AUTO 94E  Automotive Machining and Engine Service  5 Units
(Formerly Automotive Technology 94EA.)
Prerequisite: Automotive Technology 94D.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273; Mathematics 212 or equivalent.
Ten hours lecture-laboratory per week. One hundred twenty hours lecture-
laboratory per quarter.
Complete automotive machine shop practice including engine repair, assembly,
testing, and installation. Researching service and installation procedures and parts
and labor estimating.

AUTO 94F  Automotive Machining and Engine Service  5 Units
(Formerly Automotive Technology 94EB.)
Prerequisite: Automotive Technology 94E.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273; Mathematics 212 or equivalent.
Ten hours lecture-laboratory per week. One hundred twenty hours lecture-
laboratory per quarter.
Practice and skill development with emphasis on precision and productivity in
rebuilding, servicing, and installing engines. Research and prepare equipment
operation and maintenance instructions.

AUTO 99A  Automotive Electricity, Battery,
and Cranking Systems  6 1/4 Units
Prerequisite: Automotive Technology 96B; approved Automotive Technology
Course Sequence Contract.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273; Mathematics 212 or equivalent.
Twelve and one-half hours lecture-laboratory per week. One hundred fifty hours lecture-laboratory per quarter.
(May be taken three times for credit.)
Automotive electricity including the electron theory, fundamentals of circuit
construction and interpretation, principles of magnetism as applied to electric
motors, relays and coils. Diagnosis, troubleshooting and servicing of automotive
battery and cranking systems including system repair procedures. Developing skills
in the use of test equipment including the DVM and electrical load testing tools
for the analysis and diagnosis of these types of electrical systems.

AUTO 99B  Automotive Charging, Ignition,
and Accessory Systems  6 1/4 Units
Prerequisite: Automotive Technology 99A; approved Automotive Technology
Course Sequence Contract.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273; Mathematics 212 or equivalent.
Twelve and one-half hours lecture-laboratory per week. One hundred fifty hours lecture-laboratory per quarter.
(May be taken three times for credit.)
The fundamentals of automotive electronic devices as they apply to the automotive
charging and ignition systems. Emphasis on diagnosis of these systems using test
instruments including the oscilloscope. Introduction to automotive accessory systems
including wiring and repair techniques. Skill development in the understanding of
the electrical wiring diagram networks as provided by manufacturers.

AUTO 99C  Introduction to Engine
Performance Systems  6 1/4 Units
Prerequisite: Automotive Technology 99B; approved Automotive Technology
Course Sequence Contract.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273; Mathematics 212 or equivalent.
Twelve and one-half hours lecture-laboratory per week. One hundred fifty hours lecture-laboratory per quarter.
(May be taken three times for credit.)
Electronically controlled automotive systems. Fundamentals of automotive
microprocessors and automotive onboard computers. Testing techniques for
system input and output devices. Diagnosis, troubleshooting, and repairing the automotive
fuel supply system including carburetion and feedback carburetion.
Diagnosis, troubleshooting, and repair techniques for no-start conditions. Procedure
development for analyzing and repairing common problems of fuel, ignition,
electrical and basic engine mechanical systems which effect engine performance
of the automobile.

AUTO 99D  Intermediate Engine
Performance Systems  6 1/4 Units
Prerequisite: Automotive Technology 99C; approve Automotive Technology
Course Sequence Contract.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273; Mathematics 212 or equivalent.
Twelve and one-half hours lecture-laboratory per week. One hundred fifty hours lecture-laboratory per quarter.
(May be taken three times for credit.)
Automotive technician training program to include each system which aids in
increasing fuel economy and in the reduction of emissions and pollutants from the
automobile. Diagnosing and troubleshooting the systems controlling automotive
performance and drivability.

AUTO 99E  Basic Engine Performance
Diagnostic Procedures  6 1/4 Units
Prerequisite: Automotive Technology 99D; approved Automotive Technology
Course Sequence Contract.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273; Mathematics 212 or equivalent.
Twelve and one-half hours lecture-laboratory per week. One hundred fifty hours lecture-laboratory per quarter.
(May be taken three times for credit.)
Electronically controlled engine performance systems. Diagnosing, troubleshooting,
and repairing the automotive fuel-injection systems of domestic automobiles.
Testing techniques for system input and output devices using automotive scanners
and oscilloscopes.

AUTO 99F  Intermediate Engine Performance
Diagnostic Procedures  6 1/4 Units
Prerequisite: Automotive Technology 99E; approved Automotive Technology
Course Sequence Contract.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273; Mathematics 212 or equivalent.
Twelve and one-half hours lecture-laboratory per week. One hundred fifty hours lecture-laboratory per quarter.
(May be taken three times for credit.)
Performance tuning of automotive gasoline engines. Emphasis on reference
material dealing with repair procedures, specifications, and efficient tune-up
procedures. Intermediate level for usage of computer scanners and oscilloscopes.
Diagnosing, troubleshooting, and repairing the systems designed for the control
of engine temperature.

