

Cañada College Instructional Programs

Associate Degrees, Certificates, Transfer Programs

Area of Study	Certificate	Degree	Transfer	Area of Study	Certificate	Degree	Transfer
ACCOUNTING	•	AS	•	INTERDISCIPLINARY STUDIES			
ANTHROPOLOGY				Emphasis in Arts and Humanities		AA	•
Emphasis in Archaeology		AA	•	Emphasis in Natural Science and Mathematics		AA	•
Emphasis in Cultural Anthropology		AA	•	Emphasis in Social and Behavioral Sciences		AA	•
Emphasis in Linguistic Anthropology		AA	•	INTERIOR DESIGN			
Emphasis in Physical Anthropology		AA	•	Green/Sustainable Design	•		
Emphasis in Visual Anthropology		AA	•	Interior Design	•	AS	•
ART				Residential & Commercial	•		
Emphasis in Art History		AA	•	Kitchen & Bath	•		
Emphasis in General Art		AA	•	LATIN AMERICAN STUDIES	•	AA	•
Emphasis in Studio Art		AA	•	MATHEMATICS		AS	•
BIOLOGY				MEDICAL ASSISTING			
Biology with Emphasis in Health Sciences		AS	•	Administrative Medical Assistant	•		
BUSINESS ADMINISTRATION	•	AS	•	Medical Coding Specialist	•		
BUSINESS/CORPORATE MEETING PLANNER	•			Medical Assisting	•	AS	
BUSINESS MANAGEMENT				Medical Billing Specialist	•	AS	
Human Resources Management/Supervision	•			Medical Transcription	•	AS	
Business Management/Retail (WAFC)	•	AS	•	MULTIMEDIA ART AND TECHNOLOGY			
Small Business	•	AS		Graphic Design	•		
COMPUTER BUSINESS OFFICE TECHNOLOGY				Multimedia Art and Technology	•	AA	•
General Office	•			Web Design	•		
Administrative Assistant	•	AS		3D-Animation & Video Game Arts	•	AA	
Administrative Support Assistant	•	AS		MUSIC		AA	•
COMPUTER INFORMATION SCIENCE		AS	•	NURSING			•
COMPUTER INFORMATION TECHNOLOGY				PARALEGAL	•	AS	
Home Office/Small Business Computer Security	•			PHILOSOPHY		AA	•
EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT				PHYSICAL EDUCATION			
Early Childhood Education/Child Development	•			Fitness Professional	•	AA	
Family Development	•	AS	•	Physical Education		AA	•
ECONOMICS		AA	•	PHYSICAL SCIENCES			•
ENGINEERING		AS	•	Chemistry		AS	•
ENGLISH		AA	•	Physics		AS	•
ENGLISH AS A SECOND LANGUAGE				PHYSICAL THERAPY			•
Academic Command of English (ACE) Language				POLITICAL SCIENCE			
FASHION DESIGN				Emphasis in Pre-Law		AA	•
Custom Dressmaking/Small Business Oriented	•	AS	•	Emphasis in Public Administration and Affairs		AA	•
Fashion Design Merchandising	•			Emphasis in Public Service		AA	•
Technical (Apparel Industry Oriented)	•	AS		PSYCHOLOGY		AA	•
Theater Costuming	•	AS		RADIOLOGIC TECHNOLOGY		AS	
GEOGRAPHY		AA	•	REAL ESTATE			•
HISTORY		AA	•	SOCIAL SCIENCES		AA	•
HUMAN SERVICES				SOCIOLOGY		AA	•
Community Health Worker	•			SPANISH		AA	•
Family Development	•			SPEECH		AA	•
Human Services	•	AS	•	THEATER ARTS		AA	•
Promotor Education & Employment	•						

Important: Associate degree and certificate programs have additional college requirements beyond the major. See pages 44-46 for the complete requirements for the associate's degree and certificates.

ACCOUNTING

Certificate of Achievement-Entry Level Bookkeeper

Certificate of Achievement-Accounting

Associate in Science Degree

Transfer Program

The Business Department offers a transfer curriculum to a four-year university, an AS Degree, and a certificate program designed to give the students both formal and practical training in accounting. The accounting AS degree and certificate programs are designed to give students enough practical experience so that they can secure a position in either the public, governmental, or private accounting sector when they have completed the recommended 25.5 - 29.5 units. Courses specifically required for the student's major must be evaluated by a letter grade, not by the credit (CR) grade.

The Certificate of Achievement is designed for those individuals that are interested in job opportunities at the entry level in bookkeeping and or computerized accounting data entry. Those students that are interested in becoming professional bookkeepers may apply some of the course work in this certificate to the Certificate of Achievement in Accounting and the accounting A.S. degree.

