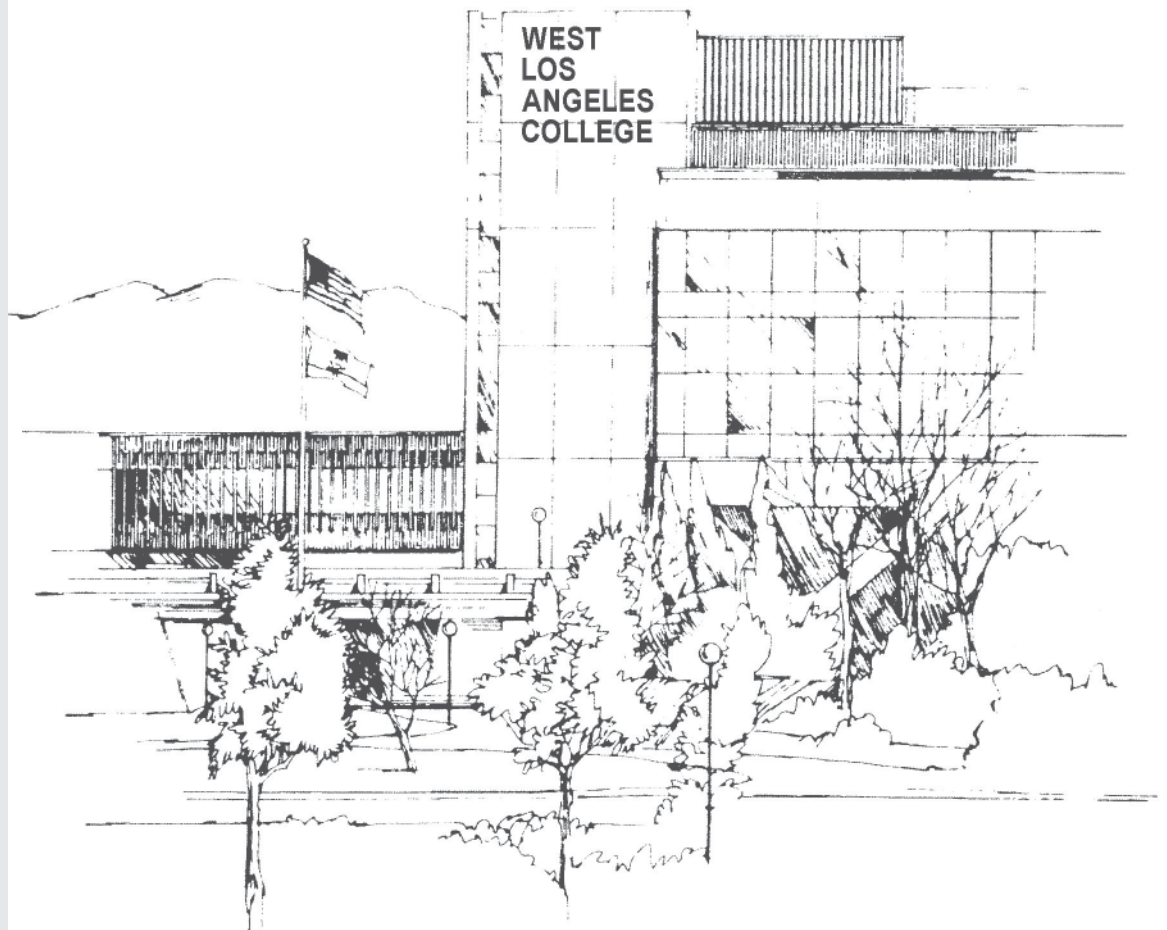




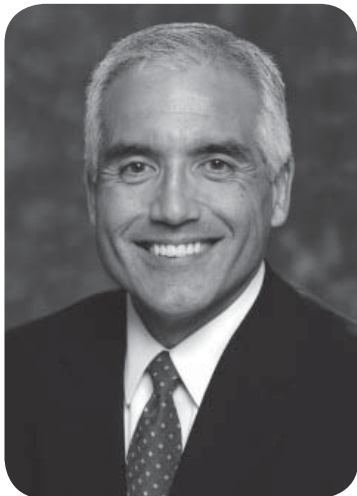
# Catalog 2008 - 2010

West Los Angeles College | 9000 Overland Avenue | Culver City, CA 90230 - 3519 | (310) 287-4200

