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## 2009 - 2010 Academic Year

## Business Software Applications

CAOS  
Coordinator  
ATC Bldg. 203  
408-864-5734

Business & Computer  
Systems Division  
Bldg. LI Rm. L14  
408-864-8796, 8797

Counseling Center  
Student & Community  
Services Bldg. 2nd Fl.  
408-864-5400

Career Center  
Student & Community  
Services Bldg. 2nd Fl.  
408-864-5711

### Skills Certificate (visit Department for assistance/to apply)

A passing grade ("C" or better/"P") in each required course.  
Note: each course must be completed at De Anza College.

### Certificate of Achievement (visit Counseling for assistance/to apply)

A minimum "C" grade in each major course.  
Note: A maximum of six (6) quarter units may be transferred from other academic institutions.

### Certificate of Achievement-Advanced (visit Counseling for assistance/to apply)

1. A minimum "C" grade in each major course.
2. Demonstrated proficiency in English and mathematics as evidenced by eligibility for EWRT 1A or ESL 5 and eligibility for MATH 114.  
Note: A maximum of 18 quarter units may be transferred from other academic institutions.

### A.A./A.S. Degree (visit Counseling for assistance/to apply)

1. Completion of all General Education (GE) requirements (31-42 quarter units) for the A.A./A.S. degree. GE units must be completed with a minimum 2.0 GPA ("C" average).
2. Completion of all major requirements. Each major course must be completed with a minimum "C" grade.  
Major courses can also be used to satisfy GE requirements (except for Liberal Arts degrees).  
Note: A maximum of 22 quarter units from other academic institutions may be applied toward the major.
3. Completion of a minimum of 90 degree-applicable quarter units (GE and major units included). All De Anza courses must be completed with a minimum 2.0 GPA ("C" average). All De Anza courses combined with courses transferred from other academic institutions must be completed with a minimum 2.0 GPA ("C" average).  
Note: A minimum of 24 quarter units must be earned at De Anza College.

Major courses for certificates and degrees must be completed with a letter grade unless a particular course is offered on a pass/no-pass basis only.

## Business Software Applications

### Skills Certificate

Skills Certificates (programs requiring fewer than 18 units) are issued by the individual departments and are not notated on official college transcripts. Please contact the department directly for assistance and to apply for Skills Certificates.

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

- |   |       |
|---|-------|
| Complete one (1) course from:               | 1-1.5 |
| CAOS 70AA* Elementary Keyboarding I (1.5)   |       |
| CAOS 173* Keyboarding Skill Development (1) |       |
| Complete one (1) course from:               | 0.5-2 |
| CAOS 90GA* Computer Literacy I (PC) (2)     |       |
| CAOS 100G* Orientation to the PC (0.5)      |       |

\*Contact the CAOS department for procedures to substitute this course based on previous knowledge or experience.

- |   |   |
|---|---|
| Complete one (1) course from:                     | 1 |
| CAOS 102L Microsoft Windows I (Windows XP) (1)    |   |
| CAOS 102M Microsoft Windows I (Windows Vista) (1) |   |

- |  |          |
|--|----------|
| Complete one (1) course from:                  | 2        |
| CAOS 91AL Word Processing I (Word XP/2002) (2) |          |
| CAOS 91AM Word Processing I (Word 2007) (2)    |          |
| Complete one (1) course from:                  | 2        |
| CAOS 93AL Spreadsheets I (Excel XP/2002) (2)   |          |
| CAOS 93AM Spreadsheets I (Excel 2007) (2)      |          |
| Complete one (1) course from:                  | 2        |
| CAOS 110L Database I (Access XP/2002) (2)      |          |
| CAOS 110M Database I (Access 2007) (2)         |          |
| Total Units Required . . . . .                 | 8.5-10.5 |

## Business Software Applications

### Certificate of Achievement†

Complete the requirements listed for the Skills Certificate plus the following, and meet the corresponding certificate requirements.

- | Requirements   | Business Software Applications | Skills Certificate | 8.5-10.5  |
|--|--------------------------------|--------------------|-----------|
| Complete one (1) course from:  |                                |                    | 2         |
| CAOS 91BL Word Processing II (Word XP/2002) (2)  |                                |                    |           |
| CAOS 91BM Word Processing II (Word 2007) (2)   |                                |                    |           |
| Complete the following:  |                                |                    |           |
| CAOS 105 Introduction to HTML  |                                |                    | 1         |
| CAOS 108 Personal Computer Security Basics or CIS 108  |                                |                    | 4         |
| CAOS 150A Desktop Hardware (A+ Certification Part I)   |                                |                    | 3         |
| Complete a minimum of six (6) units from the following which do not duplicate courses previously chosen: |                                |                    | 6         |
| ACCT 1A Financial Accounting I (4)   |                                |                    |           |
| BUS 85 Business Communication (3)  |                                |                    |           |
| CAOS 90GA Computer Literacy I (PC) (2)   |                                |                    |           |
| CAOS 94 Intro. to Internet and World Wide Web (1) or CIS 94  |                                |                    |           |
| 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 130M Introduction to Business Graphics (PowerPoint 2007) (2) or CAOS 130L                           |                                |                    |           |
| CIS 15AG Intro. to Computer Programming Using C (5)  |                                |                    |           |
| CIS 89A World Wide Web Page Development (3)  |                                |                    |           |
| CAOS 198 series CAOS 198, 198W, 198X, 198Y   |                                |                    |           |
| Topics in Computer Applications and Office Systems (0.5-2)   |                                |                    |           |
| Up to three (3) units from this series can apply.  |                                |                    |           |
| Total Units Required . . . . .   |                                |                    | 24.5-26.5 |

## Business Software Applications

### Certificate of Achievement-Advanced

Complete the requirements listed for the Skills Certificate plus the following, and meet the corresponding certificate requirements.