Biography
BIOL 5  Biology of Birds  5 Units
(Formerly Biology 57.)
(See general education pages for the requirement this course meets)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture, three hours laboratory, one additional hour to be arranged in
the Science Center Resource Center.
A general introduction to the biology of birds, including anatomy, physiology,
ecology, evolution, behavior, diversity, identification, conservation, and relationships
between birds and people around the world.

BIOL 6A  Form and Function in
the Biological World  6 Units
(See general education pages for the requirement this course meets.)
Prerequisite: Satisfactory score on the Chemistry Placement Exam, or grade of C
or better in either Chemistry 1A or 50.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture, six hours laboratory, one additional hour to be arranged in
the Science Center Resource Center.
Introduction to biology and the scientific method for students beginning the
biology majors’ studies. Study of the structure and physiological processes of living
organisms, with an emphasis on plants and animals.

BIOL 6B  Cell and Molecular Biology  6 Units
Prerequisite: Biology 6A.
Advisory: English Writing 1A or English as a Second Language 5;
Mathematics 114 or equivalent.
Four hours lecture, six hours laboratory, one additional hour to be arranged in
the Science Center Resource Center.
Introduction to cellular structure and function, biological molecules, bioenergetics,
and molecular genetics, and cell proliferation. The laboratory includes extensive
hands-on experimentation in molecular biology.

BIOL 6C  Evolution and Ecology  6 Units
Prerequisite: Biology 6B.
Advisory: English Writing 1A or English as a Second Language 5;
Mathematics 114 or equivalent.
Four hours lecture, six hours laboratory, one additional hour to be arranged in
the Science Center Resource Center.
Principles of evolution and ecology. Includes evolution within populations, the origin
of species and higher taxa, and ecology at the levels of populations, communities,
and ecosystems. The laboratory portion of the course includes hands-on research
and a detailed look at how biology is done.

All courses are for unit credit and apply to a
De Anza associate’s degree unless otherwise noted.
BIOL 8 Biology of Women 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture.
Designed for non-science majors to explore women's anatomical and physiological characteristics and their management for good health. The emphasis is on the biological processes and principles organizing a “typical” female life progression, with a secondary focus on the structural and functional dimorphism of human body systems. It also aims at recognizing components of the scientific process distorted in the historical view of women and the impact that societal and cultural biases have on behavior and on female health issues.

BIOL 10 Introductory Biology 5 Units
(Not open to students who have completed Biology 6A, 6B, 6C, or equivalent.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture, three hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
An introduction to biology as a branch of the biological sciences and to its basic unifying principles, with selected application to the scientific method, evolutionary concepts, genetic modification, biotechnology, ecology, ecological crises and human impacts.

BIOL 11 Human Biology 5 Units
(Not open to students who have completed Biology 6A, 6B, or 6C, or equivalent, or Biology 40A, 40B, or 40C, or equivalent.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Four hours lecture, three hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
A general introduction to biology and its principles, emphasizing the biology of humans. The course will cover the unifying principles of biology, with emphasis on the basic anatomy and physiology of the human body, as well as on contemporary health issues and their impacts on cultural, ethnic and gender groups.

BIOL 13 Marine Biology 5 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Four hours lecture, four hours laboratory, one additional hour to be arranged in the Science Center Resource Center (two Saturday field trips).
Introduction to physical and chemical oceanography, marine animals, marine plants, and marine ecology with major emphasis on natural history of marine life. Bays, estuaries and open oceans are described as habitats. Marine biology as a branch of the biological sciences, employs the scientific method.

BIOL 15 California Ecology 5 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Four hours lecture, three hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
An introduction to ecology and field biology as a branch of the biological sciences and its relationship to the scientific method. A review of plants and animal adaptations to their natural environments and the impact of pollution, degradation of habitat, and human population, on life.

BIOL 26 Introductory Microbiology 6 Units
Prerequisite: Biology 40A, 40B, and 40C, or equivalent, with a grade of C or better.
Four hours lecture, six hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
Introduction to the sciences and the scientific method as exemplified by the study of microbiology. Morphology, metabolism, growth and genetics of bacteria and other microorganisms; chemical and physical means of control; the disease process and immunity. The importance of microorganisms to mankind; techniques and methods of microbiology.
(CAN BIOL 14)

BIOL 40A Human Anatomy and Physiology 5 Units
Prerequisite: Satisfactory score on the Biology 40A Placement Test or Chemistry 1A or Chemistry 50 or Chemistry 30A with a grade of C or better.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture, three hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
An introduction to the disciplines of anatomy and physiology. Basic principles of human anatomy and physiology as exemplified in the study of cell chemistry, cell biology, histology and the integumentary, skeletal and muscular systems with emphasis on homeostatic mechanisms.