[www.wlac.edu](http://www.wlac.edu)



# PRESIDENT'S MESSAGE



*"Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation."*

— John F. Kennedy

## Dreams Come True Here

Welcome to West Los Angeles College! Browsing this catalog and our website is a wonderful way to learn more about West. Of course, the very best way to get to know us is to come on over and pay us a visit soon. As soon as you walk on campus you'll feel the positive West vibe that will energize and uplift you. Here at West you'll start dreaming big dreams and believing that you can do anything you set your mind to.

### Here are my top ten reasons why West is the Best:

1. **Great people.** A friendly, helpful staff dedicated to your success. And with over 9,000 enrolled students at West, you'll be in the company of many people like yourself who are going places in life.
2. **Unique programs you won't find everywhere.** Choose from aircraft electronics, aviation maintenance, dental hygiene, travel and hospitality and our ABA-approved paralegal program, just to name a few.
3. **We'll help get you into CSU or UC.** We have transfer programs that offer a clear path to the CSU or UC campus of your choice. We even have a special Accelerated College Transfer Program that will get you through quickly even if you have work and family responsibilities. The bottom line is, if you make the commitment to work hard, we'll help get you through.
4. **Approximately forty Associate Degree Programs.** Imagine yourself with a college degree. That dream starts here. Today.
5. **More than Forty Vocational Certificate Programs.** We'll help you prepare for a good job.
6. **Westside Extension.** Try one of our short non-credit classes for personal or professional development, or just to have fun. We have classes for everyone from children to seniors.
7. **Professional Child Care on Campus.** Our child development center is a modern, safe, nurturing environment for your children ages 2-14, while you take classes here.
8. **Convenient, Safe Campus.** We're near the 405 in beautiful Culver City and parking is no problem.
9. **Low Cost and Financial Aid Available.** At only \$20 dollars per credit, we're the best educational bargain anywhere. That means you can complete an entire year of college here for a total fee of about \$600. And there is financial aid available, so you don't have to put your dream on hold.
10. **Great Teachers.** I saved the best for last. Our enthusiastic faculty are experts in their field who have dedicated their lives to the service of others—and to your success.

I look forward to the pleasure of meeting you on campus. With warmest best wishes,

**Mark W. Rocha, Ph.D.**

*President*

## 2008–2009 COLLEGE CALENDAR

### FALL SEMESTER 2008

Residency Determination Date . . . . .	Sept 1, 2008
Labor Day Holiday (Observed) . . . . .	Sept 1, 2008
Instruction Begins . . . . .	Sept 2, 2008
Veterans' Day Holiday (Observed) . . . . .	Nov 10, 2008
Thanksgiving Holiday (Observed) . . . . .	Nov 27-28, 2008
Final Examinations. . . . .	Dec 14-20, 2008
Fall Semester Ends . . . . .	Dec 21, 2008
Winter Break . . . . .	Dec 22, 2008 - Jan 1, 2009

### WINTER INTERSESSION 2009

Residency Determination Date . . . . .	Jan 4, 2009
Instruction Begins . . . . .	Jan 5, 2009
Martin Luther King's Birthday (Observed) . . . . .	Jan 19, 2009
Final Examinations . . . . .	The last day of class
Winter Intersession Ends . . . . .	Feb 8, 2009

