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

F/TV 1  Introduction to Film  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 (48 hours total per quarter).
An introduction to the international art of cinema through the techniques and procedures of filmmaking, including screenwriting, cinematography, directing, editing, and sound; through the formal properties of film, such as mise-en-scene, structure, and style; through the relationships between film and society, and through the critical analysis of works of film art.

F/TV 2A  History of Cinema (1895-1950)  4 Units
F/TV 2AW  4 1/2 Units
(See general education pages for the requirement this course meets.)
(Students may enroll in either Film/Television 2A or Film/Television 2AW, but not both, for credit.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture for the four unit course (48 hours total per quarter); four and one-half hours lecture for the four and one-half unit course (64 hours total per quarter).
A survey of the international development of the motion picture to 1950 as a distinct form of artistic expression, through classic films, notable artists, and key events; an investigation of the aesthetic, technological, economic, and social factors that contributed to the evolution of film; an examination of the value systems reflected in and shaped by these works from diverse cultures. F/TV 2AW will cover expanded topics in historiography, such as problems and approaches to historical film research and analysis.

F/TV 2B  History of Cinema (1950-Present)  4 Units
F/TV 2BW  4 1/2 Units
(See general education pages for the requirement this course meets.)
(Students may enroll in either Film/Television 2B or Film/Television 2BW, but not both, for credit.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture for the four unit course (48 hours total per quarter); four and one-half hours lecture for the four and one-half unit course (64 hours total per quarter).
A survey of the international development of the motion picture since 1950 as a distinct form of artistic expression, through classic films, notable artists, and key events; an investigation of the aesthetic, technological, economic, and social factors that contributed to the evolution of film; an examination of the value systems reflected in and shaped by these works from diverse cultures. F/TV 2BW will cover expanded topics in historiography, such as problems and approaches to historical film research and analysis.

F/TV 2C  Contemporary World Cinema  4 Units
F/TV 2CW  4 1/2 Units
(Formerly Film/Television 95A and 95AW respectively.)
(See general education pages for the requirement this course meets.)
(Students may enroll in either Film/Television 2C or Film/Television 2CW, but not both for credit.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture for the four unit course (48 hours total per quarter); four and one-half hours lecture for the four and one-half unit course (64 hours total per quarter).
Critical survey of contemporary world cinema as art, business, technology and cultural artifact. Provides critical methodology and practical tools for analyzing and interpreting the work of notable film artists, current international film movements and genres, and transnational and globalized media developments. F/TV 2CW will cover expanded topics in historiography, such as problems and approaches to historical film research and analysis.

F/TV 10  Introduction to Electronic Media  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 (48 hours total per quarter).
A survey course of the history, aesthetics, technology and social impacts of electronic media, including film, broadcasting and the Internet. Explores the role of government, advertising, audiences, and emerging technologies, their futures and impacts on global societies.

F/TV 20  Basic Digital Film/Video Production  4 Units
Advisory: Film/Television 54, 54X, 54Y or 54Z (may be taken concurrently).
Three hours lecture, three hours laboratory (72 hours total per quarter).
Digital video production, film-style production techniques including digital video and HD formats: camera operation and procedures, basic principles and techniques of sound and scriptwriting; and film and nonlinear editing.

F/TV 22  16mm Film Production I  4 Units
Prerequisite: Film/Television 20.
Three hours lecture, two hours lecture-laboratory (60 hours total per quarter).
Logistics, scriptwriting, sound recording, film and sound editing. Methods by which visual and aural elements of a motion picture may be organized. The study and analysis of exemplary motion pictures as well as the student's own work.
Instruction in the use of film and television laboratory equipment and facilities to fulfill assigned projects in other film and television production courses.

F/TV 55A Video Studio Production 4 Units
Advisory: English Writing 1A or English as a Second Language 5.
Three hours lecture, three hours laboratory (72 hours total per quarter).
An introduction to multi-camera television studio production procedures and techniques, with emphasis on camera, audio, graphics, scripting, directing, and producing.

F/TV 57A Nonfiction Workshop I: The Documentary 4 Units
Prerequisite: Film/Television 20.
Three hours lecture, two hours lecture-laboratory (60 hours total per quarter).
Nonfiction concepts, principles, and techniques as related to the production of a documentary video. Examination of the historical roots in nonfiction film and television. Emphasis on production work in documentary programs.

F/TV 57B Nonfiction Workshop II: The Documentary 4 Units
Prerequisite: Film/Television 57A.
Three hours lecture, two hours lecture-laboratory (60 hours total per quarter).
Advanced techniques in nonfiction film and television, including cinematography, sound, lighting, post-production editing, and directing. Analysis of the modern film and television documentary. Emphasis on production of a documentary video.

F/TV 58R Film/Television Production Workshop 1/2 Unit
Prerequisite: Film/Television 20.
Two hours lecture-laboratory for each unit of credit (24 hours total for each unit of credit per quarter).
A workshop in film or video production in which the student works independently, or with a crew, to produce a film or video to refine skills in camera, lighting, directing, post-production, and other related skills. The number of units is dependent on the production.

F/TV 59A Role of the Media Producer 4 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Four hours lecture (48 hours total per quarter).
Roles and responsibilities of the media producer. Skills and knowledge required in developing a production proposal; including development, audience analysis, location scouting, production schedule, budgeting and distribution.

F/TV 60A Screenwriting Fundamentals for Film/Video I 4 Units
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture (48 hours total per quarter).
Introduction to scriptwriting for film and video; the role of the script in media production; format and structure in the script; the basic skills of scriptwriting for fiction and nonfiction.

F/TV 60B Screenwriting Fundamentals for Film/Video II 4 Units
Prerequisite: Film/Television 60A.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture (48 hours total per quarter).
Intermediate course in scriptwriting for fiction and nonfiction film and video projects; examination of structure and characterization in dramatic narrative; consideration of approach and structure in nonfiction; emphasis on development and revision of script projects.

F/TV 60C Screenwriting Fundamentals for Film/Video III 4 Units
Prerequisite: Film/Television 60B.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture (48 hours total per quarter).
Advanced course in scriptwriting for fiction and nonfiction film and video projects; examination of classical and experimental structures in fiction and nonfiction; further practice in the development and revision of script projects.

F/TV 62 Lighting for Film and Television 4 Units
Requisite/Advisory: None.
Three hours lecture, two hours lecture-laboratory (60 hours total per quarter).
Introduction to the basic principles of studio and location lighting for film, television, animated, and composited production. Focus on evaluation of the aesthetic style and techniques of media lighting in professional production. An analysis and application of basic electricity, lighting instruments, dimming equipment, light color, media, and gaffer equipment. Practical experience in film and television productions.

F/TV 63A Location Recording and Sound Design 3 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Two hours lecture, two hours lecture-laboratory (48 hours total per quarter).
Study of the art and techniques of film, video and media audio recording. Emphasis on production and production in studio and on location. Examines the aesthetics of design and the technologies of analog and digital audio, and manipulation of sound in the aural and recorded environment. Practical experience in audio production.

F/TV 63B Audio Post Production 3 Units
Prerequisite: Film/Television 20 (may be taken concurrently).
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Two hours lecture, two hours lecture-laboratory (48 hours total per quarter).
Concepts and techniques of audio post production for film and video, including nonlinear audio editing. Sound effect scoring, Foley, cutting sound to picture and mixing.

F/TV 64A Advanced Screenwriting Workshop I 4 Units
Prerequisite: Film/Television 60B or 60C.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture (48 hours total per quarter).
Fictional screenwriting geared toward the planning, outlining and structuring of an original three-act feature-length fiction screenplay and the writing of the first-act.

F/TV 64B Advanced Screenwriting Workshop II 4 Units
Prerequisite: Film/Television 64A.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture (48 hours total per quarter).
An intensive seminar in writing feature-length fiction screenplays. Practice in the development and completion of a three-act narrative script focusing on plot, character development, arcs, turning points and journeys.

F/TV 64C Advanced Screenwriting Workshop III 4 Units
Prerequisite: Film/Television 64B.
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture (48 hours total per quarter).
An intensive workshop in the re-writing of feature-length fiction screenplays; strengthening the plot, character development, arcs, turning points and journeys; preparing the material for submission to the marketplace; pitching and strategies in breaking into the entertainment industry will be discussed.

