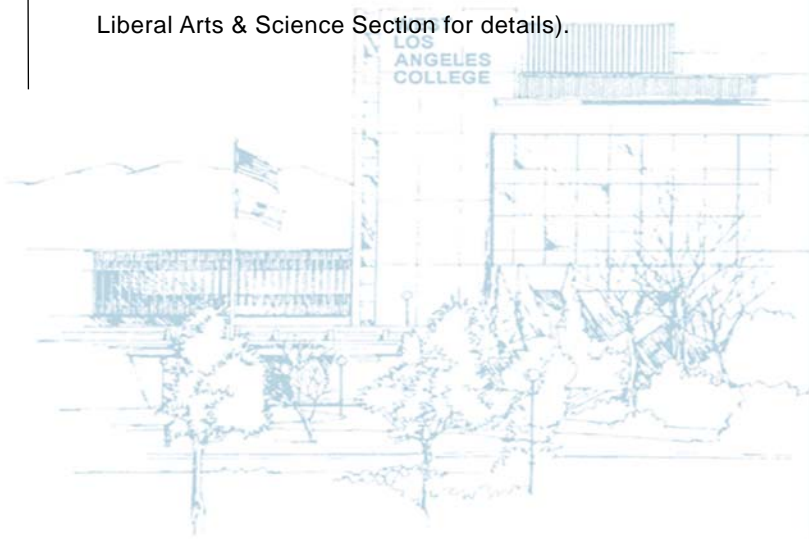


MAJOR REQUIREMENTS

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 the Associate Degrees for Transfer (in several educational pathways). Students who successfully complete a Transfer Degree (AA-T or AS-T) will be guaranteed admission to a California State University. Additionally, the Liberal Arts and Science degrees help to prepare students for transfer. These degrees 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).



ACCOUNTING

ACCOUNTING

◆ ASSOCIATES DEGREE

BUSINESS DIVISION

PROGRAM OVERVIEW

The Associate of Arts degree in Accounting 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.

This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught.

Students interested in transferring to a four-year college or university with a major in Accountancy or Business Administration (Accounting-related option) may consider the Associate of Arts degree in Business Administration. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Use formulas and mathematical tools to calculate and solve quantitative problems related to financial and accounting operations of a business workplace.
- Collect and compile financial data for management analysis of service, retail, and manufacturing status of a business.
- Review, refine, and make adjustments in calculations for completion of financial transactions, records, and forms.
- Communicate oral and written thought in a clear and organize manner to effectively inform, persuade, and convey ideas in the workplace.

Award	Type	Grad Plan	Req Course Units	Total Units
Accounting	AA	Plan B	32	41+
Accounting	Cert	N/A	26	35

+ At least 60 degree applicable units (32 total major units and Plan B units) are required to earn an Associate Degree.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 0502.00

REQUIRED COURSES		UNITS
ACCTG 1*	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
ACCTG 25	Automated Accounting	3
BUS 32	Business Communications	3
CO SCI 930	Microsoft Advanced Business Application	4
BUS 5	Business Law I	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
MKTG 1	Principles of Selling	3
TOTAL REQUIRED COURSE UNITS		32

**Accounting 21 plus Accounting 22 are the equivalent of Accounting 1.*

ELECTIVE COURSES		UNITS
Choose 9 units from the following ^:		
ACCTG 15	Tax Accounting I	3
ACCTG 20	Managerial Accounting	3
LAW 2	Business Law II	3
MGMT 1	Principles of Management	3
MKTG 21	Principles of Marketing	3
TOTAL COURSE UNITS + 9 Elective Units		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.

ASSOCIATE OF ARTS DEGREE**MAJOR CODE: 0502.00**

(41Units, Plan B) + All other West requirements for Associate Degree

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
BUS 5	Business Law I	5
GEN EDU	Any General Education Course	3
GEN EDU	Any General Education Course	3
BUS 32	Business Communications	3
TOTAL UNITS		14

SEMESTER 2		UNITS
ACCTG 1*	Introductory Accounting I	5
GEN ED	Any General Education Course	3
ACCTG 25	Automated Accounting	3
CO SCI 930**	Microsoft Advanced Business Application	3
TOTAL UNITS		14

SEMESTER 3		UNITS
ACCTG 2	Introductory Accounting II	5
Elective	ACCTG 15 or ACCTG 20	3
Elective	MGMT 1 or MKTG 21	3
GEN EDU	Any General Education Course	3
GEN EDU	Any General Education Course	3
TOTAL UNITS		17

SEMESTER 4		UNITS
ECON 1	Principles of Economics I	3
MKTG 1	Principles of Selling	3
Elective	LAW 2	3
GEN EDU	Any General Education Course	3
TOTAL UNITS		12

*Accounting 21 plus Accounting 22 are the equivalent of Accounting 1.

**Prerequisite CSIT 901 or equivalent experience

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.

ACCOUNTING

ACCOUNTING

All courses must be completed with a grade of "C" or better to count towards the Certificate of Achievement in Accounting. Upon completion of the requirements, a petition for the Certificate of Achievement needs to be filed in the Office of Admissions and Records.

**◆ CERTIFICATE OF ACHIEVEMENT
ACCOUNTING**

**Emphasis: Business
MAJOR CODE: 0502.00**

REQUIRED COURSES		UNITS
ACCTG 1*	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
ACCTG 15	Tax Accounting I	3
ACCTG 25	Automated Accounting	3
BUS 1	Introduction to Business	4
CO SCI 901	Introduction to Computers and their Use	3
OR		
CAOT 84	Microcomputer Office Applications: Word Processing	
BUS 5	Business Law I	3
TOTAL REQUIRED COURSE UNITS		26

*Accounting 21 plus Accounting 22 are the equivalent of Accounting 1.

ELECTIVE COURSES		UNITS
Choose 9 units from the following:		
ACCTG 16	Tax Accounting II	3
ACCTG 20	Managerial Accounting	3
LAW 2	Business Law II	3
MGMT 1	Principles of Management	3
ECON 1	Principles of Economics I	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
TOTAL COURSE UNITS + 3 ELECTIVE UNITS		28
TOTAL CERTIFICATE UNITS		28

**◆ CERTIFICATE OF ACHIEVEMENT
RECOMMENDED COURSE SEQUENCE**

SEMESTER 1		UNITS
BUS 1	Introduction to Business	3
BUS 5/BUS 5	Business Law I	3
CO SCI 901	Introduction to Computers and their Use	3
ACCTG 1*	Introductory Accounting I	5
TOTAL UNITS		14
SEMESTER 2		UNITS
ACCTG 2	Introductory Accounting II	5
ACCTG 15	Tax Accounting I	3
ACCTG 25	Automated Accounting	3
ELECTIVE *	SEE ELECTIVE COURSES	3
TOTAL UNITS		14

**ADMINISTRATION OF
JUSTICE**

◆ ASSOCIATES DEGREE

BEHAVIORAL AND SOCIAL SCIENCES DIVISION

PROGRAM OVERVIEW

The Administration of Justice program is a study of the United States of America's criminal justice system used by local, state, and federal level government. Students will learn about the interaction and relationship of the criminal justice system's three major components: law enforcement, judiciary and corrections. If your goal is to work within the Criminal Justice field, this program will equip you to meet high academic standards and develop professional skills.

West Los Angeles College Administration of Justice program is a state recognized program offering both an academic series of courses leading to a transfer to a four-year university and a series of courses leading toward an Associates of Art Degree, Associates Transfer Degree, or Certificate to assist with job placement or career development. In addition to the Associate of Arts Degree in Administration of Justice, we offer other public safety options in both Corrections and Fire Technology. The curriculum is designed to provide students with the education necessary to gain entry into and for career promotion in the criminal justice field. The curriculum is offered on campus or online format.

ACCOUNTING

ADMINISTRATION OF JUSTICE

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Practice and demonstrate behaviors, skills, and knowledge necessary to advance professionally in corrections and law enforcement. (Theme: Professional advancement)
- Identify social, behavioral, historical, and cultural issues to respond to the challenges of work, family, community, and the global world. (Theme: Challenging issues)
- Apply critical thinking to investigate and interpret the influences of hereditary and environmental factors in assessing and treating criminal behavior. (Theme: Critical thinking, heredity, and environment)
- Pursue continuous educational opportunities on issues related to the current and emerging fields related to criminal justice. (Theme: Research, updates)
- Read, evaluate, and critically analyze current research methodologies; apply select research methodologies to the practice of criminal justice. (Theme: Research methodologies)

Award	Type	Grad Plan	Req Course Units	Total Units
Administration of Justice	AS-T	CSU/IGETC	18*	18+
Administration of Justice	AA	Plan B	36^	36+

* Required course units and completion of CSU Breadth or IGETC Requirements.
 ^ At least 60 degree applicable units (36 total major units and Plan B units) are required to earn an Associate Degree.



**Associate Degree
for Transfer**
A Degree with a Guarantee.™

The Associate of Science degree in Administration of Justice for Transfer is designed to address the principles and practices of the criminal justice system. It will serve students who wish to prepare themselves for one of several careers in law enforcement.

The program is an interdisciplinary approach with academic and professional coursework to enhance the students' training. Therefore, the program provides preparation for employment as well as transfer to the CSU.

Students who successfully complete the transfer degree in Administration of Justice will be admitted to the CSU with a major in Criminal Justice or Criminology.

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

ASSOCIATE OF ARTS DEGREE

For Transfer (AS-T)

MAJOR CODE: 2105.00

(18 Units) + Completion of CSU Breadth or IGETC

REQUIRED COURSES	UNITS
ADM JUS 1 Introduction to Administrative Justice	3
ADM JUS 2 Concepts of Criminal Law	3
LIST A: CHOOSE TWO COURSES (6 UNITS)	
ADM JUS 3 Legal Aspects of Evidence	3
ADM JUS 4 Principles & Procedures of the Justice system	3
ADM JUS 5 Criminal Investigation	3
ADM JUS 8 Juvenile Procedures	3
ADM JUS 67 Community Relations I	3
ADM JUS 75 Introduction to Corrections	3
LIST B: CHOOSE TWO COURSES (6 UNITS)	
MATH 227 Statistics	4
PSYCH 1 General Psychology I	3
SOC 1 Introduction to Sociology	3
TOTAL REQUIRED COURSE UNITS	18 or 19

The following requirements must be met:

- Completion of required units for the major (18-19 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.
- 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.

ADMINISTRATION OF JUSTICE

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 2105.00

(36 Units, Plan B) + All other West requirements for Associate Degree

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
ADM JUS 1	Intro to Administration of Justice	3
ADM JUS 2	Concepts of Criminal Law	3
ADM JUS*	ADM Justice Elective	3
ENGLISH 101**	College Reading & Composition	3
POLI SCI 1**	Government of the United States	3
SEMESTER 2		UNITS
ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 4	Principles & Procedures of the Justice System	3
ADM JUS 67	Community Relations I	3
Math 125**	Intermediate Algebra	5
SOC 1**	Intro to Sociology	3
OR	OR	OR
PSYCH 1 **	General Psychology I	3
SEMESTER 3		UNITS
ADM JUS 5	Criminal Investigation	3
ADM JUS 8	Juvenile Procedures	3
ADM JUS 75	Introduction to Corrections	3
HEALTH 11**	Principles of Healthy Living	3
SPANISH 1**	Elementary Spanish I	5
SEMESTER 4		UNITS
ADM JUS 14	Report Writing for Peace Officers	3
ADM JUS 160	Police Organization & Administration	3
CO SCI 901**	Intro to Computers and Their Use	3
PSYCH 2**	General Psychology II	3
ADM JUS*	Elective	3
KIN**	Kinesiology	1

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.

