

# MAJOR REQUIREMENTS

PHYSIOLOGY: 1  
PHYSICS: 6, 7, 37

AND at least 3 units (but not more than 6 units) from the 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

CAREER STUDIES DIVISION

The Associate of Arts degree in Management - Small Business is primarily designed for career and technical 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. West Los Angeles College also offers an Associate Degree for Transfer in Business Administration (AA-T). Please refer to the ADT section of this catalog for degree requirements.

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.

### PROGRAM LEARNING OUTCOMES (PLOs):

- Use A Variety Of Resources, Market Analyses, Accounting And Financial Data, To Create Short And Long Term Business And Marketing Plans. (Business Planning)
- Use Current And Emerging Technologies To Create, Document, Analyze And Manipulate Data That Supports Management Of Business Operations (Technical Skills)
- Promote A Collaborative Environment For Co-Workers With Clear Articulation To Produce Teamwork And Flexibility In A Diverse Workplace. (Leadership)
- Manage And Direct Daily Work Activities That Support Business Productivity. (Managing Operations)

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Management - Small Business	AA	Plan A	35	60
Management - Small Business	Cert	N / A	35	35

## ASSOCIATE OF ARTS DEGREE

### Management - Small Business

MAJOR CODE: 0506.40

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting 1	5
BUS 1 Introduction to Business	3
BUS 38 Business Computers	3
BUS 5 Business Law	3
MGMT 1 Principles of Management	3
MGMT 13 Small Business Entrepreneurship	3
MGMT 2 Organization & Management Theory	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3
COMM 101 Public Speaking	3

ELECTIVES (3 UNITS FROM THE FOLLOWING):	UNITS
CO SCI 901 Introduction to Computers & Use	3
BUS 32 Business Communications	3
MGMT 6 Public Relations	3
<b>TOTAL REQUIRED DEGREE UNITS</b>	<b>35</b>

*For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.*

### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS



## CERTIFICATE OF ACHIEVEMENT

### Management - Small Business

MAJOR CODE: 0506.40

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting 1	5
BUS 5 Business Law	3
BUS 31 Business English	3
BUS 38 Business Computers	3
BUS 1 Introduction to Business	3
MGMT 1 Principles of Management	3
MGMT 2 Organization & Management Theory	3
MGMT 13 Small Business Entrepreneurship	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3
ELECTIVE Use List Below	3
<b>TOTAL UNITS</b>	<b>35</b>

ELECTIVE COURSES	UNITS
CO SCI 901 Introduction to Computers & Use	3
BUS 32 Business Communications	3
MGMT 6 Public Relations	3

## MARKETING

CAREER STUDIES DIVISION

The Associate of Arts degree in Marketing is primarily designed for career and technical 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. West Los Angeles College also offers an Associate Degree for Transfer in Business Administration (AA-T). Please refer to the ADT section of this catalog for degree requirements.

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.

### PROGRAM LEARNING OUTCOMES (PLOs):

- Use a variety of visual and electronic media to create aesthetic appeal and customer desire to purchase product and/or service. (Theme: Marketing Communications)
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visual and electronic media to create aesthetic appeal and customer desire to purchase product and/or service. (Theme: Marketing Communications)

- Develop sales and marketing plans, using buyer trends, patterns, and demographics to target current and emerging (new) markets. (Themes: market trends, demographics)
- Plan and organize daily work activities including the allocation of budget constraints that promote the development of a realistic and effective marketing and sales strategy. Theme: (Marketing Implementation; Budget Constraints)
- Investigate and assess the overall business model and industry position of an organization, including articulation of its' marketing strategy and marketing implementation approach. (Theme: Business Strategy, Marketing Strategy)

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Marketing	AA	Plan A	35	60



## ASSOCIATE OF ARTS DEGREE

### Marketing

MAJOR CODE: 0509.00

(35 Units, Plan A) + All West requirements for Associate Degree.

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting 1	5
BUS 1 Introduction to Business	3
BUS 31 Business English	3
BUS 32 Business Communications	3
BUS 38 Business Computers	3
BUS 5 Business Law	3
MGMT 1 Principles of Management	3
MGMT 6 Public Relations or Finance 8	3
MGMT 13 Small Business Entrepreneurship	3
OR	
FIN 2 Investments	3
MKTG 1 Principles of Selling	3
MKTG 21 Principles of Marketing	3
<b>TOTAL UNITS</b>	<b>35</b>

*It is recommended that students meet with a counselor to develop a Student Educational Plan (SEP).*

## MATHEMATICS

### MATHEMATICS DIVISION

The Associate of Science for Transfer Degree in Mathematics will provide students interested in Mathematics, or any of the related fields such as Engineering, Physics or Statistics, with a strong academic background in mathematics. The courses taken by students in the pursuit of this degree will help develop students' ability to approach and solve problems in pure or applied mathematics where this is required. By successfully completing the Associate in Science in Mathematics for Transfer degree requirements at West Los Angeles College, students are prepared to transfer to a four-year Mathematics program. Completion of coursework in single and multivariable Calculus, Linear Algebra, Differential Equations and Statistics will meet the lower division mathematics requirements of the California State University.