F/TV 65 Current Practices in the Film/Video Profession 4 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Four hours lecture (48 hours total per quarter).
Current creative, technical, economic and employment conditions in film and video from the perspective of film and television working professionals.

F/TV 66A Basic Techniques of Animation: 3D Media 3 Units
Requisite/Advisory: None.
Two and one-half hours lecture, one and one-half hours laboratory (48 hours total per quarter).
Techniques of three-dimensional stop-motion and non-cel animation, as applied to a variety of art media (puppet, clay, pixillation, shadow puppets and other under-camera art media). Principles of movement and timing, lighting and cinematography, and multiple-plane dimensionality, with application to both computer and traditional drawn animation.

F/TV 75G History of Animation (1900-Present) 4 Units
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture (48 hours total per quarter).
An international survey of the historical development of the animated film, from its origins to a contemporary art form, with emphasis on the contributions of Fleischer, Disney, Warner Bros., Zegreb, Studio Ghibli, and National Film Board of Canada, as well as many important independent artists; an investigation of the aesthetic, technological, economic, and social factors that contributed to the form; an examination of the value systems reflected in and shaped by works from diverse cultures.

F/TV 75K Japanese Animation 4 Units
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Four hours lecture (48 hours total per quarter).
An examination of the post-1960s evolution of animated films in Japan, a national cinema famed for its exciting range of subject matter and outstanding graphics. Screening of exemplary and influential works by distinguished artists, writing and production studios. Close analysis of social content, reflections of history, adaptations of literature and artistic technique.
All courses are for unit credit and apply to a De Anza associate degree unless otherwise noted.

### F/TV 78W  Special Topics in Film Studies  1 Unit
(Formerly Film/Television 76W and 76X respectively.)
Advisory: English Writing 1A or English as a Second Language 5.
One hour lecture for each unit of credit (12 hours total for each unit of credit per quarter).
Concentrated investigation of an influential film artist, studio, national cinema, genre, movement or historical period. The topic studied is different for each section of this course and may include Bay Area film festival and nonprofit organization screenings and events (see course note in quarterly schedule of classes).

### F/TV 78X  2 Units
(Formerly Film/Television 78X)
F/TV 79G  Workshop with Professional Traditional Animator  3 Units
Requisite/Advisory: None.
Two hours or lecture, two hours lecture-laboratory (48 hours total per quarter).
Intensive workshop in a specialized area of drawn or puppet animation production (e.g. writing, storyboard, layout, fabrication, lighting, motion design, soundtrack construction, etc.) with an instructor with full-time experience on feature films or national television commercials at a major Bay Area animation studio (Industrial Light & Magic, Wild Brain, Twitching Image/Skellington, Phil Tippett Studios, etc.). Repeatable as instructors, topics and/or student productions vary.

### F/TV 79H  Workshop with Professional Computer Animator  3 Units
Requisite/Advisory: None.
Two hours lecture. Four hours lecture-laboratory (48 hours total per quarter).
Intensive workshop in a specialized area of computer animation production (e.g. character/prop modeling, texturing, lighting, skeletal articulation; animation, special visual effects or compositing techniques) with an instructor with full-time experience on feature films or national television commercials at a major Bay Area animation studio (Industrial Light & Magic, Pixar, POI/Dreamworks, Wild Brain, Phil Tippett, Electronic Arts, etc.). Repeatable as instructors, topics and/or student productions vary.

### F/TV 80A  Theory and Technique of Acting for the Camera  3 Units
(formerly Film/Television 86A.)
Prerequisite: Theatre Arts 20A.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Six hours lecture-laboratory (72 hours total per quarter).
The basic fundamentals of acting for the camera are explored. Exercises, demonstrations and improvisations are used to practice the techniques of acting. Scenes are rehearsed, taped and critiqued.

### F/TV 80B  Theory and Technique of Advanced Acting for the Camera  3 Units
(formerly Film/Television 86B.)
Prerequisite: Theatre Arts 80A or Film/Television 80A.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.
Six hours lecture-laboratory (72 hours total per quarter).
A continuation of Acting for the Camera through further exploration of equipment used in media performance: blue screen acting, ear prompting, teleprompting and microphone applications in voice recording and voice over. Continued exploration and skill building of techniques used in performance before the camera including but not limited to advanced character development, make-up techniques and special problems in character preparation for feature film.

### F/TV 80G  Independent Projects in Animation  2 Units
Prerequisite: Consent of Animation Program Director.
Four hours lecture-laboratory (48 hours total per quarter).
Advanced individual and group creative projects in animation production or animation history.

### F/TV 85  Motion Graphics  3 Units
Prerequisite: Arts 55B.
Six hours lecture-laboratory (72 hours total per quarter).
The analysis and interpretation of the art and design involved in the production of graphic design to be viewed in non-print media (film, CRT & LCD screens). The creative integration of “type” and “image” in motion is stressed through the use of directed laboratory exercises. Primary software presented is Adobe After Effects. Other software used includes Adobe Photoshop, Adobe Illustrator and Adobe Flash.

### F/TV 92  Topics: Guest Artist/Industry Professional  1/2 Unit
Requisite/Advisory: None.
One hour lecture-laboratory (12 hours total per quarter).
The investigation of techniques and procedures utilized by a guest artist for the production and development of their work. Concepts, theory, and practice pertaining to the specific topic as predetermined by the guest artist or industry professional.

### F/TV 98G  Fiction Workshop (The Writer, Producer, Director)  3 Units
Prerequisite: Film/Television 20.
Six hours lecture-laboratory (72 hours total per quarter).
Advanced workshop in the writing, producing or directing of complex scenes or multiple scene works of narrative/dramatic film or video.

### F/TV 98H  Fiction Workshop (The Technical Crew)  3 Units
Prerequisite: Film/Television 20.
Six hours lecture-laboratory (72 hours total per quarter).
Advanced workshop in cinematography, art direction, sound recording, and other techniques and craft skills essential to the production of narrative/dramatic film and video projects.

### F/TV 98J  Fiction Workshop (Editing/Post Production)  3 Units
Prerequisite: Film/Television 20.
Six hours lecture-laboratory (72 hours total per quarter).
Advanced workshop in the post-production phase including elements of picture and sound editing and sound mixing for narrative/dramatic film and video projects.

### French

**FREN 1  Elementary French (First Quarter)  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.
Six hours lecture (60 hours total per quarter).
Introduction to the language and cultures of the French-speaking countries. Basic speaking, listening, reading and writing of French will be introduced and practiced within a cultural framework. Emphasis will be on language as an expression of culture.

**FREN 2  Elementary French (Second Quarter)  5 Units**
(See general education pages for the requirement this course meets.)
Prerequisite: French 1 (equivalent to one year of high school French) or equivalent.
Six hours lecture (60 hours total per quarter).
Further development of material presented in French 1. Continuation of introduction to the language and cultures of the French-speaking countries. Basic speaking, listening, reading and writing of French will be introduced and practiced within a cultural framework. Emphasis will be on language as an expression of culture.

**FREN 3  Elementary French (Third Quarter)  5 Units**
(See general education pages for the requirement this course meets.)
Prerequisite: French 2 (equivalent to two years of high school French) or equivalent.
Six hours lecture (60 hours total per quarter).
Further development of material presented in French 1 and French 2. Completion of introduction to the language and cultures of the French-speaking countries. Basic speaking, listening, reading and writing of French will be introduced and practiced within a cultural framework. Emphasis will be on language as an expression of culture.

**FREN 4  Intermediate French (First Quarter)  5 Units**
(See general education pages for the requirement this course meets.)
Prerequisite: French 3 (equivalent to three years of high school French) or equivalent.
Six hours lecture (60 hours total per quarter).
Reading and discussion of texts dealing with the literature, arts, geography, history and culture of the French-speaking world. Review of the linguistic functions and grammar structures of first-year French. Development of reading, writing, speaking and listening skills at the first intermediate level.

**FREN 5  Intermediate French (Second Quarter)  5 Units**
(See general education pages for the requirement this course meets.)
Prerequisite: French 4 (equivalent to four years of high school French) or equivalent.
Six hours lecture (60 hours total per quarter).
Reading and discussion of texts dealing with the literature, arts, geography, history and culture of the French-speaking world. Review of the linguistic functions and grammar structures of first-year French. Development of reading, writing, speaking and listening skills at the second intermediate level.

