

## 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		AS	•	MEDICAL ASSISTING			
BUSINESS ADMINISTRATION	•	AS	•	Administrative Medical Assistant	•		
BUSINESS/CORPORATE MEETING PLANNER	•			Medical Coding Specialist	•		
BUSINESS MANAGEMENT				Medical Assisting	•	AS	
Human Resources Management/Supervision	•			Medical Billing Specialist	•	AS	
Business Management/Retail (WAFC)	•	AS	•	Medical Transcription	•	AS	
Small Business	•	AS		MULTIMEDIA ART AND TECHNOLOGY			
CHEMICAL LABORATORY TECHNOLOGY	•	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			•
Preparation for Academic Scholarship & Success (PASS)	•			POLITICAL SCIENCE			
FASHION DESIGN				Emphasis in Pre-Law		AA	•
Custom Dressmaking/Small Business Oriented	•	AS	•	Emphasis in Public Administration and Service		AA	•
Fashion Design Merchandising	•			PSYCHOLOGY		AA	•
Technical (Apparel Industry Oriented)	•	AS		RADIOLOGIC TECHNOLOGY		AS	
Theater Costuming	•	AS		REAL ESTATE			•
GEOGRAPHY		AA	•	SOCIAL SCIENCES		AA	•
HEALTH SCIENCES	•	AS		SOCIOLOGY		AA	•
HISTORY		AA	•	SPANISH		AA	•
HUMAN SERVICES				SPEECH		AA	•
Community Health Worker	•			THEATRE ARTS		AA	•
Family Development	•						
Human Services	•	AS	•				
Promotor Education & Employment	•						

**Important:** Associate degree and certificate programs have additional college requirements beyond the major. See pages 45-47 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

#### 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
<b>Certificate Unit Requirements Total</b>	<b>12+</b>

### 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
<b>Certificate Unit Requirements Total</b>	<b>25.5-29.5+</b>

### 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](http://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 47.

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

## ANTHROPOLOGY

**Associate in Arts with Transfer Status: Anthropology With an Emphasis in Archaeology**

**Associate in Arts with Transfer Status: Anthropology With an Emphasis in Cultural Anthropology**

**Associate in Arts with Transfer Status: Anthropology With an Emphasis in Linguistic Anthropology**

**Associate in Arts with Transfer Status: - Anthropology With an Emphasis in Physical Anthropology**

**Associate in Arts with Transfer Status: - Anthropology With an Emphasis in Visual Anthropology**

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

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**

	<b>UNITS</b>
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
<b>Selective courses: choose a minimum of 9 units from the following:</b>	
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
<b>Associate Degree Major Unit Requirements Total</b>	<b>19</b>

### ASSOCIATE IN ARTS - ANTHROPOLOGY WITH AN EMPHASIS IN CULTURAL ANTHROPOLOGY

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**

	<b>UNITS</b>
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
<b>Selective courses: choose a minimum of 9 units from the following:</b>	
ANTH 200 Ethnographic Film	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
<b>Associate Degree Major Unit Requirements Total</b>	<b>19</b>

### ASSOCIATE IN ARTS - ANTHROPOLOGY WITH AN EMPHASIS IN LINGUISTIC ANTHROPOLOGY

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**

	<b>UNITS</b>
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
<b>Selective courses: choose a minimum of 9 units from the following:</b>	
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
<b>Associate Degree Major Unit Requirements Total</b>	<b>19</b>

**ASSOCIATE IN ARTS - ANTHROPOLOGY WITH AN EMPHASIS IN PHYSICAL ANTHROPOLOGY**

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**

	<b>UNITS</b>
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
<b>Associate Degree Major Unit Requirements Total</b>	<b>19</b>

**ASSOCIATE IN ARTS - ANTHROPOLOGY WITH AN EMPHASIS IN VISUAL ANTHROPOLOGY**

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**

	<b>UNITS</b>
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 Ancient, Classical and Medieval Art History	3
ART 351 Basic Black and White Photography	3
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
MART 400 Motion Graphics	3
<b>Associate Degree Major Unit Requirements Total</b>	<b>19</b>

**DEGREE UNIT TOTALS WITH TRANSFER STATUS**

Associate in Arts with Transfer Status – Anthropology with an Emphasis in Archaeology, Cultural Anthropology, Linguistic Anthropology, Physical Anthropology, or Visual Anthropology

<b>Associate Degree Major Unit Requirements Total</b>	<b>19</b>
<b>CSU GE or IGETC Unit Requirements Total</b>	<b>37-43</b>

Cañada College offers lower division coursework required for transfer in the area of Anthropology. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. To ensure that students' Associate in Arts Degree General Education and Elective course choices also fulfill CSU GE /IGETC unit requirements for transfer, students should work with a Counselor/Advisor to determine appropriate transfer coursework.

## ART

### Associate in Arts Degree

#### Associate in Arts Degree: Art With an Emphasis in General Art

#### Associate in Arts Degree: Art With an Emphasis in Art History

#### Associate in Arts Degree: Art With an Emphasis in Studio Art

#### Transfer Program

The Art Department affords a unique experience for students seeking a solid foundation in aesthetics, skill development, and understanding of the forms and history of art. The program has been designed to offer a continuity of study through structured courses in the academic tradition. The goal of the program is to support each student in the search for a personal form, the development of the capabilities to express that form, and an appreciation of art as a means of understanding the world.

### ASSOCIATE IN ARTS - ART WITH AN EMPHASIS IN GENERAL ART (EFFECTIVE SPRING 2009, PENDING STATE APPROVAL)

The Associate of Arts in Art with an Emphasis in General Art is designed for students who want a general education in the fine arts and art history.

#### Core and Selective Requirements

##### Complete Core Courses, 12 units

	UNITS
ART 201 Form and Composition I	4
ART 204 Drawing I	4
ART 301 Design	4

##### Selective courses: choose a minimum of 14 units from the following:

Complete 8 units from the following courses:

ART 205 Drawing II	3
ART 206 Figure Drawing and Portraiture	4
ART 207 Life Drawing	4
ART 210 Drawing for Animation	4
ART 214 Color	3
ART 221 Painting I	4
ART 351 Basic Black and White Photography	3

##### Complete 6 units from the following courses:

ART 101 Ancient, Classical and Medieval Art History	3
ART 102 Late Gothic, Renaissance and Baroque Art History	3
ART 103 Eighteenth and Nineteenth Century Art History	3
ART 104 Modern Art History	3
<b>Associate Degree Unit Requirements Total</b>	<b>26*</b>

### ASSOCIATE IN ARTS - ART WITH AN EMPHASIS IN ART HISTORY (EFFECTIVE SPRING 2009, PENDING STATE APPROVAL)

The Associate of Arts in Art Degree with an Emphasis in Art History is designed for students who wish to pursue the study of art forms of the past and present in a social, political, philosophical and cultural context as a foundation for understanding human history and creativity.

#### Core and Selective Requirements

##### Complete Core Courses, 12 units

	UNITS
ART 101 Ancient, Classical and Medieval Art History	3
ART 102 Late Gothic, Renaissance and Baroque Art History	3
ART 103 Eighteenth and Nineteenth Century Art History	3
ART 104 Modern Art History	3

##### Selective courses: choose a minimum of 11 units from the following:

##### Complete 8 units from the following courses:

ART 201 Form and Composition I	4
ART 204 Drawing I	4
ART 205 Drawing II	3
ART 206 Figure Drawing and Portraiture	4
ART 207 Life Drawing	4
ART 214 Color	3
ART 221 Painting I	4
ART 222 Painting II	3
ART 229 Landscape Painting	2
ART 301 Design	4

##### Complete 3 units from the following courses:

ANTH 200 Ethnographic Film	3
ART 105 Asian Art History	3
ART 304 Gallery Design and Management	2
HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
MUS. 115 Art, Music and Ideas	3
<b>Associate Degree Unit Requirements Total</b>	<b>23*</b>

### ASSOCIATE IN ARTS - ART WITH AN EMPHASIS IN STUDIO ART (EFFECTIVE SPRING 2009, PENDING STATE APPROVAL)

The Associate of Arts in Art with an Emphasis in Studio Art is designed for students who wish to major in the visual arts, including Painting and Drawing, Printmaking, Graphic Design, Digital Arts, Photography, and related disciplines.

#### Core and Selective Requirements

##### Complete Core Courses, 12 units

	UNITS
ART 201 Form and Composition I	4
ART 204 Drawing I	4
ART 301 Design	4

##### Selective courses: choose a minimum of 18 units from the following:

##### Complete 12 units from the following courses:

ART 205 Drawing II	3
ART 206 Figure Drawing and Portraiture	4
ART 207 Life Drawing	4
ART 210 Drawing for Animation	4
ART 214 Color	3
ART 221 Painting I	4
ART 222 Painting II	3
ART 229 Landscape Painting	2
ART 351 Basic Black and White Photography	3
MART 314 Introduction to Computer Graphics	3
MART 325 Digital Painting	3

##### Complete 6 units from the following courses:

ART 101 Ancient, Classical and Medieval Art History	3
ART 102 Late Gothic, Renaissance and Baroque Art History	3
ART 103 Eighteenth and Nineteenth Century Art History	3
ART 104 Modern Art History	3
<b>Associate Degree Unit Requirements Total</b>	<b>30*</b>

### TRANSFER PROGRAM - ART

Cañada College offers lower division coursework required for transfer in the area of Art. Students should use PROJECT ASSIST ([www.assist.org](http://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.

*For Multimedia certificates and degrees see MULTIMEDIA ART AND TECHNOLOGY section.*

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

## BIOLOGY

### Associate in Science Degree - Biology

#### Transfer Program

A major in Biological Sciences is a preparation for advanced academic work, for careers in civil service, industry, or teaching; as a background for professional training in such fields as biological science education, biotechnology, nursing, public health, environmental health, pre-medicine and all related areas of biology. Natural resources are among the most important assets of man and the wise use of renewable resources is basic to development in the economic, social and political areas. The basic pre-professional requirements necessary to transfer are offered in the Biological Sciences, Physical Sciences, and Mathematics Departments.

### ASSOCIATE IN SCIENCE - BIOLOGY

#### Core and Selective Requirements

#### Complete Core Courses, 14 units

	<b>UNITS</b>
BIOL 225 Biology of Organisms	5
BIOL 230 Introduction to Cell Biology	4
CHEM 210 General Chemistry I	5

#### Selective courses: choose a minimum of 16 units from the following:

#### Complete 4 units from the following courses:

PHYS 210 General Physics I	4
PHYS 250 Physics with Calculus I	4

#### Complete 12 units from the following courses:

BIOL 103 Native Plants and Wildflowers	3
BIOL 130 Human Biology	3
BIOL 132 Human Biology Lab	1
BIOL 240 General Microbiology	4
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
BIOL 310 Nutrition	3
CHEM 220 General Chemistry II	5
MATH 200 Elementary Probability and Statistics	4
MATH 241/242 Applied Calculus I/II	5/3
or MATH 251/252/253 Analytical Geometry & Calculus I/II/III	5/5/5
PHYS 220 General Physics II	4
or PHYS 260/270 Physics with Calculus II/III	4/4

**Associate Degree Unit Requirements Total 30\***

### TRANSFER PROGRAM - BIOLOGY

Cañada College offers lower division coursework required for transfer in the area of Biological Sciences. Students should use PROJECT ASSIST ([www.assist.org](http://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.*

## BUSINESS ADMINISTRATION

### Certificate of Achievement - Business Administration

### Associate in Science Degree - Business Administration

### Transfer Program - Business Administration

The Business Department offers a transfer program, an AS Degree. The transfer program listed is the same for all business disciplines at four-year colleges and universities. The AS Degree is designed to help a student develop a general business awareness for the world of work, a four-year college, or university. Courses specifically required for the student's major transfer core requirements must be evaluated by a letter grade, not by the pass (P) grade.

### CERTIFICATE OF ACHIEVEMENT - BUSINESS ADMINISTRATION

#### Core and Selective Requirements

#### Complete Core Courses, 19 units

	<b>UNITS</b>
ACTG 121 Financial Accounting	4
BUS. 100 Survey of Business	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 108 Business Writing & Presentation Methods	3
BUS. 201 Business Law	3
MGMT 215 Management of Human Resources	3
<b>Selectives courses: choose a minimum of 6 units from the following:</b>	
BUS. 101 Human Relations in Business	3
<i>or MGMT 204 Managing Employees Effectively</i>	3
BUS. 115 Business Mathematics	3
<i>or MATH 120 Intermediate Algebra</i>	5
<b>Certificate Unit Requirements Total</b>	<b>25+</b>

### ASSOCIATE IN SCIENCE - BUSINESS ADMINISTRATION

#### Core and Selective Requirements

#### Complete Core Courses, 18 units

	<b>UNITS</b>
ACTG 121 Financial Accounting	4
ACTG 131 Managerial Accounting	4
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
MATH 200 Elementary Probability & Statistics	4
<b>Selectives courses: choose a minimum of 9 units from the following:</b>	
<b>Complete 3 units from the following courses:</b>	
MATH 125 Elementary Finite Mathematics	3
<i>or MATH 241 Applied Calculus I</i>	5
<i>or MATH 251 Analytical Geometry &amp; Calculus I</i>	5
<b>Complete 6 units from the following courses:</b>	
BUS. 100 Survey of Business	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 201 Business Law	3
CBOT 435 Spreadsheets	3
CIS 118/119 Intro to Object-Oriented Program Design/Lab I	3/1
CIS 250/251 Programming Methods I: C++/Lab I: C++	3/1
MATH 242 Applied Calculus II	5
MATH 252 Analytical Geometry & Calculus II	5
SPCH 100 Public Speaking	3
<b>Associate Degree Unit Requirements Total</b>	<b>27*</b>

### TRANSFER PROGRAM - BUSINESS ADMINISTRATION

Cañada College offers lower division coursework required for transfer in the area of Business Administration. Students should use PROJECT ASSIST ([www.assist.org](http://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 47.

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

## BUSINESS/CORPORATE MEETING PLANNER

### Certificate of Achievement

The Business/Corporate Meeting & Event Planner Certificate prepares an individual for the exciting and growing business Group Meetings and Event Planning. This covers key skills needed to plan, cost and manage corporate group meetings, conference and special events.

### CERTIFICATE OF ACHIEVEMENT- BUSINESS/CORPORATE MEETING PLANNER

#### Core and Selective Requirements

Complete Core Courses, 13.5 units

	<b>UNITS</b>
BUS. 128 Corporate Meeting and Event Planning	3
CBOT 435 Spreadsheets	3
CBOT 436 Database Management	3
CBOT 472 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	1.5
CBOT 475 Using Outlook	1.5
<b>Certificate Unit Requirements Total</b>	<b>13.5+</b>

+ meet Certificate Program requirements listed on page 47.

## BUSINESS MANAGEMENT

Skills Certificate- Human Resources Management/Supervision

Certificate of Achievement - Business Management/Retail (WAFC)

Certificate of Achievement - Small Business

Associate in Science - Business Management/Retail (WAFC)

Associate in Science - Small Business

Transfer Program - Business Management/Retail (WAFC)

The Business Department prepares students for both entry-level positions and management positions in retail. Students are prepared to plan, organize, direct, and manage employees in a variety of settings.

The Business Department also offers both an A.S. Degree and a Certificate program for those students who wish to become a new business owner and or update their skills as a current business owner. The A.S. Degree and Certificate program are designed to assist students in the development of a small business.