* Electives include any Administration of Justice, Corrections, or Fire Technology courses.

** Recommended General Education courses for the Administration of Justice major. See catalog or a counselor for additional choices.

Veterans and law enforcement personnel may petition for a PHYS ED exemption. Students should also inquire about the Criminal Justice Club.

Please meet with the Administration of Justice Department Chair and a Counselor to ensure your schedule will satisfy your goal.

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.

FINGERPRINT CLASSIFICATION		UNITS
Major Code: 2105.01		
ADM JUS 62	Fingerprint Classification	3
SKILL CERTIFICATE UNITS REQUIRED		3

PENAL CODE 832 ARREST COURSE		UNITS
Major Code: 2105.11		
ADM JUS 60	Arrest, Search, and Seizure	3
SKILL CERTIFICATE UNITS REQUIRED		3

POLICE ORIENTATION AND PREPARATION I		UNITS
Major Code: 2105.50		
ADM JUS 1	Intro to Administration of Justice	3
ADM JUS 3	Legal Aspects of Evidence	3
ADM JUS 14	Report Writing for Peace Officers (See English 130)	3
POLI SCI 1	The Government of the U.S.	3
SOC 2	American Social Problems	3
SKILL CERTIFICATE UNITS REQUIRED		15

ALCOHOL AND DRUG STUDIES

ALCOHOL AND DRUG STUDIES

◆ ASSOCIATES DEGREE

BEHAVIORAL & SOCIAL SCIENCES DIVISION

POLICE ORIENTATION AND PREPARATION II **UNITS**
Major Code: 2105..51

ADM JUS 5	Criminal Investigation	3
ADM JUS 6	Patrol Procedures	3
ADM JUS 67	Community Relations I	3
ECON 1	Principles of Economics I	3
PSYCH 1	General Psychology	3

SKILL CERTIFICATE UNITS REQUIRED 15

POLICE ORIENTATION AND PREPARATION III **UNITS**
Major Code: 2105..52

ADM JUS 2	Concepts of Criminal Law	3
ADM JUS 8	Juvenile Procedures	3
BIOLOGY 3A	Intro to Biology-Lecture	3
CO SCI 901	Intro to Computers and Use	3
HEALTH 11	Principles of Healthful Living	3

SKILL CERTIFICATE UNITS REQUIRED 15

POLICE ORIENTATION AND PREPARATION IV **UNITS**
Major Code: 2105..53

ADM JUS 4	Principles/Procedures of Justice	3
ADM JUS 60	Arrest, Search, and Seizure	3
ADM JUS 75	Introduction to Corrections	3
BIOLOGY 3B	Introduction of Biology- Lab	1
HUMAN 60	People and Their World	3
KIN 229	Body Conditioning Skills I	1

SKILL CERTIFICATE UNITS REQUIRED 14

PROBATION OFFICER Major Code: 2105.25 **UNITS**

ADM JUS 261	Probation Officer Core	12
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SKILL CERTIFICATE UNITS REQUIRED 12

The Associate of Arts degree in Alcohol and Drug Studies is primarily designed for vocational education and workforce training/development.

The coursework indicated below will prepare students with all necessary coursework to qualify them to take the written exam for the California Association of Alcohol and Drug Educators (CAADE) and become an Alcohol and Drug Counselor. Several classes may be used for continuing education credit for clinical or Alcohol and Drug licenses or public safety professions. Not all classes are offered every semester but do alternate each semester.

Students interested in transferring to a four-year college or university may consider the Associate of Arts degree in Liberal Arts and Sciences with an emphasis in Behavioral and Social Sciences. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Practice Professional ethics and cultural acceptance in a work setting.
- Utilize various counseling techniques and theories to build rapport and create healthy relationships with each client, using skills of effective one-on-one and group counseling to promote self-responsibility and encourage positive change in client.
- Teach effective life, coping, and adjustment strategies.
- Utilize knowledge of the Diagnostic and Statistical Manual and data from intake procedures to identify mental illnesses.
- Assist with creation and implementation of a treatment plan that identifies needs, realistic expectations to be achieved, and necessary referrals.
- Continually self-assess one's psychological state and critically analyze, evaluate, and adopt a variety of solutions that support one's mental and emotional wellness, effectively manage stress, and avoid burnout.
- Draw on research and knowledge of psychoactive drugs and addiction to serve the needs of the counseling position, the client, and the community.
- Perform administrative tasks, continue to engage with licensing agencies, and maintain continuing education credits.

ALCOHOL AND DRUG STUDIES

Award	Type	Grad Plan	Req Course Units	Total Units
Alcohol and Drug Studies	AA	Plan B	36	36+
Alcohol and Drug Studies	Cert	N/A	36	36

+ At least 60 degree applicable units (36 total major units and Plan B units) are required to earn an Associate Degree.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 2104.40

(36 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES

	REQUIRED COURSES	UNITS
PSYCH 1	General Psychology	3
PSYCH 14	Abnormal Psychology	3
SOC 1*	Intro to Sociology (WLAC Requirement)	3
PSYCH 64	Intro Alcohol and Drug Abuse	3
PSYCH 65	Chemical Dependency: Intervention, Treatment and Recovery	3
PSYCH 68	Biopsychology of Chemical Dependency: Drugs, Behavior and Health	3
PSYCH 37	Psychology of Codependency & Family Systems	3
PSYCH 43	Principles of Group Dynamics	3
PSYCH 63	Alcohol/Drug Studies: Prevention & Education	3
PSYCH 67	Counseling Techniques for the Chemically Addicted	3
PSYCH 84	Fieldwork I Alcohol/Drug Studies	3
PSYCH 85	Fieldwork II Alcohol/Drug Studies	3
TOTAL REQUIRED COURSE UNITS		36

**NOTE: All classes are required by CAADE except for SOC 1 which is a WLAC requirement.*

ALCOHOL AND DRUG STUDIES

ALCOHOL AND DRUG STUDIES

Students may also earn a Certificate of Achievement in Alcohol and Drug Studies by completing the 36 unit course requirements listed below. This certificate will prepare students with all necessary coursework to qualify them to take the written exam for the California Association of Alcohol and Drug Educators (CAADE) and become an Alcohol and Drug Counselor. Several classes may be used for continuing education credit for clinical or Alcohol and Drug licenses or public safety professions. Not all classes are offered every semester but do alternate each semester.

◆ CERTIFICATE OF ACHIEVEMENT

MAJOR CODE: 2104.40

REQUIRED COURSES		UNITS
PSYCH 1	General Psychology	3
PSYCH 14	Abnormal Psychology	3
SOC 1*	Intro to Sociology (WLAC Requirement)	3
PSYCH 64	Intro Alcohol and Drug Abuse	3
PSYCH 65	Chemical Dependency: Intervention, Treatment and Recovery	3
PSYCH 68	Biopsychology of Chemical Dependency: Drugs, Behavior and Health	3
PSYCH 37	Psychology of Codependency & Family Systems	3
PSYCH 43	Principles of Group Dynamics	3
PSYCH 63	Alcohol/Drug Studies: Prevention & Education	3
PSYCH 67	Counseling Techniques for the Chemically Addicted	3
PSYCH 84	Fieldwork I Alcohol/Drug Studies	3
PSYCH 85	Fieldwork II Alcohol/Drug Studies	3
TOTAL REQUIRED COURSE UNITS		36

**NOTE: All classes are required by CAADE except for SOC 1 which is a WLAC requirement.*

◆ CERTIFICATE OF ACHIEVEMENT RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
PSYCH 1	General Psychology	3
PSYCH 43	Principles of Group Dynamics	3
PSYCH 64	Intro Alcohol and Drug Abuse	3
TOTAL SEMESTER UNITS		9

SEMESTER 2		UNITS
PSYCH 14	Abnormal Psychology	3
PSCYH 65	Chemical Dependency: Intervention, Treatment and Recovery	3
PSYCH 67	Counseling Techniques for the Chemically Addicted	3
TOTAL SEMESTER UNITS		9

SEMESTER 3		UNITS
PSYSCH 37	Psychology of Codependency & Family Systems	3
PSYSCH 63	Alcohol/Drug Studies: Prevention & Education	3
PSYCH 84	Fieldwork I Alcohol/Drug Studies	3
TOTAL SEMESTER UNITS		9

SEMESTER 4		UNITS
PSYCH 68	Biopsychology of Chemical Dependency: Drugs, Behavior & Health	3
PSCYCH 85	Fieldwork II Alcohol/Drug Studies	3
SOCIOLOGY I	Intro to Sociology	3
TOTAL SEMESTER UNITS		9

**NOTE: All classes are required by CAADE except for SOC 1 which is a WLAC requirement.*

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.

ALLIED HEALTH

See any of the following health industry programs:

- CERTIFIED NURSING ASSISTANT (CNA)
- DENTAL HYGIENE
- HEALTH OCCUPATIONS
- MEDICAL ASSISTING
- NURSING, See CNA
- PARAMEDIC
- PHARMACY TECHNICIAN

ANTHROPOLOGY

◆ ASSOCIATES DEGREE

BEHAVIORAL & SOCIAL SCIENCES DIVISION

PROGRAM OVERVIEW

The Associate of Arts degree in Anthropology includes coursework that aligns with specific lower-division major requirements for the Anthropology 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 Anthropology may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

Students 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.

Professional opportunities include careers in archaeology, linguistics, the social and natural sciences, health care, international affairs, urban renewal, social welfare, museum work, the National Park Service, conservation programs, ergonomics, and forensics.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Critically analyze anthropological topics.
- Collect and synthesize research data using credible sources to write a cohesive document.
- Demonstrate knowledge necessary to advance academically and professionally in the discipline.

MAJOR REQUIREMENTS

ANTHROPOLOGY

- Collect and synthesize research data using credible sources to write a cohesive document.

Award	Type	Grad Plan	Req Course Units	Total Units
Anthropology	AA	Plan B	36	36+
+ At least 60 degree applicable units (36 total major units and Plan B units) are required to earn an Associate Degree.				

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 2202.00

(36 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES

	REQUIRED COURSES	UNITS
ANTHRO 101	Human Biological Evolution	3
ANTHRO 102	Human Ways of Life: Cultural Anthropology	3
ANTHRO 103	Archaeology: Reconstructing the Human Past	3
ANTHRO 104	Human Language and Communication	3

5 OR 6 UNITS FROM THE FOLLOWING: UNITS

ANTHRO 109	Gender, Sex, and Culture	3
ANTHRO 111	Human Biology Lab	2
ANTHRO 119	Introduction to Forensic Anthropology	2
ANTHRO 121	Anthropology of Religion, Magic, Witchcraft	3
ANTHRO 132	Native Peoples of North America	3

3 UNITS FROM THE FOLLOWING:

HISTORY 1	Introduction to Western Civilization I	3
HISTORY 2	Introduction to Western Civilization II	3
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3

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.

AT LEAST 3 UNITS FROM THE FOLLOWING!

