

“M” Majors

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MANAGEMENT - SMALL BUSINESS

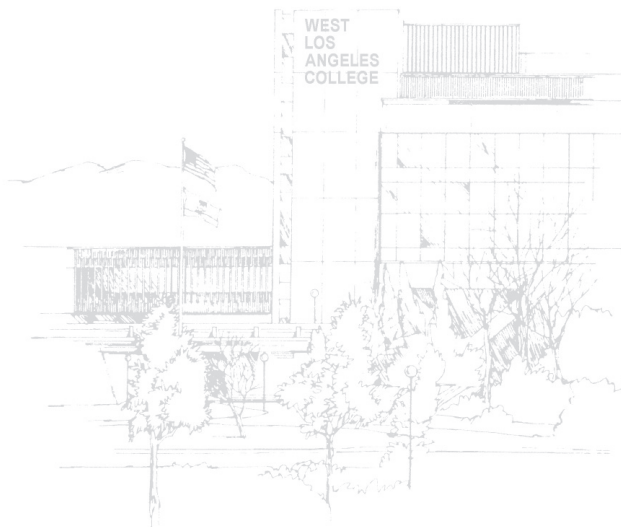
MARKETING

MATHEMATICS

MUSIC

The following section details the required curriculum for every degree and certificate program offered at the college. Students must complete all course requirements to petition for a skill certificate or state-approved Certificate of Achievement. In order to be eligible for an Associate degree, students must fulfill all major courses, all West general education requirements (Plan A or Plan B), and all other graduation requirements for a total of at least 60 units. Students should refer to “Graduation Requirements” (in the “Academics” section of this catalog) for additional information. Students are also encouraged to seek assistance from counselors and faculty.

Transfer students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements for the particular transfer institution of their choice. Transfer students who want to obtain an Associate degree may select one of the Liberal Arts and Science degrees which require completion of the West, CSU, or IGETC general education core and at least 18 units of coursework in an approved area of emphasis (see Liberal Arts & Science Section for details).



MAJOR REQUIREMENTS

Choose at least 12 units* from courses listed below:
No more than 6 units may be selected from any single discipline.

Anatomy 1
 Anthropology 101, 111(L)
 Biology 3A & 3B, 6, 7
 Chemistry 51, 60, 101
 Computer Science 902, 917, 933, 935, 936, 939, 990
 Geography 1, 15(L)
 Geology 1, 6(L)
 Oceanography 1
 Microbiology 20
 Physiology 1
 Physics 6, 7, 37

AND At least 3 units* (but no more than 6 units) from courses listed below:

Mathematics 215, 227, 241, 260, 261, 262, 263, 270, 275

* NOTE: The total number of units must be at least 18 units.

MANAGEMENT - SMALL BUSINESS

ASSOCIATE DEGREES

(ALSO SEE BUSINESS AND BUSINESS ADMINISTRATION)

The Associate of Arts degree in Management - Small Business is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The Small Business Management curriculum is for those who may go into business for themselves and for those who are already in business for themselves, but want to strengthen their entrepreneurial and managerial skills. Coursework is designed so that students understand the financial, managerial, marketing, accounting, legal and practical day-to-day decision-making concerns of those in small businesses.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0506.40

(35 UNITS, PLAN A) + All West requirements for Associate Degree

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting I	5
BUS 1 Introduction to Business	3
BUS 38 Business Computations	3
LAW 1 Business Law I (Same as BUS 5)	3
MGMT 1 Principles of Management	3
OR	
MGMT 13 Small Business Entrepreneurship	3
MGMT 2 Organization & Management Theory	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3

BUS 931 Cooperative Education - Business	3
OR	
MGMT 931 Cooperative Education - Management	3
OR	
MKTG 931 Cooperative Education - Marketing	3
LAW 2 Business Law II	3
SPEECH 101 Oral Communication I	3
TOTAL UNITS	35