### SKILLS CERTIFICATE- HUMAN RESOURCES MANAGEMENT/SUPERVISION

#### Core and Selective Requirements

Complete Core Courses, 10 units

	<b>UNITS</b>
MGMT 204 Managing Employees Effectively	3
MGMT 215 Management of Human Resources	3
MGMT 220 Organizational Behavior	3
MGMT 222 Financial Budgeting & Control	1
<b>Certificate Unit Requirements Total</b>	<b>10+</b>

### CERTIFICATE OF ACHIEVEMENT - BUSINESS MANAGEMENT/RETAIL (WAFC)

#### Core and Selective Requirements

Complete Core Courses, 30 units

	<b>UNITS</b>
ACTG 100 Accounting Procedures	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 108 Business Writing and Presentation Methods	3
BUS. 115 Business Mathematics	3
BUS. 180 Marketing	3
BUS. 186 Retail Management	3
MGMT 100 Introduction to Business Management	3
MGMT 204 Managing Employees Effectively or BUS. 101 Human Relations in Business	3
MGMT 215 Management of Human Resources	3
SPCH 120 Interpersonal Communication	3
<b>Certificate Unit Requirements Total</b>	<b>30+</b>

### CERTIFICATE OF ACHIEVEMENT - SMALL BUSINESS

#### Core and Selective Requirements

Complete Core Courses, 26.5 units

	<b>UNITS</b>
ACTG 100 Accounting Procedures	3
ACTG 194 QuickBooks® & QuickBooks Pro® for the Small Business Person I	1
ACTG 196 QuickBooks® & QuickBooks Pro® for the Small Business Person II	1
BUS. 101 Human Relations in Business	3
BUS. 108 Business Writing & Presentation Methods	3
BUS. 150 Small Business Management	3

BUS. 395 Getting Started in Business	1
BUS. 396 Developing a Business Plan	1
BUS. 397 Developing Tools to Create a Marketing Plan	1
BUS. 399 Laws Governing Small Business Owners	1
BUS. 399 Managing a Business	1
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 435 Spreadsheet	3
CBOT 480 Using the Internet, Part I	1.5
<b>Selective courses: choose a minimum of 1 unit from the following:</b>	
BUS. 398 Small Business Resource Lab	1
COOP 670 Cooperative Education/Work Experience	1
COOP 672 Cooperative Education/Internship	1
<b>Certificate Unit Requirements Total</b>	<b>27.5+</b>

### ASSOCIATE IN SCIENCE - BUSINESS MANAGEMENT/RETAIL (WAFIC)

Complete Core Courses, 30 units, listed under the Certificate of Achievement–Business Management/Retail.

Associate Degree Unit Requirements Total **30\***

### ASSOCIATE IN SCIENCE - SMALL BUSINESS

*Core and Selective Requirements*

Complete Core Courses, 27.5 units, listed under the Certificate of Achievement–Small Business.

Associate Degree Unit Requirements Total **27.5\***

### TRANSFER PROGRAM - BUSINESS MANAGEMENT/RETAIL (WAFIC)

Cañada College offers lower division coursework required for transfer in the area of Business Management. 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 47.

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

## CHEMICAL LABORATORY TECHNOLOGY

### Certificate of Achievement - Chemical Laboratory Technology

#### Associate in Science Degree - Chemical Laboratory Technology

The Chemical Laboratory Technology Program prepares students to work in research laboratories to study and develop new chemical processes and materials to meet the technological needs of an ever changing chemical industry. Graduates of this program operate laboratory equipment, set up chemical reactions, isolate and characterize products, follow proper safety, hazardous materials management and waste disposal procedures, record and analyze experimental results, and read, write and orally deliver technical reports. This program offers a certificate and/or an A.S. degree in Chemical Laboratory Technology.

After completion of the Certificate, students can seek employment in chemistry and chemistry related laboratories that utilize chemical instrumentation. After completion of the Associate in Science Core coursework and depending upon the choice of Selective coursework, students may seek employment in chemistry and chemical related fields or to pursue further studies in technical fields such as, but not limited to: biology, biochemistry, biotechnology, chemistry, environmental chemistry, forensic chemistry and hazardous materials management. This Program can also provide sufficient background preparation for professional training in majors such as technical writing, patent law, medicine and education.

### CERTIFICATE OF ACHIEVEMENT - CHEMICAL LABORATORY TECHNOLOGY (PENDING STATE APPROVAL)

#### Core and Selective Requirements

Complete Core Courses, 26 units

	<b>UNITS</b>
CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5
CHEM 234 Organic Chemistry I	3
CHEM 237 Organic Chemistry Laboratory I	2
CHMT 310 Introduction to Chemical Laboratory Technology	4
CHMT 340 Introduction to Chemical Laboratory Instrumentation	5
CHMT 672 Cooperative Education: Internship	2

**Selective courses: choose a minimum of 4 units from the following:**

BIOL 110 Principles of Biology	4
BIOL 225 Biology of Organisms	5
BIOL 230 Introduction to Cell Biology	4
BIOL 240 General Microbiology	4
ENGR 100 Introduction to Engineering	3
ENGR 215 Computational Methods for Engineers & Scientists	3
ENGR 270 Materials Science	3
MATH 251 Analytical Geometry & Calculus I	5
PHYS 210 General Physics I	4
PHYS 250 Physics with Calculus I	4

**Certificate Unit Requirements Total** **30+**

## ASSOCIATE IN SCIENCE - CHEMICAL LABORATORY TECHNOLOGY (PENDING STATE APPROVAL)

### Core and Selective Requirements

Complete Core Courses, 31 units

	UNITS
CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5
CHEM 234 Organic Chemistry I	3
CHEM 235 Organic Chemistry II	3
CHEM 237 Organic Chemistry Laboratory I	2
CHEM 238 Organic Chemistry Laboratory II	2
CHMT 310 Introduction to Chemical Laboratory Technology	4
CHMT 340 Introduction to Chemical Laboratory Instrumentation	5
CHMT 672 Cooperative Education: Internship	2

**Selective courses: choose a minimum of 8 units from the following:**

BIOL 110 Principles of Biology	4
BIOL 225 Biology of Organisms	5
BIOL 230 Introduction to Cell Biology	4
BIOL 240 General Microbiology	4
ENGR 100 Introduction to Engineering	3
ENGR 215 Computational Methods for Engineers & Scientists	3
ENGR 270 Materials Science	3
MATH 251 Analytical Geometry & Calculus I	5
MATH 252 Analytical Geometry & Calculus II	5
PHYS 210/220 General Physics I/II	4/4
PHYS 250 Physics with Calculus I	4
<b>Associate Degree Unit Requirements Total</b>	<b>39*</b>

+ meet Certificate Program requirements listed on page 47.

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

## COMPUTER BUSINESS OFFICE TECHNOLOGY

Certificate of Achievement - General Office

Certificate of Achievement – Administrative Assistant

Certificate of Achievement – Administrative Support Assistant

Associate in Science Degree - Administrative Assistant

Associate in Science Degree - Administrative Support Assistant

### CERTIFICATE OF ACHIEVEMENT – GENERAL OFFICE

The General Office certificate curriculum is designed to prepare students for employment as entry level general office clerks in a variety of business settings as support staff. This curriculum gives an entry level employee the solid foundational skills needed in an office. The curriculum includes training in keyboarding, human relations in business, computer applications using MS Office, managing business documents, using MS Windows and using the Internet.

This program is for individuals who seek entry-level employment as a General Office Clerk in the business environment.

#### Core and Selective Requirements

Complete Core Courses, 10.5 units

	UNITS
BUS. 101 Human Relations in Business	3
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 439 Managing Business Documents	1.5
CBOT 448 Using Microsoft Windows	1.5
CBOT 475 Using Outlook	1.5

**Selectives courses: choose a minimum of 1.5 units from the following:**

CBOT 415 Computer Keyboarding	1.5
CBOT 417 Skill Building	1.5
<b>Certificate Unit Requirements Total</b>	<b>12+</b>

### CERTIFICATE OF ACHIEVEMENT – ADMINISTRATIVE ASSISTANT

This Certificate and Degree prepares the person to perform high-level administrative support tasks such as compiling correspondence, preparing statistical reports, scheduling appointments, assisting clients in person and over the phone, arranging conference calls, taking and disseminating minutes of meetings, handling information requests, organizing and maintaining paper and electronic files. These positions require the employee to interact effectively with coworkers and handle several tasks at once. This person may train and supervise lower-level clerical personnel.

This program is for individuals who seek employment in mid to high level administrative assistant positions working in general business offices, law firms, and insurance companies as an administrative assistant, executive secretary, information clerk, or related position.

#### Core and Selective Requirements

Complete Core Courses, 18.5 units

	UNITS
BUS. 101 Human Relations in Business	3
BUS. 108 Business Writing and Presentation Methods	3
CBOT 435 Spreadsheets	3
CBOT 436 Database Management	3
CBOT 457 Using PowerPoint for Business	2

CBOT 472 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	1.5
CBOT 475 Using Outlook	1.5

**Selective courses: choose a minimum of 10 units from the following:**

**Complete 1 unit from the following courses:**

COOP 670 Cooperative Education/Work Experience	1
COOP 672 Cooperative Education: Internship	1

**Complete 9 units from the following courses:**

ACTG 100 Accounting Procedures	3
ACTG 194 QuickBooks and QuickBooks Pro for the Small Business Person I	1
BUS. 100 Survey in Business	3
BUS. 115 Business Mathematics	3
BUS. 128 Corporate Meeting and Event Planning	3
BUS. 201 Business Law	3
CBOT 470 Advanced Spreadsheets	1.5
CBOT 476 Adobe Acrobat	1.5
CBOT 477 Advanced Word Processing	1.5
CBOT 480 Internet - A Communication Tool	1.5

**Certificate Unit Requirements Total 28.5+**

### **CERTIFICATE OF ACHIEVEMENT – ADMINISTRATIVE SUPPORT ASSISTANT**

This Certificate and Degree prepares workers to perform clerical duties such as answering telephones, e-mail, word processing to type letters, reports, forms, e-mails or other material, operating the variety of office related equipment, and filing. These positions are require employee to interact effectively with coworkers and handle several task at once.

After completing the certificate and or degree, you have the skills necessary to work in an office environment at the entry level wherein you can take on additional responsibility once on the job. Job titles include, but not limited to general office clerk, administrative support assistant, receptionist and secretary.

#### **Core and Selective Requirements**

**Complete Core Courses, 16.5 units**

	<b>UNITS</b>
BUS. 101 Human Relations in Business	3
BUS. 108 Business Writing and Presentation Methods	3
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 439 Managing Business Documents	1.5
CBOT 448 Using Microsoft Windows	1.5
CBOT 472 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	1.5
CBOT 475 Using Outlook	1.5

**Selective courses: choose a minimum of 7 units from the following:**

**Complete 1 unit from the following courses:**

COOP 670 Cooperative Education/Work Experience	1
COOP 672 Cooperative Education: Internship	1

**Complete 6 units from the following courses:**

BUS. 100 Survey in Business	3
BUS. 115 Business Mathematics	3
BUS. 201 Business Law	3
CBOT 415 Beginning Computer Keyboarding or CBOT 417 Skill Building	1.5
CBOT 435 Spreadsheets	3
CBOT 436 Database Management	3
CBOT 457 Using PowerPoint for Business	2

CBOT 470 Advanced Spreadsheets	1.5
CBOT 476 Adobe Acrobat	1.5
CBOT 477 Advanced Word Processing	1.5
CBOT 480 Internet - A Communication Tool	1.5
<b>Certificate Unit Requirements Total</b>	<b>23.5+</b>

### **ASSOCIATE IN SCIENCE – ADMINISTRATIVE ASSISTANT**

#### **Core and Selective Requirements**

**Complete Core & Selective Courses, 28.5 units, listed under the Certificate of Achievement-Administrative Assistant.**

**Associate Degree Unit Requirements Total 28.5\***

### **ASSOCIATE IN SCIENCE – ADMINISTRATIVE SUPPORT ASSISTANT**

#### **Core and Selective Requirements**

**Complete Core & Selective Courses, 23.5 units, listed under the Certificate of Achievement-Administrative Support Assistant.**

**Associate Degree Unit Requirements Total 23.5\***

+ meet Certificate Program requirements listed on page 47.

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

**Contact: Sharon Finn, Phone: 306-3450**

**E-mail: finn@smccd.edu**

## COMPUTER INFORMATION SCIENCE

### Associate in Science - Computer Information Science

#### Transfer Program - Computer Information Science

The Computer Information Science Program offers an AS degree and a parallel transfer program. Students who already possess a degree will gain substantial skills in computer sciences through completion of the Core Courses. The major for the AS degree in Computer Information Science consists of 19-21 units of Required Core Courses and 12 units of electives chosen from the list of Supporting Subject Courses which complete the major. Other electives for the AS degree may be chosen freely. To earn the AS degree, students also must complete general education and other graduation requirements.

### ASSOCIATE IN SCIENCE - COMPUTER INFORMATION SCIENCE

#### Core & Selective Requirements

Complete Core Courses, 19–21 units

Choose either the C++ OR the JAVA path below.

#### C++ Path

	UNITS
CIS 118/119 Introduction to Object-Oriented Program Design/Lab I	3/1
CIS 250/251 Programming Methods I: C++/Lab I: C++	3/1
CIS 252/253 Programming Methods II: C++/Lab II C++	3/1
<i>Two of the following courses:</i>	
MATH 200 Elementary Probability and Statistics	4
MATH 241 Applied Calculus I	5
MATH 251 Analytical Geometry & Calculus I	5
MATH 268 Discrete Mathematics	4

#### Java Path

	UNITS
CIS 118/119 Introduction to Object-Oriented Program Design/Lab I	3/1
CIS 284/285 Programming Methods I: Java/Lab I: Java	3/1
CIS 286/287 Programming Methods II: Java/Lab II: Java	3/1
<i>Two of the following courses:</i>	
MATH 200 Elementary Probability and Statistics	4
MATH 251 Analytical Geometry & Calculus I	5
MATH 268 Discrete Mathematics	4

**Selective courses: in addition to taking the courses for one of the paths listed above, choose a minimum of 12 units from the following:**

CHEM 210/220 General Chemistry I/II	5/5
ENGR 210 Engineering Graphics	4
ENGR 260/261 Circuits and Devices/Lab	3/1
ENGR 270 Materials Science	3
MATH 200 Elementary Probability and Statistics	4
MATH 219 Pre-Calculus College Algebra/Trigonometry	5
MATH 241/242 Applied Calculus I/II	5/5
MATH 251/252/253 Analytical Geometry & Calculus I/II/III	5/5/5
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equations	3
PHIL 103 Critical Thinking	3
PHYS 210/220 General Physics I/II	4/4
or PHYS 250/260/270 Physics with Calculus I/II/III	4/4/4

**Associate Degree Unit Requirements Total 31–33\***

### TRANSFER PROGRAM - COMPUTER INFORMATION SCIENCE

Cañada College offers lower division coursework required for transfer in the areas related to Computer Science. In this regard, it is suggested that students research Computer Information Systems, Management Information Systems, Computer Science, and Computer Engineering programs. Students should use PROJECT ASSIST ([www.assist.org](http://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.*

## EARLY CHILDHOOD EDUCATION/ CHILD DEVELOPMENT

### Skills Certificate - Family Development

#### Certificate of Achievement - Early Childhood Education/Child Development

#### Associate in Science - Early Childhood Education /Child Development Transfer Program

The Early Childhood Education/Child Development program is designed to meet the needs of individuals planning a career working with young children and/or are currently working with young children. The child from birth to school age is the primary focus. Current research and practical applications are combined in order to assist students in planning their most effective role with children. Children's growth, developmentally appropriate practice, cultural diversity, observational skills, family support and professional development within the ECE field are major components of the program. In order to meet the varied needs of ECE students, courses are offered mornings, afternoons, evenings and weekends. The program makes every effort to schedule classes to meet the diversity of students' needs and to encourage students to plan ahead in order to complete specific program requirements.