BIOL 40B Human Anatomy and Physiology 5 Units
Prerequisite: Biology 40A with a grade of C or better.
Four hours lecture, three hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
Study of the nervous, circulatory, and respiratory systems.

BIOL 40C Human Anatomy and Physiology 5 Units
Prerequisite: Biology 40B with a grade of C or better.
Four hours lecture, three hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
Study of the endocrine system, lymphatic system, digestive system, metabolism, urinary and reproductive systems, embryological development and classical Mendelian and modern biochemical genetics including genetic engineering.

BIOL 45 Introduction to Human Nutrition 4 Units
Prerequisite: Biology 40A, 40B, and 40C, or equivalent, with a grade of C or better.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture, one additional hour to be arranged in the Science Center Resource Center.
Biological function and chemical classification of nutrients. Effects of nutritional deficiencies and excesses. Recommended nutrient intakes and the role of diet in the development of chronic disease.

BIOL 54G Applied Human Anatomy and Physiology: Levels of Organization 1 1/2 Units
(Not open to students with credit in Biology 6A, 6B, or 6C; or 40A, 40B, or 40C; or equivalent.)
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
One hour lecture, one and one-half hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
Survey of human anatomy and physiology with emphasis on homeostatic limits of the human body. Topics to be discussed include basic introduction and body organization, chemical basis of life, the cell and its metabolism, tissues, and skeletal and skin. (Especially designed for students planning careers in medical assisting, Licensed Vocational Nursing, education, speech, home economics, psychology, physical education and/or recreation.)

BIOL 54H Applied Human Anatomy and Physiology: Support, Movement, and Integration 1 1/2 Units
(Not open to students with credit in Biology 6A, 6B, or 6C; or 40A, 40B, or 40C; or equivalent.)
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
One hour lecture, one and one-half hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
Survey of human anatomy and physiology with emphasis on homeostatic limits of the human body. The skeletal, muscular and nervous systems including somatic and special senses. (Especially designed for students planning careers in medical assisting, Licensed Vocational Nursing, education, speech, home economics, psychology, physical education and/or recreation.)

BIOL 54I Applied Human Anatomy and Physiology: Coordination and Transport 1 1/2 Units
(Not open to students with credit in Biology 6A, 6B, or 6C; or 40A, 40B, or 40C; or equivalent.)
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
One hour lecture, one and one-half hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
Survey of human anatomy and physiology with emphasis on homeostatic limits of the human body. The endocrine, cardiovascular, and lymphatic systems and the blood. (Especially designed for students planning careers in medical assisting, Licensed Vocational Nursing, education, speech, home economics, psychology, physical education and/or recreation.)

BIOL 54J Applied Human Anatomy and Physiology: Absorption, Excretion, and Reproduction 1 1/2 Units
(Not open to students with credit in Biology 6A, 6B, or 6C; or 40A, 40B, or 40C; or equivalent.)
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
One hour lecture, one and one-half hours laboratory, one additional hour to be arranged in the Science Center Resource Center.
Survey of human anatomy and physiology with emphasis on homeostatic limits of the human body. The respiratory, urinary, reproductive, and digestive systems, water and electrolyte balance, nutrition and pregnancy. (Especially designed for students planning careers in medical assisting, Licensed Vocational Nursing, education, speech, home economics, psychology, physical education and/or recreation.)
Special Projects in Biology 1 Unit

BUS 51D Customer Service-Module 4 1 Unit
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273.
One hour lecture.
Developing effectiveness in customer service situations and understanding the
complex challenges of effective customer service. Adapting customer service
techniques to build long term, successful customer relationships in a culturally
diverse world.

BUS 54 Business Mathematics 5 Units
Advisory: English Writing 200 and Reading 200 (or Language Arts 200),
or English as a Second Language 261, 262 and 263; Mathematics 210 or equivalent.
Five hours lecture.
Basic mathematical operations and concepts as related to business finance.

BUS 55 Introduction to Entrepreneurship 5 Units
(Formerly Small Business 95A.)
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273.
Five hours lecture.
A practical study of the operations and essential skills required in small and start-up
businesses. Emphasis on the opportunities and problems faced by entrepreneurs
in meeting competition, purchasing, selling, staffing and financing an independent
business. This course will prepare students for developing business plans.

BUS 56 Human Relations in Business 5 Units
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or
English as a Second Language 261, 262 and 263.
Five hours lecture.
Human relations behavior in business organizations emphasizing personal and
interpersonal relationships; developing leadership for business success; future
trends.