**FREN 6  Intermediate French (Third Quarter)  5 Units**
(See general education pages for the requirement this course meets.)
Prerequisite: French 5 or equivalent.
Six hours lecture (60 hours total per quarter).
Reading and discussion of texts dealing with the literature, arts, geography, history and culture of the French-speaking world. Review of the linguistic functions and grammar structures of first-year French. Development of reading, writing, speaking and listening skills at the third intermediate level.
### Geography

**GEO 1 Physical Geography** 4 Units  
(See general education pages for the requirement this course meets.)  
Advisory: English Writing 1A or English as a Second Language 5; Mathematics 210 or equivalent.  
Four hours lecture (48 hours total per quarter).  
An introduction to the basic physical elements of geography and the diverse physical environment in which we live. Topics include the global patterns of weather and climate, landforms, soils and vegetation along with human modification of natural environments.

**GEO 4 Cultural Geography** 4 Units  
(Formerly Geography 55.)  
(See general education pages for the requirement this course meets.)  
Advisory: English Writing 1A or English as a Second Language 5; Mathematics 210 or equivalent.  
Four hours lecture (48 hours total per quarter).  
Examining the location of people and activities throughout the world and understanding the reasons for their distribution. Topics covered include population and migration, human-environment relationships, geographies of language, religion, race and ethnicity, economic activities, political organization and settlement patterns including the urban environment.

**GEO 5 A Geography of California** 4 Units  
(Formerly Geography 55.)  
(See general education pages for the requirement this course meets.)  
Advisory: English Writing 1A or English as a Second Language 5.  
Four hours lecture (48 hours total per quarter).  
An exploration of California’s diverse physical landscapes (land forms, climate, soil and resources) and analyzes its cultural landscapes created by human transformation of the environment through economic activities such as agriculture, mining, trade, industry and urbanization. Examines the remarkable physical and cultural regional differences within California. A study in the wealth of diversity of California’s peoples while investigating the more disturbing aspects of discrimination and exploitation of various groups based on race, ethnicity, class and gender.

**GEO 10 World Regional Geography** 4 Units  
(See general education pages for the requirement this course meets.)  
Advisory: English Writing 1A or English as a Second Language 5; Mathematics 210 or equivalent.  
Four hours lecture (48 hours total per quarter).  
An introduction to the major distinctive regions of the world; their natural environment, people, resources, agriculture, manufacturing, trade, cities and the problems relating to contemporary society in each of the regions. Understanding the increasing interdependencies among and between regions.

### Geology

**GEOL 10 Introductory Geology** 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 (84 hours total per quarter).  
Analysis and description of the composition, structure, and development of the earth’s external and internal features and the geologic processes responsible for their origin and evolution. Examination of the concepts and principles upon which geologic knowledge is based. (One Saturday field trip is required.)

**GEOL 20 General Oceanography** 4 Units  
Requisite/Advisory: None.  
Four hours lecture (48 hours total per quarter).  
An introduction to the physical environment of the ocean. Origin and evolution of ocean basins; sea-floor morphology; origin, distribution, historical record, and economic significance of marine sediments; ocean currents, climate and the ocean system, waves, tides, and changing sea level; beaches, shorelines, and coastal processes; marine resources, pollution, and human impacts on the oceans. (One Saturday field trip is required.)
GERM 5  Intermediate German (Second Quarter)  5 Units
(See general education pages for the requirement this course meets.)
Prerequisite: German 4 (equivalent to four years of high school German) or equivalent.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273. Five hours lecture (60 hours total per quarter).
Development of reading, writing, speaking and listening skills at the second intermediate level. Reading and discussion of texts dealing with the literature, arts, history, geography and culture of the German-speaking world. Review and expansion of the linguistic functions and grammar structures of first-year German.

GERM 6  Intermediate German (Third Quarter)  5 Units
(See general education pages for the requirement this course meets.)
Prerequisite: German 5 or equivalent.
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273. Five hours lecture (60 hours total per quarter).
Development of reading, writing, speaking and listening skills at the third intermediate level. Reading and discussion of texts dealing with the literature, arts, history, geography and culture of the German-speaking world. Review and expansion of the linguistic functions and grammar structures of first-year German.

Guidance

GUID 200  Educational Diagnostic Center (EDC)  1 Unit
Learning Skills Assessment
(Formerly Guidance 100.)
Credit course - Does not apply to De Anza Associate degree.
Requisite/Advisory: None.
One hour lecture (12 hours total per quarter).
Pass-No Pass (P-NP) course.
Individually designed learning skills assessment which provides an analysis of learning strengths and weaknesses, cognitive/perceptual abilities and academic achievement levels. Assessment results may be utilized to determine a student’s eligibility for college college learning disability services. College and community resources to enhance access and success will be introduced.

GUID 201  Introduction to Learning Disabilities and Attention Deficit/Hyperactive Disorders
(Formerly Guidance 101.)
Credit course - Does not apply to De Anza Associate degree.
Advisory: English Writing 1A or English as a Second Language 5; Guidance 200. Four hours lecture (48 hours total per quarter).
Covers basic characteristics of learning disabilities and attention deficit/hyperactive disorders and their impact on various life functions including learning. Emphasis is on awareness, acceptance, and advocacy of learning disabilities for college students with specialized learning differences.

GUID 202  Student Success Strategies
(Formerly Guidance 102.)
Credit course - Does not apply to De Anza Associate degree.
Advisory: Guidance 200. Four hours lecture (48 hours total per quarter).
Pass-No Pass (P-NP) course.
Optimal learning strategies and accommodative techniques for students with special learning needs. Evaluate and apply successful learning tools in areas such as time management, goal setting, memory, processing information, test taking strategies and learning styles.

GUID 204  Introductory Spelling Strategies
(Formerly Guidance 104.)
Credit course - Does not apply to De Anza Associate degree.
Advisory: Guidance 200 and/or placement by Educational Diagnostic Center Learning Specialist or Disability Support Services counselor. Basic word processing proficiency or concurrent enrollment in Special Education 240 or 245. Four hours lecture (48 hours total per quarter).
Pass-No Pass (P-NP) course.
A multi-sensory approach to improving basic reading and spelling skills for the student with special needs utilizing a phonetic sound-symbol base to aid in decoding and encoding language. Development of word attack skills utilizing the six-syllable spelling patterns and knowledge of roots, prefixes, and suffixes. Specialized learning strategies are utilized including simultaneous use of visual, auditory and kinesthetic modalities.

GUID 207  Educational Diagnostic Center (EDC)  4 Units
Introductory Writing and Grammar Skills
(Formerly Guidance 107.)
Credit course - Does not apply to De Anza Associate degree.
Advisory: Guidance 200. Four hours lecture (48 hours total per quarter).
Pass-No Pass (P-NP) course.
Basic writing and editing skills for students with specialized learning needs preparing for college level writing activities. Engage in diverse writing formats including structured paragraphs on a variety of topics using compensatory written learning strategies. Practice parts of speech, capitalization, punctuation, sentence structure, and paragraph development.

GUID 209  Arithmetic Skills and Strategies
(Formerly Guidance 109.)
Credit course - Does not apply to De Anza Associate degree.
Advisory: Guidance 200 or placement by a counselor/adviser.
Four hours lecture (48 hours total per quarter).
Pass-No Pass (P-NP) course.
A transition class for students with special learning needs. The class is designed to improve skills in mathematics by addressing areas of difficulty common to students with disabilities in mathematics. The class moves at a slower pace and includes small group instruction.

GUID 211  Algebra Skills I
(Formerly Guidance 111.)
Credit course - Does not apply to De Anza Associate degree.
Advisory: Guidance 200 and/or placement by a counselor/adviser.
Four hours lecture (48 hours total per quarter).
Pass-No Pass (P-NP) course.
A transitional class for students with special learning needs. The class is designed to improve skills in mathematics by addressing areas of difficulty common to students with disabilities in mathematics. The class moves at a slower pace with small group instruction. This class also includes alternative learning strategies for mastering algebraic concepts.

