

“M” Majors

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MANAGEMENT - SMALL BUSINESS

MARKETING

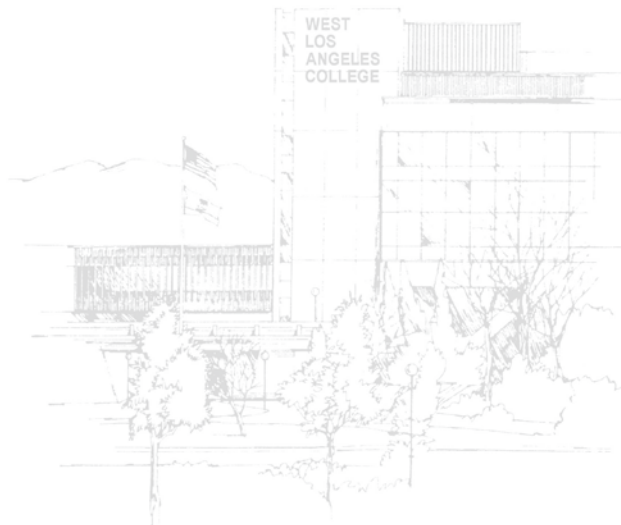
MATHEMATICS

MEDICAL ASSISTING

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 |
| LAW 2 | Business Law II | 3 |
| SPEECH 101 | Oral Communication I | 3 |

| ELECTIVES (3 UNITS FROM THE FOLLOWING) | | UNITS |
|--|-------------------------------------|-----------|
| 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 |
| TOTAL UNITS | | 35 |

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 FOR TRANSFER

The Associate of Science in Mathematics is designed for students planning to transfer with a major in mathematics. The student will acquire the ability to apply the principles of differential and integral calculus of one and several variables, differential equations, and linear algebra. Competencies will be assessed through problem solving involving limits; derivatives and integrals of real and vector-valued functions of one and several variables; areas and volumes; line, surface, and volume integrals; numerical methods; sequences and series; ordinary differential equations; power series solutions; Laplace transforms; eigenvectors; vector spaces; and application problems.

Students who successfully complete the Associate in Science in Mathematics for Transfer will be guaranteed admission to a California State University. The AS degree in Mathematics meets the requirements of SB1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSU.

ASSOCIATE OF SCIENCE DEGREE FOR TRANSFER (AS-T)

MAJOR CODE 1701.00

(21 UNITS) + Completion of CSU Breadth or IGETC

| REQUIRED COURSES (15 UNITS) | | 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 |

LIST A: CHOOSE ONE COURSE (3 UNITS):

| | | |
|----------|--------------------------------|---|
| MATH 270 | Linear Algebra | 3 |
| MATH 275 | Ordinary Differential Equation | 3 |

LIST B: CHOOSE ONE COURSE (3-5 UNITS):

| | | |
|------------|--|---|
| MATH 227 | Statistics | 4 |
| MATH 270 | Linear Algebra | 3 |
| MATH 275 | Ordinary Differential Equation | 3 |
| PHYSICS 37 | Physics for Engineers and Scientists I | 5 |
| PHYSICS 38 | Physics for Engineers and Scientists II | 5 |
| PHYSICS 39 | Physics for Engineers and Scientists III | 5 |

TOTAL UNITS 21

The following requirements must be met:

- Completion of required units for the major (21-23 units)
- Completion of CSU Breadth or IGETC
- Completion of a minimum of 60 CSU-transferable units.
- Maintain a minimum grade point average (GPA) of at least 2.0 in all CSU transferable coursework.
- Complete a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the course catalog.
- Each course in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (Title V 55063).
- Be certified as having completed the California State University General Education Breadth pattern (CSU- GE Breadth); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see page 64-65 for more information).
- Students should note that no more than 60 units are required for this degree and that no additional requirements will be imposed by West Los Angeles College.

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, Economist, 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 |

MEDICAL ASSISTING

ASSOCIATE DEGREES

(ALSO SEE ALLIED HEALTH)

The Associate of Science degree in Medical Assisting prepares a student for an exciting career in health care. Students will learn to provide administrative and clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level Medical Assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

The West Los Angeles College Medical Assisting Program will produce competent, entry-level Medical Assistants in the cognitive, psychomotor and affective learning domains. To achieve this goal, each student will be able to:

- Perform medical office procedures including patient scheduling and billing insurance companies for services.
- Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
- Perform medical office laboratory procedures.