### SPRING SEMESTER 2009

Residency Determination Date . . . . .	Feb 8, 2009
Instruction Begins . . . . .	Feb 9, 2009
Lincoln's & Washington's Birthdays (Observed) . . . . .	Feb 13,16, 2009
Cesar Chavez Day (Observed). . . . .	Mar 31, 2009
Spring Break . . . . .	Apr 6-12, 2009
Memorial Day Holiday (Observed) . . . . .	May 25, 2009
Final Examinations . . . . .	Jun 2-8, 2009
Spring Semester Ends . . . . .	Jun 8, 2009

### SUMMER 2009

Summer Sessions Begin (Instruction Dates Vary) . . . . .	Jun 15, 2009
Independence Day . . . . .	Jul 4, 2009
Summer Sessions End . . . . .	Aug 23, 2009

*NOTE: Dates subject to change.*

## 2009–2010 COLLEGE CALENDAR

*See 2009 - 2010 Schedules of Classes for dates.*

# ABOUT THE DISTRICT

## THE CATALOG

The West Los Angeles College Catalog WLAC describes the courses, programs and services of the college that are planned for the 2008-2010 academic years. Most of the policies and regulations affecting students are described in this catalog, and each student is responsible for becoming familiar with this information. More current and complete information may be obtained from the appropriate department or administrative office or from the WLAC website at [www.wlac.edu](http://www.wlac.edu).

## THE COLLEGE

West Los Angeles College (WLAC), located on a lushly landscaped hillside in Culver City, opened its doors in February 1969. One of the nine campuses of the Los Angeles Community College District, the college has approximately 10,000 students attending day, evening and weekend classes. WLAC serves Baldwin Hills, Beverly Hills, Brentwood, Century City, Crenshaw, Culver City, La Tijera/Windsor Hills, Marina del Rey, Mar Vista, Pacific Palisades, Palms, Playa del Rey, Venice, Westchester, West Los Angeles and Westwood. Students come from a rich mixture of nationalities and cultures.

### Administration

West Los Angeles College's president heads the college, and is assisted by three vice presidents as well as deans, associate deans, classified administrators, faculty and staff. They all carry out the mission of the college: "Through innovative programs and responsive community services, West Los Angeles College empowers students to succeed."

### Divisions

The college features thirteen divisions which provide quality academic transfer and vocational classes and wide-ranging support services for students. The divisions are: Allied Health; Aviation, Travel and Hospitality; Behavioral and Social Sciences; Business; Communication, Entertainment and Media Arts; Computer Science and Applications; Counseling; Dance, Health and Physical Education; Humanities and Fine Arts; Language Arts; Library and Learning Resources; Mathematics; and Science.

The Accelerated College Transfer (ACT) Program offers fast-paced tracks for those seeking associate degrees and transfer to four-year institutions.

Support services of the College include: the Child Development Center (CDC), Disabled Students Programs and Services (DSP&S), Distance Learning and Online Education, Extended Opportunity Programs and Services/Cooperative Agencies Resources for Education (EOP&S/CARE), Matriculation, Student Services, Counseling, Financial Aid, and the Workforce Development Center.

### Curricula

The college is fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, and offers a wide range of transfer and vocationally-oriented programs. The American Dental Association and the Federal Aviation Administration also recognize the vocational curricula offered here at West Los Angeles College. The American Bar Association has given full approval to the Paralegal Studies Program.

## THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

The Los Angeles Community College District, the largest in California, serves approximately 110,000 students and is governed by a publicly-elected seven-member Board of Trustees. The District's administrators, a Chancellor, Senior Vice Chancellor, and other senior staff members are appointed by the Board of Trustees. Sitting on the Board as well is a non-voting student member who is nominated by the Associated Students Organizations of all nine campuses.

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# GENERAL INFORMATION

## EDUCATIONAL PHILOSOPHY

The Los Angeles Community Colleges affirm the principle that individuals should have opportunities to develop to their full potential. To that end, our main responsibility is to students and to the provision of education, which benefits students and enables them to contribute to society.