Graduates of the ECE/CD program with the ECE/CD certificate are prepared for positions in the Early Care and Education field as teachers, family child care providers and para professionals in elementary school settings. Graduates with an AS degree with a major in ECE/CD are prepared for positions as head teachers, master teachers, site supervisors and program directors.

Any student in the ECE/CD Program may complete the certificate program in one year if a minimum of 12 units is taken each semester. Students coming from other colleges and universities may have equivalencies established if "child" is in the title of the course and no "Elementary Education" designation exists. All courses that apply toward the certificate program must be lower division work. A minimum of 12 units must be taken at Cañada College to receive the Cañada College ECE certificate.

### SKILLS CERTIFICATE - FAMILY DEVELOPMENT

#### Core and Selective Requirements

Complete Core Courses, 6 units

	<b>UNITS</b>
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3
<b>Selective courses: choose a minimum of 3 units from the following:</b>	
HMSV 265 <b>and</b> HMSV 266 Family Development Portfolio, Part I <b>and</b> Part II	1.5/1.5
HMSV 366 or ECE. 366 Practicum in Early Childhood Education	3
HMSV 670 Cooperative Education/ Human Services Work Experience	3
HMSV 672 Cooperative Education: Human Services Internship	3
<b>Certificate Unit Requirements Total</b>	<b>9+</b>

### CERTIFICATE OF ACHIEVEMENT - EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT

#### Core & Selective Requirements

Complete Core Courses, 24 units

	<b>UNITS</b>
ECE. 201 Child Development	3
ECE. 210 Early Childhood Education Principles	3
ECE. 211 Early Childhood Education Curriculum	3
ECE. 212 Child, Family, and Community	3
ECE. 254 Anti-Bias Curriculum	3
ECE. 313 Health & Safety for Young Children	3
ECE. 333 Observational Skills	3
ECE. 366 Practicum in Early Childhood Education	3
<b>Certificate Unit Requirements Total</b>	<b>24+</b>

### ASSOCIATE IN SCIENCE - EARLY CHILDHOOD EDUCATION/ CHILD DEVELOPMENT

#### Core & Selective Requirements

Complete Core and Selective Courses, 24 units, listed under the Certificate of Achievement-Early Childhood Education/Child Development.

Associate Degree Unit Requirements Total 24\*

### TRANSFER PROGRAM - CHILD DEVELOPMENT

Cañada College offers lower division coursework required for transfer in areas related to Child Development and for students seeking teaching positions in a preschool, elementary, or secondary educational environment. In this regard, it is suggested that students research Child Development, Psychology, and Liberal Studies majors. Students should use PROJECT ASSIST ([www.assist.org](http://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.

### CHILD DEVELOPMENT PERMIT

Cañada College's ECE/CD Certificate Program is aligned with the Child Development Permit regulations. The Permit has been approved by the California Department of Education and the Commission on Teacher Credentialing for child care and development centers operating under Title 5 (publicly subsidized).

The Child Development Permit emphasizes professional development and will eventually impact the entire Early Childhood Education field. The career lattice approach acknowledges the importance of many entry points into the profession. The Child Development Permit has taken the place of the Emergency Children's Center Instructional Permit, the Children's Center Supervision Permit, and the Life Children's Center Supervision Permit.

### AREAS OF SPECIALIZATION WITHIN THE ECE/CD PROGRAM APPLICABLE TO THE MASTER TEACHER PERMIT

In accordance with the guidelines established by the Child Development Permit for the Master Teacher, Cañada College's ECE/CD Program has created several "specializations." ("Administration" is not considered a specialization.) Six semester units in specific areas define a specialization. These focus areas can be useful to students when seeking work advancement or career development options.

**Infant/Toddler Care**

ECE. 223 Infant Development	3
ECE. 225 Infant/Toddler Environments	3

**Preschool Programming: SAFE START**

ECE. 250 Violence & Its Impact on Children & Their Families	3
ECE. 252 Teaching Violence Intervention Strategies to Children and Families	3

**Preschool Programming: Children's Literature**

ECE. 191 Children's Literature I	3
ECE. 192 Children's Literature II	3

**Developmentally Appropriate Curriculum: School-Age Care**

ECE. 213 The School-Age Child	3
ECE. 230 Creative Activities for the Young Child	3

**Developmentally Appropriate Curriculum: Children with Special Needs**

ECE. 260 Children with Special Needs	3
ECE. 335 Handling Behavior	3

**Family Support**

ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
ECE. 264 The Life Cycle of the Family	3

**The Teaching Experience**

ECE. 244 Prekindergarten Learning & Development Guidelines	2
ECE. 331 The Role of the Teacher	1
ECE. 362 Communicating with Parents	1
ECE. 363 Mental Development & Problem Solving	1
ECE. 382 Male Involvement in Early Childhood	1

**COURSES WITHIN THE ECE/CD PROGRAM APPLICABLE TO THE SITE SUPERVISOR AND PROGRAM DIRECTOR PERMITS**

ECE. 240 ECE Administration: Business/Legal	3
ECE. 241 ECE Administration: Human Relations	3
ECE. 242 Adult Supervision in ECE/CD Classrooms	2

+ meet Certificate Program requirements listed on page 47.

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

## ECONOMICS

**Associate in Arts**

**Transfer Program**

Economics is a social science concerned with the way people make a living. It is the study of structures and roles in society which influence the production, distribution, scarcity, and consumption of goods and services.

**ASSOCIATE IN ARTS - ECONOMICS**

**Core and Selective Requirements**

Complete Core Courses, 6 units

	<b>UNITS</b>
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
<b>Selective courses: choose a minimum of 12 units from the following:</b>	
ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
ANTH 110 Cultural Anthropology	3
ECON 230 Economic History of the United States	3
HIST 101 History of Western Civilization II	3
HIST 201 United States History I	3
or HIST 202 United States History II	
MATH 200 Elementary Probability and Statistics	4
MATH 241, 242 Applied Calculus I, II	5/5
or MATH 251, 252 Analytical Geometry & Calculus I/II	
PHIL 100 Introduction to Philosophy	3
PSYC 100 General Psychology	3
<b>Associate Degree Unit Requirements Total</b>	<b>18*</b>

**TRANSFER PROGRAM - ECONOMICS**

Cañada College offers lower division coursework required for transfer in Economics. Students should use PROJECT ASSIST ([www.assist.org](http://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

## ENGINEERING

### Associate in Science

#### Transfer Program

(Civil, Mechanical, Chemical, Electrical, Environmental, Materials, and Other Principal Branches)

Engineering is one of the largest professions in the United States with over one million jobs in fields ranging from airplane design to pollution control. The four largest branches are civil, computer, electrical and mechanical engineering. All branches of engineering place a heavy emphasis on problem solving. Engineering education focuses on teaching mathematical, scientific and engineering concepts and their application to the creative and effective solution of problems. Engineering graduates work in a variety of job functions (research and development, testing, design, construction, manufacturing, sales, consulting, management) and a variety of industry sectors depending on the branch of engineering

### ASSOCIATE IN SCIENCE - ENGINEERING

#### Core and Selective Requirements

##### Complete Core Courses, 26 units

	UNITS
CHEM 210 General Chemistry I	5
ENGR 260 Circuits and Devices	3
MATH 251 Analytical Geometry & Calculus I	5
MATH 252 Analytical Geometry & Calculus II	5
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4

##### Selectives courses: choose a minimum of 11 units from the following:

##### Complete 6 units from the following courses:

ENGR 100 Introduction to Engineering	3
ENGR 210 Engineering Graphics	4
ENGR 215 Computational Methods for Engineers	3
ENGR 111 Surveying	4
ENGR 230 Statics	3
ENGR 240 Engineering Dynamics	3
ENGR 270 Materials Science	3

##### Complete 5 units from the following courses:

CHEM 220 General Chemistry II	5
CIS 250/251 Programming Methods I: C++/Lab I: C++	3/1
CIS 284/285 Programming Methods I: Java/Lab I: Java	3/1
ENGR 261 Circuits and Devices Lab	1
MATH 253 Analytical Geometry & Calculus III	5
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equations	3
PHYS 270 Physics with Calculus III	4

**Associate Degree Unit Requirements Total** **37\***

### TRANSFER PROGRAM - ENGINEERING

Cañada College offers lower division coursework required for transfer in Engineering. Students should use PROJECT ASSIST ([www.assist.org](http://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.*

## ENGLISH

### Associate in Arts

#### Transfer Program

The English Department at Cañada College offers a faculty whose special fields range from medieval to modern and from Asian to American, who are published writers, and who are, above all, dedicated and accomplished teachers. Courses offered cover English, European, Russian, American, Mexican-American, and Native-American literature; English and American language; expository and creative writing; critical and analytical reading. A major in English equips the student with a wide variety of intellectual skills and prepares him or her for many correlated career opportunities.

### ASSOCIATE IN ARTS - ENGLISH

#### Core & Selective Requirements

##### Complete Core Courses, 9 units

	UNITS
ENGL 100 Reading and Composition	3
ENGL 110 Composition and Literature	3
ENGL 165 Advanced Composition	3

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

Literature courses	9-15
Foreign Language	5-10
HIST 100/101 History of Western Civilization I/II	3/3
PHIL 100 Introduction to Philosophy	3

**Associate Degree Unit Requirements Total** **18\***

### TRANSFER PROGRAM - ENGLISH

Cañada College offers lower division coursework required for transfer in English. Students should use PROJECT ASSIST ([www.assist.org](http://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.*

## ENGLISH AS A SECOND LANGUAGE

### Certificate of Achievement - Preparation for Academic Scholarship and Success (PASS)

The Preparation for Academic Scholarship and Success (PASS) Language Certificate is a multi-skill, academic English language certificate. Upon completion, students are able to read, write, speak, and understand English in college-level academic contexts. Students who earn the Preparation for Scholarship and Success (PASS) Language Certificate are prepared to take college courses for transfer, certificates, and degrees in both academic and vocational areas. Additionally, this certificate officially recognizes the acquisition of the English language necessary to succeed in college-level courses and compete successfully in the labor market.

The Preparation for Academic Scholarship and Success (PASS) Language Certificate assists community employers in determining the level of English language qualifications and basic computer skills of potential employees.

### CERTIFICATE OF ACHIEVEMENT - PREPARATION FOR ACADEMIC SCHOLARSHIP AND SUCCESS PASS (PENDING STATE APPROVAL)

#### Core and Selective Requirements

Complete Core Courses, 8 units

	<b>UNITS</b>
ESL 400 Composition for Non-Native Speakers	5
ENGL 100 Reading and Composition	3

Selective courses: choose a minimum of 4 units from the following:

Complete 1 unit from the following courses:

CRER 401 College Success	1
CRER 407 Exploring Careers, Majors and Transfer	1

Complete 3 units from the following courses:

CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 457 Using PowerPoint in Business	2
CBOT 472 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	1.5
LIBR 100 Introduction to Information Research	1

**Certificate Unit Requirements Total** **12+**

## FASHION DESIGN

### Certificate of Achievement - Custom Dressmaking/Small Business Oriented

#### Certificate of Achievement - Fashion Design Merchandising

#### Certificate of Achievement - Technical (Apparel Industry Oriented)

#### Certificate of Achievement - Theater Costuming

#### Associate in Science - Custom Dressmaking/Small Business Oriented

#### Associate in Science - Fashion Design Merchandising

#### Associate in Science - Technical (Apparel Industry Oriented)

#### Associate in Science - Theater Costuming

#### Transfer Program - Custom Dressmaking/Small Business Oriented

The Fashion Design Department gives students a thorough introduction to apparel design and manufacturing. Students are prepared to find employment in an apparel design firm or to start their own business. They will develop essential skills and techniques in sketching, fabric selection, sewing, draping, and pattern making. Business skills are learned through an entrepreneurship course, and students learn to write a business plan. The fashion industry is vast and diverse with many creative, rewarding opportunities in ready-to-wear or high fashion design. An AS degree and certificate program are offered.

### CERTIFICATE OF ACHIEVEMENT - CUSTOM DRESSMAKING / SMALL BUSINESS

#### Core & Selective Requirements

Complete Core Courses, 30.5 units

	<b>UNITS</b>
FASH 100 Principles of Design	3
FASH 111 Techniques of Fit	3
FASH 113 Textiles	3
FASH 115 Intermediate Clothing Construction	3
FASH 116 Tailoring	3
FASH 118 Flat Pattern	3
FASH 123 Introduction to the Fashion Industry	3
FASH 162 Advanced Flat Pattern	3
FASH 168 Fashion Draping	3
FASH 166 Fashion Entrepreneurship	3
FASH 195 Portfolio Development	0.5

Selectives courses: choose a minimum of 4.5 units from the following:

Complete 1.5 units from the following courses:

CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5

Complete 3 units from the following courses:

COOP 672 Cooperative Education: Internship	3
FASH 122 Advanced Tailoring	3
FASH 124 Creative Techniques	3
FASH 128 Decorating with Fabric for the Small Business	3
FASH 129 Clothing Choices for Any Body	0.5
FASH 132 Trouser Construction	1
FASH 140 Basic Serging	1
FASH 146 Designer Techniques	3
FASH 150 History of Fashion	3
FASH 164 Fashion Illustration	3
FASH 167 The Custom Dress Form	1
FASH 170 French Pattern Drafting	2
FASH 171 Trouser Moulage	1
FASH 172 Bustier	1
FASH 174 How to Use Your Master Pattern	1

**Certificate Unit Requirements Total** **35+**

**CERTIFICATE OF ACHIEVEMENT - FASHION DESIGN MERCHANDISING (PENDING STATE APPROVAL)** 

Fashion merchandising requires the combination of the creative and business skill sets. Strategy and marketing know how are essential for the skilled professional. Fashion merchandising requires good analytical, communication, and visual skill sets. As the global retail sector diversifies and multiple channels including web and store based operations grow, there is a growing need for merchandisers.

Career opportunities within the retail sector include: Visual Merchandise Manager, Visual Display Manager, Promotions Manager, Sales Manager, Account Specialist, Buyer, Merchandise Manager, Public Relations Manager, Sales Associate, Sales Representative, Account Manager, Point of Purchase Representative.

**Core & Selective Requirements**  
**Complete Core Courses, 25 units**

	<b>UNITS</b>
FASH 100 Principles of Design	3
FASH 113 Textiles	3
FASH 150 History of Fashion	3
FASH 151 Fashion Merchandising	3
FASH 228 Fashion Show Production	3
FASH 225 Apparel Analysis	3
FASH 226 Visual Merchandising and Display	3
FASH 230 Math for Merchandisers	3
FASH 672 Internship	1
<b>Certificate Unit Requirements Total</b>	<b>25+</b>

**CERTIFICATE OF ACHIEVEMENT - TECHNICAL (APPAREL INDUSTRY ORIENTED)**

**Core & Selective Requirements**  
**Complete Core Courses, 26.5 units**

	<b>UNITS</b>
FASH 100 Principles of Design	3
FASH 113 Textiles	3
FASH 115 Intermediate Clothing Construction	3
FASH 118 Flat Pattern	3
FASH 123 Introduction to the Fashion Industry	3
FASH 163 Pattern Grading	1
FASH 164 Fashion Illustration	3
FASH 175 Advanced Illustration	3
FASH 178 Computerized Pattern Grading	1
FASH 180 Computerized Pattern Design	3
FASH 195 Portfolio Development	0.5

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

COOP 672 Cooperative Education: Internship	3
FASH 110 Beginning Clothing Construction	3
FASH 111 Techniques of Fit	3
FASH 140 Basic Serging	1
FASH 150 History of Fashion	3
FASH 165 Design Inspiration	1
FASH 166 Fashion Entrepreneurship	3
FASH 173 Lingerie Design and Construction	1
<b>Certificate Unit Requirements Total</b>	<b>32.5+</b>

**CERTIFICATE OF ACHIEVEMENT - THEATER COSTUMING**

The Theater Costuming Program provides students with an introduction to the costuming industry, including the many types of jobs available in this field, from designing to costume construction and show production. Students learn historic and theatrical styles, pattern making skills, tailoring and construction skills as well as design and illustration techniques to prepare them for a job in costuming. Students have the opportunity to work on actual productions through class work or internships.

