

# MAJOR REQUIREMENTS

## MANAGEMENT - SMALL BUSINESS & ENTREPRENEURSHIP

BUSINESS 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.

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 (6 UNITS FROM THE FOLLOWING): UNITS

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

**TOTAL REQUIRED DEGREE UNITS 35**

*For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.*

## 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 6	Public Relations	3
MGMT 13	Small Business Entrepreneurship	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
<b>TOTAL UNITS</b>		<b>35</b>

RECOMMENDED COURSES		UNITS
BUS 32	Business Communications	3
ENTREP 1	Introduction to Entrepreneurship	3
ENTREP 2	Starting a New Business	3
ENTREP 3	Building & Growing a New Business	3

## MARKETING

### BUSINESS 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.

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)
- Use a variety of 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)

## MAJOR REQUIREMENTS

- 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 COURSES UNITS	TOTAL UNITS
Marketing	AA	Plan A	35	60
+ At least 60 degree applicable units (35 total major units) are required to earn and Associate Degree.				

## 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	3
MGMT 13	Small Business Entrepreneurship	3
OR		
Finance 2	Investments	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
<b>TOTAL 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

## MATHEMATICS

MATHEMATICS DIVISION



### Associate Degree for Transfer

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

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 COURSES UNITS	TOTAL UNITS
Mathematics	AA	Plan A	19	60+
Mathematics	AS-T	CSU / ICETC	21 - 23	60*
+ At least 60 degree applicable units (21 - 23 total major units) are required to earn an Associate Degree.				
* Required course units and completion of CSU Breadth or IGETC Requirements.				

### ASSOCIATE OF ARTS DEGREE for TRANSFER (AS-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.

## MAJOR REQUIREMENTS

- 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).
- 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 S 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

HEALTH SCIENCES 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>

#### 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

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Medical Assisting Admin & Clinical +	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

+ At least 60 degree applicable units (38.5 total major units) are required to earn and Associate Degree.

## 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
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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>

## 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.

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+
Music	AS-T	CSU/IGETC	22	60*
+ At least 60 degree applicable units (33 total major units) are required to earn an Associate Degree.				
* Required course units and completion of CSU Breadth or IGETC Requirements.				



## Associate Degree for Transfer

*A Degree with a Guarantee.™*

The Associate in Arts in Music for Transfer (AA-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Music. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is

not to any particular campus or program in the CSU system. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Economics requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>

### ASSOCIATE OF ARTS DEGREE for TRANSFER (AS-T)

MAJOR CODE: 1004.00

REQUIRED COURSES (30 UNITS)	UNITS
MUS 200 Introduction to Music Theory	4
MUS 201 Harmony I	3
MUS 202 Harmony II	3
MUS 203 Harmony III	3
MUS 211 Musicianship I	1
MUS 212 Musicianship II	1
MUS 213 Musicianship III	1
MUS 180 Applied Music Laboratory	1.5
MUS 181 Applied Music I	.5
MUS 755 Brass Ensemble*	1
MUS 775 Jazz Ensemble*	1
MUS 561 Chamber Chorale	1
MUS 781 Studio Jazz Band	1

TOTAL UNITS FOR MAJOR	22
TOTAL UNITS DOUBLE COUNTED	2 (CSU)
TOTAL UNITS GENERAL EDUCATION (IGETC)	37-39
TOTAL UNITS ELECTIVES	0
TOTAL UNITS FOR DEGREE	60

### 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

## 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 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.

For **RECOMMENDED COURSE SEQUENCE** consult a WLAC counselor.

## 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>

## NUTRITION & DIETETICS

BEHAVIORAL SCIENCE DIVISION

### APPROPRIATENESS TO MISSION

The Associate in Science in Nutrition and Dietetics for Transfer (AS-T) Degree prepares students for transfer to a Bachelor of Science program in Nutrition and Dietetics at a California State University (CSU). This degree aligns with the college's mission to provide a transfer path for student success.

### STATEMENT OF PROGRAM GOALS AND OBJECTIVES

The goals and objectives of the Associate in Science in Nutrition and Dietetics for Transfer is (1) to apply evidence based models needed to evaluate scientific literature and other health related concepts (2) to provide the courses necessary to prepare students for transfer to a CSU. Students who complete the program will be able to demonstrate the following Program Learning Outcomes (PLOs):

PLO #1: Critically analyze the consequences of obesity including health, social, and psychological problems and develop an eating and exercise plan for a person with health risk factors.

PLO #2: Assess the safety of food additives. Identify microbes and their role in food cause illness in the body.

PLO #3: Use scientific knowledge to analyze the potential advantages and disadvantages associated with organic foods.