BIOLOGY 3A	Introduction to Biology	3
ENV SCI 1	The Human Environment: Physical	3
ENV SCI 2	The Human Environment: Biological	3
GEOG 1	Physical Geography	3
GEOLOGY 1	Physical Geology	3

TOTAL REQUIRED UNITS 36

RECOMMENDED COURSES UNITS

CO SCI 901	Introduction to Computers and Their Use	3
MATH 227	Statistics	4
PHILOS 8	Deductive Logic	3
PHILOS 9	Symbolic Logic	3

ART
◆ ASSOCIATES DEGREE
 HUMANITIES AND FINE ARTS DIVISION

PROGRAM OVERVIEW

- CERAMICS OPTION
- DRAWING AND PAINTING OPTION

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

Students 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.

The Associate Degree program in Art has been planned for those intending to enter the fields of design, illustration, art history, and art education. The program offers two state-approved options: 1) Ceramics, and 2) Drawing and Painting. The program also offers

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Understand form, Apply elements of form, demonstrate accuracy, maintain harmony two and three dimensionally, vertically and horizontally. Become confident in fundamentals, placement, and

Control. Converse in the language of the arts. Don't be dull. Be original-unique. Secure your technique to equalize and integrate performance practices.

- Explore new areas of expression. Expose yourself to other fields through art and music. Work in collaboration. Learn to accept criticism. Enhance work with understanding of other areas.
- Be creative. Prepare all aspects personal and professional. Willingness to take risks in work. Be ready for surprises. Compete with grace. Risk it all now. Create a competitive portfolio/repertoire. Rearrange everything. Always look at new and old innovative expression.
- Be confident in your area. Self-confidence. Self-esteem. Practice all lesson to mastery. Keep looking. Be aware and learn program upgrades. Learn time-management. Develop discipline of working every day. Learn to control stage fright. Have fun with problem solving. Don't eat four hours before concert. Solve your problems with fresh combinations. Illustrate with color. Develop individual creative routine.
- Analyze everything you see in the real work. Always experiment with new visual/aural combinations. Overlap and combine elements. Refine your work. Use imagination. Trust inspiration-breathe.
- Analyze everything you see in the real world. Always experiment with new visual/aural combinations. Overlap and combine elements. Refine your work. Use imagination. Trust inspiration-breathe.
- Assessment will be by a portfolio of student work evaluated by the instructor.

Award	Type	Grad Plan	Req Course Units	Total Units
Art (Ceramics)	AA	Plan A	30	30+
Art (Drawing and Painting)	AA	Plan A	30	30+
Computer Graphic Arts	Cert	N/A	15	15

+ At least 60 degree applicable units (30 total major units and Plan B units) are required to earn an Associate Degree.

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.

ASSOCIATE OF ARTS DEGREE

ART-Ceramics Option
MAJOR CODE: 1002.30

(30 Units, Plan A) + All other West requirements for Associate Degree

REQUIRED COURSES

REQUIRED COURSES	UNITS
ART 101 Survey of Art History I	3
ART 102 Survey of Art History II	3
ART 201 Drawing I	3
ART 202 Drawing II	3
ART 501 Beginning Two-Dimensional Design	3
ART 502 Beginning Three-Dimensional Design	3
TOTAL REQUIRED UNITS	18

12 UNITS FROM THE FOLLOWING: UNITS

ART 700 Introduction to Sculpture	3
ART 701 Sculpture I	3
ART 708 Introduction to Ceramics	3
ART 709 Ceramics I	3
ART 710 Ceramics II	3
ART 711 Ceramics III	3

ASSOCIATE OF ARTS DEGREE

ART-Drawing and Painting Option
MAJOR CODE: 1002.10

(30 Units, Plan A) + All other West requirements for Associate Degree

REQUIRED COURSES

REQUIRED COURSES	UNITS
ART 101 Survey of Art History I	3
ART 102 Survey of Art History II	3
ART 201 Drawing I	3
ART 202 Drawing II	3
ART 501 Beginning Two-Dimensional Design	3
ART 502 Beginning Three-Dimensional Design	3
TOTAL REQUIRED UNITS	18

12 UNITS FROM THE FOLLOWING:

	UNITS
ART 204 Life Drawing I	3
ART 205 Life Drawing II	3
ART 300 Introduction to Painting	3
ART 301 Watercolor Painting I	3
ART 302 Watercolor Painting II	3
ART 304 Acrylic Painting I	3
ART 305 Acrylic Painting II	3
ART 307 Oil Painting I	3
TOTAL COURSE UNITS	30

SKILL CERTIFICATES*

COMPUTER GRAPHIC ARTS

Major Code: 1030.22

UNITS

ART 201 Drawing I or ART 501 Beginning Two-Dimensional Design	3
ART 633 Introduction to Computer Graphics	3
ART 635 Desktop Publishing Design	3
ART 639 Introduction to Digital Imaging	3
ART 641 Advance Desktop Publishing	3
CERTIFICATE UNITS REQUIRED	15

*Note: Skill certificates are not state-approved and are not included on transcripts.

*Departments offering Skills Certificates are responsible for their issuance.

AVIATION MAINTENANCE TECHNICIAN

◆ ASSOCIATES DEGREE

APPLIED TECHNOLOGY DIVISION

ART

PROGRAM OVERVIEW

To meet the aerospace industry's demand for well-trained, certificated aircraft mechanics, the college offers an Aviation Maintenance Technician Associate Degree, an Airframe Maintenance Technician Certificate, and an Aircraft Power plant Technician Certificate. Upon qualifying by written, oral, and practical examinations, students are issued Federal Aviation Administration (FAA) certificates by the FAA.

AVIATION MAINTENANCE...

A Skill Certificate in Avionics (Aviation Electronics) is given for the successful completion of each of two modularized courses designed to improve the knowledge and job skills of Aircraft Maintenance Technicians who are working or wishing to work in the field of Avionics. Emphasis is on the work carried out by technicians holding an FAA Airframe certificates. While receiving training in hydraulic system trouble-shooting, sheet metal repairs, covering and finishing, welding, and alignment and rigging of aircraft, Aviation Maintenance students use a repair station and three well-equipped laboratories as they work through their hands-on, modularized sequence of courses.

NOTE: The Aircraft Maintenance program is a continuing program with classes starting every eight weeks, and full-time, evening schedules.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- To effectively communicate both verbally and in writing with a variety of personnel using proper terminology, records, and forms.
- To be able to apply basic mathematics and graphic principles as used in aviation (aerospace).
- To apply aerodynamic principals in the assembly, repair and maintenance of power plant and aircraft structures.
- To apply basic electrical principals as it applies to electrical and mechanical components. The proper use of the multimeter is now a FAA requirement.
- To properly inspect, check, service, repair and overhaul airframe and airframe components.
- The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around aircraft and equipment.
- Proper work ethics for independent and collectively working with management, co-workers, and the Federal Aviation Administration in order to maximize efficiency in the work place.
- The student must review the information that will be required by the FAA to pass their required examinations for certification.

Award	Type	Grad Plan	Req Course Units	Total Units
Aviation Maintenance Technician	AS	Plan B	72	72+
Aircraft Power Plant Technician	Cert	N/A	54	54
Air Frame Maintenance Technician	Cert	N/A	48	48

+ At least 60 degree applicable units (72 total major units and Plan B units) are required to earn an Associate Degree.

The Associate of Science degree in Aviation Maintenance Technician is primarily designed for vocational education and workforce training/development.

NOTE: Students may receive subject credit for courses at Cal State San Jose and Cal State Los Angeles, as well as at National University after transfer with an Associate of Science degree.

CREDIT FOR FAA CERTIFICATES

Please consult with the Chair of the Aviation Department regarding credit for FAA Airframe and/or Power plant license. To be awarded an Associate of Science degree, the student must also complete all general education and graduation requirements plus 12 units of residency requirement at West Los Angeles College.

NOTE: Students in the Aviation Maintenance Program grant permission to the Federal Aviation Administration (FAA) to review their college grades and records for certification purposes.

NOTE: Aviation Maintenance Technician Classes 1-24 must be completed with a grade of "C" or better. Students must have a minimum 2.0 GPA in Aviation Maintenance Technology prior to enrollment in AVIATEK 23 and 24.

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE: 0950.00

(72 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES

	REQUIRED COURSES	UNITS
AVIATEK 1	Maintenance Procedures	4
AVIATEK 2	Maintenance Procedures Lab	2
AVIATEK 3	Basic Aircraft Science	4
AVIATEK 4	Basic Aircraft Science Lab	2
AVIATEK 5	Basic Electricity and Auxiliary Systems	4
AVIATEK 6	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 7	Electrical and Instrument Systems	4
AVIATEK 8	Electrical and Instrument Systems Lab	2
AVIATEK 9	Assembly, Rigging, and Inspection	4
AVIATEK 10	Assembly, Rigging, and Inspection Lab	2
AVIATEK 11	Aircraft Metal Assembly	4
AVIATEK 12	Aircraft Metal Assembly Lab	2
AVIATEK 13	Hydraulic, Landing Gear, and Fuel Systems	4
AVIATEK 14	Hydraulic, Landing Gear, and Fuel Systems Lab	2

AVIATION MAINTENANCE...

REQUIRED COURSES (Con't)		UNITS
AVIATEK 15	Propeller and Power Plant Systems	4
AVIATEK 16	Propeller and Power Plant Systems Lab	2
AVIATEK 17	Ignition and Fuel Metering Systems	4
AVIATEK 18	Ignition and Fuel Metering Systems Lab	2
AVIATEK 19	Reciprocating Power Plant Overhaul	4
AVIATEK 20	Reciprocating Power Plant Overhaul Lab	2
AVIATEK 21	Power Plant Troubleshooting and Testing	4
AVIATEK 22	Power Plant Troubleshooting and Testing Lab	2
AVIATEK 23	Inspection and Evaluation	4
AVIATEK 24	Inspection and Evaluation Lab	2
TOTAL REQUIRED UNITS		72

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
AVIATEK 3	Basic Aircraft Science	4
AVIATEK 4	Basic Aircraft Science Lab	2
AVIATEK 5	Basic Electricity and Auxiliary Systems	4
AVIATEK 6	Basic Electricity and Auxiliary Systems Lab	2
GEN ED	General Education Course	3
TOTAL COURSE UNITS		15

SEMESTER 2		UNITS
AVIATEK 1	Maintenance Procedures	4
AVIATEK 2	Maintenance Procedures Lab	2
AVIATEK 7	Electrical and Instrument Systems	4
AVIATEK 8	Electrical and Instrument Systems Lab	2
GEN ED	General Education Course	3
TOTAL COURSE UNITS		15

SEMESTER 3		UNITS
AVIATEK 11	Aircraft Metal Assembly	4
AVIATEK 12	Aircraft Metal Assembly Lab	2
AVIATEK 13	Hydraulic, Landing Gear, and Fuel Systems	4
AVIATEK 14	Hydraulic, Landing Gear, and Fuel Systems Lab	2
GEN ED	General Education Course	3
TOTAL COURSE UNITS		15

SEMESTER 4		UNITS
AVIATEK 9	Assembly, Rigging, and Inspection	4
AVIATEK 10	Assembly, Rigging, and Inspection Lab	2
AVIATEK 15	Propeller and Power Plant Systems	4
AVIATEK 16	Propeller and Power Plant Systems Lab	2
GEN ED	General Education Course	3
TOTAL COURSE UNITS		15

SEMESTER 5		UNITS
AVIATEK 19	Reciprocating Power Plant Overhaul	4
AVIATEK 20	Reciprocating Power Plant Overhaul Lab	2
AVIATEK 21	Power Plant Troubleshooting and Testing	4
AVIATEK 22	Power Plant Troubleshooting and Testing Lab	2
GEN ED	General Education Course	3
TOTAL COURSE UNITS		15

SEMESTER 6		UNITS
AVIATEK 17	Ignition and Fuel Metering Systems	4
AVIATEK 18	Ignition and Fuel Metering Systems Lab	2
AVIATEK 23	Inspection and Evaluation	4
AVIATEK 24	Inspection and Evaluation Lab	2
GEN ED	General Education Course	3
TOTAL COURSE UNITS		15

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.