GUID 212  Algebra Skills II
(Formerly Guidance 112.)
Credit course - Does not apply to De Anza Associate degree.
Advisory: Guidance 200; Mathematics 210; or placement by a counselor/adviser.
Four hours lecture (48 hours total per quarter).
Pass-No Pass (P-NP) course.
A transition class for students with special learning needs. The class focuses on the acquisition of fundamental algebra skills, including the study of equations, polynomials, factoring, graphs of linear functions and inequalities by using a multi-sensory approach.

GUID 218  Educational Diagnostic Center (EDC)  1 Unit
Group Instructional Assistance
(Formerly Guidance 118.)
Credit course - Does not apply to De Anza Associate degree.
Advisory: Guidance 204, 207, 209, 211 or 212. Two hours lecture-laboratory (24 hours total per quarter).
Repeatable as needed to meet the Student Educational Contract (Title 5, section 56029). 
Pass-No Pass (P-NP) course.
Small group collaborative and instructional support focused on reducing learning difficulties associated with learning and other types of disabilities and on developing study strategies designed to improve academic performance.

GUID 219  Educational Diagnostic Center (EDC)  1/2 Unit
Instructional Assistance Laboratory
(Formerly Guidance 119.)
Credit course - Does not apply to De Anza Associate degree.
Requisite/Advisory: None.
One and one-half hours laboratory (18 hours total per quarter).
Repeatable as needed to meet the Student Educational Contract (Title 5, section 56029).
Pass-No Pass (P-NP) course.
Instructional support laboratory that provides students with disabilities strategies for effective studying and to improve academic performance.

Health

HLTH 21  Contemporary Health Concerns
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture (48 hours total per quarter).
Development of understanding and attitudes relative to personal, family, community, and global health needs. Attention given to mental health, drug abuse, infectious and degenerative diseases, family health, nutrition, exercise, the life cycle, and ecological conditions of health significance. Study of common lifestyle behaviors will emphasize self-help and preventable aspects of medical care.
HLTH 51 Health and Fitness 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.
(Also listed as Physical Education 51. Students may enroll in either department,
but not both, for credit.)
Four hours lecture (48 hours total per quarter).
Introduction to the disciplines of Physical Education and Health through fitness,
wellness and lifestyle management. Concepts of wellness from an interdisciplinary
and multicultural perspective. Practices and beliefs that contribute to fitness and
healthful living. Exploration of past and current theories of health and fitness
with emphasis on the roles of genetics, gender, and age. Students will assess their
own cardiovascular capacity, muscular strength and endurance, flexibility, body
composition, in and out of class.
HLTH 57A First Aid for the Community, Home, 1 Unit
Wilderness, and Disasters
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273.
One hour lecture (12 hours total per quarter).
Designed for certification in American Red Cross First Aid. Students will gain the
knowledge and skills necessary to recognize and provide basic care for injuries
and sudden illnesses until advanced medical personnel take over. Adaptations for
delayed help in situations such as a wilderness environment or after an earthquake.
Upon successful completion of the course, each participant will receive an American
Red Cross certification in Standard First Aid (valid for three years).
HLTH 57D CPR/AED for the Professional 1/2 Unit
Rescuer - Recertification
Prerequisite: Must have current certificate from the American Red Cross or the
American Heart Association for cardiopulmonary resuscitation and automated
external defibrillation (CPR/AED) for the professional rescuer.
One and one-half hours laboratory (18 hours total per quarter).
Pass-No Pass (P-NP) course.
Designed to recently trained candidate in CPR/AED for the professional rescuer.
The course meets Cal-OSHA standards for basic requirements.
HLTH 57E Cardiopulmonary Resuscitation and 1/2 Unit
Automated External Defibrillation
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273.
One and one-half hours laboratory (18 hours total per quarter).
Pass-No Pass (P-NP) course.
Designed for certification in American Red Cross cardiopulmonary resuscitation and
automated external defibrillation for the professional rescuer. Using American Red
Cross standards, students will gain the knowledge and skills necessary to apply
the blood-borne pathogens regulations issued by the Occupational Health and
Safety Administration with the intent to prevent disease transmission, recognize
and provide basic care for breathing emergencies, perform adult, child and infant
cardiopulmonary resuscitation (CPR) and use an automated external defibrillator
(AED) for victims of sudden cardiac arrest.
(Upon successful completion of the course, each participant will receive an American
Red Cross certification in CPR/AED for the Professional Rescuer.)

HTEC 50 Introduction to Health Technologies 1 Unit
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or
English as a Second Language 261, 262 and 263.
Two hours lecture-laboratory (24 hours total per quarter).
Survey of health technology programs with emphasis on the professions; designed
to assist in identifying personal strengths and weaknesses related to health
technology professions; assist students in health technology professions to learn
basic principles of human behavior.
HTEC 51 Introduction to Medical Laboratory 2 Units
Technology
Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or
English as a Second Language 272 and 273; Mathematics 114 or equivalent.
Four hours lecture-laboratory (48 hours total per quarter).
Introduces clinical laboratory professions and provides the foundation of theory, skills
and techniques required for understanding and performing routine laboratory tests.
HTEC 60A Basic Medical Terminology 3 Units
Advisory: Health Technologies 50 (may be taken concurrently).
Three hours lecture (36 hours total per quarter).
Orientation to medical terminology; basic structure of medical terms and their
components-prefixes, suffixes and roots with emphasis on analysis, definition,
spelling and pronunciation.
HTEC 60G Advanced Medical Terminology 2 Units
Advisory: Health Technologies 60A.
Two hours lecture (24 hours total per quarter).
Application of medical terminology to the following body systems: digestive, urinary,
reproductive, nervous, integumentary, sensory organs, and radiology.
HTEC 60H Advanced Medical Terminology 2 Units
Advisory: Health Technologies 60A.
Two hours lecture (24 hours total per quarter).
Application of medical terminology to the following body systems: cardiovascular,
respiratory, blood and lymphatics, musculoskeletal, endocrine, oncology, pharmacology,
psychiatry.
HTEC 61 Medical Communications 1 1/2 Units
Co-requisite: Health Technologies 61 students must also enroll in Health
Technologies 101C.
Advisory: Health Technologies 60A.
Three hours lecture-laboratory (36 hours total per quarter).
Application of medical terminology, abbreviations, symbols, numbers, keyboarding
appropriate forms in medical communications; medical chart notes, history and
physicals, consultations and operative reports.
HTEC 64A Basic Clinical Laboratory Procedures 1 1/2 Units
(Formerly Health Technologies 64G.)
Advisory: Health Technologies 60A.
Three hours lecture-laboratory (36 hours total per quarter).
Introduction to the clinical laboratory: infection control, bloodborne pathogen
standard, safety standards, laboratory requisition, specimen requirements, patient
preparation, patient identification, specimen identification, venipuncture and skin
puncture equipment.
HTEC 64B Advanced Clinical Laboratory Procedures 1 1/2 Units
(Formerly Health Technologies 64H.)
Prerequisite: Health Technologies 64A.
Co-requisite: Health Technologies 64B students must also enroll in Health
Technologies 101A.
Three hours lecture-laboratory (36 hours total per quarter).
Addresses blood collection procedures and includes: safety, infection collection,
circulatory system, pre-analytical considerations, blood collection equipment and
supplies, blood collection procedures for venipuncture and skin puncture, special
collections, specimen processing and handling, quality assurance, and legal issues.
HTEC 68 Medical Reception Externship 2 Units
Prerequisite: Health Technologies 60A, 71 and 73.
Six hours laboratory (72 hours total per quarter).
Practical medical reception experience in medical clinics.
HTEC 71 Medical Office Reception 1 Unit
Advisory: Health Technologies 60A.
Two hours lecture-laboratory (24 hours total per quarter).
Duties of the medical receptionist with emphasis on oral communications and
appointment scheduling.
HTEC 72 Medical Office Financial Procedures 1 1/2 Units
Co-requisite: Health Technologies 72 students must also enroll in Health
Technologies 101D.
Advisory: Health Technologies 60A.
Three hours lecture-laboratory (36 hours total per quarter).
Fee determination, credit and collections, billing, diagnostic and procedural coding,
private and government health insurance programs.
HTEC 73 Medical Law and Ethics 1 1/2 Units
Advisory: Health Technologies 60A.
Three hours lecture-laboratory (36 hours total per quarter).
Medical ethics, medical practice acts, legal relationship of patient and physician,
legal responsibilities of the health technology team member, professional liability,
physician's civic duties and arbitration.
HTEC 74 Medical Transcription with Advanced 1 1/2 Units
Terminology
Co-requisite: Health Technologies 74 students must also enroll in Health
Technologies 101C.
Advisory: Health Technologies 60A and 61.
Three hours lecture-laboratory (36 hours total per quarter).
Development of transcription skills necessary for a medical office using actual
diction from various medical specialties; advanced medical terminology.
HTEC 75 Medical Office Management 1 1/2 Units
Advisory: Health Technologies 60A and 72.
Three hours lecture-laboratory (36 hours total per quarter).
Advanced administrative skills including computerized accounts management
duties of the medical office manager, personnel recruitment and training, financial
management, office policy and procedure manuals, editorial and research duties
and meeting arrangements.