BUS 57 Human Resource Management 4 Units
Advisory: Business 10 or Business 96A; English Writing 211 and Reading 211
(or Language Arts 211), or English as a Second Language 272 and 273;
Mathematics 210 or equivalent.
Four hours lecture.
Personnel administration: recruitment, selection, placement, development, and
maintenance of the work force to meet individual, organizational diversity, and
societal objectives.

BUS 58 The Business Plan 3 Units
(Formerly Small Business 95F)
Advisory: Business 55.
Three hours lecture.
Effectively organize the resources required to establish a new business and obtain
financing by writing an analysis of the prospective business enterprise.

BUS 60 International Business Management 5 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273; Mathematics 210 or equivalent.
Five hours lecture.
International Business and its functions in a global economy. Understanding cross-
border trade and investment; distance, time zone and language issues; national
differences in government regulation, culture and business systems.

BUS 61 Introduction to Technical Writing 5 Units
Prerequisite: English Writing 1A or English as a Second Language 5.
(Also listed as English Writing 61 and Technical Writing 61. Student may enroll in
only one department for credit.)
Five hours lecture.
Technical writing skills focusing on basic techniques of exposition for the technical
field, functional description, process writing, technical vocabulary, correct usage,
and accurate editing.

BUS 62 Survey of Technical Writing 5 Units
Prerequisite: Business/English Writing/Technical Writing 61 (may be taken
concurrently).
(Also listed as English Writing 62 and Technical Writing 62. Student may enroll in
only one department for credit.)
Five hours lecture.
Technical writing skills focusing on short document formats, production of sections
of various technical documents, and incorporation of graphics within text.

BUS 63 Technical Publications 5 Units
Prerequisite: Business/English Writing/Technical Writing 61.
(Also listed English Writing 63 and Technical Writing 63. Student may enroll in
only one department for credit.)
Five hours lecture.
Technical writing and editing skills applied through individual and group assignments
with emphasis on planning, scheduling, and producing longer reports, manuals,
and instructions. Development of organizational skills and individual documentation
solutions.

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

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BUS 64  Technical Writing Seminar  5 Units
Prerequisite: Business/English Writing/Technical Writing 62 or 63.
(Also listed as English Writing 64 and Technical Writing 64. Student may enroll in only one department for credit.)
Five hours lecture.
Technical communication and editing skills applied through the preparation and presentation of a complete document according to the standards of the student's chosen technical field.

BUS 65  Leadership  5 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Five hours lecture.
Developing effectiveness in leadership situations and understanding the complex challenges of leadership. Adapting leadership techniques to build successful relationships in a culturally diverse world.

BUS 67A  Federal Income Tax  4 Units
(Formerly Business 67.)
Advisory: Accounting 1A or 60 (may be taken concurrently); English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273; Mathematics 212 or equivalent.
(Also listed as Accounting 67A. Student may enroll in either department, but not both, for credit.)
Four hours lecture.
A study of current federal income tax law and the procedures for preparing an individual's tax return.

BUS 67B  Advanced Individual Income Tax: California Emphasis  4 Units
(Formerly Business 68A.)
Prerequisite: Accounting 67A or Business 67A.
Advisory: Accounting 1A or 60; English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
(Also listed as Accounting 67B. Student may enroll in either department, but not both, for credit.)
Four hours lecture.
Advanced study of current federal income tax law and California income tax law as it relates to individuals.

BUS 69  Investment Fundamentals  4 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273; Mathematics 210 or equivalent.
Four hours lecture.
Introduction to securities investment; securities characteristics and rights; selection and purchase of stock; analysis of financial statements; investment methods; technical market and stock analysis; impact on financial planning.

BUS 70  Principles of E-Business  4 Units
Four hours lecture.
Theory and practice of effectively conducting and managing business over the Internet. Insights into e-business models, technology, auctions, and marketing. Students are expected to complete computer assignments.

BUS 80  Effective Organizational Communication  4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
(Also listed as Speech 70. Student may enroll in either department, but not both, for credit.)
Four hours lecture.
A study of organizational communication concepts and theories. Impact of networks, superior/subordinate message patterns, team building, climate, cultural and gender influence, organizational communication, technology, ethics, and globalization on organizational effectiveness. Emphasizes development of communication skills useful for working productively in a dynamic, collaborative, multicultural work environment.

BUS 85  Business Communication  3 Units
Advisory: Computer Applications and Office Systems 84A and 84B; English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Three hours lecture.
Application of writing skills to business communications; public relations functions of business correspondence.

BUS 87  Introduction to Selling  4 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273; Mathematics 210 or equivalent.
Four hours lecture.
Application of business and behavioral sciences in a selling environment. Building successful relationships in a culturally diverse world.