AIRCRAFT POWERPLANT

◆ CERTIFICATE OF ACHIEVEMENT

AIRCRAFT POWER PLANT

TECHNICIAN

MAJOR CODE: 0950.20

PROGRAM OVERVIEW

The Powerplant Maintenance Technician program is designed for workforce training and transfer. To meet the aerospace industry's demand for well-trained, certificated aircraft mechanics, the college offers a Powerplant Maintenance Technician Certificate. Upon completion, students qualifying by written, knowledge (oral), and skill (practical) examinations, students are issued Federal Aviation Administration (FAA) certificate by the FAA.

This coursework is designed to improve the knowledge and job skills of Aircraft Maintenance Technicians who are working or wishing to work in the aircraft maintenance industry. Training is given in servicing and overhauls various powerplant systems and its components. Aviation Maintenance students use a repair station and three well-equipped laboratories as they work through their hands-on, modularized sequences of courses. This program is certified by the Federal Aviation Association (FAA).

	REQUIRED COURSES	UNITS
AVIATEK 1	Maintenance Procedures	4
AVIATEK 2	Maintenance Procedures Lab	2
AVIATEK 3	Basic Aircraft Science	4
AVIATEK 4	Basic Aircraft Science Lab	2
AVIATEK 5	Basic Electricity and Auxiliary Systems	4
AVIATEK 6	Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 7	Electrical and Instrument Systems	4
AVIATEK 8	Electrical and Instrument Systems Lab	2
AVIATEK 15	Propeller and Power Plant Systems	4
AVIATEK 16	Propeller and Power Plant Systems Lab	2
AVIATEK 17	Ignition and Fuel Metering Systems	4
AVIATEK 18	Ignition and Fuel Metering Systems Lab	2
AVIATEK 19	Reciprocating Power Plant Overhaul	4
	TOTAL REQUIRED UNITS	54

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
AVIATEK 3 Basic Aircraft Science	4
AVIATEK 4 Basic Aircraft Science Lab	2
AVIATEK 5 Basic Electricity and Auxiliary Systems	4
AVIATEK 6 Basic Electricity and Auxiliary Systems Lab	2
TOTAL COURSE UNITS	12

SEMESTER 2	UNITS
AVIATEK 1 Maintenance Procedures	4
AVIATEK 2 Maintenance Procedures Lab	2
AVIATEK 7 Electrical and Instrument Systems	4
AVIATEK 8 Electrical and Instrument Systems Lab	2
TOTAL COURSE UNITS	12

SEMESTER 3	UNITS
AVIATEK 15 Propeller and Power Plant Systems	4
AVIATEK 16 Propeller and Power Plant Systems Lab	2
AVIATEK 17 Ignition and Fuel Metering Systems	4
AVIATEK 18 Ignition and Fuel Metering Systems Lab	2
TOTAL COURSE UNITS	12

SEMESTER 4	UNITS
AVIATEK 19 Reciprocating Power Plant Overhaul	4
AVIATEK 20 Reciprocating Power Plant Overhaul Lab	2
AVIATEK 21 Power Plant Troubleshooting and Testing	4
AVIATEK 22 Power Plant Troubleshooting and Testing Lab	2
TOTAL COURSE UNITS	12

SEMESTER 5	UNITS
AVIATEK 23 Inspection and Evaluation	4
AVIATEK 24 Inspection and Evaluation Lab	2
TOTAL COURSE UNITS	6

AIRFRAME MAINTENANCE...

**◆ CERTIFICATE OF ACHIEVEMENT
AIRFRAME MAINTENANCE
TECHNICIAN
MAJOR CODE: 0950.10**

REQUIRED COURSES	UNITS
AVIATEK 1 Maintenance Procedures	4
AVIATEK 2 Maintenance Procedures Lab	2
AVIATEK 3 Basic Aircraft Science	4
AVIATEK 4 Basic Aircraft Science Lab	2
AVIATEK 5 Basic Electricity and Auxiliary Systems	4
AVIATEK 6 Basic Electricity and Auxiliary Systems Lab	2
AVIATEK 7 Electrical and Instrument Systems	4
AVIATEK 8 Electrical and Instrument Systems Lab	2
AVIATEK 9 Assembly, Rigging, and Inspection	4
AVIATEK 10 Assembly, Rigging, and Inspection Lab	2
AVIATEK 11 Aircraft Metal Assembly	4
AVIATEK 12 Aircraft Metal Assembly Lab	2
AVIATEK 13 Hydraulic, Landing Gear, and Fuel Systems	4
AVIATEK 14 Hydraulic, Landing Gear, and Fuel Systems Lab	2
AVIATEK 23 Inspection and Evaluation	4
AVIATEK 24 Inspection and Evaluation Lab	2
TOTAL REQUIRED UNITS	48

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
AVIATEK 3 Basic Aircraft Science	4
AVIATEK 4 Basic Aircraft Science Lab	2
AVIATEK 5 Basic Electricity and Auxiliary Systems	4
AVIATEK 6 Basic Electricity and Auxiliary Systems Lab	2
TOTAL COURSE UNITS	12

SEMESTER 2	UNITS
AVIATEK 1 Maintenance Procedures	4
AVIATEK 2 Maintenance Procedures Lab	2
AVIATEK 7 Electrical and Instrument Systems	4
AVIATEK 8 Electrical and Instrument Systems Lab	2
TOTAL COURSE UNITS	12

SEMESTER 3	UNITS
AVIATEK 9 Assembly, Rigging, and Inspection	4
AVIATEK 10 Assembly, Rigging, and Inspection Lab	2
AVIATEK 11 Aircraft Metal Assembly	4
AVIATEK 12 Aircraft Metal Assembly Lab	2
TOTAL COURSE UNITS	12

SEMESTER 4	UNITS
AVIATEK 13 Hydraulic, Landing Gear, and Fuel Systems	4
AVIATEK 14 Hydraulic, Landing Gear, and Fuel Systems Lab	2
AVIATEK 23 Inspection and Evaluation	4
AVIATEK 24 Inspection and Evaluation Lab	2
TOTAL COURSE UNITS	15

SKILL CERTIFICATES*

COMPOSITE STRUCTURES & FABRICATION	UNITS
Major Code: 0950.50	
A/C PS 102 Fabrication and Repair of Advanced Composites	6
A/C PS 110 Aerospace Production Blueprint Reading I	4
A/C PS 115 Aircraft Structures	6
CERTIFICATE UNITS REQUIRED	16

*Note: Skill certificates are not state-approved and are not included on transcripts. *Departments offering Skills Certificates are responsible for their issuance.*

BIOLOGY
◆ ASSOCIATES DEGREE
 SCIENCE DIVISION

The Associate of Arts degree in Biology includes coursework that aligns with specific lower-division major requirements for the Biology, Biological Science, and related majors 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 Biology or related fields of study may also consider the Associate of Arts degree in Liberal Arts and Sciences (Math, Science, and Computer Science emphasis). Students 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.

The Associate Degree in Biology will provide the student with a strong basic foundation in this science. The curriculum is generally required of lower-division life science majors, as well as pre-dental, pre-medical, pre-optometry, pre-pharmacy, and pre-veterinary students.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

Biology (General) Program

- Explain how scientists investigate causes of natural biological phenomena.
- Explain how living things are organized, reproduce, acquire matter & energy, and inherit & express genetic instructions.
- Utilize biological information to make informed decisions about environmental issues.
- Utilize biological information to make informed decisions about personal issues.
- Perform basic biological lab procedures.

Biology (Health Science Option) Program

- Use appropriate biological terminology to communicate with purpose and clarity, to consult others, and to question others emphatically for the purpose of making informed decisions regarding the health status of a patient or a family member.
- Recommend strategies to family members and/or patients that will help the human body recover from injury and/or defend itself against disease-causing microbes.
- Recommend strategies to family members and/or patients that will protect the human body from the invasion of disease-causing microbes.
- Explain how living things are organized, reproduction, acquire

- matter & energy, and inherit & express genetic instructions.

Natural Sciences/Biological Science General Education Requirement (non-biology majors)

- Explain how scientists investigate causes of natural biological phenomena.
- Utilize biological information to make informed decisions about environmental issues.
- Utilize biological information to make informed decisions about personal issues.

Award	Type	Grad Plan	Req Course Units	Total Units
Biology	AA	Plan B	38	38+
+ At least 60 degree applicable units (38 total major units and Plan B units) are required to earn an Associate Degree.				

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 0401.00

(38 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES

REQUIRED COURSES		UNITS
BIO 6	General Biology I	5
BIO 7	General Biology II	5
AND THE COURSES IN EACH OF THE FOLLOWING 3 GROUPS:		
GROUP 1		UNITS
CHEM 101	General Chemistry I	5
AND	And	
CHEM 102	General Chemistry II	5
OR		
PHYSICS 6	General Physics I	4
AND	And	
PHYSICS 7	General Physics II	4
GROUP 2		UNITS
CHEM 211	Organic Chemistry for Science Majors I	5
CHEM 212	Organic Chemistry for Science Majors II	5
GROUP 3		UNITS
MATH 260	Pre-Calculus	5
MATH 261	Calculus I	5
TOTAL COURSE UNITS		38

BUSINESS

◆ **ASSOCIATES DEGREE**

BUSINESS DIVISION

PROGRAM OVERVIEW

(ALSO SEE MANAGEMENT - SMALL BUSINESS)

The Associate of Arts degree in Business is primarily designed for vocational education and workforce training/development. The Associate of Arts degree in Business provides a broad background of business knowledge which can be applied in most businesses.

Students interested in transferring to a four-year college or university with a major in Business Administration or other Business-related major may consider the Associate of Arts degree in Business Administration. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Use business formulas to calculate and solve quantitative problems. Analyze financial operations of a typical business. (Corporate Math)
- Adopt a variety of practices that adhere to a company's culture of moral business principals. Maintain trust, confidentiality and business integrity in the workplace. (Corporate Human Resources-HR)
- Maneuver in the operational workflow of an organization through effective use of time management and utilization of appropriate resources. (Corporate Workflow)

Award	Type	Grad Plan	Req Course Units	Total Units
Business	AA	Plan B	38	38+
Business	Cert	N/A	29	29

+ At least 60 degree applicable units (38 total major units and Plan B units) are required to earn an Associate Degree.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 0501.00

(38 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
ACCTG 1 or ACCTG 21 and ACCTG 22	Introductory Accounting I or Bookkeeping & Accounting I and Bookkeeping Accounting II	5 3 3
CO SCI 901	Intro to Computers and Their Use	3
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
BUS 5	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 13	Small Business Entrepreneurship	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3

ELECTIVES (3 UNITS FROM THE FOLLOWING)		UNITS
MGMT 2	Organization and Management Theory	3
FINANCE 2	Investments	3
LAW 2	Business Law	3
LAW 3	Civil Rights and The Law	3
TOTAL COURSE UNITS		38

The Business Associate of Arts degree is a survey of the fundamental aspects of all phases of business including entrepreneurship, alternatives, management/leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets.

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.