The theater provides many interesting part-time, free-lance and full-time jobs in costuming, including design, patternmaking, construction, dressing a production, managing a costume shop and costume rentals. Graduates of this program will be prepared to begin a career as costume technicians in any number of areas, as well as to continue their education in costume design at a four-year university.

**Core & Selective Requirements**  
**Complete Core Courses, 22 units**

	<b>UNITS</b>
FASH 113 Textiles	3
FASH 116 Tailoring	3
FASH 150 History of Fashion	3
FASH 162 Advanced Flat Pattern	3
FASH 164 Fashion Illustration	3
FASH 168 Fashion Draping	3
FASH 196 Introduction to Theater Costuming	1
FASH 197 Historical and Theatrical Costume Development	3

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

**Complete 3 units from the following:**

FASH 199 Costuming for Theatrical Production	3
FASH 672 Cooperative Education: Internship	3

**Complete 3 units from the following:**

FASH 134 Beginning Millinery	1
FASH 140 Basic Serging	1
FASH 170 French Pattern Drafting	2
FASH 171 Trouser Moulage	1
FASH 172 Bustier	1

<b>Certificate Unit Requirements Total</b>	<b>28+</b>
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**ASSOCIATE IN SCIENCE - CUSTOM DRESSMAKING / SMALL BUSINESS ORIENTED**

**Core & Selective Requirements**

**Complete Core and Selective Courses listed under the Certificate of Achievement-Custom Dressmaking/Small Business Oriented.**

<b>Associate Degree Unit Requirements Total</b>	<b>35*</b>
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**ASSOCIATE IN SCIENCE - FASHION DESIGN MERCHANDISING (PENDING STATE APPROVAL)** 

**Core & Selective Requirements**

**Complete Core and Selective Courses listed under the Certificate of Achievement-Fashion Design Merchandising.**

<b>Associate Degree Unit Requirements Total</b>	<b>25*</b>
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**ASSOCIATE IN SCIENCE - TECHNICAL (APPAREL INDUSTRY ORIENTED)****Core & Selective Requirements**

Complete Core and Selective Courses listed under the Certificate of Achievement–Technical (Apparel Industry Oriented).

Associate Degree Unit Requirements Total **32.5\***

**ASSOCIATE IN SCIENCE - THEATER COSTUMING****Core & Selective Requirements**

Complete Core and Selective Courses listed under the Certificate of Achievement–Theater Costuming.

Associate Degree Unit Requirements Total **28\***

**TRANSFER PROGRAM - CUSTOM DRESSMAKING / SMALL BUSINESS ORIENTED**

Cañada College offers lower division coursework required for transfer in Fashion Design. Students should use PROJECT ASSIST ([www.assist.org](http://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 47.

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

Contact: Ronda Chaney, Phone: 306-3370

Web: [www.canadacollege.edu/fashion](http://www.canadacollege.edu/fashion)

**GEOGRAPHY****Associate in Arts****Transfer Program Available**

Geography provides insights about the earth as the human habitat. It is a way of looking at the earth, not an inventory of its contents. This viewpoint rests on fundamental interlocking concepts. The cultural appraisal of the earth, the regional concept, areal coherence, human ecology, spatial interaction, study of landscape, and the concept of change are all ways the geographer tries to better understand the environment.

**ASSOCIATE IN ARTS - GEOGRAPHY****Core and Selective Requirements**

Complete Core Courses, 9 units

	<b>UNITS</b>
GEOG 100 Physical Geography	3
GEOG 110 Cultural Geography	3
OCEN 100 Oceanography	3
<b>Selective courses: choose a minimum of 9 units from the following:</b>	
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
GEOL 100 Survey of Geology	3
MATH 200 Elementary Probability & Statistics	4
MATH 241/242 Applied Calculus I/II	5/5
or MATH 251/252 Analytic Geometry & Calculus I/II	5/5
<b>Associate Degree Unit Requirements Total</b>	<b>18*</b>

**TRANSFER PROGRAM - GEOGRAPHY**

Cañada College offers lower division coursework required for transfer in Geography. Students should use PROJECT ASSIST ([www.assist.org](http://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.

## HEALTH SCIENCES

### Associate in Science Degree - Health Sciences

**Professional School Preparation: Pre-Dental, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary, Pre-Optometry**

#### ASSOCIATE IN SCIENCE DEGREE-HEALTH SCIENCES

A major in Health Sciences prepares students for further study, certification, and employment in a variety of allied health careers such as nursing, radiologic technology, respiratory therapy, occupational therapy, and physical therapy. In addition to these diagnostic and therapeutic fields, students will also be prepared to pursue further education and training in a variety of non-clinical support services, public health and health administration careers. This program provides many of the prerequisite courses needed for entry in allied health certificate programs and many of the lower division courses needed for transfer to a four-year college or university.

#### Core and Selective Requirements

##### Complete Core Courses, 17 units

	<b>UNITS</b>
BIOL 250 Human Anatomy	4
BIOL 240 General Microbiology	4
BIOL 260 Human Physiology	5
CHEM 410 Chemistry for Health Sciences	4

##### Selectives courses: choose a minimum of 13 units from the following:

##### Complete 4 units from the following courses:

BIOL 110 Principles of Biology	4
BIOL 130/132 Human Biology/Lab	3/1

##### Complete 9 units from the following courses:

BIOL 310 Nutrition	3
HSCI 100 General Health Science	2-3
HSCI 115 Intro to Health Care and the Health Professions	3
HSCI 430 First Aid	.5
HSCI 432 CPR: Adult, Child, Infant	.5
HSCI 480 Phlebotomy	3
HSCI 481 Phlebotomy Externship	1
LCTR 151 Allied Health Science Vocabulary	1
MATH 200 Elementary Probability and Statistics	4
PSYC 100 General Psychology	3
SOCI 100 Introduction to Sociology	3
SPCH 120 Interpersonal Communication	3

**Associate Degree Unit Requirements Total** **30\***

#### PROFESSIONAL SCHOOL PREPARATION

(Pre-Dentistry, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary, Pre-Optometry)

Many students are interested in careers in the health sciences and wonder what they should major in at Cañada College. Students often have the misconception that "pre-med" is an academic major and it is not. Students should major in what they enjoy as long as they take the appropriate courses required for professional school (medical, dental, veterinary) admission. Some students choose majors like biological science, genetics, or microbiology, where there is a great deal of overlap between courses required for their major and the professional school undergraduate requirements. Others choose majors not directly related to their career objective, such as English, psychology, anthropology, and use their elective units to meet the professional school requirements. Professional schools, especially medical schools, are looking for well-rounded students who have taken courses in

the humanities and social sciences, and who have participated in activities and community work. More information can be found at numerous websites (i.e., [www.aamc.org](http://www.aamc.org)) and by speaking with a Counselor/Advisor.

Each professional school has a minimum number of prerequisite courses to be taken at the undergraduate level. Requirements vary from school to school. Many prerequisite courses may be taken at Cañada College.

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

## HISTORY

### Associate in Arts

#### Transfer Program Available

History is the study of continuity and change in human societies over time. It is by nature an extremely broad discipline that includes an analysis of individuals and groups, events and phenomena, long-term trends and short-term trends, institutions, societies, and cultures. Our history program at Cañada is designed to offer history majors and those interested in history not only basic transfer courses, but also the opportunity to receive a broader background in both U.S. history and the history of different regions in the world. The faculty of the history department includes specialists in many different areas of history, and thus we are able to offer our students a solid program that will prepare them to transfer to any four year university.

History majors commonly become teachers, professors, lawyers, journalists, public policy professionals, politicians, diplomats, diplomatic core professionals, political activists, writers, civil servants, and city planners.

### ASSOCIATE IN ARTS - HISTORY

#### Core and Selective Requirements

#### Complete Core Courses, 6 units

	UNITS
HIST 201 U. S. History Through 1877	3
HIST 202 U. S. History From 1877 to the Present	3

#### Selectives courses: choose a minimum of 18 units from the following:

Complete 6 units from the following courses, (remaining 6 units may be taken in the following section):

HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
HIST 104 World History I	3
HIST 106 World History II	3

#### Complete 12 units from the following courses:

HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
HIST 104 World History I	3
HIST 106 World History II	3
HIST 242 African-American History	3
HIST 243 African History	3
HIST 245 Race, Ethnicity and Immigration in the U.S.	3
HIST 246 History of Latinos in the U.S.	3
HIST 247 Women in U.S. History	3
HIST 422 Modern Latin America	3
HIST 451 Far Eastern Civilization & Heritage I	3
HIST 452 Far Eastern Civilization & Heritage II	3
HIST 455 Middle Eastern History	3

Associate Degree Unit Requirements Total **24\***

### TRANSFER PROGRAM - HISTORY

Cañada College offers lower division coursework required for transfer in History. Students should use PROJECT ASSIST ([www.assist.org](http://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.

## HUMAN SERVICES

### Certificate of Achievement - Promotor Education & Employment Project

#### Skills Certificate - Family Development

#### Certificate of Achievement - Community Health Worker

#### Certificate of Achievement - Human Services

#### Associate in Science - Human Services

The Human Services program at Cañada College was developed in cooperation with State and County Departments of Mental Health, Rehabilitation, Vocational Rehabilitation, and Human Services. The program is designed to train personnel to provide value-based services for families in need of temporary social, health, and economic assistance. State and county agencies, nonprofit and private providers of services, social workers, psychologists, and medical personnel work in this field.

### CERTIFICATE OF ACHIEVEMENT - PROMOTOR EDUCATION & EMPLOYMENT PROJECT

"The curriculum is designed to prepare individuals for entry-level positions in community-oriented health and social services. It provides a family oriented, culturally and linguistically appropriately and sensitive approaches to health & human service delivery, information and referral sources, and client advocacy in various settings.

Examples of type of positions graduates would be employed as are unit assistant, caregiver, admitting clerk, nutrition aide, health promoter, and health plan representative.

#### Core and Selective Requirements

#### Complete Core Courses, 16.5 units

	UNITS
CBOT 430 Computer Applications, Part I or CBOT 431 Computer Applications, Part II	1.5
HSCI 100 General Health Science	3
HSCI 430 First Aid	0.5
HSCI 432 CPR: Adult, Child, Infant	0.5
HMSV 161 Information & Referral: Understanding Community Resources	1
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3
HMSV 265 Family Development Portfolio, Part I	1.5
HMSV 266 Family Development Portfolio, Part II	1.5
HMSV 672 Cooperative Education: Human Services Internship	1
<b>Certificate Unit Requirements Total</b>	<b>16.5+</b>

### SKILLS CERTIFICATE - FAMILY DEVELOPMENT

#### Core and Selective Requirements

#### Complete Core Courses, 6 units

	UNITS
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3

#### Selectives courses: choose a minimum of 3 units from the following:

HMSV 265 <b>and</b> HMSV 266 Family Development Portfolio, Part I <b>and</b> Part II	1.5/1.5
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ECE. 366 Practicum in Early Childhood Education	3
HMSV 670 Cooperative Education/ Human Services Work Experience	3
HMSV 672 Cooperative Education: Human Services Internship	3
<b>Certificate Unit Requirements Total</b>	<b>9+</b>

**CERTIFICATE OF ACHIEVEMENT - COMMUNITY HEALTH WORKER**

This certificate is designed for those individuals that are interested in job opportunities as community health workers. The demand for entry community health workers continues to grow statewide.

The students completing this program of study (seven courses) can then enter the workforce as a community health worker, health promoter, health aide, just to name a few positions. Community Health Workers are hired by state and county agencies, nonprofit and private providers of service.

**Core and Selective Requirements**  
**Complete Core Courses, 7 units**

	<b>UNITS</b>
HSCI 100 General Health Science	3
HMSV 161 Information & Referral: Understanding Community Resources	1
HMSV 672 Cooperative Education: Human Services Internship	3

Selective courses: choose a minimum of 10 units from the following:

**Complete 6 units from the following courses:**

HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3

**Complete 4 units from the following courses:**

CBOT 430 Computer Applications, Part I	1.5
ECE. 212 Child, Family, and Community	3
HSCI 430 First Aid	0.5
HSCI 432 CPR: Adult, Child, Infant	0.5
HSCI 665 Special Topics in Health Science	0.5
HMSV 100 Introduction to Human Services	3
HMSV 120 Public Assistance and Benefits Program	1
HMSV 160 Serving Diverse Populations	3
PSYC 100 General Psychology	3
PSYC 106 Psychology of Ethnic Minority Groups	3
PSYC 110 Marriage & Relationship Choices	3
PSYC 201 Child Development	3
PSYC 410 Abnormal Psychology	3
SOCI 100 Introduction to Sociology	3
SOCI 141 Understanding Diverse Racial/Ethnic Cultures	3
<b>Certificate Unit Requirements Total</b>	<b>17+</b>

**CERTIFICATE OF ACHIEVEMENT - HUMAN SERVICES**

**Core and Selective Requirements**

**Complete Core Courses, 15.5 units**

	<b>UNITS</b>
CBOT 430 Computer Applications, Part I	1.5
HMSV 100 Introduction to Human Services	3
HMSV 110 Introduction to Counseling and Interviewing	3
HMSV 115 Introduction to Case Management	3
HMSV 120 Public Assistance and Benefits Programs	1
HMSV 161 Information & Referral: Understanding Community Resources	1
HMSV 670 Cooperative Education: Human Services Work Experience	3
<i>or HMSV 672 Cooperative Education: Human Services Internship</i>	
<b>Selective courses: choose a minimum of 11 units from the following</b>	
BUS. 108 Business Writing & Presentation Methods	3
HSCI 100 General Health Science	2-3*
<i>*(2 or 3 unit course may be used to fulfill requirement)</i>	
HSCI 105 Communicable Disease	1
HSCI 665 Special Topics in Health Science	0.5
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE.264 The Life Cycle of the Family	3
HMSV 265 Family Development Portfolio, Part I	1.5
HMSV 266 Family Development Portfolio, Part II	1.5
SPCH 120 Interpersonal Communication	3
<b>Certificate Unit Requirements Total</b>	<b>26.5+</b>

**ASSOCIATE IN SCIENCE DEGREE - HUMAN SERVICES**

**Core and Selective Requirements**

**Complete Core and Selective Courses listed under the Certificate of Achievement-Human Services.**

**Certificate Unit Requirements Total 26.5\***

**TRANSFER PROGRAM - HUMAN SERVICES**

Cañada College offers lower division coursework required for transfer in Human Services. 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 47.*

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

## ASSOCIATE IN ARTS DEGREE IN INTERDISCIPLINARY STUDIES WITH AREAS OF EMPHASIS

### Associate in Arts with Area of Emphasis

The Interdisciplinary Studies major is designed for students pursuing broad areas of study and exploration in any of the areas of emphasis described below. Option 1 enables students to complete the requirements for the Associates Degree, while option 2 enables students to complete the requirements for the Associates degree and transfer admission requirements to the California State University, University of California, or private and out-of-state universities.