BUS 88  Managing Technology Projects  5 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
(Also listed as Computer Information Systems 79. Student may enroll in either department, but not both, for credit.)
Four hours lecture, three hours laboratory.
Introduction to the theory and practice of the design and management of technology projects including planning, performing, and monitoring of projects. Subjects explored are estimating costs and schedules, analyzing client expectations, guiding diverse groups of people toward a common goal, while earning a profit. Use of common software packages for project management.

BUS 89  Advertising  5 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Five hours lecture.
Historical, economic, and social aspects of advertising: role of the advertising agency; media alternatives and the development of creative advertising copy; development of advertising budgets; analysis of successful advertising campaigns.

BUS 90  Principles of Marketing  5 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Five hours lecture.
Fundamentals of marketing; product planning and development; pricing strategies; marketing channels.

BUS 91  Introduction to Personal Finance  3 Units
Three hours lecture.
Students are introduced to a range of personal financial planning fundamentals including spending habits, taxes, saving, investing, and insurance. Discussion will include planning for major life events such as paying for college, buying a home, and retiring comfortably.

BUS 93  Consumer Behavior  3 Units
Advisory: Business 90.
Three hours lecture.
Examination of the central economic and social roles consumers play in developed market economies. From a marketing perspective, the course analyzes: 1) how consumers judge and choose from the variety of products and services offered in competitive markets, 2) the factors that influence shopping and buying, and 3) how people use, enjoy (or not) and dispose of their purchases.

BUS 95A  Project Management - A Practicum  5 Units
Prerequisite: Business 10 or equivalent experience.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
(Also listed as Computer Information Systems 95A. Student may enroll in either department, but not both, for credit.)
Five hours lecture.
Focus on your role as a Project Manager; selecting a project; selecting a team; documentation and tracking of a project using Project Manager Book of Knowledge (PMBOK) Theory.

BUS 96A  Principles of Management  5 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Five hours lecture.
Roles, functions, and responsibilities of management; the external environments and their impact on management.

BUS 97  Topics in Business  1/2 Unit
BUS 97W  1 Unit
BUS 97X  2 Units
BUS 97Y  3 Units
BUS 97Z  4 Units
Credit course - Does not apply to De Anza Associate degree.
Prerequisite: Background or experience in business appropriate to topic, or consent of instructor.
One hour lecture for each unit of credit.
(Any combination of Business 97-97Z may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.)
A planned program of exposure to actual business practices designed to broaden students’ perspective. Concepts and theories as applied to the specific topic.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 98V</td>
<td></td>
<td>2</td>
<td>Four hours laboratory per unit of supervised internship in an authorized office or agency.</td>
</tr>
<tr>
<td>BUS 98W</td>
<td></td>
<td>3</td>
<td>Four hours laboratory per unit of supervised internship in an authorized office or agency.</td>
</tr>
<tr>
<td>BUS 98X</td>
<td></td>
<td>4</td>
<td>Four hours laboratory per unit of supervised internship in an authorized office or agency.</td>
</tr>
<tr>
<td>BUS 98Y</td>
<td></td>
<td>5</td>
<td>Four hours laboratory per unit of supervised internship in an authorized office or agency.</td>
</tr>
<tr>
<td>BUS 98Z</td>
<td></td>
<td>6</td>
<td>Four hours laboratory per unit of supervised internship in an authorized office or agency.</td>
</tr>
</tbody>
</table>

**CAD and Digital Imaging**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDI 51</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>2</td>
<td>Eight hours lecture-laboratory. Geometric dimensioning and tolerancing, utilizing ANSI Y 14.5M Standards as they apply to engineering and manufacturing drawings and machining.</td>
</tr>
<tr>
<td>CDI 56</td>
<td>Special Projects in CAD</td>
<td>1</td>
<td>Three hours laboratory for each unit of credit. (Any combination of CAD and Digital Imaging 56, 56X, and 56Y may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.) Projects advancing student's knowledge and experience in a selected area of CAD.</td>
</tr>
<tr>
<td>CDI 56X</td>
<td></td>
<td>2</td>
<td>Three hours laboratory for each unit of credit. (Any combination of CAD and Digital Imaging 56, 56X, and 56Y may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.) Projects advancing student's knowledge and experience in a selected area of CAD.</td>
</tr>
<tr>
<td>CDI 56Y</td>
<td></td>
<td>3</td>
<td>Three hours laboratory for each unit of credit. (Any combination of CAD and Digital Imaging 56, 56X, and 56Y may be taken up to six times, not to exceed 18 units, as long as the topics/projects are different each time.) Projects advancing student's knowledge and experience in a selected area of CAD.</td>
</tr>
</tbody>
</table>