BUSINESS

◆ **CERTIFICATE OF ACHIEVEMENT**

BUSINESS

Emphasis: Business

MAJOR CODE: 0501.01

This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught.

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting I	5
or		
ACCTG 21	Bookkeeping & Accounting I	3
and		
ACCTG 22	Bookkeeping Accounting II	3
CO SCI 901	Intro to Computers and Their Use	3
BUS1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
BUS 5	Business Law I	3
MGMT 1	Principles of Management	3
or		
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
TOTAL COURSE UNITS		29

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
ACCTG 1*	Introductory Accounting I	5
MGMT 1	Principles of Management	3
or		
MKTG 1	Principles of Selling	
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
FIN 2	Investments	3
TOTAL COURSE UNITS		17

SEMESTER 2		UNITS
BUS 5	Business Law I	3
MKTG 21	Principles of Marketing	3
BUS 32	Business Communications	3
CO SCI 901	Intro to Computers and Their Use	3
TOTAL COURSE UNITS		12
TOTAL CERTIFICATE UNITS		29

*Accounting 21 plus Accounting 22 are the equivalent of Accounting 1.

**BUSINESS
ADMINISTRATION**

◆ **ASSOCIATES DEGREE**

BUSINESS DIVISION

(ALSO SEE MANAGEMENT - SMALL BUSINESS)

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

Students 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 opportunities in Business Administration are available for multiple professions including accounting managers, stockbrokers, financial consultants, insurance brokers, marketing managers and computer specialists. In addition, a prospective professor of business may get a start in the associate and baccalaureate programs in business administration.

Award	Type	Grad Plan	Req Course Units	Total Units
Business Administration	AA	Plan A	26	26+
+ At least 60 degree applicable units (26 total major units and Plan A units) are required to earn an Associate Degree.				

BUSINESS ADMINISTRATION

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
CO SCI 901	Introduction to Computer and Their Use	3
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
BUS 5	Business Law I	3
MATH 227	Statistics	4
TOTAL COURSE UNITS		26

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.

**RECOMMENDED COURSE SEQUENCE for
BUSINESS ADMINISTRATION-ONLY
MAJOR CODE: 0505.00**

SEMESTER 1		UNITS
ACCTG 1*	Introductory Accounting I	5
CO SCI 901	Introduction to Computer and Their Use	3
MATH 125	Intermediate Algebra	5
GEN ED	1- GEN ED COURSE	3
TOTAL COURSE UNITS		16

*Accounting 21 plus Accounting 22 are the equivalent of Accounting 1.

SEMESTER 2		UNITS
ACCTG 2	Introductory Accounting II	5
BUS 5	Business Law I	3
GEN ED	2- GEN ED COURSES	3
GEN ED	1- GEN ED COURSE	1
TOTAL COURSE UNITS		14

SEMESTER 3		UNITS
ECON 1	Principles of Economics I	3
MATH 227**	Statistics	4
GEN ED	3 GEN ED COURSES	9
TOTAL COURSE UNITS		16

** Higher level mathematics coursework may be substituted to meet transfer requirements at varying four-year institutions.

SEMESTER 4		UNITS
ECON 2	Principles of Economics II	3
GEN ED	4 GEN ED COURSES	12
TOTAL COURSE UNITS		15

**Prerequisite CSIT 901 or equivalent experience.

**CERTIFIED NURSING
ASSISTANT
HOME HEALTH AIDE**

ALLIED HEALTH DIVISION

BUSINESS ADMINISTRATION

The Certificate of Achievement (in progress) in Certified Nursing Assistant and Home Health Aide prepares students for an exciting career in the health care setting. Students will learn to become health care workers in the long term care facilities, acute care settings, and home care settings. Emphasis is given to safety principles, infection control, methods for providing physical care and emotional and social support. As well as, understand the regulatory guidelines pertaining to Home Health Aide scope of practice; the basic knowledge of disease and how to recognize signs and symptoms of the disease; the concepts of provision of care in a home setting and to provide a sound knowledge base from which the HHA can be an important partner of other healthcare providers.

The Department of Health Services and Red Cross certify the Certified Nursing program. Upon successful completion of the program, the student is eligible to take the State of California Certification Examination. Requirements for acceptance into the program can be obtained through the Allied Health office. For more information, Please call (310) 287-7226 or visit the Allied Health website at www.wlac.edu/alliedhealth/ or visit the office located in SC 104.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Adhere to the code of ethical conduct and apply this code to establish state and federal regulations and promote, safe, quality care in home-care settings.
- Understand the importance of collaboration with the interdisciplinary team during provision of care.
- Demonstrate ability to communicate any unusual occurrences noted in the home care setting during provision of care to immediate supervisor/case manager.
- Assist patients and provide professional care with activities of daily living.
- Demonstrate confidence in observation and reporting data to the IDT team during case conference.

Certified Nurse Assistant (CNA)		UNITS
Major Code: 1230..30		
Nursing 056	Essential Practice Skills for Assistants	1
Nursing 399A	Certified Nurse Assistant	5
Nursing 399B	Certified Home Health Aide	2
Allied Health 21	Basic Cardiac Life Support	.5
TOTAL UNITS REQUIRED		8.5

HOME HEALTH AIDE		UNITS
Major Code: 1230..80		
Nursing 399B	Certified Home Health Aide	2
TOTAL UNITS REQUIRED		2

SKILL CERTIFICATES*

Certified Nurse Assistant (CNA)		UNITS
Major Code: 1230..30		
Nursing 056	Essential Practice Skills for Assistants	1
Nursing 399A	Certified Nurse Assistant	5
Nursing 399B	Certified Home Health Aide	2
Allied Health 21	Basic Cardiac Life Support	.5
TOTAL UNITS REQUIRED		8.5

Note: Skill certificates are not state-approved and are not included on transcripts. *Departments offering Skills Certificates are responsible for their issuance.

CHEMISTRY
◆ ASSOCIATES DEGREE
SCIENCE DIVISION

PROGRAM OVERVIEW

The Associate of Arts degree in Chemistry includes coursework that aligns with specific lower-division major requirements for the Chemistry major at various universities within the University of California (UC) and California State University (CSU) systems. Additional coursework in Math and Physics is required at some UC and CSU campuses.

Students 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.

The Associate Degree in Chemistry is designed to provide students with a strong basic foundation for baccalaureate study in Chemistry.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Utilize an appropriate and effective scientific methodology to analyze physical and chemical processes in the workplace and in everyday living.
- Explain and analyze the chemical world –as chemistry is a basic science with connections to many careers
- Research and interpret scientific literature.

Award	Type	Grad Plan	Req Course Units	Total Units
Chemistry	AA	Plan B	45	45+
+ At least 60 degree applicable units (45 total major units and Plan B units) are required to earn an Associate Degree.				

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.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 1905.00

(45 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES	UNITS
CHEM 101 General Chemistry I	5
CHEM 102 General Chemistry II	5
CHEM 211 Organic Chemistry for Science Majors I	5
CHEM 212 Organic Chemistry for Science Majors II	5
MATH 261 Calculus I	5
MATH 262 Calculus II	5
MATH 263 Calculus III	5
PHYSICS 37 Physics for Engineers and Scientists I	5
PHYSICS 38 Physics for Engineers and Scientists II	5
TOTAL UNITS	45

**RECOMMENDED COURSE SEQUENCE for CHEMISTRY MAJORS*
MAJOR CODE: 1905.00**

PRE-MAJOR PREPARATION SEMESTER A	UNITS
CHEM 101 General Chemistry I	5
MATH 241 Trigonometry with Vectors	4
TOTAL COURSE UNITS	9

PRE-MAJOR PREPARATION SEMESTER B	UNITS
CHEM 102 General Chemistry II	5
MATH 260 Pre-Calculus	5
TOTAL COURSE UNITS	10

SEMESTER 1	UNITS
CHEM 211 Organic Chemistry for Science Majors I	5
MATH 261 Calculus I	5
TOTAL COURSE UNITS	10

SEMESTER 2	UNITS
CHEM 212 Organic Chemistry for Science Majors II	5
MATH 262 Calculus II	5
PHYSICS 37 Physics for Engineers & Scientists	5
TOTAL COURSE UNITS	15

SEMESTER 3	UNITS
MATH 263 Organic Chemistry for Science Majors II	5
PHYSICS 38 Calculus II	5
TOTAL COURSE UNITS	10

The recommend course sequence for the Chemistry major includes pre-requisite Math requirements for the major beginning with Math 241. **NOTE:** Math 125 is a pre-requisite for Math 241.

CHILD DEVELOPMENT

All students must make an appointment for advisement in the Child Development Office (GC 180). Applications and a student profile record must be on file. Students will be advised to take a Math and an English assessment test.

There are residency requirements at West Los Angeles College for the awarding of Skills Certificates, Certificates of Achievement, and Associate of Arts Degree in Child Development. Any student who has completed Child Development courses at colleges within the Los Angeles Community College District is eligible for a Child Development Skills Certificate, Certificate of Achievement, or an Associate of Arts Degree in Child Development at West Los Angeles College. However, there is a 12-unit residency requirement of coursework that must be completed at West Los Angeles College. These 12 units of coursework do not have to be in the field of Child Development.

Students who have taken courses outside the Los Angeles Community College District and are applying for one of the certificates or the degree must not only meet the 12-unit residency requirement, but must also meet the following additional requirements:

Students who are applying for a Skills Award, a Certificate of Achievement, or an Associate of Arts Degree in Child Development must complete a majority of the required coursework within the Los Angeles Community College District. Courses taken outside of the Los Angeles Community College District must be evaluated by the Department Chairperson.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- **Understanding of Young Children:** Practice and demonstrate an understanding of child development and their relationships with children and families to understand children as individuals and to plan responses to their unique needs and potentials.
- **Equity Fairness, and Diversity:** Practice, model, and teach behaviors appropriate in a diverse society by creating a safe, secure learning environment for all children; by showing appreciation of and respect for the individual differences and unique needs of each member of the learning community; and by empowering children to give and expect equity, fairness, and dignity.
- **Assessment:** Critically investigate, interpret and analyze results of the strengths and weaknesses of multiple assessment methodologies and know how to use them effectively. Utilize a variety of methods, they systematically observe, monitor, and document children's activities and behavior, analyzing, communicating, and using the information they decide would improve their work with children, parents, and others.
- **Promoting Child Development and Learning:** Practice and demonstrate an understanding of how to promote children's cognitive, social, emotional, physical, and linguistic development by organizing and orchestrating the environment in ways that best facilitate the development and learning of young children.

CHILD DEVELOPMENT**◆ ASSOCIATES DEGREE**

BEHAVIORAL & SOCIAL SCIENCE DIVISION

PROGRAM OVERVIEW

The Child Development program is designed for students who are interested in working with young children. The program centers on continuing experiences in a wide variety of pre-school settings and will also meet the needs of persons who are currently employed in pre-school centers, but who want to increase their professional skills. Young children are society's most valuable resource, and they must be nurtured with this judgment clearly in view. Students in the Child Development program strive to gain a deep understanding of the total development and potential of young children. The field is expanding, with excellent job opportunities existing throughout the nation.

The Child Development Program serves those entering and currently employed in the rapidly expanding field of Early Childhood Education. Students will be prepared to teach in pre-school programs, including private schools, children's centers, Head Start programs, parent cooperatives and parochial schools, as well as serving as educational aides in elementary schools. The Child Development Program at West Los Angeles College prepares those individuals that are interested in opening their own Child Care facility. The program also benefits anyone interested in understanding children, their development, and their behavior.