All courses are for unit credit and apply to a
De Anza associate degree unless otherwise noted.
HTEC 76A Advanced Medical Coding I 1 1/2 Units
Prerequisite: Health Technologies 72.
One hour lecture, one and one-half hours laboratory (30 hours total per quarter).
Introduces the advance concepts and guidelines from (AHA) American Hospital Association, (AHIMA) American Health Information Association, and (AMA) American Medical Association, (CD-9-CM Coding System.

HTEC 76B Advanced Medical Coding II 1 1/2 Units
Prerequisite: Health Technologies 76A.
One hour lecture, one and one-half hours laboratory (30 hours total per quarter).

HTEC 77 Special Projects in Health Technology 1 Unit
HTEC 77T 2 Units
HTEC 77Y 3 Units
(Formerly Health Technologies 56, 56X and 56Y respectively.)
Prerequisite: Consent of instructor and division dean.
Three hours laboratory for each unit of credit (96 hours total for each unit of credit per quarter).
Pass-No Pass (P-NP) course.
Individual advanced projects in health technology.

HTEC 80 Clinical Hematology Laboratory 1 1/2 Units
Co-requisite: Health Technologies 80 students must also enroll in Health Technologies 80A.
Four and one-half hours laboratory (54 hours total per quarter).
Introduces the various techniques and safety procedures used in the clinical hematology laboratory. The students will prepare and stain blood slides, perform microhematocrits, hemoglobin analysis, ESR, and Sickle Cell Screening. Students will perform manual WBC's and platelet counts using a hemacytometer. Students will evaluate printouts from the automated hematology analyzer. Students will determine the morphology and identification of common human blood cells. Special stains (Reticulocyte, giemsa and Kleihauer-Betke) will be done. Correlating test results with disease states will be accomplished. Successful completion of this course and Health Technologies 80A, Health Technologies 81A, Health Technologies 81, Health Technologies 82A and Health Technologies 82 is required to enroll in Clinical Hematology/Urinalysis/Coagulation Practicum, Health Technologies 180.

HTEC 80A Clinical Hematology Lecture 4 1/2 Units
Co-requisite: Health Technologies 80A students must also enroll in Health Technologies 80.
Four and one-half hours lecture (54 hours total per quarter).
Prepares students for the clinical hematology laboratory. Presents the origin of the various types of blood cells with emphasis on the red and white blood cells. Human hematological disorders and classifications based on clinical laboratory findings will also be covered. Case studies will be presented.

HTEC 81 Clinical Urinalysis Laboratory 3/4 Unit
Co-requisite: Health Technologies 81 students must also enroll in Health Technologies 81A.
Two and one-quarter hours laboratory (27 hours total per quarter).
Teaches the student the various properties and constituents of urine via "hands-on" learning. Emphasis is placed on the interpretation and handling of urine specimens and their accompanying requisitions. The students will be taught to examine urine physically, chemically, and microscopically and compare clinical values as related to the physiology of the urinary system in health and disease. Correlating test results to disease states will be accomplished. Successful completion of this course and Health Technologies 81A, Health Technologies 80A, Health Technologies 80, Health Technologies 82A, and Health Technologies 82 is required to enroll in Clinical Hematology/Urinalysis/Coagulation Practicum, Health Technologies 180.

HTEC 81A Clinical Urinalysis Lecture 1 1/2 Units
Co-requisite: Health Technologies 81A students must also enroll in Health Technologies 81.
One and one-half hours lecture (18 hours total per quarter).
Introduces the student to urine formation including renal anatomy and physiology, renal diseases and metabolic disorders. Content also includes basic body fluids. Case studies correlate clinical laboratory testing results to possible disease states.

HTEC 82 Clinical Coagulation Laboratory 3/4 Unit
Co-requisite: Health Technologies 82 students must also enroll in Health Technologies 82A.
Two and one-quarter hours laboratory (27 hours total per quarter).
Introduces the various techniques and safety procedures used in the clinical coagulation laboratory. Emphasis on platelet function tests and intrinsic and extrinsic clotting pathway testing. Normal and abnormal cases will be studied. Correlating test results with disease states will be accomplished. Successful completion of this course and Health Technologies 80, 80A, 81, 81A and 82A is required to enroll in Clinical Hematology/Urinalysis/Coagulation Practicum, Health Technologies 180.

HTEC 82A Clinical Coagulation Lecture 1 1/2 Units
Co-requisite: Health Technologies 82A students must also enroll in Health Technologies 82.
One and one-half hours lecture (18 hours total per quarter).
Introduces the mechanisms involved in hemostasis. Includes the processes of primary, secondary and fibrinolysis in normal circumstances and in relation to disease states. Case studies will be included.

HTEC 83 Clinical Microbiology Laboratory 1 1/2 Units
Co-requisite: Health Technologies 83 students must also enroll in Health Technologies 83A.
Four and one-half hours laboratory (54 hours total per quarter).
An introduction to the various techniques and safety procedures in clinical microbiology. Emphasizes the morphology and identification of common pathogenic organisms. Correlation of test results with disease states will be accomplished. Successful completion of this course and Health Technologies 83A is required to enroll in Clinical Microbiology Practicum, Health Technologies 183.

HTEC 83A Clinical Microbiology Lecture 4 1/2 Units
Co-requisite: Health Technologies 83A students must also enroll in Health Technologies 83.
Four and one-half hours lecture (54 hours total per quarter).
Addresses microorganisms of medical microbiology with emphasis on the characteristics of clinically significant microorganisms and their biochemical profile, media for isolation, and identification methods for selected pathogens. The student will be introduced to identification methods, theories, and techniques used in basic bacteriology, parasitology and mycology. Emphasizes routine organism identification. Correlating test results with disease states will be accomplished. Successful completion of this course and Health Technologies 83 is required to enroll in Clinical Microbiology Practicum, Health Technologies 183.

HTEC 84 Clinical Immunology/Immunohematology Laboratory 1 1/2 Units
Co-requisite: Health Technologies 84 students must also enroll in Health Technologies 84A.
Four and one-half hours laboratory (54 hours total per quarter).
Introduces the student to the basic principles of antigen and antibody reactions included in blood grouping and typing, compatibility testing and serological procedures by performances in a student lab environment. Introduces serological and immunohematology procedures and techniques to measure analytes qualitatively and quantitatively. Correlating test results with disease states will be accomplished. Successful completion of this course and Health Technologies 84A is required prior to enrollment in Clinical Immunology/Immunohematology Practicum, Health Technologies 184.

HTEC 84A Clinical Immunology/Immunohematology Lecture 4 1/2 Units
Co-requisite: Health Technologies 84A students must also enroll in Health Technologies 84.
Four and one-half hours lecture (54 hours total per quarter).
Introduces the student to the basic principles of antigen and antibody reactions included in blood grouping and typing, compatibility testing and serological procedures. Introduces serological and immunohematology procedures and techniques to measure analytes qualitatively and quantitatively.

HTEC 85A Clinical Chemistry I Laboratory 1 1/2 Units
Co-requisite: Health Technologies 85A students must also enroll in Health Technologies 85C.
Four and one-half hours laboratory (54 hours total per quarter).
Teaches the general laboratory principles and specific basic instrumentation methodologies used in basic clinical chemistry analysis. After review of laboratory math, and a reintroduction to quality control and quality assurance, the student will be introduced to variables of the pre-analytical phase, characteristics important to quality lab technique and safety. Correlating test results with disease states will be accomplished. Successful completion of this course, Health Technologies 85B, 85C and 85D are required to enroll in Clinical Chemistry Practicum, Health Technologies 185.