**CDI 70B**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDI 70B</td>
<td>Pro/ENGINEER Wildfire 3.0 (Beginning)</td>
<td>4</td>
<td>Eight hours lecture-laboratory. Fundamentals of part design, using Pro/ENGINEER, Application of operating system, software, hardware, and peripherals in creating 3-D manufacturing models with Pro/ENGINEER.</td>
</tr>
<tr>
<td>CDI 70C</td>
<td>Pro/ENGINEER Wildfire 4.0 (Beginning)</td>
<td>4</td>
<td>Eight hours lecture-laboratory. Fundamentals of part design, using Pro/ENGINEER, Application of operating system, software, hardware, and peripherals in creating 3-D manufacturing models with Pro/ENGINEER.</td>
</tr>
<tr>
<td>CDI 71B</td>
<td>Pro/ENGINEER Wildfire 3.0 (Intermediate)</td>
<td>4</td>
<td>Eight hours lecture-laboratory. Assembly creation and drawing output using Pro/ENGINEER.</td>
</tr>
<tr>
<td>CDI 71C</td>
<td>Pro/ENGINEER Wildfire 4.0 (Intermediate)</td>
<td>4</td>
<td>Eight hours lecture-laboratory. Assembly creation and drawing output using Pro/ENGINEER.</td>
</tr>
<tr>
<td>CDI 72B</td>
<td>Pro/ENGINEER Wildfire 3.0 (Advanced)</td>
<td>4</td>
<td>Eight hours lecture-laboratory. Advanced CAD using Pro/ENGINEER including fixture design, and manufacturing using Pro/NC, and Expert Machinist.</td>
</tr>
<tr>
<td>CDI 72C</td>
<td>Pro/ENGINEER Wildfire 4.0 (Advanced)</td>
<td>4</td>
<td>Eight hours lecture-laboratory. Advanced CAD using Pro/ENGINEER including fixture design, and manufacturing using Pro/NC, and Expert Machinist.</td>
</tr>
<tr>
<td>CDI 73B</td>
<td>Pro/ENGINEER Wildfire 3.0 (Pro/SHEETMETAL)</td>
<td>4</td>
<td>Eight hours lecture-laboratory. Principles of sheet metal design using Pro/ENGINEER Pro/SHEETMETAL.</td>
</tr>
<tr>
<td>CDI 73C</td>
<td>Pro/ENGINEER Wildfire 4.0 (Pro/SHEETMETAL)</td>
<td>4</td>
<td>Eight hours lecture-laboratory. Principles of sheet metal design using Pro/ENGINEER Pro/SHEETMETAL.</td>
</tr>
</tbody>
</table>

**Notes:**

- All courses are for unit credit and apply to a De Anza associate's degree unless otherwise noted.
- Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
- (Also listed as Accounting 98U-Z, Computer Applications and Office Systems 98U-Z, and Computer Information Systems 98U-Z. Student may enroll in only one department for credit.)
CDI 74B  Pro/ENGINEER Wildfire 3.0  4 Units
Prerequisite: CAD and Digital Imaging 71B. 
Eight hours lecture-laboratory.
Surface design using Pro/ENGINEER software. Application of Surfaces in creating product models for industry.

CDI 74C  Pro/ENGINEER Wildfire 4.0  4 Units
Prerequisite: CAD and Digital Imaging 71C. 
Eight hours lecture-laboratory.
Surface design using Pro/ENGINEER software. Application of Surfaces in creating product models for industry.

CDI 75B  Pro/ENGINEER Wildfire 3.0 (Pro/MOLD)  4 Units
Prerequisite: CAD and Digital Imaging 71B. 
Eight hours lecture-laboratory.
Pro/MOLD design using Pro/ENGINEER software. Application of Pro/MOLD in creating manufacturing models.

CDI 75C  Pro/ENGINEER Wildfire 4.0 (Pro/MOLD)  4 Units
Prerequisite: CAD and Digital Imaging 71C. 
Eight hours lecture-laboratory.
Pro/MOLD design using Pro/ENGINEER software. Application of Pro/MOLD in creating manufacturing models.

CDI 76B  Pro/ENGINEER Wildfire 3.0 (Pro/CABLE)  4 Units
Prerequisite: CAD and Digital Imaging 71B. 
Eight hours lecture-laboratory.

CDI 76C  Pro/ENGINEER Wildfire 4.0 (Pro/CABLE)  4 Units
Prerequisite: CAD and Digital Imaging 71C. 
Eight hours lecture-laboratory.

CDI 77B  Pro/ENGINEER Wildfire 3.0 (Pro/MECHANICA)  4 Units
Prerequisite: CAD and Digital Imaging 71B. 
Eight hours lecture-laboratory.
Application of Pro/MECHANICA to validate and optimize 3D models by measuring stress and displacement distributions of new designs through simulating responses to structural loads.