CHILD DEVELOPMENT

- Knowledge of Integrated Curriculum: Apply critical thinking to design and implement academic subjects, and assessment tools so that the program design is developmentally appropriate learning experience that integrate within and across the disciplines.
- Multiple Teaching Strategies for Meaningful Learning: Utilize a variety of practices and resources to promote individual development, meaningful learning and social cooperation.

Award	Type	Grad Plan	Req Course Units	Total Units
Child Development	AA	Plan B	40	40+
Child Development	Cert	N/A	31	31

+ At least 60 degree applicable units (40 total major units and Plan B units) are required to earn an Associate Degree.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 1305.00

(40 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES	UNITS
CD 1 Child Growth and Development	3
CD 2 Early Childhood: Principles and Practices	3
CD 7 Introduction to Curriculum ECE	3
CD 8 Curriculum in ECE	3
CD 11 Child, Family, and Community	3
CD 22 Practicum in Child Development I	4
CD 23 Practicum in Child Development II	4
CD 34 Observing and Recording Children's Behavior	3
CD 42 Teaching in a Diverse Society	3
CD 48 Positive Guidance in Early Childhood Settings	3
CD 65 Adult Supervision and Early Childhood Mentoring	2
TOTAL UNITS	34

PLUS REQUIRED 6 UNITS OF SPECIALIZATION:

Child Health, Safety, and Nutrition:	UNITS
CD10 Health, Safety, and Nutrition	3
FCS 21 Nutrition	3

Infant Studies:	UNITS
CD 30 Infant and Toddler Studies I	3
CD 31 Infant Studies II	3

Administration and Supervision:	UNITS
CD 38 Admin & Supervision Early Childhood Programs I	3
CD 39 Admin & Supervision Early Childhood Programs II	3

Special Needs:	UNITS
CD 44 Early Intervention Children w/Special Needs	3
CD 45 Programs for Children w/Special Needs	3

School Age Programs:	UNITS
CD 46 School Age Programs I	3
CD 47 School Age Programs II	3

Note: Students must complete 10 out of 13 courses within the Los Angeles Community College District. West Los Angeles College requires that CD 22 and CD 23 be taken in residency at West Los Angeles College.

Note: There are pre-requisites and co-requisites for some of the Child Development courses:

- CD 1 and 2 are pre-requisites for CD 7 and 8.
- CD 1, 2, 7, and 8 are pre-requisites for CD 22 and 23.
- CD 42 is a co-requisite for CD 22.
- CD 48 and 65 are co-requisites for CD 23.

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.

RECOMMENDED COURSE SEQUENCE for ASSOCIATE OF ARTS DEGREE

SEMESTER 1	UNITS
CD 1 Child Growth and Development	3
CD 2 Early Childhood: Principles and Practices	3
CD 10 Health, Safety, & Nutrition	3
CD 11 Child, Family, and Community	3
TOTAL COURSE UNITS	12

CHILD DEVELOPMENT

SEMESTER 2		UNITS
CD 7	Introduction to Curriculum ECE	3
CD 8	Curriculum in ECE	3
CD Elective*	Child Development Elective	3
TOTAL COURSE UNITS		9

SEMESTER 3		UNITS
CD 34	Observing and Recording Children's Behavior	3
CD 22	Practicum in Child Development I	4
CD 42	Teaching in a Diverse Society	3
TOTAL COURSE UNITS		10

SEMESTER 4		UNITS
CD 23	Practicum in Child Development II	4
CD 65	Adult Supervision and Early Childhood Mentoring	2
CD Elective*	Child Development Elective	3
TOTAL COURSE UNITS		9

◆ CERTIFICATE OF ACHIEVEMENT

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 1305.00

SEMESTER 1		UNITS
CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 7	Introduction to Curriculum ECE	3
CD 10	Health, Safety, & Nutrition	3
CD 11	Child, Family, and Community	3
TOTAL COURSE UNITS		15

SEMESTER 2		UNITS
CD 8	Curriculum in ECE	3
CD 22	Practicum in Child Development I	4
CD 42	Teaching in a Diverse Society	3
FCS 21	Nutrition	3
CD Elective*	Child Development Elective	3
TOTAL COURSE UNITS		16

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.*

SKILL CERTIFICATE*: ASSOCIATE TEACHER **UNITS**
Major Code: 1305.01

CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 7 or CD 8	Introduction to Curriculum ECE or Curriculum in ECE	3
CD 11	Child, Family, and Community	3

SKILL CERTIFICATE UNITS REQUIRED** **12**

Note: Students must complete 4 out of 5 required courses within the Los Angeles Community College District.

SKILL CERTIFICATE*: INFANT AND TODDLER STUDIES **UNITS**
Major Code: 1305.13

CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 11	Child, Family, and Community	3
CD 30	Infant and Toddler Studies I	3
CD 31	Infant Studies II	3

SKILL CERTIFICATE UNITS REQUIRED** **15**

SKILL CERTIFICATE*: SPECIAL NEEDS CHILDREN **UNITS**
Major Code: 1305.20

CD 30	Infant and Toddler Studies I	3
CD 31	Infant Studies II	3
CD 34	Observing and Recording Children's Behavior	3
CD 44	Early Intervention Children w/Special Needs	3
CD 45	Programs for Children w/Special Needs	3

SKILL CERTIFICATE UNITS REQUIRED** **13**

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

CINEMA

MAJOR CODE: 0612.00

Students earning a skill certificate in Cinema acquire a broad, general understanding of film theory, history, and production. Students will get hands-on experience in film production and be instructed in the mechanics of writing for film. They will have the opportunity to analyze screenplays, write a script, and/or produce their own short video or film. Courses are offered in screen writing, script treatment, content development, film history, and analysis, and producing and editing of a short digital film.

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.*

SKILL CERTIFICATE*: CINEMA
Major Code: 0612.00

	UNITS
CINEMA 1 Introduction to Motion Picture Production	3
CINEMA 3 History of Motion Pictures	3
CINEMA 5 Introduction	3

SKILL CERTIFICATE UNITS REQUIRED** 9

PLUS 6 UNITS FROM THE FOLLOWING:

ELECTIVE UNITS	UNITS
ART 639 Introduction to Digital Imaging	3
BRDCST 1 Fundamentals of Radio and TV Broadcasting	3
BRDCST 7 Radio Announcement I	3
BRDCST 12 Broadcast Station Operation I	3
BRDCST 17 Industrial & Commercial Voice-Over Techniques	3
BRDCST 25 Radio/TV/Film Writing	3
CINEMA 18 Main Currents in Motion Pictures	3
CINEMA 107 Understanding Motion Pictures	3
CINEMA 111 Cinema: Developing Content for Movies	3
CINEMA 112 Script Analysis	3

**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.*

SKILL CERTIFICATE*: SCHOOL AGE PROGRAMS
Major Code: 1305.01

	UNITS
CD 7 Introduction to Curriculum ECE	3
CD 8 Curriculum in ECE	3
CD 11 Child, Family, and Community	3
CD 46 School Age Programs I	3
CD 47 School Age Programs II	3

SKILL CERTIFICATE UNITS REQUIRED** 15

SKILL CERTIFICATE*: ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS
Major Code: 1305.13

	UNITS
CD 7 or CD 8 Introduction to Curriculum ECE or Curriculum in ECE	3
CD 10 Health, Safety, & Nutrition	3
CD 38 Admin & Supervision Early Childhood Programs I	3
CD 39 Admin & Supervision Early Childhood Programs II	3
CD 65	3

SKILL CERTIFICATE UNITS REQUIRED** 15

SKILL CERTIFICATE*: HEALTH, NUTRITION, AND FOOD SANITATION IN EARLY CHILDHOOD PROGRAMS
Major Code: 1305.20

	UNITS
CD 1 Introduction to Motion Picture Production	3
CD 10 Health, Safety, & Nutrition	3
FCD 21 Nutrition	3
HEALTH 11 or HEALTH 12 Principles of Healthy Living or Safety Education and First Aid	3

SKILL CERTIFICATE UNITS REQUIRED** 12

COMMUNICATION STUDIES

ELECTIVE UNITS CON'T		UNITS
MULTIMD 100	Intro to Multimedia Computer Applications	3
MULTIMD 210	Digital Editing	3
MULTIMD 320	Web Design	3
TOTAL UNITS		15

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

COMMUNICATION STUDIES

ALLIED HEALTH DIVISION

The Associate of Arts degree in Communication Studies includes coursework that aligns with lower-division requirements for transfer to 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 may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students 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 Degree for Transfer
A Degree with a Guarantee.™

The Associate in Arts in Communication Studies for Transfer (AA-T) Degree prepares students for transfer into a Bachelor of Arts program in Communication Studies at a California State University (CSU). This degree aligns with the college's mission to provide a transfer pathway for student success.

Award	Type	Grad Plan	Req Course Units	Total Units
Communication Studies	AA-T	CSU/IGETC	18	60

+ At least 60 degree applicable units (18 total major units and Plan A units) are required to earn an Associate Degree.

PROGRAM LEARNING OUTCOMES (PLOS):

- Research and collect data on the demographics, needs and expectations of the audience.
- Analyze the audience and adjust to its needs when delivering a speech.
- Plan speeches that have clear purposes: to inform, to debate, to persuade or to resolve conflict.
- Employ effective interpersonal communication skills and strategies that foster improved relationships with other individuals in dyads or small groups.
- Apply critical thinking to formulating speeches and in assisting audiences in understanding, investigating or questioning the contents and purpose of a speech.
- Deliver speeches that incorporate a combination of verbal and non-verbal, written and/or visual and auditory expressions and media.
- Employ voice projection, enunciation, pacing, eye contact and other effective delivery strategies.
- Employ small group communication strategies.
- Employ relaxation techniques to prepare for delivery.
- Script a speech.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T) Communication Studies

MAJOR CODE: 1506.00

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

REQUIRED COURSE: UNITS

COMM 101	Oral Communication	3
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LIST A: SELECT TWO (6 UNITS)

COMM 104	Argumentation	3
COMM 121	Process of Interpersonal Communication	3
COMM 151	Small Group Communication	3

LIST B: SELECT TWO (6 UNITS)

Any course from List A that has not already been used

CINEMA 100	Intro to Motion Picture Production	3
ART 635	Desktop Publishing Design	3

LIST C: SELECT ONE (3 UNITS)

Any course from List A that has not already been used

ANTHRO 102	Human Ways of Life: Cultural Anthro	3
PSYCH 1	General Psychology	3
SOC 1	Introduction to Sociology	3
ENGL 102	College Reading and Composition II	3

COMMUNICATION STUDIES

COMPUTER APPLICATION OFFICE TECHNOLOGY- GENERAL OFFICE

◆ ASSOCIATES DEGREE
COMPUTER SCIENCE DIVISION

PROGRAM OVERVIEW

The Associate of Arts degree in Computer Application and Office technologies is primarily designed for vocational education and workforce training & development. This curriculum prepares students for office administration occupation with emphasis on computer business application such as advanced word processing, electronic spreads sheet, business and computerized accounting

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Use current and emerging computing technology to enhance business and individual productivities.
- Create documents, presentations, spreadsheet and database for course work, professional purpose and personal use.
- Use a current accounting software package to complete an income statement and balance sheet.

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.

