP/2002) (2)	
CIS 2	Computers and Society (4)	3
	Total Units Required	15-16

Technical Writing

Certificate of Achievement

Complete the following and fulfill the corresponding certificate requirements as specified on page 51.

Prerequisite		
EWRT 100B		
<i>EWRT 1A recommended</i>		
Requirements		
<i>TWRT 61 is the prerequisite for TWRT 62 and TWRT 63.</i>		
<i>(Concurrent enrollment is allowed for TWRT 61 and TWRT 62.)</i>		
<i>TWRT 62 is the prerequisite for TWRT 64.</i>		
TWRT 61	Introduction to Technical Writing	4
TWRT 62	Survey of Technical Writing	4
TWRT 63	Technical Publications	4
TWRT 64	Technical Writing Seminar	4
	Total Units Required	16

(The TWRT courses above are also listed under BUS and EWRT.)

Additional Recommended Courses

See Elective Course list for the Technical Writing A.A. Degree below.

A.A. Degree

Complete the following for the major and fulfill the A.A./A.S. degree requirements as specified on page 51.

Prerequisite		
EWRT 100B		
<i>EWRT 1A recommended</i>		
Requirements		
<i>TWRT 61 is the prerequisite for TWRT 62 and TWRT 63.</i>		
<i>(Concurrent enrollment is allowed for TWRT 61 and TWRT 62.)</i>		
<i>TWRT 62 is the prerequisite for TWRT 64.</i>		
TWRT 61	Introduction to Technical Writing	4
TWRT 62	Survey of Technical Writing	4
TWRT 63	Technical Publications	4
TWRT 64	Technical Writing Seminar	4

(The TWRT courses above are also listed under BUS and EWRT.)

Complete 29 units from the courses listed below:

ARTS 8	Design (3)	
ARTS 53A	Introduction to Visual Technology (3)	
ARTS 55A	Graphic Design/Communications (3)	
or		
ARTS 56	Computer-Aided Graphic Design/Electronic Publishing (3)	
ARTS 65	Graphic Design for the World Wide Web (3)	
ASTR 4	Solar System Astronomy (5)	
ASTR 10	Stellar Astronomy (5)	
AUTO 50A	Introduction to Automotive Principles (4)	
AUTO 51A	Introduction to Automotive Principles (Chassis Systems) (4)	