CSU is required to "guarantee admission with junior status to any community college student who meets all of the requirements". This degree is intended for students who are interested in transferring to a four-year university and majoring in Mathematics, Engineering, Physics and Statistics.

#### PROGRAM LEARNING OUTCOMES (PLOs):

- Apply quantitative thinking processes using basic mathematical operations (addition, subtraction, multiplication, division) to solve common academic, workplace, and family problems. (Theme: Quantitative thinking; mathematical operations)
- Analyze and interpret spatial and graphic data (schedules, maps, tables, graphs, and geometric figures). (Theme: spatial and graphic data).
- Use mathematical tools essential for analyzing quantitative problems and for producing solutions. (Theme: mathematical tools)
- Apply advanced mathematical concepts and tools (algebra, calculus) essential in upper division academic work and/or workplace tasks. (Theme: advanced mathematical operations—algebra, calculus)
- Select appropriate math strategies for solving and handling application problems involving (for example) finance, science, economics, and family issues. (Theme: mathematical problem-solving)

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Mathematics	AS-T	CSU / ICETC	23	60
Mathematics	AA	Plan A	18-19	60



## Associate Degree for Transfer

*A Degree with a Guarantee.<sup>SM</sup>*



### ASSOCIATE OF ARTS DEGREE FOR TRANSFER (AA-T)

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

LIST A: CHOOSE ONE COURSE	UNITS
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equation	3

LIST B: CHOOSE ONE COURSE (3-5 units)	UNITS
MATH 227 Statistics	4
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equations	3
PHYSICS 37 Physics for Engineers & Scientists I	5
PHYSICS 38 Physics for Engineers & Scientists II	5
PHYSICS 39 Physics for Engineers & Scientists III	5

#### 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 23 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).

#### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS

- 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.



## ASSOCIATE OF ARTS DEGREE

### Mathematics

MAJOR CODE: 1701.00

(18-19 Units, Plan A) + All West requirements for Associate Degree.

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.

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
<b>TOTAL REQUIRED UNITS</b>	<b>15</b>

CHOOSE ONE FROM THE FOLLOWING:	UNITS
MATH 227 Statistics	4
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equation	3
<b>TOTAL REQUIRED + 1 COURSE ABOVE</b>	<b>20-21</b>

RECOMMENDED COURSES	UNITS
MATH 241 Trigonometry	4
MATH 245 College Algebra	3
MATH 260 Pre-Calculus	5
PHILOS 8 Deductive Logic	3
PHILOS 9 Symbolic Logic	3
PHYSICS 37 Physics for Engineers & Scientists I	5

PHYSICS 38 Physics for Engineers & Scientists II	5
PHYSICS 39 Physics for Engineers & Scientists III	5
CO SCI 901 Intro to Computers and Their Use	3
CO SCI 902 Intro to Computer Science	3
<b>TOTAL REQUIRED UNITS</b>	<b>21-23</b>

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

## MEDICAL ASSISTING

### ALLIED HEALTH DIVISION

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.

#### PROGRAM LEARNING OUTCOMES (PLOs):

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/allied-health/index.aspx>

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Medical Assisting	AS	Plan B	38.5	60
Administrative & Clinical	Cert	N / A	38.5	38.5
Administrative	Cert	N / A	22	22
Clinical	Cert	N / A	31.5	31.5

# MAJOR REQUIREMENTS

## ASSOCIATE OF SCIENCE DEGREE

### Medical Assisting

MAJOR CODE: 1208.00

(38.5 Units, Plan B) + All West requirements for Associate Degree.

REQUIRED COURSES	UNITS
ALD HTH 57 Intro Computers in Health Occupations	1
ALD HTH 33 Medical Terminology	3
HLTHOCC 51 Medical Office Microcomputer Mgmt App	1
HLTHOCC 52 Medical Office Procedures I	4
HLTHOCC 53 Medical Office Procedures II	4
HLTHOCC 54 Human Disease	4
HLTHOCC 55 Clinical Assisting Techniques I	4
HLTHOCC 56 Clinical Assisting Techniques II	4
HLTHOCC 57 Medical Office Laboratory Procedures	3.5
HLTHOCC 58 Pharmacology for Medical Assistants	2
HLTHOCC 59 Medical Assisting Practicum	2
HLTHOCC 60 Medical Assisting Internship	3
HLTHOCC 61 Medical Insurance	3
<b>TOTAL UNITS</b>	<b>38.5</b>

The Medical Assisting Administrative and Clinical program consists of Health Occupation and Allied Health courses. The programs lead to a certificate of achievement and an AS in Medical Assisting.