Award	Type	Grad Plan	Req Course Units	Total Units
Computer Application & Office Technology	AA	Plan A	32	60
Computer Application & Office Technology	Cert	N/A	32	32

+ At least 60 degree applicable units (32 total major units and Plan A units) are required to earn an Associate Degree.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 0514.00

(32 Units, Plan A) + All other West requirements for Associate Degree

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
CO SCI 901	Intro to Computers and Their Use	3
BUS 1	Introduction to Business	3
BUS 31	Business English	3
GE Electives	GE Electives-Plan A	6
TOTAL COURSE UNITS		15

SEMESTER 2		UNITS
ACCT 21	Bookkeeping & Accounting	3
CAOT Elective	CAOT Elective*	3
BUS 32	Business Communications	3
CO SCI 930	Microsoft Advance Business App	4
GE Electives	GE Electives-Plan A	3
TOTAL COURSE UNITS		16

SEMESTER 3		UNITS
ACCT 25	Automated Accounting Methods & Procedures	3
CAOT Elective	CAOT Elective*	4
CAOT 79	Word Processing Applications	3
GE Electives	GE Electives-Plan A	6
TOTAL COURSE UNITS		16

SEMESTER 4		UNITS
GE Electives	GE Electives-Plan A	13
TOTAL COURSE UNITS		13

*CAOT Major Electives: Choose an additional 7 units from any CAOT or CSIT course.

◆ CERTIFICATE OF ACHIEVEMENT

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 0514.00

SEMESTER 1		UNITS
CO SCI 901	Intro to Computers and Their Use	3
BUS 1	Introduction to Business	3
BUS 31	Business English	3
TOTAL COURSE UNITS		9

SEMESTER 2		UNITS
ACCT 21	Bookkeeping & Accounting	3
BUS 32	Business Communications	3
CO SCI 930	Microsoft Advance Business App	4
CAOT Elective	CAOT Elective*	3
TOTAL COURSE UNITS		13

SEMESTER 3		UNITS
ACCT 25	Automated Accounting Methods & Procedures	3
CAOT Elective	CAOT Elective*	4
CAOT 79	Word Processing Applications	3
TOTAL COURSE UNITS		10

*CAOT Major Electives: Choose an additional 7 units from any CAOT or CSIT course.

LEGAL SECRETARY

◆ CERTIFICATE OF ACHIEVEMENT

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 0514.10

SEMESTER 1		
CAOT 23ABC	Legal Secretarial Procedures	3
PARALEGAL 10	Intro to Law and Legal Profession	3
CAOT 39	Word Processing, Keyboarding, Ops	3
SEMESTER 2		
CAOT 79	Word Processing Applications	3
CAOT 84	Microcomputer Office Applications	3
CAOT 93	Legal Document Production	2
TOTAL CERTIFICATE UNITS		17

COMPUTER APPLICATION OFFICE TECHNOLOGY- WORD PROCESSING

◆ ASSOCIATES DEGREE

COMPUTER SCIENCE DIVISION

PROGRAM OVERVIEW

The Associate of Arts degree in Computer Application and Office technologies is primarily designed for vocational education and workforce training & development. This curriculum prepares students for office administration occupation with emphasis no computer business application such as advanced word processing, electronic spreads sheet, business and computerized accounting

WORD PROCESSING

This curriculum prepares students for office administration occupations with emphasis on computer business application such as advanced word processing, electronic spreadsheet for business analysis, presentation graphics and computerized accounting.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Use current and emerging computing technology to enhance business and individual productivities.
- Create documents, presentations, spreadsheet and database for course work, professional purpose and personal use.
- Use a current accounting software package to complete an income statement and balance sheet

Award	Type	Grad Plan	Req Course Units	Total Units
Computer Application & Office Technology-Word Processing	AA	Plan B	39	60
Computer Application & Office Technology-	Cert	N/A	30	30
+ At least 60 degree applicable units (39 total major units and Plan A units) are required to earn an Associate Degree.				

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 0514.01

(39 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
ACCTG 21	Bookkeeping & Accounting	3
ACCTG 25	Automated Accounting Methods and Procedures	3
BUS 1	Introduction to Business	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
CAOT 79	Word Processing Applications	3
CO SCI 901	Introduction to Computers and Their Use	3
CO SCI 930	Microsoft Advance Business Application	4
Electives	Any CAOT or CO SCI courses	14
TOTAL REQUIRED UNITS		39

◆ CERTIFICATE OF ACHIEVEMENT

REQUIRED COURSES

MAJOR CODE: 0514.01

REQUIRED COURSES		UNITS
ACCTG 21	Bookkeeping & Accounting	3
ACCTG 25	Automated Accounting Methods and Procedures	3
BUS 31	Business English	3
BUS 32	Business Communications	3
CAOT 79	Word Processing Applications	3
CO SCI 901	Introduction to Computers and Their Use	3
CO SCI 930	Microsoft Advance Business Application	4
Electives	Any CAOT or CO SCI courses	8
TOTAL REQUIRED UNITS		30

COMPUTER NETWORK AND SECURITY MANAGEMENT

◆ ASSOCIATES DEGREE

COMPUTER SCIENCE DIVISION

PROGRAM OVERVIEW

The Computer Science Information Technology programs provide instruction to students interested in careers in computing, systems administration, computer network & security, business application, web design & development and database administration.

A Computer Science Information Technology option, Computer Network & Security Management option and Web Support & Database Administration option are offered.

Degree and certificate program in Computer network and Security Management combines CompTIA, Microsoft system administration, CISCO networking, VMware virtualization technology and other in-demand IT certification training to help students develop skills to manage and maintain industry leading computer operating and network system with security emphasis.

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Install, configure and manage industry standard computer operating system with security emphasis-Install, configure, manage and troubleshoot industry leading network systems
- Install and configure routers and switches internetwork operating systems
- Administer server network operating systems and infrastructure
- Understand a full range of security concepts & techniques and apply them to the network, application and information system
- Learn cloud technology and manage virtualized environments which demonstrate the use of data structures such as lists and queues/stacks to solve business, computer hardware and scientific problems using Java language.

Award	Type	Grad Plan	Req Course Units	Total Units
Computer Network & Security Management	AA	Plan A	30	60
Computer Network & Security Management	AS	Plan B	42	60
Computer Network & Security Management	Cert	N/A	30	30
+ At least 60 degree applicable units (30 total major units and Plan A units) are required to earn an Associate Degree.				

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 0708.10

(30 Units, **Plan A**) + All other West requirements for Associate Degree. **Plan A**= 30 major units + 30 G.E. units.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 934 Operating System	3
CO SCI 965 Intro to Computer Networks	3
GE Electives 3- GE Electives	9
TOTAL COURSE UNITS	15

SEMESTER 2	UNITS
CO SCI 972 Intro to Cisco Network Fundamentals	3
CO SCI 980 Intro to Computer Information Security I	3
CO SCI 982 Intro to Microsoft Server OS	3
GE Electives 2- GE Electives	3
TOTAL COURSE UNITS	15

SEMESTER 3	UNITS
CO SCI 974 Intro to Cisco Routers	3
CO SCI 985 Network & Info Security System	3
CO SCI Elective 1- CO SCI Elective	3
GE Elective 2- GE Electives	6
TOTAL COURSE UNITS	15

SEMESTER 4	UNITS
CO SCI Elective 1- CO SCI Elective	3
CO SCI Elective 1- CO SCI Elective	3
GE Electives 3- GE Electives	9
TOTAL COURSE UNITS	15

***Major Electives:** Choose 9 CO SCI elective units from the following CO SCI courses: 185, 913, 916, 951, 967, 983, 984, 987, 988, 989, 991, or 992.

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.

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE: 0708.10

(30 Units, **Plan B**) + All other West requirements for Associate Degree. **Plan B**= 30 major units + 18 G.E. units + 12 CS units

RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 934 Operating System	3
CO SCI 965 Intro to Computer Networks	3
GE Electives 3- GE Electives	9
TOTAL COURSE UNITS	15

SEMESTER 2	UNITS
CO SCI 972 Intro to Cisco Network Fundamentals	3
CO SCI 980 Intro to Computer Information Security I	3
CO SCI 982 Intro to Microsoft Server OS	3
GE Electives 2- GE Electives	6
TOTAL COURSE UNITS	15

SEMESTER 3	UNITS
CO SCI 974 Intro to Cisco Routers	3
CO SCI 985 Network & Info Security System	3
CO SCI Elective 2- CO SCI Electives	6
GE Elective 1- GE Elective	3
TOTAL COURSE UNITS	15

SEMESTER 4	UNITS
CO SCI Elective 1- CO SCI Elective	3
CO SCI Elective 1- CO SCI Elective	3
CO SCI Elective 1- CO SCI Elective	3
CO SCI Elective 1- CO SCI Elective	3
CO SCI Elective 1- CO SCI Elective	3
TOTAL COURSE UNITS	15

***Major Electives:** Choose 9 CO SCI elective units from the following CO SCI courses: 185, 913, 916, 951, 967, 983, 984, 987, 988, 989, 991, or 992.

◆ CERTIFICATE OF ACHIEVEMENT

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 0708.10

SEMESTER 1		UNITS
CO SCI 934	Operating System or	3
Or		
CO SCI 935	Introduction to Linux+	
CO SCI 965	Intro to Computer Networks	3
CO SCI Elective	1– CO SCI Elective	3
TOTAL COURSE UNITS		9

SEMESTER 2		UNITS
CO SCI 972	Intro to Cisco Network Fundamentals	3
CO SCI 980	Intro to Computer Information Security I	3
CO SCI 982	Intro to Microsoft Server OS	3
CO SCI Elective	1– CO SCI Elective	3
TOTAL COURSE UNITS		12

SEMESTER 3		UNITS
CO SCI 974	Intro to Cisco Routers	3
CO SCI 985	Network & Info Security System	3
CO SCI Elective	1– CO SCI Elective	3
TOTAL COURSE UNITS		9

***Major Electives:** Choose 9 CO SCI elective units from the following CO SCI courses: 185, 913, 916, 951, 967, 983, 984, 987, 988, 989, 991, or 992.

COMPUTER SCIENCE INFORMATION TECHNOLOGY

◆ ASSOCIATES DEGREE

COMPUTER SCIENCE DIVISION

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 0702.00

(30 Units, **Plan A**) + All other West requirements for Associate Degree.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
CO SCI 902	Introduction to Computer Science	3
CO SCI 934	Operating System or	3
Or	Introduction to Linux+	
GE Electives	3- GE Electives	9
TOTAL COURSE UNITS		15

SEMESTER 2		UNITS
CO SCI 939	Programming in C	3
CO SCI 980	Intro to Computer Information Security I	3
GE Electives	3– GE Electives	9
TOTAL COURSE UNITS		15

SEMESTER 3		UNITS
CO SCI 990	Object-Oriented Programming in Java	4
CO SCI 917	Beginning Micro-Assembly Language	3
GE Electives	3– GE Electives	9
TOTAL COURSE UNITS		16

SEMESTER 4		UNITS
CO SCI 936	Introduction to Data Structures	3
CO SCI Electives	3– CO SCI Electives	8
GE Elective	1– GE Elective	3
TOTAL COURSE UNITS		14

***Major Electives:** Choose 8 CO SCI elective units from the following CO SCI courses: 185, 912, 933, 934, 935, 938, 942, 953, 955, 957, 958, 959, 962, 965, 967, 980, or 988.

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.