AUTO 53A	Automotive Mechanisms (3)	CIS 171A	Windows 2000 Professional (3)
BIOL 10	Introductory Biology (5)	CIS 171B	Windows 2000 Server (3)
BIOL 11	Human Biology (5)	CIS 172	Administer Windows 2000 Network Infrastructure (3)
BIOL 13	Marine Biology (5)		Windows 2000 Active Directory Services (3)
BIOL 15	California Ecology (5)	CIS 173	Occupational Work Experience (Parallel) (1)
BIOL 54G	Applied Human Anatomy and Physiology (1 1/2)	COOP 50	Occupational Work Experience (Parallel) (2)
BIOL 54H	Applied Human Anatomy and Physiology (1 1/2)	COOP 50X	Occupational Work Experience (Parallel) (3)
BIOL 54I	Applied Human Anatomy and Physiology (1 1/2)	COOP 50Y	Occupational Work Experience (Parallel) (4)
BIOL 54J	Applied Human Anatomy and Physiology (1 1/2)	COOP 50Z	Occupational Work Experience (Altern.) (1)
BUS 56	Human Relations in Business (5)	COOP 51	Occupational Work Experience (Altern.) (2)
BUS 90	Principles of Marketing (5)	COOP 51W	Occupational Work Experience (Altern.) (4)
CAOS 90GA	Computer Literacy I (PC) (2)	COOP 51X	Occupational Work Experience (Altern.) (6)
CAOS 91AK	Word Processing I (Word 2000) (2)	COOP 51Y	Occupational Work Experience (Altern.) (8)
or		COOP 51Z	The Engineering Profession (2)
CAOS 91AL	Word Processing I (Word XP/2002) (2)	ENGR 2	Introduction to Environmental Studies (4)
CAOS 91BK	Word Processing II (Word 2000) (2)	ES 1	Environmental Biology (5)
or		ESCI 19	Introduction to Biodiversity I (4)
CAOS 91BL	Word Processing II (Word XP/2002) (2)	ESCI 20	Writing for the News Media (4)
CAOS 91CK	Word Processing III (Word 2000) (1 1/2)	EWRT 67	Introduction to Electronic Media (4)
or		F/TV 10	Basic Digital Film/Video Production (4)
CAOS 91CL	Word Processing III (Word XP/2002) (1 1/2)	F/TV 20	Scriptwriting for Film and Video I (4)
CAOS 94	Introduction to Internet and World Wide Web (1)	F/TV 60A	Scriptwriting for Film and Video II (4)
CAOS 100G	Orientation to the IBM PC (1/2)	F/TV 60B	TV Scriptwriting for Training and Communications (4)
CAOS 102K	Microsoft Windows I (Windows 2000) (1)	F/TV 61	Theory and Technique of Acting for the Camera (3)
or		F/TV 86A	Introductory Geology (5)
CAOS 102L	Microsoft Windows I (Windows XP) (1)	GEOL 10	Basic Medical Terminology (3)
CAOS 112A	Digital Imaging Software (Photoshop) (4)	HTEC 60A	Advanced Medical Terminology (2)
CAOS 112I	Digital Imaging Software I (Photoshop) (2)	HTEC 60G	Advanced Medical Terminology (2)
CAOS 112Q	Digital Imaging Software II (Photoshop) (2)	HTEC 60H	Creative Minds (4)
CAOS 113A	Web Authoring Software (Dreamweaver) (4)	HUMI 1	Arts, Ideas, and Values (4)
CAOS 113I	Web Authoring Software I (Dreamweaver) (2)	HUMI 16	History as Mystery: Critical Analysis of Western Worldview (4)
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	HUMI 18	Intercultural Communication (4)
CAOS 113E	Web Authoring Software (Frontpage 2000) (4)	ICS 7	Mass Communication and Its Impact On Society (4)
CAOS 113M	Web Authoring Software I (Frontpage 2000) (2)	JOUR 2	Editorial Board (2)
CAOS 113U	Web Authoring Software II (Frontpage 2000) (2)	JOUR 60	Newspaper Freelancing (1)
CAOS 114A	Web Graphics/Animation Software (Flash) (4)	JOUR 62	Introduction to Online Research (1)
CAOS 114I	Web Graphics/Animation Software I (Flash) (2)	LCEN 50	Business Resources on the World Wide Web (1)
CAOS 114Q	Web Graphics/Animation Software II (Flash) (2)	LCEN 51	Advanced Internet Search Techniques (1)
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (4)	LCEN 53	Introduction to Library Skills (1)
CAOS 115I	E-Commerce Software I (Dreamweaver/UltraDev) (2)	LCEN 101	Manufacturing Materials and Processes (4)
CAOS 115Q	E-Commerce Software II (Dreamweaver/UltraDev) (2)	MCNC 64	Critical Thinking (4)
CAOS 130K	Introduction to Business Graphics (PowerPoint 2000) (2)	PHIL 4	Inductive Logic (4)
or		PHIL 5	Deductive Logic (4)
CAOS 130L	Introduction to Business Graphics (PowerPoint XP) (2)	PHIL 7	Basic Photography (3)
CIS 2	Computers and Society (4)	PHTG 1	Intermediate Photography (3)
CIS 3	Business Information Systems (5)	PHTG 2	Advanced Photography (3)
CIS 15AG	Introduction to Computer Programming Using C (6)	PHTG 3	Exploring Visual Perception (4)
CIS 18A	Introduction to UNIX/LINUX (4)	PHTG 7	Contemporary Trends in Photography (4)
CIS 18B	Advanced UNIX/LINUX (4)	PHTG 21	Beginning Digital Imaging (3)
CIS 26A	C as a Second Programming Language (5)	PHTG 58A	Interviewing, Interrogation and Crisis Intervention (4)
CIS 66	Introduction to Data Communication and Networking (3)	PSYC 74A	Public Speaking (4)
CIS 89A	World Wide Web Page Development (3)	SPCH 1	Problem Solving and Critical Reasoning in Groups (4)
		SPCH 15	Interpersonal Communication (4)
		SPCH 16	Special Topics in Technical Writing (1)
		TWRT 66W	Special Topics in Technical Writing (2)
		TWRT 66X	Special Topics in Technical Writing (3)
		TWRT 66Y	Special Topics in Technical Writing (4)
		TWRT 66Z	Writing for Publication (Non-Fiction) (4)
		TWRT 67	Special Projects in Technical Writing (1)
		TWRT 70W	Special Projects in Technical Writing (2)
		TWRT 70X	Special Projects in Technical Writing (3)
		TWRT 70Y	