HTEC 85B Clinical Chemistry II Laboratory 1 1/2 Units
Prerequisite: Health Technologies 85A.
Co-requisite: Health Technologies 85B students must also enroll in Health Technologies 85D.
Four and one-half hours laboratory (54 hours total per quarter).
Teaches the general laboratory principles and specific basic instrumentation methodologies used in basic clinical chemistry analysis. After review of laboratory math, and a reintroduction to quality control and quality assurance, the student will be introduced to variables of the pre-analytical phase, characteristics important to quality lab technique and safety. Correlating test results with disease states will be accomplished. Successful completion of this course, Health Technologies 85B, 85C and 85D are required to enroll in Clinical Chemistry Practicum, Health Technologies 185.
HTEC 85C  Clinical Chemistry I Lecture  4 1/2 Units
Co-requisite: Health Technologies 85C. Students must also enroll in Health Technologies 85A.
Four and one-half hour lecture (54 hours total per quarter).
Fundamental principles of clinical chemistry will be presented. Topics include: laboratory math, basic supplies and equipment, testing variables, and analytical techniques. Detailed theory of enzymes, electrolytes, acid-base, trace metals, carbohydrates, cardic, amino acids, proteins, porphyrins will be included. Basic quality control will be introduced. Correlating test results with disease states will be accomplished.

HTEC 85D  Clinical Chemistry II Lecture  4 1/2 Units
Prerequisite: Health Technologies 85C.
Co-requisite: Health Technologies 85D students must also enroll in Health Technologies 85B.
Four and one-half hour lecture (54 hours total per quarter).
Teaches relationships between the endocrine system and analytes assayed in the clinical laboratory, including tumor markers, therapeutic drugs, and compounds studied in toxicology. The student will be introduced to vitamins assayed and correlate their significant significance. The student will correlate liver, kidney, and pancreatic function with test results and compare with states of health and disease.
The function and analysis of various body fluids including diabetes, spinal fluid, and synovial fluid will be included.

HTEC 90G  Basic Patient Care  1 1/2 Units
Co-requisite: Health Technologies 90G students must also enroll in Health Technologies 101B.
Advisory: Health Technologies 60A.
Three hour lecture-laboratory (36 hours total per quarter).
Local application of heat and cold, medical office instruments, sterilization and disinfection of equipment and instruments, application of sterile gloves, assisting with minor office surgery, and bandaging.

HTEC 90H  Medical Office Sterile Technique  1 1/2 Units
Co-requisite: Health Technologies 90H students must also enroll in Health Technologies 101E.
Advisory: Health Technologies 60A and 90G.
Three hour lecture-laboratory (36 hours total per quarter).
Proper collection and handling of blood specimens while developing speed and accuracy.

HTEC 91  Medical Office Diagnostic Tests  1 1/2 Units
Co-requisite: Health Technologies 91 students must also enroll in Health Technologies 101F.
Advisory: Health Technologies 60A.
Three hours lecture-laboratory (36 hours total per quarter).
Electrocardiography, theory of assisting with physical therapy and x-ray examinations, theory of diagnostic procedures and instructions.

HTEC 93  Pharmacology for Medical Assistants  1 1/2 Units
Advisory: Health Technologies 60A.
Three hours lecture-laboratory (36 hours total per quarter).
Dosage calculation, drug legislation and standards, drug preparations and information regarding antibiotics, sulfa, ampicillin, and ampicillin, and drugs that affect various systems of the body.

HTEC 94  Administration of Medications  1 Unit
Prerequisite: Health Technologies 93 (may be taken concurrently).
Two hours lecture-laboratory (24 hours total per quarter).
Pertinent anatomy and physiology, choice of equipment, proper technique, hazards and complications, post-treatment and test patient care and satisfactory performance of a minimum of 10 intramuscular, subcutaneous, and intradermal injections; preparation and administration of oral medication.

HTEC 95A  Medical Assisting Externship  3 Units
Prerequisite: Accounting 1A and Biology 54G, 54H, 54I, 54J, and Health Technologies 50, 60A, 60G, 60H, 61, 64A, 64B, 66, 71, 72, 73, 74, 75, 90G, 90H, 91, 93, 94, 96A and 110.
Nine hours laboratory (108 hours total per quarter).
Clinical medical assisting practical experience in medical facilities.

HTEC 95B  Phlebotomy Technician I Externship  3 Units
Prerequisite: Health 57A, 57E and Health Technologies 50, 60A, 64A, 64B, 73, and 101A.
Nine hours laboratory (108 hours total per quarter).
Phlebotomy Technician I practical experience in medical facilities.

HTEC 96A  Medical Assisting Externship  4 Units
Prerequisite: Accounting 1A and Biology 54G, 54H, 54I, 54J, and Health Technologies 50, 60A, 60G, 60H, 61, 64A, 64B, 68, 71, 72, 73, 74, 75, 90G, 90H, 91, 93, 94, 96A and 110.
Twelve hours laboratory (144 hours total per quarter).
Administrative and clinical medical assisting practical experience in medical facilities.

HTEC 96B  Medical Secretarial Externship  4 Units
Prerequisite: Accounting 1A and Biology 54G, 54H, 54I, 54J, and Health Technologies 50, 60A, 60G, 60H, 61, 68, 71, 72, 73, 74, 75, 101C, 101D and 101G.
Twelve hours laboratory (144 hours total per quarter).
Medical secretarial practical experience in medical facilities.

HTEC 96C  Medical File Clerk Externship  4 Units
Prerequisite: Health Technologies 50, 60A and 73.
Twelve hours laboratory (144 hours total per quarter).
Medical file clerk practical experience in medical facilities.

HTEC 96D  Medical Record Clerk Externship  4 Units
Prerequisite: Health Technologies 50, 60A, 71 and 73.
Twelve hours laboratory (144 hours total per quarter).
Medical record clerk practical experience in medical facilities.

HTEC 96E  Business Office Clerk Externship  4 Units
Prerequisite: Health Technologies 50, 60A, 72, 73 and 101D.
Business office clerk practical experience in medical facilities.

HTEC 96F  Insurance and Coding Externship  4 Units
Prerequisite: Biology 54G, 54H, 54I, 54J, and Health Technologies 50, 60A, 60G, 60H, 61, 71, 73, 101C and 101D.
Twelve hours laboratory (144 hours total per quarter).
Insurance and coding practical experience in medical facilities.

HTEC 96G  Medical Transcription Externship  4 Units
Prerequisite: Biology 54G, 54H, 54I, 54J, and Health Technologies 50, 60A, 60G, 60H, 61, 71 and 73.
Twelve hours laboratory (144 hours total per quarter).
Medical transcription practical experience in medical facilities.

HTEC 96H  EKG Externship  4 Units
Prerequisite: Health Technologies 50, 60A, 60G, 60H, 90G, 64A, 64B, 73, 91, 95B, 101A, 101B and 101F.
Twelve hours laboratory (144 hours total per quarter).
Lab assisting practical experience in medical facilities.

HTEC 101A  Skill Building in Clinical Laboratory Procedures  1 Unit
Prerequisite: Health Technologies 64B (may be taken concurrently).
Three hours laboratory (36 hours total per quarter).
Pass-No-Pass (P-NP) course.
Proper collection and handling of blood specimens while developing speed and accuracy.

HTEC 101B  Skill Building in Basic Patient Care  1 Unit
Prerequisite: Health Technologies 90G (may be taken concurrently).
Three hours laboratory (36 hours total per quarter).
Pass-No-Pass (P-NP) course.
Development of speed and accuracy in skills learned in the basic patient care course; skills include proper hand washing, vital signs, preparation of examination room and patient and various procedures in the medical office.

HTEC 101C  Skill Building in Medical Communications  1 Unit
Co-requisite: Health Technologies 61.
Three hours laboratory (36 hours total per quarter).
Pass-No-Pass (P-NP) course.
Development of speed and accuracy in skills learned in medical communications and advanced medical terminology.

HTEC 101D  Skill Building in Medical Office Financial Procedures  1 Unit
Prerequisite: Health Technologies 72 (may be taken concurrently).
Three hours laboratory (36 hours total per quarter).
Pass-No-Pass (P-NP) course.
Development of speed and accuracy in skills learned in medical office financial procedures course; skills include determining ICD-9CM and CPT codes, completing various types of insurance forms.