Our colleges, therefore, should be accessible to all individuals who have the capacity and motivation to profit from higher education. Curricula and services of our colleges should provide the means for fulfilling the promise of open access.

We recognize the necessity to adapt to the changing educational needs of the Los Angeles Community Colleges' communities and to the growing diversity among students. The quality of the educational experience is to be judged by its value to students and communities, not merely by quantitative appeal. We further recognize that academic freedom is essential to excellence in education

## A VISION FOR THE FUTURE

Through innovative programs and responsive community services, West Los Angeles College empowers students to succeed.

## VALUES STATEMENT

Our vision is supported by the principles we share in common as faculty, staff, and students:

### **Student Success**

Empowering students to be effective in school and in life, respecting student needs. Engaging students in dynamic, creative dialogue. Engaging students actively in college development.

### **High Standards and Excellence**

Pursuing excellence. Setting high expectations for our students and ourselves. Having pride in the college.

### **Flexible, Future-Oriented Perspectives**

Being able to anticipate change and embrace the future. Developing openness to innovation and change. Cultivating resiliency, flexibility, adaptability, and creativity.

### **Personal Integrity and Mutual Respect**

Practicing the values of respect, honesty, courtesy and fairness. Pursuing our goals with dedication and commitment, following through on commitments.

### **Critical Thinking**

Engaging in deliberative dialogue and decision making.

### **Teamwork, Communication, and Support**

Promoting success across the college by advancing a collaborative ethos. Providing encouragement, support, and recognition for a job well done. Listening actively and carefully communicating in a timely and open manner.

### **Community Service**

Establishing connections to the community, respecting community needs. Being open to the community having pride in the college.

## MISSION STATEMENT

The mission of West Los Angeles College is to serve the students and the community by providing quality instructional and support services including programs, facilities, and open access for all who can benefit from its instruction.

The college, as an institution of higher learning, is committed to an environment that reflects respect for all students. The college provides an educational experience that is challenging and inclusive of the needs of its diverse student body. The college affirms the belief that multiculturalism contributes to the success of all students as they learn to value the diversity of the college and society. West Los Angeles College's mission is founded upon a commitment to assist each student in developing an educational success strategy. The college implements its mission through:

**Transfer Education** to provide general education and major preparation for those students who plan to continue their studies at a four-year college or university.

**Career and Occupational Education** to provide certificate and associate degree programs which will meet the needs of those students preparing for employment in a changing, globally-centered society, and those currently employed who wish to train themselves or update their skills to meet the growing demands of increasingly interdependent societies.

**General Education** to introduce students to the humanities, the arts, the social and natural sciences, allowing them the opportunity for personal, intellectual and cultural growth; while providing oral and written communication, mathematics, critical thinking skills, and international perspectives necessary to succeed in life.



**Foundation Skills Program** to provide students with the necessary capabilities in mathematics, verbal and written language skills, and study skills to successfully complete a certificate, degree, or transfer program.

**Economic Development** to develop educational partnerships with business, industry, labor and government in order to offer programs for the working adult or those preparing for work, recognizing that the nature of work grows increasingly international in content and global in scope.

**Continuing Education** to meet, where possible, educational needs of the community not otherwise served by regular college programs.

**Support Services** to assist students in defining and achieving their educational goals.

**Student Activities** to involve students more fully in the college experience.

The college promotes and encourages the continuous and timely examination of college programs and services to assess their effectiveness and ensure maintenance of academic excellence.