Important: Completion of the CSU or UC patterns does not guarantee admission to any of these institutions. Consult with a counselor for further information.

#### Option 1: Cañada College Pattern

Provides an opportunity to earn an Associate in Arts degree in Interdisciplinary Studies, which covers a broad area of study and is intended for students who may not be planning to transfer to a four-year university. (replaces former Liberal Arts major)

- A. Complete Basic Competencies, including 2 units of physical activity, and Specific Areas (A, B, C, D, E) of the General Education requirements for the AA/AS degree (23 units)
- B. Complete 18 units in one of the following Areas of Emphasis
  - 1) Arts and Humanities
  - 2) Natural Science and Mathematics
  - 3) Social and Behavioral Sciences
- C. Select 19 degree-applicable units **in consultation with a counselor** to fulfill lower-division preparation and/or electives and complete the required 60 transferable and degree-applicable units for an Associate Degree.

#### Option 2: Transfer Pattern: California State University, University of California, or private and out-of-state university.

Intended for students who are planning to transfer to a four-year university. Courses should be chosen carefully **in consultation with a counselor**. (replaces former University Studies major)

- A. Choose a General Education Pattern
  - Complete 39 units of the CSU GE requirements (a C or better grade is required in Areas A1, A2, A3 and B4)
- OR**
- Complete 37 units of the Intersegmental General Education Transfer Curriculum (IGETC) for UC or CSU (all courses must be completed with a C or better grade)
- B. Complete 18 units from one of the following Areas of Emphasis:
  - 1) Arts and Humanities
  - 2) Natural Science and Mathematics
  - 3) Social and Behavioral Sciences
- C. Remaining 3 to 5 units should be chosen **in consultation with a counselor** to fulfill Associate Degree competency and specific area requirements and lower-division preparation and/or electives for a total of 60 transferable, degree-applicable units for an Associate Degree.

### ASSOCIATE IN ARTS - INTERDISCIPLINARY STUDIES WITH EMPHASIS IN ARTS AND HUMANITIES

Students earning this AA degree analyze and evaluate the ways in which people from different cultures have expressed themselves through the Arts and Humanities.

The degree in Interdisciplinary Studies with emphasis in Arts and Humanities requires a minimum of 18 units of coursework.

#### I. Arts:

Select 9 units, courses must be selected from at least 2 disciplines:

**ART** 100, 101, 102, 103, 104, 201, 204, 214, 301

**DRAM** 101, 140, 142, 143, 151, 152

**LIT.** 142, 143, 441, 442

**MUS.** 100, 115, 202, 240, 250

#### II. Humanities

Select 9 units, courses must be selected from at least 2 disciplines:

**DRAM** 142, 143, 151, 152

**ENGL** 110, 161, 164

**HIST** 100, 101, 104, 106, 201, 202, 242, 243, 245, 246, 247, 451, 452, 455

**LIT.** 101, 111, 142, 143, 151, 152, 200, 205, 231, 232, 233, 251, 252, 266, 301, 370, 371, 372, 373, 375, 441, 442, 445

**PHIL** 100, 160, 190, 240, 246, 300, 320

**SPAN** 120, 121, 122, 130, 131, 132, 140, 150, 152, 161, 162

**SPCH** 111

### ASSOCIATE IN ARTS - INTERDISCIPLINARY STUDIES WITH EMPHASIS IN NATURAL SCIENCE AND MATHEMATICS

The Natural Science and Mathematics are a gateway to a very large number of occupations, many of which require specific coursework for transfer and/or admission to professional schools. In general, careers in the natural sciences require strong computational, communication and analytical thinking skills.

The degree in Interdisciplinary Studies with emphasis in Natural Science and Mathematics prepares students for further study and employment as life and physical scientists, health practitioners, engineers and science technicians.

The degree in Interdisciplinary Studies with emphasis in Natural Science and Mathematics requires a minimum of 18 units of coursework to include introductory courses, completion of at least one course in mathematics and additional advanced courses.

At least one introductory **OR** advanced course **MUST** have a laboratory experience included (\* courses) or a laboratory course must be taken (# courses).

#### I. Introductory Science Courses: (Select a minimum of 9 units)

1. Biology: a student may choose up to 2 of the following courses to meet this requirement:

**BIOL** 110\*, 130, 310

2. Chemistry: a student may choose 1 of the following courses to meet this requirement:

**CHEM** 192\*, 210\*, 410\*

3. Physics: a student may choose 1 of the following courses to meet this requirement:

**PHYS** 210\*, 250\*

4. Other sciences: a student may choose up to 3 of the following courses to meet this requirement:

**ANTH 125 ASTR 100 & 101# ENGR 100\***  
**GEOG 100 GEOL 100\* HSCI 100**  
**OCEN 100 & 101#**

**II. Mathematics Competency: (3 units)**

**MATH 125, 130, 140, 200, 219, 241, 251**

**III. Advanced Courses: (6 units)**

**BIOL 225\*, 230\*, 240\*, 250\*, 260\***  
**CHEM 220\*, 234 & 237#**  
**MATH 242, 252, 253**  
**PHYS 220\*, 260\*, 270\***

**ASSOCIATE IN ARTS - INTERDISCIPLINARY STUDIES WITH EMPHASIS IN SOCIAL AND BEHAVIORAL SCIENCES**

The Social and Behavioral Sciences are a cluster of disciplines that analyze basic dimensions of the human world through the application of systematic methods. Social scientists study an array of topics and deploy a multitude of theories and research methods collecting and analyzing data from participant observations, group interviews, surveys, historical documents, laboratory experiments, and more. Students who earn an AA in the Social and Behavioral Sciences analyze and evaluate the social world from the perspectives of anthropology, economics, history, philosophy, political science, psychology, and sociology.

The degree in Interdisciplinary Studies with emphasis in Social and Behavioral Sciences prepares students for a variety of careers related to education, law, social work, business, politics, and human services.

Select 18 units from Social and Behavioral Sciences. Courses must be selected from at least 4 disciplines

**ANTH 110, 200, 360**  
**ECON 100, 102, 230**  
**GEOG 110**  
**HIST 100, 101, 104, 106, 201, 202**  
**PHIL 100, 160, 190, 240, 300,**  
**PLSC 130, 150, 210, 310**  
**PSYC 100, 106, 110, 200, 205, 300, 340, 410**  
**SOCI 100, 105, 141, 205**

**INTERIOR DESIGN**

- Certificate of Achievement - Green/Sustainable Design
- Certificate of Achievement - Interior Design
- Certificate of Achievement- Residential and Commercial Design
- Certificate of Achievement - Kitchen and Bath (endorsed by NKBA, National Kitchen & Bath Association)
- Associate in Science - Interior Design
- Transfer Program

The Interior Design Department offers courses designed for individuals interested in preparing for careers in the professional fields of interior design. Included in the program are a transfer program, an AS degree, and four certificate programs. The Kitchen & Bath Certificate is Accredited by the NKBA, National Kitchen & Bath Association. The AS degree in conjunction with the residential and commercial design or kitchen and bath certificate meets the minimum qualifying requirements for the American Society of Interior Designers (ASID) allied membership. Completion of the Kitchen & Bath Certificate prepares students for the AKBD (Associate Kitchen & Bath Design) exam and the CKD (Certified Kitchen Designer) and CBD (Certified Bath Designer). Interior Design students are required to complete the core requirements in Interior Design before taking the residential, commercial design and kitchen and bath certificate requirements. If a student has an earned Bachelor's degree, he/she must see a counselor regarding courses completed during the first two years of college that may be substituted for core requirement courses.

**CERTIFICATE OF ACHIEVEMENT - GREEN/SUSTAINABLE DESIGN**

The Green/Sustainable Design Certificate of Achievement is designed for interested design students and professionals currently working in the industry (interior design, architecture, construction), to enhance their knowledge and skills. It prepares them for jobs with architectural and design firms, remodeling and construction companies, as well as numerous trade and retail positions, where expertise in this area is becoming an important and necessary job qualification.

**Core and Selective Requirements**

**Complete Core Courses, 16 units**

	<b>UNITS</b>
INTD 400 Green/Sustainable Design Concepts	2
INTD 450 Materials and Finishes	3
INTD 260 Overview of Lighting Design	3
INTD 356 Residential & Commercial Construction	3
INTD 370 Construction Estimating & Renovation	3
INTD 464 Codes: Fire, Safety, and Barrier-Free Design	1
INTD 672 Cooperative Education: Internship/Work Experience	1
<b>Certificate Unit Requirements Total</b>	<b>16+</b>

**CERTIFICATE OF ACHIEVEMENT - INTERIOR DESIGN**

**Core and Selective Requirements**

**Complete Core Courses, 31 units**

	<b>UNITS</b>
ARCH 110 Basic Architectural Drawing	3
ART 201 Form and Composition I	3
INTD 115 Introduction to Interior Design	3
INTD 126 Critical Thinking for Interior Designers	3

INTD 128 Presentation Techniques I	3
INTD 129 Presentation Techniques II	3
INTD 130 Beginning Space Planning	3
INTD 148 Color for Interiors	3
INTD 150 History of Interiors	3
INTD 362 CAD for Interior Designers-Architectural Drawings	1
INTD 450 Materials and Finishes	3
<b>Certificate Unit Requirements Total</b>	<b>31+</b>

### **CERTIFICATE OF ACHIEVEMENT - RESIDENTIAL AND COMMERCIAL DESIGN**

#### *Core and Selective Requirements*

Complete Core Courses, 65 units

	<b>UNITS</b>
ARCH 110 Basic Architectural Drawing	3
ART 103 History of Art III	3
ART 201 Form and Composition I	3
INTD 115 Introduction to Interior Design	3
INTD 126 Critical Thinking for Interior Designers	3
INTD 128 Presentation Techniques I	3
INTD 129 Presentation Techniques II	3
INTD 130 Beginning Space Planning	3
INTD 147 Advanced Space Planning	3
INTD 148 Color for Interiors	3
INTD 150 History of Interiors	3
INTD 250 Professional Practices	3
INTD 260 Overview of Lighting Design	3
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 340 Furniture, Casework and Interior Detailing	3
INTD 350 Commercial Design I	3
INTD 356 Residential & Commercial Construction	3
INTD 360 AutoCAD for Interior Designers	3
INTD 362 CAD for Interior Designers-Architectural Drawings	1
INTD 370 Construction Estimating and Renovation	3
INTD 450 Materials and Finishes	3
INTD 464 Codes: Fire, Safety, and Barrier-Free Design	1
<b>Certificate Unit Requirements Total</b>	<b>65+</b>

### **CERTIFICATE OF ACHIEVEMENT - KITCHEN AND BATH**

#### *Core and Selective Requirements*

Complete Core Courses, 59 units

	<b>UNITS</b>
ARCH 110 Basic Architectural Drawing	3
ART 201 Form and Composition I	3
INTD 115 Introduction to Interior Design	3
INTD 126 Critical Thinking for Interior Designers	3
INTD 128 Presentation Techniques I	3
INTD 129 Presentation Techniques II	3
INTD 130 Beginning Space Planning	3
INTD 147 Advanced Space Planning	3
INTD 148 Color for Interiors	3
INTD 150 History of Interiors	3
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 276 Advanced Kitchen & Bath Design	3
INTD 278 Marketing & Salesmanship for Interior Design	3
INTD 340 Furniture, Casework, and Interior Detailing	3
INTD 356 Residential and Commercial Construction	3

INTD 362 CAD for Interior Designers-Architectural Drawings	1
INTD 370 Construction Estimating & Renovation	3
INTD 450 Materials and Finishes	3
INTD 464 Codes: Fire, Safety, and Barrier-Free Design	1
INTD 672 Cooperative Education Internship	3

#### **Selective courses: choose a minimum of 3 units from the following:**

ART 101 History of Art I	3
ART 102 History of Art II	3
ART 103 History of Art III	3
ART 204 Drawing I	3
CBOT 430 Computer Applications, Part I	1.5
INTD 250 Professional Practices	3
INTD 260 Overview of Lighting Design	3
INTD 320 Asian Art for Interiors: China and Korea <i>or ART 125 Asian Art for Interiors: China and Korea</i>	1
INTD 321 Asian Art for Interiors: Japan and Southeast Asia <i>or ART 126 Asian Art for Interiors: Japan and Southeast Asia</i>	1
INTD 322 Asian Art for Interiors: Japan, India, and the Philippines <i>or ART 127 Asian Art for Interiors: Japan, India, and the Philippines</i>	1
INTD 350 Commercial Design I	3
<b>Certificate Unit Requirements Total</b>	<b>62+</b>

### **ASSOCIATE IN SCIENCE - INTERIOR DESIGN**

#### *Core & Selective Requirements*

Complete Core Courses, 31 units, listed under the Certificate of Achievement-Interior Design

**Associate Degree Unit Requirements Total 31+**

### **TRANSFER PROGRAM - INTERIOR DESIGN**

Cañada College offers lower division coursework required for transfer in Interior Design. Students should use PROJECT ASSIST ([www.assist.org](http://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 47.

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

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**Email: [wolford@smccd.edu](mailto:wolford@smccd.edu)**

**Web: [www.canadacollege.edu/programs/degrees/interior\\_design](http://www.canadacollege.edu/programs/degrees/interior_design)**

## LATIN AMERICAN STUDIES

### Certificate of Achievement

#### Associate in Arts with Transfer Status

Latin American Studies is an interdisciplinary program that combines courses from multiple academic departments to give students a broad background encompassing the historical, political, social, cultural, and geographic aspects as well as the language of the region, emphasizing social sciences, literature and the arts.

A degree in Latin American Studies affords students access to a wide range of career opportunities in the United States and abroad. The continuing importance of Latin America for the U.S. and the growing Latin population in the US have produced an increasing need for trained persons with a knowledge of the region to work in government, teaching, business and other fields.

### CERTIFICATE OF ACHIEVEMENT - LATIN AMERICAN STUDIES

#### Core and Selective Requirements

##### Complete Core Courses, 15 units

	UNITS
DRAM 160 Latin American Theatre	3
HIST 422 Modern Latin America	3
LIT. 373 Latin American Literature in Translation	3
MUS. 240 Music of the Americas	3
PLSC 320 Latin American Politics	3

Selective courses: choose a minimum of 9-10 units from the following:

##### Take 6 units from the following courses:

LIT. 371 Mexican American Literature	3
LIT. 372 Myth and Folklore of La Raza	3
HIST 246 History of Latinos in the U.S.	3
SPAN 161 Readings in Spanish Literature I or SPAN 162 Readings in Spanish Literature II	3

##### Take 3-4 units from the following courses:

SPAN 140 Advanced Intermediate Spanish	3
SPAN 150 Spanish for Heritage Speakers I	4
SPAN 152 Spanish for Heritage Speakers II	4

Certificate Unit Requirements Total 24-25+

### ASSOCIATE IN ARTS WITH TRANSFER STATUS- LATIN AMERICAN STUDIES

Complete Core and Selective Courses, 24-25 units, listed under the Certificate of Achievement - Latin American Studies

Associate Degree Major Unit Requirements Total	24-25
CSU GE or IGETC Unit Requirements Total	37-43

### TRANSFER PROGRAM - LATIN AMERICAN STUDIES

Cañada College offers lower division coursework required for transfer in the area of Latin American Studies. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. To ensure that students' Associate in Arts Degree General Education and Elective course choices also fulfill CSU GE /IGETC unit requirements for transfer, students should work with a Counselor/Advisor to determine appropriate transfer coursework.

+ meet Certificate Program requirements listed on page 47.