I. Winter Session	UNITS
Allied Health 33	3
HLTHOCC 60	3
<b>TOTAL UNITS:</b>	<b>6</b>

II. Spring Semester	UNITS
Allied Health 21	.5
Allied Health 57	1
HLTHOCC 51	1
HLTHOCC 52	4
HLTHOCC 55	4
HLTHOCC 61	3
<b>TOTAL UNITS:</b>	<b>13.5</b>

III. Summer Session	UNITS
HLTHOCC 59	2
HLTHOCC 53	4
<b>TOTAL UNITS:</b>	<b>6</b>

IV. Fall Semester	UNITS
Allied Health 57	1
HLTHOCC 54	4
HLTHOCC 56	4
HLTHOCC 57	3.5
HLTHOCC 58	2
<b>TOTAL UNITS:</b>	<b>14.5</b>



## CERTIFICATE OF ACHIEVEMENT

### Administrative & Clinical

MAJOR CODE: 1208.00

REQUIRED COURSES	UNITS
ALD HTH 57 Intro Computers in Health Occupations	1
ALD HTH 33 Medical Terminology	3
HLTHOCC 51 Medical Office Microcomputer Mgmt App	1
HLTHOCC 52 Medical Office Procedures I	4
HLTHOCC 53 Medical Office Procedures II	4
HLTHOCC 54 Human Disease	4
HLTHOCC 55 Clinical Assisting Techniques I	4
HLTHOCC 56 Clinical Assisting Techniques II	4
HLTHOCC 57 Medical Office Laboratory Procedures	3.5
HLTHOCC 58 Pharmacology for Medical Assistants	2
HLTHOCC 59 Medical Assisting Practicum	2
HLTHOCC 60 Medical Assisting Internship	3
HLTHOCC 61 Medical Insurance	3
<b>TOTAL UNITS</b>	<b>38.5</b>

### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS

## MUSIC

### HUMANITIES AND FINE ARTS DIVISION

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. West Los Angeles College also offers an Associate Degree for Transfer in Music (AA-T). Please refer to the ADT section of this catalog for degree requirements.

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.

#### PROGRAM LEARNING OUTCOMES (PLOs):

- Secure Technique
- Cultivate a relationship to other disciplines
- Develop individual creative process
- Practice and Develop Creative Routine
- Discover inspiration and how to use it
- Learn self-assessment for personal fulfillment and growth.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Music	AA	Plan A	33	60
+ At least 60 degree applicable units (33 total major units) are required to earn and Associate Degree.				

## ASSOCIATE OF ARTS DEGREE

### Music

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	1
MUSIC 212 Musicianship II	1
MUSIC 213 Musicianship III	1

#### PLUS 4 TOTAL UNITS 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 2 UNITS FROM THE FOLLOWING:

MUSIC 501 College Choir	1
MUSIC 561 Chamber Chorale	1
MUSIC 775 Jazz Ensemble	1

**TOTAL REQUIRED MAJOR 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.

*Is recommended that students meet with a West Los Angeles College Counselor to develop a Student Educational Plan (SEP).*

## MAJOR REQUIREMENTS

### 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.*

*\*Departments offering Skills Certificates are responsible for their issuance.*

### Songwriter's Workshop

MAJOR CODE: 2203.00

		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
<b>SKILL CERTIFICATE UNITS REQUIRED</b>		<b>12</b>

## PARALEGAL

CAREER STUDIES DIVISION

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.

### ABA PARALEGAL PROGRAM OBJECTIVES

- 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.
- To insure quality paralegal education at the community college level
- 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.

- To train students to be prepared to use and apply the most current paralegal skills.
- To educate students to intelligently and ethically serve the legal community.
- To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
- To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
- To educate and train students in areas of procedural law emphasizing the paralegal's role in litigation, mediation and arbitration.
- 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.
- To encourage students to contribute to the advancement of the legal profession.
- To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.

**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](mailto:paralegal@wlaac.edu). Please meet with the Program Director regarding Degree or Certificate.

Employment of paralegals and legal assistants is projected to grow 17 percent from 2012 to 2022, faster than the average for all occupations. This occupation attracts many applicants, and competition for jobs will be strong. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects. <http://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm>

*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.*

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Paralegal	AA	Plan B	41	60
Paralegal	Cert	N / A	41	41

### ATTENTION TRANSFER STUDENTS

**NOTE:** Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.