Requirements	Business Software Applications Skills Certificate	8.5-10.5
<i>Complete one (1) course from:</i>		
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
CAOS 91BM	Word Processing II (Word 2007) (2)	
<i>Complete one (1) course from:</i>		
CAOS 93BL	Spreadsheets II (Excel XP/2002) (2)	2
CAOS 93BM	Spreadsheets II (Excel 2007) (2)	
<i>Complete one (1) course from:</i>		
CAOS 111L	Database II (Access XP/2002) (2)	2
CAOS 111M	Database II (Access 2007) (2)	
<i>Complete one (1) course from:</i>		
CAOS 130L	Introduction to Business Graphics (PowerPoint XP/2002) (2)	2
CAOS 130M	Introduction to Business Graphics (PowerPoint 2007) (2)	
<i>Complete the following:</i>		
BUS 85	Business Communication	3
CAOS 94	Introduction to Internet and World Wide Web or CIS 94	1
CAOS 105	Introduction to HTML	1
CAOS 108	Personal Computer Security Basics or CIS 108	4
CAOS 150A	Desktop Hardware (A+ Certification Part I)	3
<i>Complete one (1) course from:</i>		
CIS 14A	Visual Basic.NET Programming I (4)	4-5
CIS 15AG	Intro. to Computer Programming Using C (5)	
<i>Complete a minimum of nine (9) units from the following which do not duplicate courses previously chosen:</i>		
ACCT 1A	Financial Accounting I (4)	9
ACCT 86	Computer Accounting Systems (4)	
CAOS 91AM	Word Processing I (Word 2007) (2) or CAOS 91AL	
CAOS 91BM	Word Processing II (Word 2007) (2) or CAOS 91BL	
CAOS 110M	Database I (Access 2007) (2) or CAOS 110L	
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 113M	Web Authoring Software I (Frontpage) (2)	
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	
CAOS 114A	Web Graphics/Animation Software (Flash) (3)	
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (4)	
CIS 3	Business Information Systems (5)	
CIS 18A	Introduction to UNIX (4)	
CIS 50	Introduction to Computers, Data Processing, and Applications (3) or CIS 89A-World Wide Web Page Development (3)	
CAOS 198 series	CAOS 198, 198W, 198X, 198Y Topics in Computer Applications and Office Systems (0.5-2) Up to three (3) units from this series can apply.	
Total Units Required . . . . .		41.5-44.5

<i>Complete one (1) course from:</i>		2
CAOS 93BL	Spreadsheets II (Excel XP/2002) (2)	
CAOS 93BM	Spreadsheets II (Excel 2007) (2)	
<i>Complete one (1) course from:</i>		2
CAOS 111L	Database II (Access XP/2002) (2)	
CAOS 111M	Database II (Access 2007) (2)	
<i>Complete one (1) course from:</i>		2
CAOS 130L	Introduction to Business Graphics (PowerPoint XP/2002) (2)	
CAOS 130M	Introduction to Business Graphics (PowerPoint 2007) (2)	
<i>Complete one (1) course from:</i>		3-5
BUS 56	Human Relations in Business (5)	
BUS 85	Business Communication (3)	
<i>Complete the following:</i>		
CAOS 94	Introduction to Internet and World Wide Web or CIS 94	1
CAOS 108	Personal Computer Security Basics or CIS 108	4
CAOS 150A	Desktop Hardware (A+ Certification Part I)	3
CIS 170E	Windows Vista Enterprise	4
<i>Complete one (1) course from:</i>		4-5
CIS 14A	Visual Basic.NET Programming I (4)	
CIS 15AG	Intro. to Computer Programming Using C (5)	
<i>Complete a minimum of 13 units from the following which do not duplicate courses previously chosen:</i>		13
ACCT 1A	Financial Accounting I (4)	
ACCT 1B	Financial Accounting II (4)	
ACCT 86	Computer Accounting Systems (5)	
BUS 10	Introduction to Business (5)	
BUS 54	Business Mathematics (5)	
CAOS 84A	Business English I (2)	
CAOS 84B	Business English II (1)	
CAOS 91AM	Word Processing I (Word 2007) (2) or CAOS 91AL	
CAOS 91BM	Word Processing II (Word 2007) (2) or CAOS 91BL	
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 113M	Web Authoring Software I (Frontpage) (2)	
CAOS 113Q	Web Authoring Software II (Dreamweaver) (2)	
CAOS 114A	Web Graphics/Animation Software (Flash) (3)	
CAOS 115A	E-Commerce Software (Dreamweaver/UltraDev) (4)	
CAOS 198 series	CAOS 198, 198W, 198X, 198Y Topics in Computer Applications and Office Systems (0.5-2) Up to three (3) units from this series can apply.	
CIS 50	Introduction to Computers, Data Processing, and Applications (3) or CIS 3 Business Information Systems (5)	
CIS 18A	Introduction to UNIX (4)	
MATH 10	Elementary Statistics and Probability (5)	
Major	Business Software Applications	48.5-53.5 units
GE	General Education (31-42 units)	
Electives	Elective courses req'd. when major units plus GE units total is less than 90	
Total Units Required . . . . .		90 units

## Business Software Applications

### A.A. Degree

Complete the requirements listed for the Skills Certificate plus the following, and meet the A.A./A.S. degree requirements.

Requirements	Business Software Applications Skills Certificate	8.5-10.5
<i>Complete one (1) course from:</i>		
CAOS 91BL	Word Processing II (Word XP/2002) (2)	2
CAOS 91BM	Word Processing II (Word 2007) (2)	