## MATHEMATICS

### Transfer Program

Mathematics provides the foundation for studying engineering, the physical, biological and health sciences, economics, business, computer science, statistics and many other fields. A major in mathematics itself opens up job opportunities in many fields since mathematical problem-solving skills are widely applicable. Thus, people with mathematical degrees work in fields such as accounting, budget and financial analysis, market research analysis, demographics, banking and finance and systems analysis, and many others.

### TRANSFER PROGRAM - MATHEMATICS

Cañada College offers lower division coursework required for transfer in Mathematics. Students should use PROJECT ASSIST ([www.assist.org](http://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.

## MEDICAL ASSISTING

Certificate of Achievement - Medical Administrative Assistant

Certificate of Achievement - Medical Coding Specialist

Certificate of Achievement - Medical Assisting

Certificate of Achievement - Medical Billing Specialist

Certificate of Achievement - Medical Transcription

Associate in Science Degree - Medical Assisting

Associate in Science Degree - Medical Billing Specialist

Associate in Science Degree - Medical Transcription

The ability to work well with people, be well organized, and be emphatic in dealing with patients are essential qualities in a medical assistant. The Medical Assisting program at Cañada is designed to provide the finest training and experience available. Through the expertise of a talented faculty and exposure to professionals in the field, students can expect to learn administrative duties such as medical/financial records management, medical report transcription, patient appointment scheduling, and clinical duties including preparation of patients for examination, assistance with minor surgery, giving injections, and operating electrocardiographs.

The field of Medical Assisting is one of the fastest growing occupations in this decade. Career opportunities for the well-trained medical assistant are plentiful. Graduates of Cañada's program secure employment in physician's offices, clinic, hospitals, labs, medical publication firms, laboratories, pharmaceutical firms, public health agencies, and the claims departments of health insurance companies. Recommended high school preparation: written and oral communication skills, typing, biology, psychology, and basic mathematics.

### CERTIFICATE OF ACHIEVEMENT - MEDICAL ADMINISTRATIVE ASSISTANT

The ability to work well with people, be well organized with attention to detail are essential qualities in an administrative medical assistant. Administrative skills include patient appointment scheduling, medical report transcription, medical billing and insurance, and medical/financial records management.

Administrative medical assistants work in physician's offices, clinics, outpatient facilities, hospitals, and business offices of medical facilities.

#### Core and Selective Requirements

Complete Core Courses, 15 units

	UNITS
MEDA 115 Medical Word Processing	3
MEDA 140 Medical Transcription: Basic	3
MEDA 150 Medical Office Procedures	3
MEDA 160 Medical Insurance Procedures	3
MEDA 190 Introduction to Pharmacology	3
<b>Certificate Unit Requirements Total</b>	<b>15+</b>

### CERTIFICATE OF ACHIEVEMENT - MEDICAL CODING SPECIALIST

Ability to work independently and under pressure, attention to detail, organizational skills, and able to implement Federal and State compliance laws and regulations are essential qualities in a medical coder.

Medical coders work in in-patient and out-patient hospital facilities, large clinics, and insurance companies.

#### Core and Selective Requirements

Complete Core Courses, 15 units

	UNITS
BIOL 130 Human Biology	3
MEDA 110 Basic Medical Terminology	3
MEDA 111 Intermediate Medical Terminology	3
MEDA 161 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Beginning Coding	1
MEDA 162 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Intermediate Coding	1
MEDA 163 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Advanced Coding	1
MEDA 164 CPT (Current Procedural Terminology) Beginning Coding	1
MEDA 165 CPT (Current Procedural Terminology) Intermediate Coding	1
MEDA 166 CPT (Current Procedural Terminology) Advanced Coding	1
<b>Certificate Unit Requirements Total</b>	<b>15+</b>

### CERTIFICATE OF ACHIEVEMENT - MEDICAL ASSISTING

#### Core and Selective Requirements

Complete Core Courses, 38 units

	UNITS
BIOL 130 Human Biology	3
MEDA 100 Introduction to Medical Assisting	3
MEDA 110 Basic Medical Terminology	3
MEDA 111 Intermediate Medical Terminology	3
MEDA 115 Medical Word Processing	3
MEDA 120 Clinical Procedures I	4
MEDA 121 Clinical Procedures II	4
MEDA 140 Medical Transcription: Basic	3
MEDA 150 Medical Office Procedures	3
MEDA 160 Medical Insurance Procedures	3
MEDA 190 Introduction to Pharmacology	3
MEDA 672 Cooperative Education Internship	3
<b>Certificate Unit Requirements Total</b>	<b>38+</b>

### CERTIFICATE OF ACHIEVEMENT - MEDICAL BILLING SPECIALIST

Associate of Science Degree with a major in Medical Billing Specialist; Certificate Program. Medical Billing Specialists usually perform their duties for all providers of health care services and equipment in hospitals, clinics, and private medical offices.

The employment outlook for Medical Billing Specialists is excellent and is expected to grow as health care needs continue to increase. Due to the rapid expansion in health care, employment opportunities include all providers of health care services and supplies, hospitals, clinics, health agencies, private medical offices, medical labs, educational institutions, and insurance carriers.

**Core and Selective Requirements**

Complete Core Courses, 24 units

	<b>UNITS</b>
ACTG 100 Accounting Procedures	3
MEDA 100 Introduction to Medical Assisting	3
MEDA 110 Basic Medical Terminology	3
MEDA 111 Intermediate Medical Terminology	3
MEDA 150 Medical Office Procedures	3
MEDA 160 Medical Insurance Procedures	3
MEDA 161 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Beginning Coding	1
MEDA 162 ICD-9-CM Intermediate Coding	1
MEDA 163 ICD-9-CM Advanced Coding	1
MEDA 164 CPT (Current Procedural Terminology) Beginning	1
MEDA 165 CPT - Intermediate Coding	1
MEDA 166 CPT - Advanced Coding	1
<b>Certificate Unit Requirements Total</b>	<b>24+</b>

**CERTIFICATE OF ACHIEVEMENT – MEDICAL TRANSCRIPTION**

Attention to detail, organizational skills, and ability to work both independently and under pressure are essential qualities in a medical transcriptionist. Medical transcriptionists specialize in transcribing physician's reports on patient medical history, physical examination, surgery, discharge, and radiological/nuclear medicine procedures from audiocassette dictation or written notes.

Medical transcriptionists work largely in physician's offices and hospitals. Their skills are also transferable to non-medical environments such as business offices, law offices, newsrooms, radio stations, and television transcription companies.

**Core and Selective Requirements**

Complete Core Courses, 30 units

	<b>UNITS</b>
BIOL 130 Human Biology	3
CBOT 417 Skill Building	1.5
CBOT 472 Beginning Word Processing	1.5
MEDA 100 Introduction to Medical Assisting	3
MEDA 110 Basic Medical Terminology	3
MEDA 111 Intermediate Medical Terminology	3
MEDA 115 Medical Word Processing	3
MEDA 140 Medical Transcription: Basic	3
MEDA 141 Medical Transcription: Advanced	3
MEDA 160 Medical Insurance Procedures	3
MEDA 190 Introduction to Pharmacology	3
<b>Selective courses: choose a minimum of 1.5 units from the following:</b>	
CBOT 448 Using Microsoft Windows	1.5
CBOT 430 Computer Applications, Part I	1.5
<b>Certificate Unit Requirements Total</b>	<b>31.5+</b>

**ASSOCIATE IN SCIENCE – MEDICAL ASSISTING****Core and Selective Requirements**

Complete Core Courses, 38 units, listed under the Certificate of Achievement-Medical Assisting.

Associate Degree Unit Requirements Total 38\*

**ASSOCIATE IN SCIENCE – MEDICAL BILLING SPECIALIST****Core and Selective Requirements**

Complete Core Courses, 24 units, listed under the Certificate of Achievement-Medical Billing Specialist.

Associate Degree Unit Requirements Total 24\*

**ASSOCIATE IN SCIENCE – MEDICAL TRANSCRIPTION****Core Requirements**

Complete Core Courses, 31.5 units, listed under the Certificate of Achievement-Medical Transcription.

Associate Degree Unit Requirements Total 31.5\*

+ meet Certificate Program requirements listed on page 47.

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

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## MULTIMEDIA ART AND TECHNOLOGY

- Certificate of Achievement - Graphic Design
- Certificate of Achievement - Web Design
- Certificate of Achievement - Multimedia Art and Technology
- Certificate of Achievement - 3D Animation and Videogame Art
- Associate in Arts Degree - Multimedia
- Associate in Arts Degree - 3D Animation and Videogame Art
- Transfer Program

### CERTIFICATE OF ACHIEVEMENT - GRAPHIC DESIGN

This certificate prepares students for the career of graphic design. Graphic designers are typically responsible for graphic design production and pre press production. Graphic Designers create corporate branding and identification, logos, business cards, letterhead, newsletters, brochures, flyers, postcards and are responsible for the creation of publication marketing collateral. The Multimedia program provides the latest software and hardware to students in the graphic design certificate program. Faculty members have extensive industry experience and their expertise is critical to the success of students in this exciting and creative field.

Career opportunities include entry level Graphic Design: Pre Press, Graphic Design Assistant, Graphic Design Production Assistant, and Freelance Graphic Designers. Graphic designers can work in both large and small firms. Large companies will have their own in-house departments and hire designers directly. Other firms need the talents of a designer seasonally or for special projects and look for small design firms or freelance designers. Pre press production is a vital part of the printing industry as printing firms rely on graphic designers to correctly set up creative work for the press.

#### Core and Selective Requirements

Complete Core Courses, 16.5 units

	<b>UNITS</b>
MART 314 Introduction to Computer Graphics	3
MART 372 Digital Illustration	3
MART 376 Digital Imaging I	3
MART 377 Digital Imaging II	3
MART 378 Digital Page Layout	3
MART 390 Portfolio Creation	1.5
<b>Certificate Unit Requirements Total</b>	<b>16.5+</b>

### CERTIFICATE OF ACHIEVEMENT - WEB DESIGN

This certificate prepares students for the career of web design. Web designers are typically responsible for the design, interface, navigation, and update of websites. Web designers use a number of graphic and web creation computer software to create these websites. The Multimedia program provides the latest software and hardware to students in the web design certificate program. Faculty members have extensive industry experience and their expertise is critical to the success of students in this exciting and creative field.

Career opportunities include both freelance and in-house Web Design Assistant, Web Production Assistant, and Motion Graphics Designers. Entry level positions may be found in both large and small companies as the design of a website demands constant updating. Many career opportunities exist for freelance web design work.

#### Core and Selective Requirements

Complete Core Courses, 16.5 units

	<b>UNITS</b>
MART 314 Introduction to Computer Graphics	3
MART 368 Web Design I	3
MART 369 Web Design II	3
MART 376 Digital Imaging I	3
MART 379 Digital Animation I: Flash®	3
MART 390 Portfolio Creation	1.5
<b>Certificate Unit Requirements Total</b>	<b>16.5+</b>

### CERTIFICATE OF ACHIEVEMENT - MULTIMEDIA ART AND TECHNOLOGY

The Multimedia Art and Technology department provides courses taught by faculty with extensive academic, professional, and industry experience. Students are guided through the department's project based courses to develop the knowledge and skills needed to incorporate the principles of visual communication in their work. Each course provides students with projects and evaluating critiques that challenge their creative problem solving skills. A culminating course (MART 390) provides the opportunity for students to construct their electronic or print portfolio utilizing these projects.

The Multimedia Program prepares students for entry level positions as graphic designers, production art designers, web designers, and production assistants in animation, video, and multimedia product development such as game development, interactive CD presentations, and digital video.

#### Core and Selective Requirements

Complete Core Courses, 18 units

	<b>UNITS</b>
MART 314 Introduction to Computer Graphics	3
MART 368 Web Design I	3
MART 372 Digital Illustration	3
MART 376 Digital Imaging I	3
MART 379 Digital Animation I: Flash	3
MART 389 Multimedia Careers	1.5
MART 390 Portfolio Creation	1.5

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

Complete 3 units from the following courses:

ART 214 Color	3
ART 303 Color Design	3

Complete 3 units from the following courses:

MART 325 Digital Painting	3
MART 361 Digital Video	3
MART 362 Digital Photography	3
MART 369 Web Design II	3
MART 373 Digital Audio I	1
MART 377 Digital Imaging II	3
MART 378 Digital Page Layout	3

**Certificate Unit Requirements Total 24+**

### CERTIFICATE OF ACHIEVEMENT - 3D ANIMATION AND VIDEOGAME ART

The 3D Animation & Video Game Art Program is a comprehensive program that puts equal emphasis on the artistic and the technical side of 3D modeling and animation. Courses cover material that will take the student through the whole production process and workflow of 3D animation, from storyboarding and conceptualization to the final delivery of the rendered product. Curriculum spans traditional animation techniques, life drawing and the technical fundamentals of 3D animation and modeling. Classes are taught in a state-of-the-art computer studio with the latest versions of industry-standard software packages. Faculty members have extensive industry experience and their expertise is critical to the success of students in this growing field.

#### Core and Selective Requirements

Complete Core Courses, 34.5 units

	UNITS
ART 207 Life Drawing	3
MART 325 Digital Painting	3
MART 377 Digital Imaging II	3
MART 379 Digital Animation I	3
MART 380 Digital Animation II	3
MART 389 Multimedia Careers	1.5
MART 390 Portfolio Creation	1.5
MART 400 Motion Graphics	1.5
MART 405 Storyboarding for Animation & Interactive Media	3
MART 418 History of Animation	1.5
MART 420 3D Modeling and Animation I	3
MART 421 3D Modeling and Animation II	3
MART 430 3D Character Creation and Animation	3
MART 431 Special Effects and Compositing in 3D	1.5
<b>Selective courses: choose a minimum of 3.0 units from the following:</b>	
ART 206 Figure Drawing and Portraiture	3
ART 214 Color	3
ART 221 Painting I	3
ART 229 Landscape Painting	2
MART 362 Digital Photography I	3
MART 363 Digital Photography II	3
MART 372 Digital Illustration	3
MART 373 Digital Audio I	1
MART 432 3D Environments and Hard Surface Modeling	1.5
MART 440 Video Game 3D Production Techniques	1.5
<b>Certificate Unit Requirements Total</b>	<b>37.5+</b>

### ASSOCIATE IN ARTS - MULTIMEDIA ART AND TECHNOLOGY

#### Core & Selective Requirements

Complete Core and Selective Courses, 24 units, listed under the Certificate of Achievement–Multimedia Art and Technology

Associate Degree Unit Requirements Total 24\*

### ASSOCIATE IN ARTS - 3D ANIMATION AND VIDEOGAME ART

#### Core & Selective Requirements

Complete Core and Selective Courses, 37.5 units, listed under the Certificate of Achievement–Multimedia Art and Technology

Associate Degree Unit Requirements Total 37.5\*

### TRANSFER PROGRAM - MULTIMEDIA ART AND TECHNOLOGY

Cañada College offers lower division coursework required for transfer in Multimedia Art and Technology. Students should use PROJECT ASSIST ([www.assist.org](http://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 47.

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

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## MUSIC

### Associate in Arts Transfer Program

The music department at Cañada College provides a variety of courses to introduce students to the many ways of knowing music. The selection of courses in the music major gives a student several different creative outlets and prepares an open mind for the wide array of possibilities in the rapidly changing music world. Some courses focus on applications of technology, and others address the intersection of music and social contexts of its production. Note that this major does not specifically support transfer into most four-year degree music programs.

Students who complete this AA may be interested in careers in music marketing or music production.