HTEC 101E  Skill Building in Medical Office Sterile Technique  1 Unit
Prerequisite: Health Technologies 90H (may be taken concurrently).
Three hours laboratory (36 hours total per quarter).
Pass-No-Pass (P-NP) course.
Development of speed and accuracy in skills learned in the medical office sterile technique course; skills include local application of heat and cold, application of sterile gloves, assisting with minor surgery, and bandaging.

HTEC 101F  Skill Building in Medical Office Diagnostic Tests  1 Unit
Prerequisite: Health Technologies 91 (may be taken concurrently).
Three hours laboratory (36 hours total per quarter).
Pass-No-Pass (P-NP) course.
Development of speed and accuracy in skills learned in the medical office diagnostic tests course; skills include performing assessing electrocardiograms.

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

HNDI 1 Elementary Hindi (First Quarter) 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 222 and 223.
Five hours lecture (60 hours total per quarter).
Introduction to the language and cultures of the Hindi-speaking countries and communities. Basic speaking, listening, reading and writing of Hindi will be introduced and practiced within a cultural framework. The emphasis will be on language as an expression of culture.

HNDI 2 Elementary Hindi (Second Quarter) 5 Units
(See general education pages for the requirement this course meets.)
Prerequisite: Hindi 1 (equivalent to one year of high school Hindi) or equivalent.
Five hours lecture (60 hours total per quarter).
Further development of material presented in Hindi 1. Continuation of introduction to the language and culture of the Hindi-speaking states. Basic speaking, listening, reading and writing of Hindi will be introduced and practiced within a cultural framework. The emphasis will be on language as an expression of culture.

HNDI 3 Elementary Hindi (Third Quarter) 5 Units
(See general education pages for the requirement this course meets.)
Prerequisite: Hindi 2 (equivalent to two years of high school Hindi) or equivalent.
Five hours lecture (60 hours total per quarter).
Further development of material presented in Hindi 1 and Hindi 2. Completion of introduction to the language and culture of the Hindi-speaking states and communities. Basic speaking, listening, reading and writing of Hindi will be introduced and practiced within a cultural framework. The emphasis will be on language as an expression of culture.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 5B</td>
<td>A Historical Study of the New Testament</td>
<td>4</td>
<td>Critical examination of the New Testament and related writings, from a historical point of view, with particular attention given to recent biblical scholarship. (Formerly History 95B.) (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 7A</td>
<td>Colonial Latin American History</td>
<td>4</td>
<td>Colonial Latin America and its role in the Atlantic world (to 1825) including the independence movements. Themes cover social, intellectual and cultural developments, impact of poverty, race and gender relations and popular culture. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. (Also listed as Intercultural Studies 38A. Students may enroll in either department, but not both, for credit.) Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 7B</td>
<td>Modern Latin American History</td>
<td>4</td>
<td>Latin American history from post-colonialism to the present (1810 to the present). Focuses on understanding the region as a diverse geographic, political and social reality. Special attention will be given to contributions of various peoples and cultures, human communities in arts and literature. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. (Also listed as Intercultural Studies 38B. Students may enroll in either department, but not both, for credit.) Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 9</td>
<td>Women in American History</td>
<td>4</td>
<td>Critical examination of the social, economic, cultural and political history of American women from the colonial times to the present. Emphasis on the movements which enhanced women's political and economic rights, the social roles which defined women primarily by their gender and the legal realities that women faced. Significant moral, political and economic issues will be assessed. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. (Also listed as Women's Studies 9. Students may enroll in either department, but not both, for credit.) Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 10</td>
<td>History of California</td>
<td>4</td>
<td>California history from Native American cultures to the present. Emphasis is placed on introducing students to the discipline of history through cultural, social, economic, political, and environmental resource issues. Practice in critical analysis of primary and secondary sources. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 16A</td>
<td>History of Africa to 1800</td>
<td>4</td>
<td>History of Africa from the Paleolithic period to 1800; an interdisciplinary survey of the emergence and development of African civilizations that focuses on geographical, environmental, economic, social, cultural and political issues. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. (Also listed as Intercultural Studies 16A. Students may enroll in either department, but not both, for credit.) Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 16B</td>
<td>History of Africa from 1800 to the Present</td>
<td>4</td>
<td>A study of African history in the 19th and 20th centuries; an examination of the implications of European expansion into Africa; an analysis of the &quot;Scramble for Africa&quot;; the emergence of independent African nations and the growth of African nationalism. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. (Also listed as Intercultural Studies 16B. Students may enroll in either department, but not both, for credit.) Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 17A</td>
<td>History of the United States to Early National Era</td>
<td>4</td>
<td>U.S. civilization to Early National Era. A survey of the social, cultural, political, economic and intellectual development of the Colonial Era with emphasis on the era of the American Revolution, the development of the Constitution, and the role of the major ethnic, social and gender groups in the American experience. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 17B</td>
<td>History of the United States from 1800 to 1900</td>
<td>4</td>
<td>U.S. civilization from 1800 to 1900. A survey of United States history (political, economic, intellectual, and social development). (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 17C</td>
<td>History of the United States from 1900 to the Present</td>
<td>4</td>
<td>History of the United States from 1900 to the Present. A survey of United States history (political, economic, intellectual, and social development). (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 18A</td>
<td>African American History Before 1865</td>
<td>4</td>
<td>History of the African American from the pre-European West African city state kingdoms to the end of the Civil War; major events in America's development emphasizing the role of people of African descent in the political, social and economic life of the United States; the institution of slavery; free Blacks in the north and the abolitionist movement. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. (Also listed as Intercultural Studies 18A. Students may enroll in either department, but not both, for credit.) Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 18B</td>
<td>African American History Since 1865</td>
<td>4</td>
<td>History of the African American in the United States since the Civil War; major events in America's development emphasizing the role of people of African descent in the political, social and economic life of the United States; reconstruction; Jim Crow era; Booker T. Washington and his critics; Martin Luther King, Malcolm X and the Civil Rights Movement; the new reconstruction; and African Americans in the Reagan-Bush and Clinton eras. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. (Also listed as Intercultural Studies 18B. Students may enroll in either department, but not both, for credit.) Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 19A</td>
<td>History of Asian Civilization: China and Japan (through the 18th Century)</td>
<td>4</td>
<td>An introductory study of the development of Chinese and Japanese civilizations from their origins through the eighteenth century. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. (Also listed as International Studies 19A. Students may enroll in either department, but not both, for credit.) Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 19B</td>
<td>History of Asian Civilization: China and Japan (19th - 21st Centuries)</td>
<td>4</td>
<td>An introductory study of the development of modern China and Japan from the nineteenth to the twenty-first centuries. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. (Also listed as International Studies 19B. Students may enroll in either department, but not both, for credit.) Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 26</td>
<td>Social Environmental History</td>
<td>4</td>
<td>An historical survey of human societies and their influence on the environments in which they developed. An examination of rapidly decreasing world resources, pollution, and the environment in general are examined in a historical context through a chronological approach, beginning with the ancient civilizations, the spreading of humanity across the globe, the cultural, social, and environmental implications, and ending with a discussion of contemporary environmental issues as they affect modern society. (See general education pages for the requirement this course meets.) Advisory: English Writing 1A or English as a Second Language 5. (Also listed as Intercultural Studies 26. Students may enroll in either department, but not both, for credit.) Four hours lecture (48 hours total per quarter).</td>
</tr>
<tr>
<td>HIST 51X</td>
<td>Topics in California Political and Diplomatic History</td>
<td>2</td>
<td>Examination of topics relating to California's political and diplomatic history from the time of the early Spanish explorations through the present, looking at Spanish, Mexican or United States rule. (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 201, 262 and 263. Two hours lecture (24 hours total per quarter).</td>
</tr>
</tbody>
</table>
HIST 52X  Topics in History of Transportation in California  2 Units
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Two hours lecture (24 hours total per quarter).
Examination of topics relating to California’s transportation history looking at the influences of various cultures and national ownerships from the earliest human occupation to the present.

HIST 53X  Topics in California Historical Sites and Monuments  2 Units
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Two hours lecture (24 hours total per quarter).
Topics relating to California’s sites and monuments through a historical perspective of various eras and major architects who created or influenced them. Consideration of the political, socioeconomic, geographical and environmental conditions providing the historical and cultural context in which these styles evolved.