TWRT 70Z	Special Projects in Technical Writing (4)	
TWRT 71	Writing and Designing Online Documentation (2)	29
Major	Technical Writing	45 units
GE	General Education (31-42 units)	
Electives	Elective courses required when major units plus GE units total is less than 90	
	Total Units Required	90 units

University Transfer Studies

Students may earn one (1) degree in either Liberal Arts or University Transfer Studies.

A.A. Degree (Two Options)

Complete the option requirements of your choice and fulfill the A.A./A.S. degree requirements as specified on page 51.

Option I: CSUGE Breadth

Requirements

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

Please see a counselor/advisor to review CSUGE Breadth certification policies and for assistance with your course selections.

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

Complete one (1) course from A1, A2, and A3. All courses must be completed with a grade of “C” or better.

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

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

Complete one (1) course from B1, B2, B3, and B4. B4 must be completed with a grade of “C” or better.

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

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

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

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

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

Complete two (2) courses from American History and Institutions:

- POLI 1 and
- HIST 17A or HIST 17B or HIST 17C

Complete two (2) courses from the following disciplines. One Intercultural Studies (ICS) course must be taken in AREA C or D.

- D1 – Anthropology and Archaeology
- D2 – Economics
- D3 – Ethnic Studies
- D4 – Gender Studies
- D5 – Geography
- D6 – History
- D7 – Interdisciplinary Social or Behavioral Science
- D8 – Political Science, Government and Legal Institutions
- D9 – Psychology
- D10 – Sociology and Criminology

AREA E – Lifelong Understanding and Self-Development 4-5

No more than two (2) units of PE activities may apply.

Total Units Required for Major 58

Option II: IGETC

Requirements

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

Please see a counselor/advisor for assistance to review IGETC certification policies and for assistance with your course selections.

AREA 1 – English Communication 10-14

Complete one (1) course from A1, A2, and A3. All courses must be completed with a grade of “C” or better.

- 1A – English Composition
- 1B – Critical Thinking – English Composition
- 1C – Oral Communication (CSU only)

AREA 2 – Mathematical Concepts and Quantitative Reasoning 5

Complete one (1) course. Course must be completed with a grade of “C” or better.

AREA 3 – Arts and Humanities 12-15

Complete three (3) courses, including one (1) course from Arts and one (1) course from Humanities. All courses must be completed with a grade of “C” or better.

- 3A – Arts
- 3B – Humanities

AREA 4 – Social and Behavioral Sciences 16

Complete three (3) courses from at least two (2) disciplines. All courses must be completed with a grade of “C” or better.

- 4A – Anthropology and Archaeology
- 4B – Economics
- 4C – Ethnic Studies
- 4D – Gender Studies
- 4E – Geography
- 4F – History
- 4G – Interdisciplinary, Social and Behavioral Science
- 4H – Political Science, Government and Legal Institutions
- 4I – Psychology
- 4J – Sociology and Criminology

AREA 5 – Physical and Biological Sciences 9-12

Complete one (1) course from 5A and one (1) course from 5B. At least one (1) science course must have a lab component. All courses must be completed with a grade of “C” or better.

- 5A – Physical Science
- 5B – Life Science

AREA 6 – Language Other Than English (UC only) 0-10

Proficiency equivalent to two (2) years of high school study in the same language OR level 2 course at De Anza, completed with a grade of “C” or better.

Total Units Required for Major 48-64

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

De Anza: www.deanza.edu/transfer/

UC: www.universityofcalifornia.edu/admissions/

CSU: www.csumentor.edu

Major Preparation Requirements: www.assist.org