CDI 77C  Pro/ENGINEER Wildfire 4.0 (Pro/MECHANICA)  4 Units
Prerequisite: CAD and Digital Imaging 71C. 
Eight hours lecture-laboratory.
Application of Pro/MECHANICA to validate and optimize 3D models by measuring stress and displacement distributions of new designs through simulating responses to structural loads.

CDI 79B  Pro/ENGINEER Wildfire 3.0 (Pro/Update)  4 Units
Prerequisite: CAD and Digital Imaging 70B. 
Eight hours lecture-laboratory.
Principles and application changes in the Pro/ENGINEER software system. Designed to upgrade users to the latest version yearly.

CDI 79C  Pro/ENGINEER Wildfire 4.0 (Pro/Update)  4 Units
Prerequisite: CAD and Digital Imaging 70C. 
Eight hours lecture-laboratory.
Principles and application changes in the Pro/ENGINEER software system. Designed to upgrade users to the latest version yearly.

CDI 80A  AutoCAD (Beginning)  4 Units
(Formerly CAD and Digital Imaging 52A.)
Eight hours lecture-laboratory.
Principles and applications of computer-aided design and drafting using AutoCAD software. Emphasis on 2-D drawings and dimensioning.

CDI 80B  AutoCAD (Beginning)  4 Units
Eight hours lecture-laboratory.
Principles and applications of computer-aided design and drafting using AutoCAD software. Emphasis on 2-D drawings and dimensioning.

CDI 81A  AutoCAD (Intermediate)  4 Units
(Formerly CAD and Digital Imaging 53A.)
Prerequisite: CAD and Digital Imaging 52A-L. 
Eight hours lecture-laboratory.
Intermediate mechanical design using AutoCAD software. Emphasis is on the CAD design process and drawing production. Drawings will be produced in 2-D and 3-D.

CDI 81B  AutoCAD (Intermediate)  4 Units
Prerequisite: CAD and Digital Imaging 52A-L. 
Eight hours lecture-laboratory.
Intermediate mechanical design using AutoCAD software. Emphasis is on the CAD design process and drawing production. Drawings will be produced in 2-D and 3-D.

CDI 82A  AutoDesk Civil 3D  4 Units
Eight hours lecture-laboratory.
Fundamentals of Computer-aided design and drafting using AutoCAD software. Application of AutoDesk Civil 3D in creating manufacturing models.

CDI 82B  AutoDesk Civil 3D  4 Units
Eight hours lecture-laboratory.
Fundamentals of Computer-aided design and drafting using AutoCAD software. Application of AutoDesk Civil 3D in creating manufacturing models.

CDI 83A  AutoCAD Architectural Desktop  4 Units
Eight hours lecture-laboratory.

CDI 83B  AutoCAD Architectural Desktop  4 Units
Eight hours lecture-laboratory.

CDI 85A  AutoDesk Inventor  4 Units
(Formerly CAD and Digital Imaging 54A.)
Eight hours lecture-laboratory.
Fundamentals of computer-aided design and drafting using AutoDesk Inventor software. Application of Inventor in creating manufacturing models.

CDI 85B  AutoDesk Inventor  4 Units
Eight hours lecture-laboratory.
Fundamentals of computer-aided design and drafting using AutoDesk Inventor software. Application of Inventor in creating manufacturing models.

CDI 88A  AutoCAD (Update)  4 Units
Eight hours lecture-laboratory.
Principles and application changes in the AutoCAD software and system. Designed to upgrade users to the latest version yearly.

CDI 89A  Inventor (Update)  4 Units
Eight hours lecture-laboratory.
Principles and application changes in the Inventor software and system. Designed to upgrade users to the latest version yearly.

CDI 90  Google SketchUp 3D  2 Units
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Fundamentals of SketchUp 3D (Google). Application of software in creating 3D models and drawings using Google SketchUp 3D.

CDI 100  CAD Technology Laboratory  1/2 Unit
CDI 100X  1 Unit
CDI 100Y  1 1/2 Units
CDI 100Z  2 Units
Credit course - Does not apply to De Anza Associate degree.
Corequisite: Any CAD and Digital Imaging course.
Three hours laboratory for each unit of credit.
(Any combination of CAD and Digital Imaging 100, 100X, 100Y, and 100Z may be taken up to six times, not to exceed 18 units.)
Pass-No Pass (P-NP) course.
Use of CAD Technology labs for those who need/desire more time to complete application assignments.