### ASSOCIATE IN ARTS -MUSIC Core and Selective Requirements Complete Core Courses, 9 units

	<b>UNITS</b>
MUS. 100 Fundamentals of Music	3
MUS. 120 Songwriting Workshop I	3
MUS. 290 Introduction to Music and Computers	3

**Selective courses: choose a minimum of 11 units from the following:**

**Complete 9 units from the following courses:**

MUS. 115 Art, Music and Ideas	3
MUS. 121 Songwriting Workshop II	3
MUS. 122 Songwriting Workshop III	3
MUS. 161 Film Music Practicum	1
MUS. 202 Music Appreciation	3
MUS. 210 Histories of Popular Music and Rock	3
MUS. 230 Beethoven	3
MUS. 240 Music of the Americas	3
MUS. 250 World Music	3
MUS. 260 Music in Film, Television and Multimedia	3
MUS. 271 Opera and Musical Theater History	3

**Complete 2 units from the following courses:**

MUS. 301 Piano I	2
MUS. 302 Piano II	2
MUS. 303 Piano III	2
MUS. 304 Piano IV	2

**Associate Degree Unit Requirements Total** **20\***

### TRANSFER PROGRAM - MUSIC

Cañada College offers lower division coursework required for transfer in Music. Students should use PROJECT ASSIST ([www.assist.org](http://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*

## NURSING

### Transfer Program

### TRANSFER PROGRAM - NURSING

Cañada College offers lower division coursework required for transfer in Nursing. Students should use PROJECT ASSIST ([www.assist.org](http://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.

Recommended Sequence of Classes for Nursing Transfer Program		
Fall, Year 1	Spring Year 1	Summer Year 1
* English 100 (CSU GE A2)	* English 165 (CSU GE A3)	+ Sociology 100 or Anthropology 110
Biology 130 (CSU GE B2)	* + Biology 250	
* + Chemistry 410 (CSU GE B1/B3)	+ Psychology 100 (CSU GE Area D)	
* + Math 200 (CSU GE B4)	US Government/ State & Local Selection (Area D)	
Fall Year 2	Spring year 2	
+ Biology 260	* + Biology 240	
GE Area C1 selection	CSU GE Area C1 or C2 Selection	
US History Selection (Area D)	Speech 100 or 120 (CSU GE A1)	
+ Biology 310 (CSU GE Area E)	Area C2 Selection	
Elective Selection	Elective Selection	
* - identifies courses that have prerequisites		
+ - identifies courses that are nursing major prerequisites and necessary for program admission		

## PARALEGAL

### Certificate of Achievement

#### Associate in Science

The Paralegal Program at Cañada College was developed in cooperation with the San Mateo County Bar Association and the San Mateo County Legal Secretaries Association to train personnel to assist attorneys in both civil and criminal matters. Instruction centers on assisting the attorneys in interviewing clients and preparing legal documents. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

### CERTIFICATE OF ACHIEVEMENT - PARALEGAL

#### Core & Selective Requirements

Complete Core Courses, 15 units

	UNITS
CBOT 472 Beginning Word Processing	1.5
CBOT 474 Intermediate Word Processing	1.5
LEGL 249 Introduction to the Legal System	3
LEGL 250 Legal Research & Writing	3
LEGL 252 Civil Litigation and Trial Preparation	3
LEGL 262 Paralegalism and Study of Legal Ethics	3
<b>Selective courses: choose a minimum of 12 units from the following:</b>	
BUS. 201 Business Law	3
CBOT 430 Computer Applications, Part I	1.5
CBOT 431 Computer Applications, Part II	1.5
CBOT 435 Spreadsheets	3
LEGL 251 Torts	3
LEGL 253 Estate Administration	3
LEGL 254 Family Law	3
LEGL 255 Corporations & Business Entities	3
LEGL 256 Real Property Law	3
LEGL 257 Bankruptcy	3
LEGL 260 Advanced Legal Research & Writing	3
LEGL 264 Contracts	3
LEGL 268 Administrative Law	3
LEGL 274 Advanced Family Law Projects	3
LEGL 276 Electronic Litigation	2
LEGL 670 Cooperative Education/Work Experience or LEGL 672 Cooperative Education: Internship	1-8
<b>Certificate Unit Requirements Total</b>	<b>27+</b>

### ASSOCIATE IN SCIENCE - PARALEGAL

#### Core & Selective Requirements

Complete Core Courses and Selective Courses, 27 units, listed under the Certificate of Achievement-Paralegal.

Associate Degree Unit Requirements Total 27\*

+ meet Certificate Program requirements listed on page 47.

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

## PHILOSOPHY

### Associate in Arts

#### Transfer Program

Philosophy is a disciplined reflection on the human condition. It can be an analysis and criticism of ideas and statements, or an attempt to synthesize all experience and knowledge, or an exploration of the meaning of life and how best to live it. Critical thinking is developed while examining peoples' responses to fundamental questions.

### ASSOCIATE IN ARTS - PHILOSOPHY

#### Core & Selective Requirements

Complete Core Courses, 12 units

	UNITS
PHIL 100 Introduction to Philosophy	3
PHIL 103 Critical Thinking	3
PHIL 160 History of Philosophy: Ancient & Medieval	3
PHIL 240 Introduction to Ethics	3

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

ANTH 110 Cultural Anthropology	3
HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
PHIL 190 Contemporary Philosophy	3
PHIL 200 Introduction to Logic	3
PHIL 300 Introduction to World Religions	3
PHIL 320 Asian Philosophy	3
PSYC 100 General Psychology	3
SPAN 110 Elementary Spanish	5
or SPAN 111/112 Elementary Spanish I/II	3/3
SPAN 120 Advanced Elementary Spanish	5
or SPAN 121/122 Advanced Elementary Spanish I/II	3/3

**Associate Degree Unit Requirements Total 18\***

### TRANSFER PROGRAM - PHILOSOPHY

Cañada College offers lower division coursework required for transfer in Philosophy. Students should use PROJECT ASSIST ([www.assist.org](http://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.

## PHYSICAL EDUCATION

### Certificate of Achievement - Fitness Professional

#### Associate in Science - Fitness Professional

#### Associate in Arts - Physical Education

#### Transfer Program

The Physical Education/Athletics Department offers a variety of activity classes designed for lifetime enhancement of fitness, recreation and leisure time. Classes in dance, individual sports, fitness and team sports are offered at various levels of performance. Beginning classes introduce an activity; intermediate to advanced courses are designed to improve an already existing skill level.

### CERTIFICATE OF ACHIEVEMENT - FITNESS PROFESSIONAL

The Fitness Professional certificate prepares students to enter the fitness/wellness/health industry. As the industry grows, so will the demand for highly qualified and certified fitness professionals. Courses cover terminology for exercise physiology, anatomy, body mechanics, health assessment, nutrition, weight management, cardiovascular pathology, and related risk factors. Students learn practical fitness testing assessment, exercise programming, and techniques to change health behaviors. Successful completion of the Fitness Professional certificate assists the students to prepare for a variety of national certification exams for Exercise Leader including the American College of Sports Medicine (ACSM) and the American Council on Exercise (ACE).

Fitness Professionals have many different job opportunities such as coaches, personal trainers, fitness/nutrition specialist, group exercise leaders, exercise/health specialist, activities director and wellness specialist.

#### Core and Selective Requirements

##### Complete Core Courses, 17 units

	UNITS
BIOL 310 Nutrition	3
CBOT 430 Computer Applications, Part I	1.5
FITN 240 Vocabulary of Exercise Physiology	1
FITN 245 Principles and Techniques of Resistance Training	2
FITN 250 Personal Trainer Preparation: Anatomy and Physiology	3
FITN 251 Personal Trainer: Health Appraisal and Exercise Prescription	3
FITN 672 Internship for Fitness Professional	1
HSCI 432 CPR	0.5
P.E. 308 Prevention and Care of Athletic Injuries	2

##### Selective courses: choose a minimum of 4 units from the following:

BIOL 250 Human Anatomy	4
P.E. 115 Introduction to Adaptive Physical Education	2
P.E. 116 Assisting in Adaptive Physical Education	0.5-3
SPCH 120 Interpersonal Communication	3

##### Maximum one (1) unit from the following P.E. activity courses:

DANC 350 Dance Aerobics	0.5-1
FITN 123 Cardio Pump Fitness	1
FITN 124 Pilates Training	0.5-1
FITN 128 Get on the Ball Exercising	1-2
FITN 151 Beginning Step Aerobics	1
FITN 332 Flexibility and Stretching	1
FITN 334 Yoga	1

**Certificate Unit Requirements Total** **21+**

### ASSOCIATE IN SCIENCE - FITNESS PROFESSIONAL

#### Core and Selective Requirements

##### Complete Core Courses, 26 units

	UNITS
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
BIOL 310 Nutrition	3
CBOT 430 Computer Applications, Part I	1.5
FITN 240 Vocabulary of Exercise Physiology	1
FITN 245 Principles and Techniques of Resistance Training	2
FITN 250 Personal Trainer Preparation: Anatomy and Physiology	3
FITN 251 Personal Trainer: Health Appraisal and Exercise Prescription	3
FITN 672 Internship for Fitness Professional	1
HSCI 432 CPR	0.5
P.E. 308 Prevention and Care of Athletic Injuries	2

##### Selective courses: choose a minimum of 4 units from the following:

P.E. 115 Introduction to Adaptive Physical Education	2
P.E. 116 Assisting in Adaptive Physical Education	0.5-3
SPCH 120 Interpersonal Communication	3

##### Maximum one (1) unit from the following P.E. activity courses:

DANC 350 Dance Aerobics	0.5-1
FITN 123 Cardio Pump Fitness	1
FITN 124 Pilates Training	0.5-1
FITN 128 Get on the Ball Exercising	1-2
FITN 151 Beginning Step Aerobics	1
FITN 332 Flexibility and Stretching	1
FITN 334 Yoga	1

**Associate Degree Unit Requirements Total** **30\***

### ASSOCIATE IN ARTS - PHYSICAL EDUCATION

#### Core and Selective Requirements

##### Complete Core Courses, 13 units

	UNITS
BIOL 110 Principles of Biology	4
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
Physical Education Activities	4-8

##### Selective courses: choose a minimum of 5 units from the following:

Physical Education Activity courses

### TRANSFER PROGRAM - PHYSICAL EDUCATION

Cañada College offers lower division coursework required for transfer in Physical Education. Students should use PROJECT ASSIST ([www.assist.org](http://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 47.

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

**Contact: Ana Miladinova, Dance/Fitness Assistant Professor**

**Phone: 306-3147**

**Email: [miladinovaa@smccd.edu](mailto:miladinovaa@smccd.edu)**

**Web: [www.canadacollege.edu/programs/peathletics](http://www.canadacollege.edu/programs/peathletics)**

## PHYSICAL SCIENCES

### Associate in Science - Chemistry

### Associate in Science - Physics

#### Transfer Program

The Physical Science Degree is designed to give the student breadth in the physical sciences while providing considerable strength in one of the specialized physical science fields. The lower-division program is virtually the same as that taken in the first two years of college by a chemistry, physics, or geology major. A major in physical science can serve as preparation for further study in technical fields and serves as an excellent background for professional training in law, business, medicine, or education.

### ASSOCIATE IN SCIENCE - CHEMISTRY

#### Core and Selective Requirements

##### Complete Core Courses, 30 units

CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5
CHEM 234 Organic Chemistry I	3
CHEM 237 Organic Chemistry Laboratory I	2
CHEM 235 Organic Chemistry II	3
CHEM 238 Organic Chemistry Laboratory II	2
MATH 251 Analytical Geometry and Calculus I	5
MATH 252 Analytical Geometry and Calculus II	5

##### Selective courses: choose a minimum of 8 units from the following:

PHYS 210 General Physics I	4
PHYS 220 General Physics II	4
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
PHYS 270 Physics with Calculus III	4

**Associate Degree Unit Requirements Total 38\***

### ASSOCIATE IN SCIENCE - PHYSICS

#### Core and Selective Requirements

##### Complete Core Courses, 41 units

CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5
CIS 250 Programming Methods I: C++ and CIS 251 Open Computer Lab I: C++	3 1
MATH 251 Analytical Geometry and Calculus I	5
MATH 252 Analytical Geometry and Calculus II	5
MATH 253 Analytical Geometry and Calculus III	5
MATH 275 Ordinary Differential Equations	3
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
PHYS 270 Physics with Calculus III	4

**Associate Degree Unit Requirements Total 41\***

### TRANSFER PROGRAM - CHEMISTRY, PHYSICS, PHYSICAL SCIENCES

Cañada College offers lower division coursework required for transfer in Chemistry, Physics, and Physical Sciences. Students should use PROJECT ASSIST ([www.assist.org](http://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.*

## PHYSICAL THERAPY

### Transfer Program

### TRANSFER PROGRAM - PHYSICAL THERAPY

Cañada College offers lower division coursework required for transfer in Physical Therapy. Students should use PROJECT ASSIST ([www.assist.org](http://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.

## POLITICAL SCIENCE

### Associate in Arts - Political Science

### Associate in Arts - Political Science With Emphasis in Pre-Law

### Associate in Arts with Transfer Status - Political Science With Emphasis in Pre-Law

### Associate in Arts - Political Science With Emphasis in Public Administration and Service

### Associate in Arts with Transfer Status - Political Science With Emphasis in Public Administration and Service

Political science is the study of governments, public policies and political processes, systems, and political behavior. Political science subfields include political theory, political economy, policy studies and analysis, comparative politics, international relations, pre-law and a host of related fields. Political scientists use both humanistic and scientific perspectives and tools and a variety of methodological approaches to examine the process, systems, and political dynamics of all countries and regions of the world.

A bachelor's degree in political science can lead to exciting careers in federal, state and local governments; law; business; international organizations; nonprofit associations and organizations; campaign management and polling; journalism; precollegiate education; electoral politics; research and university and college teaching.

Political science majors gain analytical skills, administrative competence and communication abilities that are valued in a wide spectrum of potential career areas."

### ASSOCIATE IN ARTS - POLITICAL SCIENCE

#### Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
PLSC 130 International Relations	3
PLSC 150 Introduction to Political Theory	3
PLSC 170 Comparative Politics	3

Selective courses: choose a minimum of 12 units from the following:

Complete a minimum of 3 units from the following courses:

PLSC 210 American Politics	3
OR PLSC 200 National, State and Local Governments	5

Complete a minimum of 9 units from the following courses:

ANTH 110 Cultural Anthropology	3
HIST 100 History of Western Civilization I, OR OR HIST 101 History of Western Civilization II	3
HIST 201 United States History I OR HIST 202 United States History II	3
PHIL 300 Introduction to World Religions	3
PLSC 103 Critical Thinking about World Politics	3
PLSC 320 Latin American Politics	3

Associate Degree Major Unit Requirements Total **21-23\***

### ASSOCIATE IN ARTS - POLITICAL SCIENCE WITH EMPHASIS IN PRE-LAW

The Pre-Law Emphasis prepares students interested in entering law school by exposing them to subject matter (government, critical/logical thinking, economics and ethics) that has a legal studies focus.

#### Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
PLSC 130 International Relations	3
PLSC 150 Introduction to Political Theory	3
PLSC 170 Comparative Politics	3

Selective courses: choose a minimum of 12 units from the following:

Complete a minimum of 3 units from the following courses:

PLSC 210 American Politics	3
PLSC 200 National, State and Local Governments	5

Complete a minimum of 9 units from the following courses:

PLSC 310 California State and Local Government	3
OR PLSC 200 National, State and Local Governments	5
BUS 201 Business Law	3
PHIL 240 Introduction to Ethics	3
PSYC 106 Psychology of Prejudice and Discrimination	3

Associate Degree Major Unit Requirements Total **21 or 23**

Associate Degree General Education Unit Requirements Total **21**

Associate Degree Elective Unit Requirements Total **14 or 16**

Associate Degree Physical Education Unit Requirements Total **2**

Associate Degree Unit Requirements Total **60**

### ASSOCIATE IN ARTS - POLITICAL SCIENCE WITH EMPHASIS IN PUBLIC ADMINISTRATION AND SERVICE

The Public Administration and Service emphasis provides a concentration of coursework in American political institutions, public policy and administrative processes. Students are introduced to knowledge and skills associated with managerial career positions in government. The combination of courses is geared toward promoting change - politically, economically and socially through the exploration of how laws and regulations are made as well as who influences public policy.

#### Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
PLSC 130 International Relations	3
PLSC 150 Introduction to Political Theory	3
PLSC 170 Comparative Politics	3

Selective courses: choose a minimum of 16 units from the following:

Complete a minimum of 3 units from the following courses:

PLSC 210 American Politics	3
PLSC 200 National, State and Local Governments	5

Complete a minimum of 13 units from the following courses:

ACTG 121 Financial Accounting	4
PLSC 310 California State and Local Government	3
OR PLSC 200 National, State and Local Governments	5
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
MATH 200 Elementary Probability and Statistics	4

Associate Degree Major Unit Requirements Total **25 or 27**

Associate Degree General Education Unit Requirements Total **21**

Associate Degree Elective Unit Requirements Total **16**

Associate Degree Physical Education Unit Requirements Total **2**

Associate Degree Unit Requirements Total **60**

**DEGREE UNITS TOTALS WITH TRANSFER STATUS**

Associate in Arts with Transfer Status - Political Science With  
Emphasis in Pre-Law

Associate Degree Major Unit Requirements Total 21 or 23  
CSU GE or IGETC Unit Requirements Total 37-43

Associate in Arts with Transfer Status - Political Science With  
Emphasis in Public Administration and Service

Associate Degree Major Unit Requirements Total 25 or 27  
CSU GE or IGETC Unit Requirements Total 37-43

Cañada College offers lower division coursework required for transfer in Political Science. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. To ensure that students' Associate in Arts Degree General Education and Elective course choices also fulfill CSU GE /IGETC unit requirements for transfer, students should 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.*

**PSYCHOLOGY**

Associate in Arts

Transfer Program

Psychology, a natural and social science, is concerned with the study of human and animal behavior. While the individual is usually the focal point, as in personality, developmental, clinical and counseling areas, the influence of groups on the individual is also considered. A broad discipline, psychology involves both pure science and practical application to everyday living.

**ASSOCIATE IN ARTS - PSYCHOLOGY**

*Core and Selective Requirements*

Complete Core Courses, 7 units

	<b>UNITS</b>
MATH 200 Elementary Probability & Statistics	4
PSYC 100 General Psychology	3
<b>Selective courses: choose a minimum of 11 units from the following:</b>	
BIOL 110 Principles of Biology	4
PSYC 106 Psychology of Ethnic Minority Groups	3
PSYC 110 Marriage and Relationship Choices	3
PSYC 200 Developmental Psychology	3
PSYC 201 Child Development	3
PSYC 202 Adolescent Behavior	3
PSYC 300 Social Psychology	3
PSYC 340 Psychology of Human Sexuality	3
PSYC 410 Abnormal Psychology	3
<b>Associate Degree Unit Requirements Total</b>	<b>18*</b>

**TRANSFER PROGRAM - PSYCHOLOGY**

Cañada College offers lower division coursework required for transfer in Psychology. Students should use PROJECT ASSIST ([www.assist.org](http://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.*

## RADIOLOGIC TECHNOLOGY

### Associate in Science

#### (X-RAY TECHNOLOGY)

The Radiologic Technology program offers a comprehensive curriculum leading to an AS degree and qualifications for employment in medical facilities throughout the country. Students participate in classroom instruction and clinical education in our affiliated hospitals. Program graduates must take the licensure examination required by the State of California and the certification examination given by the American Registry of Radiologic Technologists.

Prospective students must complete a separate application to the program (available in November for the following Fall entrance) in addition to the regular college application. An information meeting is held annually in November for prospective students. For more information, please call the Science and Technology Division office at 306-3291.

#### ASSOCIATE IN SCIENCE - RADIOLOGIC TECHNOLOGY

##### Core and Selective Requirements

Complete Core Courses, 61.5 units

	<b>UNITS</b>
RADT 400 Orientation to Radiologic Technology	2
PHYS 405 Applied Radiographic Physics	3
RADT 408 Perspectives in Radiology	.5
RADT 410 Radiographic Positioning	4
RADT 415 Radiation Protection and Biology	3
RADT 420 Radiographic Positioning II	4
RADT 430 Principles of Radiographic Film Production	3.5
RADT 435 Imaging Equipment and Quality Control	1.5
RADT 440 Advanced Imaging Modalities & Specialized Procedures	4
RADT 441 Sectional Anatomy	1.5
RADT 442 Radiographic Pathology	1.5
RADT 450 Registry Review	1.5
RADT 418, 428, 438, 448, 458, 468 Clinical Education I-VI (total approx. 2,000 hours)	31.5
<b>Associate Degree Unit Requirements Total</b>	<b>61.5 *</b>

A grade of C or better is necessary for progression in the sequence.

Students must obtain current certification in CPR for health care providers.

\* and General Education coursework to meet Associate Degree requirements. Recommended that the majority of the General Education requirements for the AS degree be completed prior to entry to the program.

Contact: Rafael Rivera, Phone: 306-3283

Email: [canradtech@smccd.edu](mailto:canradtech@smccd.edu)

Web: [www.canadacollege.edu/science/radtech](http://www.canadacollege.edu/science/radtech)

## REAL ESTATE

### Skills Certificate

#### SKILLS CERTIFICATE - REAL ESTATE SALESPERSON

##### Core and Selective Requirements

Complete Core Courses, 9 units

	<b>UNITS</b>
R.E. 100 Real Estate Principles	3
R.E. 110 Real Estate Practice	3
R.E. 141 Real Estate Appraisal	3
<b>Certificate Unit Requirements Total</b>	<b>9+</b>

+ meet Certificate Program requirements listed on page 47.

## SOCIAL SCIENCES

### Associate in Arts - International Studies

#### Transfer Program - Social Science

Social science is an integrated curriculum involving the disciplines of anthropology, economics, geography, history, philosophy, political science, psychology, social science and sociology.

### ASSOCIATE IN ARTS DEGREE - INTERNATIONAL STUDIES

#### Core and Selective Requirements

#### Complete Core Courses, 24.5 units

	<b>UNITS</b>
ANTH 110 Cultural Anthropology	3
CBOT 430 Computer Applications, Part I	1.5
ECON 100 Principles of Macro Economics	3
GEOG 150 World Regional Geography	3
HIST 101 History of Western Civilization II	3
or HIST 202 United States History II	
or HIST 422 Modern Latin America	
or HIST 451 Far Eastern Civilization & Heritage I	
PLSC 130 International Relations	3
PSYC 106 Psychology of Ethnic Minority Groups	3
or SOCI 141 Understanding Diverse Racial/Ethnic Cultures	
Languages: Two semesters of one language	5
<b>Associate Degree Unit Requirements Total</b>	<b>24.5*</b>

### TRANSFER PROGRAM - SOCIAL SCIENCE

Cañada College offers lower division coursework required for transfer in Social Science. Students should use PROJECT ASSIST ([www.assist.org](http://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*

## SOCIOLOGY

### Associate in Arts

#### Transfer Program

Both a scientific and humanistic discipline, sociology is concerned with the study of systems of social action and their interrelations. It attempts to discover the factors that determine social organization and behavior and promotes an understanding of the social world from personal problems to public issues.

Sociology provides a strong foundation in law, business, social work, education, criminal justice, health care, government service, human resources, counseling, public policy research, and much more.

### ASSOCIATE IN ARTS - SOCIOLOGY

#### Core and Selective Requirements

#### Complete Core Courses, 10 units

	<b>UNITS</b>
MATH 200 Elementary Probability & Statistics	4
SOCI 100 Introduction to Sociology	3
SOCI 205 Social Science Research Methods	3
or PSYC 205 Social Science Research Methods	

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

#### Complete 3 units from the following courses:

SOCI 105 Social Problems	3
SOCI 141 Ethnicity and Race in Society	3

#### Complete 6 units from the following courses:

ANTH 110 Cultural Anthropology	3
ECON 100 Principles of Macro Economics	3
PHIL 100 Introduction to Philosophy	3
PLSC 150 Introduction to Political Theory	3
PSYC 100 General Psychology	3
<b>Associate Degree Unit Requirements Total</b>	<b>19*</b>

### TRANSFER PROGRAM - SOCIOLOGY

Cañada College offers lower division coursework required for transfer in Social Science. Students should use PROJECT ASSIST ([www.assist.org](http://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.*

## SPANISH

### Associate in Arts

#### Transfer Program

The foreign language department offers Spanish classes at a variety of levels, from beginner to literature. There are classes for students of Spanish as a foreign language, as well as classes specifically designed for native Spanish speakers. In addition to improving students' linguistic abilities, all courses include discussion of aspects of the culture of Spanish speakers.

The ability to speak another language is an important advantage in today's world. In particular, given the demographics in California, knowledge of Spanish is a plus in any occupation, especially in those that involve interaction with the public. Spanish majors may go on to become bilingual teachers or teachers of Spanish, translators or interpreters. A working knowledge of Spanish is a valuable skill for those wishing to pursue careers in business, international relations, social work, health services and tourism.

### ASSOCIATE IN ARTS - SPANISH

#### Core and Selective Requirements

Selective courses: Choose a minimum of 20 units from the following:

#### \* For native speakers of Spanish (8 units):

	UNITS
SPAN 150 Spanish for Heritage Speakers I	4
SPAN 152 Spanish for Heritage Speakers II	4

#### \* For non-native speakers of Spanish (8-9 units):

SPAN 130 Intermediate Spanish	5
or SPAN 131 Intermediate Spanish I	3
<i>and SPAN 132 Intermediate Spanish II</i>	3
SPAN 140 Advanced Intermediate Spanish	3

Selective courses: choose a minimum of 12 units from the following:

ENGL200 Introduction to Linguistics: A Survey of Language	3
SPAN 110 Elementary Spanish	5
or SPAN 111 Elementary Spanish I	3
<i>and SPAN 112 Elementary Spanish II</i>	3
SPAN 120 Advanced Elementary Spanish	5
or SPAN 121 Advanced Elementary Spanish I	3
<i>and SPAN 122 Advanced Elementary Spanish II</i>	3
SPAN 150 Spanish for Heritage Speakers I	4
SPAN 152 Spanish for Heritage Speakers II	4
SPAN 161 Readings in Spanish Literature I	3
SPAN 162 Readings in Spanish Literature II	3

#### Note: no more than 3 HIST units

HIST 246 History of Latinos in the U.S.	3
HIST 422 Modern Latin America	3

#### Note: no more than 3 LIT units

LIT.370 Readings in Literature of the Latino in the United States	3
LIT.371 Mexican-American Literature	3
LIT.372 Myth and Folklore of La Raza	3
LIT.373 Latin American Literature in Translation	3
Any language other than ENGL or SPAN	3-10

**Associate Degree Unit Requirements Total** **20\***

### TRANSFER PROGRAM - SPANISH

Cañada College offers lower division coursework required for transfer with a major in Spanish. Students should use PROJECT ASSIST ([www.assist.org](http://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.*

## SPEECH

### Associate in Arts Transfer Program

The Department of Speech Communication Studies offers a variety of classes that focus on the study of communication theory as well as the development of practical skills. Students acquire a wide variety of knowledge and skills in the areas of Communication Studies, Public Speaking, Oral Interpretation, Interpersonal Communication and Intercultural Communication. The instructors in this department emphasize the necessity of strong and logically structured argument in public speaking contexts, at the same time recognizing the primacy of humane and empathetic elements in all human communication. Classes are designed to assist students in becoming more competent communicators.

Communication skills are essential in both work and social settings. Oral and written communication skills are at the top of the list of qualities that employers look for in job candidates. Career opportunities for the program graduate includes the following careers: Advertising Executive, Business Executive, Communication Specialist, Consultant, Employee Relations Representative, Film Editor, Human Resource Administrator, Impression Management Specialist, Journalist, Media Consultant, Newscaster, Professor, Public Relations Representative, Publications, Radio Programmer, Sales Representative, Speech Writer, Teacher, Technical Writer, Television Producer, Trainer, Writer.

### ASSOCIATE IN ARTS - SPEECH

#### Core and Selective Requirements

Complete Core Courses, 15 units

	UNITS
SPCH 100 Public Speaking	3
SPCH 102 Introduction to Communication Studies	3
SPCH 111 Oral Interpretation	3
SPCH 120 Interpersonal Communication	3
SPCH 150 Intercultural Communication	3

Selective courses: choose a minimum of 3 units from the following:

ANTH 110 Cultural Anthropology	3
PHIL 103 Critical Thinking	3
PHIL 200 Introduction to Logic	3
PHIL 240 Introduction to Ethics	3
PSYC 100 General Psychology	3
PSYC 200 Developmental Psychology	3
PSYC 300 Social Psychology	3
SOCI 100 Introduction to Sociology	3
SOCI 141 Ethnicity and Race in Society	3

Associate Degree Unit Requirements Total **18\***

### TRANSFER PROGRAM - SPEECH

Cañada College offers lower division coursework required for transfer in Speech. Students should use PROJECT ASSIST ([www.assist.org](http://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.*

## THEATRE ARTS

### Associate in Arts Transfer Program

"The Cañada College Theatre Arts Department presents a program rich in depth and diversity. Students pursuing a career in the theatre arts or simply desiring creative expression will find in the drama department a wide array of relevant and exciting courses, as well as an extensive opportunity to put their developing knowledge and talent to work in both the creative and technical aspects of production. Students have the opportunity to perform, direct, design, build, crew, and manage plays ranging from broad comedy to edgy dramatic works.

The Cañada Theatre Arts Department can point with satisfaction to a significant and steadily growing number of its former students who go on to professional stage, film, and television work as performers, producers, and technicians - and also to the many gratified amateurs.

The Theatre Arts program is designed for students of all levels of experience. Graduates can pursue careers in: acting for stage, film, and television; voiceover for radio, TV, and video games, disk jockey; teaching drama and public speaking to children and adults in schools, theatres, and professional environments; directing for film, television, and the stage; writing for film, television, and the stage; stage management, event management, talent agent, casting director, company manager, executive director; public relations, marketing; sound design, broadcast technician, light design, makeup artist, hair stylist, wardrobe manager; carpentry, electric engineering.

### ASSOCIATE IN ARTS - THEATRE ARTS

#### Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
DRAM 101 Theatre History	3
DRAM 140 Introduction to the Theatre	3
DRAM 200 Theory and Practice of Acting	3

Selective Courses, choose a minimum of 12 units from the following

Complete 3 units from the following courses:

DRAM 233 Play Production Lab	3
DRAM 300 Play Rehearsal/Performance	3

Complete 9 units from the following courses:

DRAM 150 Script Analysis	3
DRAM 151 Intro to Shakespeare I	3
DRAM 152 Intro to Shakespeare II	3
DRAM 160 Latin American Theatre	3
DRAM 212 Stage Voice	3
DRAM 221 Stage Movement	3
DRAM 305 Technical Production	1

Only one of the following courses may be selected:

DRAM 201 Advanced Acting I	3
DRAM 202 Advanced Acting II	3
DRAM 203 Advanced Acting III	3

Associate Degree Unit Requirements Total **21\***

### TRANSFER PROGRAM - THEATRE ARTS

Cañada College offers lower division coursework required for transfer in Drama. Students should use PROJECT ASSIST ([www.assist.org](http://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.*