RECOMMENDED COURSES

CO SCI 933 Database Design and Programming	3
BUS 32 Business Communications	3
ENTREP 1 Introduction to Entrepreneurship	3
ENTREP 2 Starting a New Business	3
ENTREP 3 Building and Growing a New Business	3

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 0506.40

(35 UNITS)

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting I	5
BUS 1 Introduction to Business	3
BUS 31 Business English	3
BUS 38 Business Computations	3
LAW 1 Business Law I (Same as BUS 5)	3
MGMT 1 Principles of Management	3
MGMT 2 Organization & Management Theory	3
MGMT 6 Public Relations	3
MGMT 13 Small Business Entrepreneurship	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3
TOTAL UNITS	35

RECOMMENDED COURSES

BUS 32 Business Communications	3
ENTREP 1 Introduction to Entrepreneurship	3
ENTREP 2 Starting a New Business	3
ENTREP 3 Building and Growing a New Business	3

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN ENTREPRENEURSHIP

MAJOR CODE 0506.41

REQUIRED COURSES UNITS

ENTREP 1 Introduction to Entrepreneurship	3
ENTREP 2 Starting a New Business	3
ENTREP 3 Building and Growing a New Business	3
FIN 2 Investments	3
FIN 8 Personal Finance and Investments	3
TOTAL UNITS	15

MARKETING

ASSOCIATE DEGREES

The Associate of Arts degree in Marketing is primarily designed for vocational education and workforce training/development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The Marketing program prepares individuals for such marketing positions as store manager, division manager, department manager, buyer, credit manager, and retail or industrial sales professional.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0509.00

(35 UNITS, PLAN A) + All West requirements for Associate Degree

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting I	5
BUS 1 Introduction to Business	3
BUS 31 Business English	3
BUS 32 Business Communications	3
BUS 38 Business Computations	3
LAW 1 Business Law I (Same as BUS 5)	3
MGMT 1 Principles of Management	3
MGMT 6 Public Relations	3
MGMT 13 Small Business Entrepreneurship	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3
TOTAL UNITS	35

MATHEMATICS

ASSOCIATE DEGREES

The Associate of Arts degree in Mathematics includes coursework that aligns with specific lower-division major requirements for the Mathematics major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Mathematics are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

CAREER POSSIBILITIES:

Actuary, Applied Science Programmer, Appraiser, Architect, Assessor, Auditor, Biomedicine Researcher, Budget Analyst, Casualty Rater, Cartographer, Computer Scientist Programmer, Criminal Analyst/Investigator, Credit Counselor, Cryptanalyst, Demographer, Econometrist, Engineering Analyst, Estimator, Finance Director, Financial Analyst, Information Scientist, Inventory Manager, Investment Analyst, Loan Officer, Mathematician, Operations Research Analyst, Physical Scientist, Psychometrist, Statistician, Stock Broker, Surveyor, Systems Analyst, Teacher, Professor, Technical Writer, Technical Sales Representative.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1701.00

(18-19 UNITS, PLAN A) + All West requirements for Associate Degree

REQUIRED COURSES	UNITS
MATH 261 Calculus with Analytic Geometry I	5
MATH 262 Calculus with Analytic Geometry II	5
MATH 263 Calculus with Analytic Geometry III	5

AND ONE COURSE FROM THE FOLLOWING 3:

MATH 227 Statistics	4
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equation	3

TOTAL UNITS 18-19

RECOMMENDED COURSES

MATH 245 College Algebra	5
MATH 241 Trigonometry	3
MATH 260 Pre-Calculus	5
PHILOS 8 Deductive Logic	3
PHILOS 9 Symbolic Logic	3
PHYSICS 37 Physics for Engineers and Scientists I	5
PHYSICS 38 Physics for Engineers and Scientists II	5
CAOT 1 Keyboarding/Document Processing I	3
CO SCI 901 Intro to Computers and Their Use	3
CO SCI 902 Intro to Computer Science	3

MUSIC

ASSOCIATE DEGREES

The Associate of Arts degree in Music includes coursework that aligns with specific lower-division major requirements for the Music major at various universities within the University of California (UC) and California State University (CSU) systems.