CDI 112A  Digital Imaging Software (Photoshop)  4 Units
(Students may receive credit for either Computer Applications and Office Systems/Arts/CAD and Digital Imaging 112A or Computer Applications and Office Systems/Arts/CAD and Digital Imaging 112B.)
Advisory: Computer Applications and Office Systems 90G; English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263. (Also listed as Arts112A and Computer Applications and Office Systems 112A. Student may enroll in only one department for credit.)
Eight hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic and intermediate principles using digital imaging software to produce graphics for Web sites. Introduction to digital imaging terminology and software. This course is for the content person to produce Web pages using digital images.

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CDI 112I  Digital Imaging Software I (Photoshop)  2 Units
(Student may receive credit for either Computer Applications and Office Systems/Arts/CAD and Digital Imaging 112A or; Computer Applications and Office Systems/Arts/CAD and Digital Imaging 112I and 112Q.)
Advisory: Computer Applications and Office Systems 90G; English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
(Also listed as Arts 112I and Computer Applications and Office Systems 112I. Student may enroll in only one department for credit.)
Four hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Basic principles of using digital imaging software to produce graphics for Web sites. Introduction to digital imaging terminology and software. This course is for the content person to produce Web pages using digital images.

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

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

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

CDI 117A  Advanced Digital Imaging Software (Photoshop)  3 Units
Prerequisite: Arts/CAD and Digital Imaging/Computer Applications and Office Systems 112A-H.
Advisory: Computer Applications and Office Systems 90G; English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
(Also listed as Arts 117A and Computer Applications and Office Systems 117A. Student may enroll in only one department for credit.)
Six hours lecture-laboratory.
Pass-No Pass (P-NP) course.
Advanced principles and techniques of using digital imaging software to produce graphics for Web sites and printed media. Integration of digital imaging software with Web authoring software. This course is for the content person to produce digital images for Web pages and print media.

CDI 118A  Advanced Web Graphics/Animation Software (Flash)  3 Units
Prerequisite: Arts/CAD and Digital Imaging/Computer Applications and Office Systems 114A-H.
Advisory: Computer Applications and Office Systems 90G, English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
(Also listed as Arts 118A and Computer Applications and Office Systems 118A. Student may enroll in only one department for credit.)
Six hours lecture-laboratory.
Pass-No Pass (P-NP) course.
An advanced Flash course that is projects and portfolio based and taught from a designer perspective. Students will be taught how to build a portfolio and animated multimedia presentation. Basic programming skills will be taught along with developing interactive web-based multimedia presentations using ActionScripts, sound, and graphics.

Cantonese

CANT 1  Elementary Cantonese (First Quarter)  5 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Five hours lecture, one hour laboratory.
Cantonese language and culture of Southeast China in the region of Guandung Province is presented and studied. Basic speaking, listening, reading and writing of Cantonese will be introduced within a cultural context. Emphasis will be on language as an expression of culture. Language laboratory practice will be a part of the regular instruction to reinforce pronunciation, grammar, syntax and conversation.

CANT 2  Elementary Cantonese (Second Quarter)  5 Units
(See general education pages for the requirement this course meets.)
Prerequisite: Cantonese 1.
Five hours lecture, one hour laboratory.
Presentation and study of Cantonese language and culture of Guandong Province. Basic speaking, listening, reading and writing of Cantonese will be introduced within a cultural context. Emphasis will be on language as an expression of culture. Language laboratory practice will be a part of the regular instruction to reinforce pronunciation, grammar, syntax and conversation. Further development of material is presented in Cantonese 1.

CANT 3  Elementary Cantonese (Third Quarter)  5 Units
(See general education pages for the requirement this course meets.)
Prerequisite: Cantonese 2.
Five hours lecture, one hour laboratory.
Presentation and study of Cantonese language and culture of Guandong Province. Emphasis will be on language as an expression of culture. Language laboratory practice will be a part of the regular instruction to reinforce pronunciation, grammar, syntax and conversation. Further development of material is presented in Cantonese 2.

Career Life Planning

CLP 70  Self-Assessment  4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
(Student may enroll in either Career Life Planning 70 or 75, but not both, for credit.)
Four hours lecture.
Examine the decision-making process by exploring theories in career development and other factors such as familial, social, and cultural issues that influence career and lifestyle choices. Utilize self-assessment inventories to identify individual interests, values, skills, and personality types as they relate to career/college major options. Become familiar with career development software, related technology and develop skills to enhance the job search process.

CLP 75  College Major and Career Options  2 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
(Student may enroll in either Career Life Planning 70 or 75, but not both, for credit.)
Two hours lecture.
Pass-No Pass (P-NP) course.
Identify your compatible college majors and career options by completing a variety of self-assessment inventories. Examine how individual, family, social, and cultural perspectives influence the college major and career decision-making process. Review college major and career myths, the purpose and structure of higher education, and organizational structures found in employment settings.