## INSTITUTIONAL STUDENT LEARNING OUTCOMES

(Sample Assessment Tasks are in Italics)

- A. **Critical Thinking:** Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences. *In a short essay, identify your response to a work of art or music and explain it through a visual analysis of that work.*
- B. **Communication:** Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings. *Do a class presentation to support or refute a controversial issue. In Computer Science, create a poster to explain step-by-step how to install a wireless browser in a computer. Create an effective PowerPoint presentation.*
- C. **Quantitative Reasoning:** Identify, analyze, and solve problems that are quantitative in nature. *Take a poll of pro and con opinions on a controversial issue and use data to support or refute that issue. Use your test scores to estimate your grade in a class. Create an Excel spreadsheet to record your grades.*
- D. **Self-awareness/Interpersonal:** Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways. *Take the Myers Brigg or another learning styles assessment, and use the results to enhance your success as a student.*
- E. **Civic Responsibility:** Apply the principles of civility to situations in the contexts of work, family, community and the global world. *Attend a court of law, school board, or community meeting. Register to vote.*
- F. **Technical Competence:** Utilize the appropriate technology effectively for informational, academic, personal, and professional needs. *Use competent technique in a musical performance. Create a PowerPoint presentation explaining one-point perspective. Study your bisqued ceramic piece and determine what sort of surface the finished work should have. Consulting the glaze samples, chose a glaze for your ceramics project and apply it to create the effect you want.*
- G. **Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them. *Complete a worksheet on the display of African objects in the L.A. County Museum of Art, considering the effects of reclassifying ritual and practical objects as Art. Then: Complete a worksheet on the Medieval Christian sculpture in the L.A. County Museum of Art, considering the effects of reclassifying ritual and practical objects as Art.*
- H. **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work. *Write a research paper, documenting your sources in MLA format.*
- I. **Aesthetics:** Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one's life.

## NON-DISCRIMINATION POLICY

All programs and activities of the Los Angeles Community College District shall be operated in a manner which is free of discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, disability or veterans status (Board Rule 1202).

Inquiries regarding equal opportunity at West Los Angeles College should be directed to the College Equal Opportunity Officer.

## SUMMARY OF SEXUAL HARASSMENT POLICY

The policy of the Los Angeles Community College District is to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in the policy or federal law shall be subject to discipline, up to and including discharge, expulsion or termination of contract. The specific rules and procedures for reporting charges of sexual harassment and for pursuing available remedies are incorporated in the Board Rules in Chapter 15 (*Board Rule 15001*). The Los Angeles Community College District has a policy which provides formal and informal procedures for resolving complaints. Copies of the policy and procedures may be obtained from Lawrence Woods, Compliance Officer at (310) 287-4383; Sherron Rouzan, Advocate for Students at (310) 287-4527; or by calling the Office of Diversity Programs at (213) 891-2315.

Any member of the college community, which includes students, faculty, and staff, who believes, perceives, or actually experiences conduct that may constitute sexual harassment, has the right to seek the help of the college. Every employee has the responsibility to report such conduct to the compliance officer when such conduct is aimed at students.

Complainants are advised that administrative and civil law remedies, including but not limited to injunctions, restraining orders or other orders may be made available.

## SUBMITTING ACADEMIC TRANSCRIPTS

- Official copies of academic transcripts shall be received only by the Admissions and Records Office, unopened, via U.S. mail.
- No transcripts will be accepted directly from students.
- This recommended policy shall remain in effect until further notice. (6/2/05)

## NOTICE: NEW STUDENT ID SYSTEM AND SOCIAL SECURITY NUMBER

The Los Angeles Community College District is committed to protecting student privacy and has worked to change existing data collection and storage systems to eliminate the use of Social Security numbers as the primary method of student identification.

During July 2006, in accordance with state legislation, the college switched to a new student identification system. At the time the new student ID system was introduced, current students were sent a letter informing them of their new identification number. New students will be issued a student ID number at the time of application. Every student ID will begin with the numbers "88" to make it easy to identify. For additional information, visit our college website at: [www.wlac.edu](http://www.wlac.edu), or visit the Admissions Office in A-13.

## ACCURACY STATEMENT

The Los Angeles Community College District and West Los Angeles College have made every effort to make this catalog accurate and may, without notice, change information, courses, or programs offered. The reasons for change may include student enrollment, level of funding, or other issues decided by the District or College. The District and College also reserve the right to add to, change, or cancel any rules, regulations, policies and/or procedures as provided by law.