Students interested in transferring to a four-year college or university with a major in Music are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

MAJOR REQUIREMENTS

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1004.00

(33 UNITS, PLAN A) + All West requirements for Associate Degree

REQUIRED COURSES	UNITS
MUSIC 200 Introduction to Music Theory	4
MUSIC 121 Music History and Literature I OR	3
MUSIC 122 Music History and Literature II	3
MUSIC 201 Harmony I	3
MUSIC 202 Harmony II	3
MUSIC 203 Harmony III	3
MUSIC 211 Musicianship I	3
MUSIC 212 Musicianship II	3
MUSIC 213 Musicianship III	3

PLUS 4 UNITS TOTAL FROM THE FOLLOWING:

MUSIC 321 Elementary Piano I	2
MUSIC 322 Elementary Piano II	2
MUSIC 324 Elementary Piano III	2
MUSIC 341 Intermediate Piano	2

PLUS 2 UNITS FROM THE FOLLOWING:

MUSIC 411 Elementary Voice I	2
MUSIC 412 Elementary Voice II	2
MUSIC 413 Elementary Voice III	2
MUSIC 414 Elementary Voice IV	2

PLUS THE FOLLOWING 2 UNITS:

MUSIC 501 College Choir	.5
MUSIC 561 Chamber Chorale	5
MUSIC 725 Community Orchestra	.5
MUSIC 775 Jazz Ensemble	.5

TOTAL UNITS 33

The piano proficiency requirement may be met by examination if the student has had previous training. Enrollment in the elementary voice sequence (MUSIC 411, 412, 413, 414) and/or the elementary piano sequence (MUSIC 321, 322, 323, 324) is recommended for Music majors who are preparing for performance or music education careers. Music majors are required to enroll in a music performance class every semester.

SKILL CERTIFICATES

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

SKILL CERTIFICATE IN SONGWRITER'S WORKSHOP

MAJOR CODE 2203.00

REQUIRED COURSES	UNITS
MUSIC 271 Songwriters' Workshop I	3
MUSIC 272 Songwriters' Workshop II	3
MUSIC 273 Songwriters' Workshop III	3
MUSIC 274 Songwriters' Workshop IV	3
TOTAL UNITS	12

PARALEGAL STUDIES

ASSOCIATE DEGREES

West Los Angeles College offers a Paralegal Studies program that is approved by the American Bar Association (ABA). The program is designed to prepare students for work as a paralegal.

A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

Paralegals may not provide legal services directly to the public except as permitted by law.

IMPORTANT: In order to be admitted into the Paralegal Studies Program, you must attend an orientation and submit an application directly to the Program Director prior to taking any classes. Please contact the Program Director at (310) 287-4438 or via e-mail at paralegal@wlaac.edu.

PARALEGAL PROGRAM OBJECTIVES

1. The Paralegal Studies Program is designed to prepare the student to assist the attorney in both private and public sectors in all phases of legal work and to equip the student with the knowledge necessary to enter the legal service fields as an entry-level paralegal.
2. To insure quality paralegal education at the community college level
3. To familiarize students with the legal system and the role of the paralegal in the delivery of legal services in the public and private sectors.
4. To train students to be prepared to use and apply the most current paralegal skills.
5. To educate students to intelligently and ethically serve the legal community.
6. To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
7. To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
8. To educate and train students in areas of procedural law emphasizing the paralegal's role in litigation, mediation and arbitration.
9. To educate students about the general principles of ethical legal practice as defined by the American Bar Association's Standing Committee on Ethics and Professional Responsibility, and California's Business & Professions Code §6450.
10. To encourage students to contribute to the advancement of the legal profession.
11. To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.