See division website for more details at <http://www.wlac.edu/alliedhealth/index.html>

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE 1208.00

(38.5 UNITS, PLAN B) + All West requirements for Associate Degree

| REQUIRED COURSES | UNITS |
|---|-------------|
| ALD HTH 57 Introduction to computers in Health Occupations | 1.0 |
| ALD HTH 33 Medical Terminology | 3.0 |
| HLTHOCC 51 Medical Office Microcomputer Management Applications | 1.0 |
| HLTHOCC 52 Medical Office Procedures I | 4.0 |
| HLTHOCC 53 Medical Office Procedures II | 4.0 |
| HLTHOCC 61 Medical Insurance | 3.0 |
| HLTHOCC 54 Human Disease | 4.0 |
| HLTHOCC 55 Clinical Assisting Techniques I | 4.0 |
| HLTHOCC 56 Clinical Assisting Techniques II | 4.0 |
| HLTHOCC 57 Medical Office Laboratory Procedures | 3.5 |
| HLTHOCC 58 Pharmacology for Medical Assistants | 2.0 |
| HLTHOCC 59 Medical Assisting Practicum | 2.0 |
| HLTHOCC 60 Medical Assisting Internship | 3.0 |
| TOTAL UNITS | 38.5 |

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - ADMINISTRATIVE & CLINICAL

MAJOR CODE 1208.00

(38.5 UNITS)

| REQUIRED COURSES | UNITS |
|---|-------------|
| ALD HTH 57 Introduction to computers in Health Occupations | 1.0 |
| ALD HTH 33 Medical Terminology | 3.0 |
| HLTHOCC 51 Medical Office Microcomputer Management Applications | 1.0 |
| HLTHOCC 52 Medical Office Procedures I | 4.0 |
| HLTHOCC 53 Medical Office Procedures II | 4.0 |
| HLTHOCC 61 Medical Insurance | 3.0 |
| HLTHOCC 54 Human Disease | 4.0 |
| HLTHOCC 55 Clinical Assisting Techniques I | 4.0 |
| HLTHOCC 56 Clinical Assisting Techniques II | 4.0 |
| HLTHOCC 57 Medical Office Laboratory Procedures | 3.5 |
| HLTHOCC 58 Pharmacology for Medical Assistants | 2.0 |
| HLTHOCC 59 Medical Assisting Practicum | 2.0 |
| HLTHOCC 60 Medical Assisting Internship | 3.0 |
| TOTAL UNITS | 38.5 |

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - CLINICAL

MAJOR CODE 1208.10

(31.5 UNITS)

| REQUIRED COURSES | UNITS |
|---|-------------|
| ALD HTH 57 Introduction to computers in Health Occupations | 1.0 |
| ALD HTH 33 Medical Terminology | 3.0 |
| HLTHOCC 51 Medical Office Microcomputer Management Applications | 1.0 |
| HLTHOCC 52 Medical Office Procedures I | 4.0 |
| HLTHOCC 54 Human Disease | 4.0 |
| HLTHOCC 55 Clinical Assisting Techniques I | 4.0 |
| HLTHOCC 56 Clinical Assisting Techniques II | 4.0 |
| HLTHOCC 57 Medical Office Laboratory Procedures | 3.5 |
| HLTHOCC 58 Pharmacology for Medical Assistants | 2.0 |
| HLTHOCC 59 Medical Assisting Practicum | 2.0 |
| HLTHOCC 60 Medical Assisting Internship | 3.0 |
| TOTAL UNITS | 31.5 |

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT - ADMINISTRATIVE

MAJOR CODE 1208.20

(22 UNITS)

| REQUIRED COURSES | UNITS |
|---|-----------|
| ALD HTH 57 Introduction to computers in Health Occupations | 1.0 |
| ALD HTH 33 Medical Terminology | 3.0 |
| HLTHOCC 51 Medical Office Microcomputer Management Applications | 1.0 |
| HLTHOCC 52 Medical Office Procedures I | 4.0 |
| HLTHOCC 53 Medical Office Procedures II | 4.0 |
| HLTHOCC 55 Clinical Assisting Techniques I | 4.0 |
| HLTHOCC 59 Medical Assisting Practicum | 2.0 |
| HLTHOCC 61 Medical Insurance | 3.0 |
| TOTAL UNITS | 22 |

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.

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 | 3 |
| OR | |
| 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 |

MAJOR REQUIREMENTS

| | | |
|---|----------------------|---|
| 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

| | | |
|--------------------|---------------------------|-----------|
| 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.

According to the Department of Labor, the demand for paralegals is expected to grow as an increasing population requires additional legal services. Paralegal and legal assistant positions are projected to grow faster than the average for all occupations through 2015. Employment growth stems from law firms and other employers with legal staffs increasingly hiring paralegals to lower the cost and increase the availability and efficiency of legal services. The majority of job openings for paralegals in the future will be new jobs created by rapid employment growth, but additional job openings will arise as people leave the occupation. The median salary of a paralegal averaged \$52,000 in 2010.

NOTE: This program is not designed for preparation for law school admission. Students should consult catalogs of law schools of their choice or a counselor when planning to attend law school.