The demand for entry level bookkeepers and accounting data entry personnel continues to remain high. Entry level positions pay between \$15 and \$25 per hour depending upon experience.

CERTIFICATE OF ACHIEVEMENT – ENTRY LEVEL BOOKKEEPER (PENDING STATE APPROVAL)

Core Requirements

Complete Core Courses, 10-12 units

	UNITS
ACTG. 100 Accounting Procedures	3
ACTG. 180 Payroll and Business Taxes	1.5
ACTG. 190 QuickBooks and QuickBooks Pro for the Paraprofessional I	1.5
ACTG. 192 QuickBooks and QuickBooks Pro for the Paraprofessional II	1.5
CBOT 435 Spreadsheets	3
CBOT 448 Using Microsoft Windows	1.5
Certificate Unit Requirements Total	12+

CERTIFICATE OF ACHIEVEMENT - ACCOUNTING

Core and Selective Requirements

Complete Core Courses, 19.5–23.5 units

	UNITS
ACTG 121 Financial Accounting	3-5
ACTG 131 Managerial Accounting	3-5
ACTG 180 Payroll & Business Taxes	1.5
ACTG 190 Quickbooks and Quickbooks Pro for the Paraprofessional I	1.5
ACTG 192 Quickbooks and Quickbooks Pro for the Paraprofessional II	1.5
BUS. 100 Survey of Business	3
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 435 Spreadsheets	3

Selective courses: choose a minimum of 6 units from the following:

ACTG 100 Accounting Procedures	3
ACTG 133 Intro. To Spreadsheets for Managerial Accounting	1
ACTG 171 Individual Income Tax Procedures	3
ACTG 180 Payroll and Business Taxes	1.5
ACTG 672 Cooperative Education Internship	1-6
BUS. 101 Human Relations in Business	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 201 Business Law	3
CBOT 415 Beginning Computer Keyboarding	1.5
CBOT 472 Introduction to Word for Windows	1.5
CBOT 474 Intermediate Word for Windows	1.5
Certificate Unit Requirements Total	25.5-29.5+

ASSOCIATE IN SCIENCE - ACCOUNTING

Core and Selective Requirements

Complete Core & Selective Courses, 25.5–29.5 units, listed under the Certificate of Achievement-Accounting.

Associate Degree Unit Requirements Total 25.5-29.5*

TRANSFER PROGRAM - ACCOUNTING

Cañada College offers lower division coursework required for transfer in the area of Accounting/Business Administration. Usually an Accounting program of study is listed under Business Administration. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

+ meet Certificate Program requirements listed on page 46.

* and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

ANTHROPOLOGY

Associate in Arts: Anthropology With an Emphasis in Archaeology

Associate in Arts: Anthropology With an Emphasis in Cultural Anthropology

Associate in Arts: Anthropology With an Emphasis in Linguistic Anthropology

Associate in Arts - Anthropology With an Emphasis in Visual Anthropology

Transfer Program

Anthropology is the study of peoples of the world from prehistoric to contemporary times. It is concerned with the variability of human populations and their biocultural history. Physical Anthropology concentrates on various biological characteristics, and Cultural Anthropology focuses on socially learned traits.

Career opportunities include: Archaeologist, Linguist, Environmental Impact Analyst, Museum Curator, Health Researcher, Redevelopment Specialist, Industrial Consultant, Artifacts Conservator, Cultural Resource Manager, Ethnic Relations Specialist, Population Analyst, Urban Planner, Exhibit Designer, Expedition Guide, Film Ethnographer, Social Gerontologist, College Faculty Instructor, Medical Anthropologist, Bilingual Education Consultant, Primatologist, Zoo Director, Museum Program Director, Museum Registrar, Forensic Anthropologist, Folklorist, Archivist, Surveyor, Researcher, Urban Planner, Travel Agent/Guide, Human Resources Manager, Journalist-Marketing Manager, National/State Park Interpreter, Coroner/Medical Examiner, State/Federal Government Policy Analyst, Social Worker, Public Health Educator, Bilingual/Bicultural Program Specialist, Teacher- Visual Anthropologist

ASSOCIATE IN ARTS - ANTHROPOLOGY WITH AN EMPHASIS IN ARCHAEOLOGY (PENDING STATE APPROVAL)

Archaeology focuses on the material remains of human societies from the remote and recent past with emphasis on reconstructing and understanding past modes of human cultural adaptation and change.

Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
ANTH 126 Physical Anthropology Lab	1
ANTH 351 Introduction to Archaeology and World Prehistory	3

Selective courses: choose a minimum of 9 units from the following:

ANTH 360 Indians of North America	3
ANTH 352 Field Experience in Archaeology	3
ANTH 670 Cooperative Education/Work Experience	1-3
GEOL 100 Survey of Geology	3
HIST 100 History of Western Civilization I	3
HIST 104 World History I	3
LIBR 100 Introduction to Information Research	1
MATH 200 Elementary Probability & Statistics	4

Associate Degree Unit Requirements Total 19*

ASSOCIATE IN ARTS - ANTHROPOLOGY WITH AN EMPHASIS IN CULTURAL ANTHROPOLOGY (PENDING STATE APPROVAL)

Cultural Anthropology deals with the social lives of people around the world, including our own society: economic systems, legal practices, kinship, religions, medical practices, folklore, arts and political systems, as well as the interrelationship of these systems in environmental adaptation and social change.

Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
ANTH 126 Physical Anthropology Lab	1
ANTH 351 Introduction to Archaeology and World Prehistory	3

Selective courses: choose a minimum of 9 units from the following:

ANTH 200 Ethnographic Film	3
ANTH 360 Indians of North America	3
ANTH 670 Cooperative Education/Work Experience	1-3
ART 101 History of Art I	3
FASH 150 History of Fashion	3
GEOG 110 Cultural Geography	3
HIST 106 World History II	3
HIST 245 Race, Ethnicity, and Immigration in the U.S.	3
LIBR 100 Introduction to Information Research	1
MUS. 250 World Music	3
PHIL 240 Introduction to Ethics	3
PHIL 300 Introduction to World Religions	3
PLSC 130 Introduction to International Relations	3
PSYC 106 Psychology of Prejudice and Discrimination	3
SOCI 105 Social Problems	3
SOCI 141 Ethnicity and Race in Society	3
SPAN 110 Elementary Spanish	5

Associate Degree Unit Requirements Total 19*

ASSOCIATE IN ARTS - ANTHROPOLOGY WITH AN EMPHASIS IN LINGUISTIC ANTHROPOLOGY (PENDING STATE APPROVAL)

Anthropological Linguistics deals with varied aspects of human language and the characteristics of nonhuman communication systems, to achieve an understanding of past and present human language systems and their significance in social life.

Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
ANTH 126 Physical Anthropology Lab	1
ANTH 351 Introduction to Archaeology and World Prehistory	3

Selective courses: choose a minimum of 9 units from the following:

ANTH 670 Cooperative Education/Work Experience	1-3
LIBR 100 Introduction to Information Research	1
MATH 200 Elementary Probability and Statistics	4
SPAN 110 Elementary Spanish	5
SPCH 120 Interpersonal Communication	3

Associate Degree Unit Requirements Total 19*

ASSOCIATE IN ARTS - ANTHROPOLOGY WITH AN EMPHASIS IN PHYSICAL ANTHROPOLOGY (PENDING STATE APPROVAL)

Physical Anthropology describes and compares world human biology. Focuses on humans and their primate order, and seeks to document and understand the interplay of culture and biology in the course of human evolution and adaptation.

Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
ANTH 126 Physical Anthropology Lab	1
ANTH 351 Introduction to Archaeology and World Prehistory	3

Selective courses: choose a minimum of 9 units from the following:

ANTH 670 Cooperative Education/Work Experience	1-3
BIOL 110 Principles of Biology	4
BIOL 130 Human Biology	3
BIOL 250 Human Anatomy	4
LIBR 100 Introduction to Information Research	1
MATH 200 Elementary Probability and Statistics	4

Associate Degree Unit Requirements Total 19*

ASSOCIATE IN ARTS - ANTHROPOLOGY WITH AN EMPHASIS IN VISUAL ANTHROPOLOGY (PENDING STATE APPROVAL)

Visual anthropology includes everything visual having to do with anthropology. Visual anthropology is a sub discipline of cultural anthropology that developed out of the study and production of ethnographic photography and film. While the term is sometimes used interchangeably with ethnographic film, visual anthropology also encompasses the anthropological study of representation, including areas such as museums, art, and the production and reception of mass media.

Core and Selective Requirements

Complete Core Courses, 10 units

	UNITS
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
ANTH 126 Physical Anthropology Lab	1
ANTH 351 Introduction to Archaeology and World Prehistory	3

Selective courses: choose a minimum of 9 units from the following:

ANTH 200 Ethnographic Film	3
ANTH 670 Cooperative Education/Work Experience	1-3
ART 101 History of Art I	3
ART 352 Basic Black and White Photography	3
ART 356 Introduction to 35mm Photography	1
LIT. 441 Film Study and Appreciation I	3
LIT. 442 Film Study and Appreciation II	3
MART 362 Digital Photography I	3
MART 365 Photographic Retouching and Restoration	3
MART 368 Web Design I	3
MART 376 Digital Imaging I	3

Associate Degree Unit Requirements Total 19*

TRANSFER PROGRAM - ANTHROPOLOGY

Cañada College offers lower division coursework required for transfer in the area of Anthropology. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

** and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*