HIST 54X  Special Topics: Significant Californians  2 Units
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
Two hours lecture (24 hours total per quarter).
Works and achievements of specific Californians will be studied in relation to how they affected the trends, social climate, history and development of California.

HIST 107X  Community History  2 Units
Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.
One hour lecture for each unit of credit (12 hours total for each unit of credit per quarter).
An overview and appreciation of one or more California communities tracing evolution of land use and development and looking at the influence of Native Americans and various cultures to the present.

Human Development

HUMA 10  Human Sexuality  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 (48 hours total per quarter).
The comprehensive study of the biological, psychological and socio-cultural aspects of human sexuality. An exploration into values and attitudes and their relationship to behaviors and behavioral changes. Includes an assessment of various cultural mores and current safe sex practices.

HUMA 20  Life Skills for Higher Education  4 Units
(Formally Human Development 57.)
(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 (48 hours total per quarter).
Addresses a multitude of life skills and strategies for success, with emphasis on attaining professional, personal and academic goals in a diverse society. Topics covered include creative and realistic goal setting, academic and life management, cultural learning styles, college and community resources, library and Internet use, time management, and techniques to reduce math and science anxiety. Evaluation and application of academic study methods to achieve subject matter mastery. Development of critical thinking skills, and application of reading, writing, note taking and test taking methods to improve personal strategies. Exploration of personal lifestyle and health factors, including the causes and management of stress, as it relates to academic success. Assessment of academic and career goals, selection of majors, and development of education plans. Topics from developmental psychology, learning theory and personality theory will be presented as a foundation for the course.

HUMA 50  Understanding and Managing Stress  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 (48 hours total per quarter).
The study of stress as the interaction between the individual and the environment, viewed from psychological, sociological, and physiological perspectives, including gender, physical and psychological disabilities, sexual orientation, multicultural and global concerns.

HUMANITIES

HUMI 1  Creative Minds  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 (48 hours total per quarter).
An introduction to the study of creativity in human life; its sources, development, social context, and role in culture change. Students analyze creativity as a central source of meaning and purpose in their lives as well as a development of their unique combination of human intelligences. Lives of creative people from all over the world are examined and contextualized.

HUMI 2  But is it Art? Questions and Criticism  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 (48 hours total per quarter).
Across-cultural, interdisciplinary introduction to aesthetics - theories about what art is, its functions and value, and the ways we experience it. Examines historical and contemporary views on visual, literary, and performing arts. Explores distinctions between “fine” and popular art, and varieties of deviant or shocking art. Primary focus will be on the visual arts and how they enrich our lives.

HUMI 5  Storytelling in American Culture  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 (48 hours total per quarter).
Explores how stories are told among different ethnic groups within the United States. This course will critically examine how collective memories are selected, organized, transformed, contested, and retold as origin myths, multicultural histories, family lore, heroic epics, trickster tales, traumatic experiences, slave narratives, immigrant testimonies, spectacular events, war memorials, celebrity biographies, malicious rumors, urban legends, animated fairy-tales, knowledge and science fiction films.

HUMI 6  Popular Culture  4 Units
(Formerly Humanities 51.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
Four hours lecture (48 hours total per quarter).
Utilizes the methods of the humanities in a critical analysis of popular culture. This inquiry is framed in multicultural, historical and political contexts and will evaluate how popular culture is created and sustained by mass media and techniques of mass production, marketing and distribution. Students examine how social meaning is constructed by the “texts” of popular culture in a constantly changing era of globalization of information and economies.

HUMI 7  The Arts and the Human Spirit  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 (48 hours total per quarter).
Explores the expression of spiritual and religious thought and aspiration in the arts. Examines religious art in various media in particular, and analyzes the roles of creativity and spirituality in the arts in general. Critical, reflective and experiential in approach.

HUMI 9  Introduction to Comparative Religion  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 (48 hours total per quarter).
An interdisciplinary examination and comparison of the religious dimensions of human life: history, terminology, emotional experiences, concepts, attitudes, images, material expressions, conflicts, myths, metaphors, symbols, perceptions of nature and the natural environment and rituals relating to the particular social context of each tradition. Emphasis will be placed on the numerous practices and perspectives of women and men throughout time and from different cultures regarding their sense of the sacred.

HUMI 10  Global Religious Perspectives: Judaism, Christianity and Islam  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 (48 hours total per quarter).
A historically grounded and contemporarily focused examination of the religious elements and experiences essential to the formation of the Western world view. Early Tribal, European, Asian, Babylonian, Persian, and Egyptian content will be important, while Judaism, Christianity, and Islam will be the central focus.

HUMI 13  Introduction to Korean Popular Culture  4 Units
(Formerly Humanities 63.)
(See general education pages for the requirement this course meets.)
Advisory: English Writing 1A or English as a Second Language 5.
(Also listed as International Studies 13. Students may enroll in either department, but not both, for credit.)
Four hours lecture (48 hours total per quarter).
An interdisciplinary introduction to contemporary Korean popular culture which explores modern Korean society across a wide range of themes such as identity, gender/sexuality, love/marriage, family and social value systems. Examines multi-
levels of the socio-construct of modern Korean society through TV drama (soap opera), film and pop music. Also, it explores the unique patterns of Korean culture and Korean cultural issues related to contemporary Asian societies and global issues. No Korean language or studies experience necessary.

HUMI 14A  Indian Philosophy  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 Philosophy 14A. Students may enroll in either department, but not both, for credit.)  
Four hours lecture (48 hours total per quarter).  
A study of the development of philosophical thought in India. Primary emphasis is given to the orthodox darshanas, especially Jaina.

HUMI 14B  Chinese Philosophy  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 Philosophy 14B. Students may enroll in either department, but not both, for credit.)  
Four hours lecture (48 hours total per quarter).  
An introduction to classical Chinese philosophies (roughly the philosophies that flourished in China prior to unification in 221 B.C.E.), emphasizing Confucianism, Moism, Yangism, The Logicians, Han Fei Tzu, and the schools and texts that get antecedently labeled “Daoism.” In addition to the classical period of Chinese philosophy, some attention will be given to the evolution of philosophical thought in China, such as the introduction of Buddhism and other elements (as represented, for example, by Wang Yangming). Finally, philosophical examination of contemporary China will be considered.

HUMI 14C  Japanese Philosophy  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 Philosophy 14C. Students may enroll in either department, but not both, for credit.)  
Four hours lecture (48 hours total per quarter).  
A study of philosophical thought in Japan including Zen Buddhism, Shinto, and contemporary thinkers.

HUMI 15  Discussion on the Arts  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 (48 hours total per quarter).  
Art forms such as painting, sculpture, architecture, music, dance, drama, literature, film and photography will be explored to provide a forum for discussion on how the arts affect humanity, reflect the human spirit, touch the soul, and stimulate mankind’s creativity. A great first time, multicultural exposure to the arts. Focus will be on enhancing the student’s ability to experience the uniqueness of each art form and to develop a depth of understanding of its expression and relevance.

HUMI 16  Arts, Ideas and Values  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 (48 hours total per quarter).  
Interdisciplinary introduction to artistic cultural studies. A critical analysis of the dynamic process through which contemporary cultural values and social constructions of gender, ethnicity, sexual orientation, social class, religion and globalization shape and have been shaped by artistic expression. Special emphasis is placed on art as a tool for social change. Women in the U.S.A, is foundational to this course.

HUMI 18  History as Mystery: A Critique of Western Perspectives in a Global Context  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 (48 hours total per quarter).  
As history reveals, it also conceals; so, what do historical narratives conceal? What kind of historical scripts might emerge from our descendants based on our current-cultural artifacts? This is an interdisciplinary discussion that identifies, examines, analyzes and critiques fundamental western concepts from aesthetics, history, philosophy, religion and science as representative of a perspective from an historical or cross-cultural context. Emphasis will be placed on how the past, present, and future have the potential to inform one another and are framed by perspective.

HUMI 20  The Greek Achievement  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 (48 hours total per quarter).  
Critical examination and exploration of the intellectual and artistic achievements of the Ancient Greeks who created new cultural alternatives (experiences) and values in self-awareness, rationalism, community, education, ethics, and justice. Particular attention will be paid to these experiences and values which will be explored and analyzed through Greek art, architecture, science, philosophy, drama, poetry, and religion.

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