**◆ CERTIFICATE OF ACHIEVEMENT
RECOMMENDED COURSE SEQUENCE
MAJOR CODE: 0702.00**

SEMESTER 1		UNITS
CO SCI 902	Introduction to Computer Science	3
CO SCI 934 Or	Operating System or Introduction to Linux+	3
CO SCI Elective	1– CO SCI Elective	3
TOTAL COURSE UNITS		9

SEMESTER 2		UNITS
CO SCI 939	Programming in C	3
CO SCI 980	Intro to Computer Information Security I	3
CO SCI Electives	2– CO SCI Electives	5
TOTAL COURSE UNITS		11

SEMESTER 3		UNITS
CO SCI 990	Object-Oriented Programming in Java	4
CO SCI 917	Beginning Micro-Assembly Language	3
TOTAL COURSE UNITS		7

SEMESTER 4		UNITS
CO SCI 936	Introduction to Data Structures	3
TOTAL COURSE UNITS		3
TOTAL PROGRAM COURSE		30

***Major Electives:** Choose CO SCI elective units from the following CO SCI courses: 185, 912, 933, 934, 935, 938, 942, 953, 955, 957, 958, 959, 962, 965, 967, 980, or 988.

COMPUTER WEB SUPPORT & DATABASE ADMINISTRATION

◆ ASSOCIATES DEGREE

COMPUTER SCIENCE DIVISION

PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Understand how the Internet uses HTML, Client side and Server side scripting to build modern web sites.
- Design and maintain websites using HTML, CSS, and Javascript.
- Design and develop web applications using ASP.Net, Javascript and HTML5 technologies.
- Design and maintain databases that are used to server dynamic data to websites.
- Design and develop dynamic database applications using enterprise databases such as Oracle, Microsoft SQL Server and MySQL.
- Understand the core concepts in building an E-Commerce site that is published on the Internet.

Award	Type	Grad Plan	Req Units	Total Units
Computer Web Support & Database Admin	AA	Plan A	31	61
Computer Web Support & Database Admin	AS	Plan B	31	61

* Required course units and completion of CSU Breadth or IGETC Requirements.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 0709.00

(31 Units, **Plan A**) + All other West requirements for Associate Degree. **Plan A**= 31 major units + 30 G.E. units.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
CO SCI 933	Database Design & Programming	3
CO SCI 957	Introduction to Web Page Design	3
CO SCI 938*	Web Application Programming VB.net	3
GE Electives	2– GE Electives	6
TOTAL COURSE UNITS		15
SEMESTER 2		UNITS
CO SCI 953	Database Management Using Oracle	3
CO SCI 962	Web Development with JAVA Script	4
CO SCI 937*	E-Commerce Essentials	3
GE Electives	2– GE Electives	6
TOTAL COURSE UNITS		16
SEMESTER 3		UNITS
CO SCI 958	Web Page Development HTML	3
CO SCI 988	Microsoft SQL Server	3
CO SCI Elective	CO SCI Elective	3
GE Electives	2– GE Electives	6
TOTAL COURSE UNITS		15
SEMESTER 4		UNITS
CO SCI 963*	Web Application Using ASP.net	3
GE Electives	4– GE Electives	12
TOTAL COURSE UNITS		15
TOTAL DEGREE UNITS		61

***Major Electives:** Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 938, 952, 955, 959, 963, 967, 980.

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE: 0709.00

(42 Units, **Plan B**) + All other West requirements for Associate Degree. **Plan B**= 31 major units + 18 G.E. units + 11 CS units

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
CO SCI 933	Database Design & Programming	3
CO SCI 957	Introduction to Web Page Design	3
CO SCI 938*	Web Application Programming VB.net	3
GE Electives	2– GE Electives	6
TOTAL COURSE UNITS		15
SEMESTER 2		UNITS
CO SCI 953	Database Management Using Oracle	3
CO SCI 962	Web Development with JAVA Script	4
CO SCI 937*	E-Commerce Essentials	3
GE Electives	2– GE Electives	6
TOTAL COURSE UNITS		16
SEMESTER 3		UNITS
CO SCI 958	Web Page Development HTML	3
CO SCI 988	Microsoft SQL Server	3
CO SCI Elective	CO SCI Elective	3
GE Electives	2– GE Electives	6
TOTAL COURSE UNITS		15
SEMESTER 4		UNITS
CO SCI 963*	Web Application Using ASP.net	3
CO SCI Elective	Any CO SCI Electives	12
TOTAL COURSE UNITS		15
TOTAL DEGREE UNITS		61

***Major Electives:** Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 938, 952, 955, 959, 963, 967, 980.

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.

◆ CERTIFICATE OF ACHIEVEMENT

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 0709.00

SEMESTER 1		UNITS
CO SCI 933	Database Design & Programming	3
CO SCI 957	Introduction to Web Page Design	3
CO SCI 938*	Web Application Programming VB.net	3
TOTAL COURSE UNITS		9

SEMESTER 2		UNITS
CO SCI 953	Database Management Using Oracle	3
CO SCI 962	Web Development with JAVA Script	4
CO SCI 937*	E-Commerce Essentials	3
CO SCI 963*	Web Application Using ASP.net	3
TOTAL COURSE UNITS		13

SEMESTER 3		UNITS
CO SCI 958	Web Page Development HTML	4
CO SCI 988	Microsoft SQL Server	3
CO SCI Elective	CO SCI Elective	2
TOTAL COURSE UNITS		9

TOTAL CERTIFICATE UNITS REQUIRED 31

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 938, 952, 955, 959, 963, 967, 980.

BUSINESS APPLICATION & DATABASE MANAGEMENT

◆ CERTIFICATE OF ACHIEVEMENT

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 0701.00

SEMESTER 1		UNITS
CO SCI 933	Database Design & Programming	3
CO SCI 937	E-Commerce Essentials	3
CO SCI 953	Database Management Using Oracle	3
SEMESTER 2		UNITS
CO SCI 988	Microsoft SQL Server	3
CO SCI Elective	2- CO SCI Electives	4
TOTAL CERTIFICATE UNITS		16

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 930, 938, 955, 958, 980.

COMPUTER NETWORK MANAGEMENT

◆ CERTIFICATE OF ACHIEVEMENT

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 0708.10

SEMESTER 1		UNITS
CO SCI 972	Intro to Cisco Network Fundamentals	3
CO SCI 982	Intro to Microsoft Server OS	3
SEMESTER 2		UNITS
CO SCI 974	Intro to Cisco Routers	3
CO SCI Electives	Choose CO SCI Electives	8
TOTAL CERTIFICATE UNITS		17

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 913, 916, 951, 967, 980, 983,

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 0708.10

NETWORK & INFORMATION SYSTEM SECURITY

◆ CERTIFICATE OF ACHIEVEMENT

SEMESTER 1		UNITS
CO SCI 965	Introduction to Computer Networks	3
CO SCI 980	Intro to Computer & Info Security I	3
SEMESTER 2		UNITS
CO SCI 985	Network & Info System Security	3
CO SCI Electives	Choose CO SCI Electives	7
TOTAL CERTIFICATE UNITS		16

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 913, 916, 951, 967, 980, 983, 984, 985, 987, 989, 991, 992.

CORRECTIONS

WEB SUPPORT & ADMINISTRATION

◆ **CERTIFICATE OF ACHIEVEMENT**

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 0709.00

SEMESTER 1		
CO SCI 938	Web Application Programming VB.net	3
CO SCI 957	Intro to Web Page Development	3
SEMESTER 2		
CO SCI 958	Web Development Using HTML	4
CO SCI 962	Web Programming Using JavaScript	4
CO SCI Electives	Choose CO SCI Electives	3
TOTAL CERTIFICATE UNITS		17

*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 952, 955, 963, 967.

CORRECTIONS

SKILL CERTIFICATES*

MAJOR CODE: 0612.00

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.

CORRECTIONS		UNITS
Major Code: 2105..10		
ADM JUS 8	Juvenile Procedures	3
ADM JUS 39	Probation and Parole	3
ADM JUS 75	Introduction to Corrections	3
ADM JUS 309	Correctional Interviewing & Counseling	3
CORR 2	Correctional Institutions	3
SKILL CERTIFICATE UNITS REQUIRED		15

JUVENILE CORRECTIONS OFFICER

Major Code: 2105..09

UNITS

ADM JUS 260 Juvenile Institution Counselor Core 8

SKILL CERTIFICATE UNITS REQUIRED

8

DENTAL HYGIENE

◆ **ASSOCIATE OF SCIENCE**

ALLIED HEALTH DIVISION

MAJOR CODE: 1240.20

PROGRAM OVERVIEW

The Associate of Science degree in Dental Hygiene 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 dental hygienist, as a member of the dental health team, is qualified by education and license to provide primary care to patients for the maintenance of oral health and the prevention of oral disease. The purpose of medical and dental science is to enhance the health of individuals as well as populations. Dental hygienists use scientific evidence in the oral healthcare decision making process impacting their patient care. The dental hygienist is expected to respect the diverse values, beliefs and cultures present in individuals and groups or communities served. In working with patients, dental hygienists must support the right of the individual to have access to the necessary information and provide opportunities for dialogue to allow the individual patient to make informed care decisions without coercion. Facilitating effective communication may require an interpreter and/or translator based on the patient and practitioner's need to communicate. Dental hygienists must realize and establish their professional privileges in accordance with the rights of individuals and groups. In addition, when participating in activities where decisions are made that have an impact on health, dental hygienists are obligated to assure that ethical and legal issues are addressed as part of the decision-making process.

The Commission on Dental Accreditation accredits the Dental Hygiene program. The Commission is a specialized accrediting body recognized by the Commission on Recognition of Post Secondary Accreditation, and by the United States Department of Education. Admission to the Dental Hygiene program is by special selection. The admission requirements are available from the Counseling Office or the Dental Hygiene Department. Dental Hygiene classroom and laboratory facilities are located on campus at West Los Angeles College. The students provide dental hygiene services to patients at UCLA School of Dentistry, Veterans Hospital, MEND Dental Clinic, Kid's Dental Clinic, and UCLA Venice Dental Clinic. Students also observe and participate in various special clinics at UCLA which include radiology, pedodontics, periodontics, oral surgery and hospital dentistry.

CORRECTIONS

DENTAL HYGIENE

For more information, call (310) 287-4464 or visit the Allied Health website at www.wlac.edu/alliedhealth/ or come to the Dental Hygiene Office located in building MSB room 100.

The curriculum below is planned sequentially. Satisfactory completion of all courses with a grade of "C" or better in a give semester is required before the student may continue to the next semester in Dental Hygiene. All required course in each semester are co-requisites and prerequisites for the subsequent semester. Candidates for graduation must satisfactorily complete the Dental Hygiene Program according to the Commission on Dental Accreditation and the Dental Hygiene Committee of California's Guidelines for curriculum. Upon meeting the program criteria, students are eligible to take the Dental Hygiene National Board Examination, and upon satisfactory program completion, students are able to take the licensing board examination, and earn an Associates in Science Degree in Dental Hygiene.

Note: Courses are open only to student accepted into the Dental Hygiene Program, who have completed all Plan B General Education Requirement for an Associate degree. The Health requirement is waived for the students accepted into the Dental Hygiene program. See a counselor for your Plan B general education requirements.

PROGRAM LEARNING OUTCOMES (PLOs):

- Adhere to the American Dental Hygienist's Associations' code of ethical conduct and apply this code to established state and federal laws, recommendations, and regulations in the provision of dental hygiene care.
- Perform self-assessment for life long learning to provide evidenced-based practice of dental hygiene.
- Understand and interpret the scientific literature and research as it relates to the evidence-based practice of dental hygiene.
- Utilize current technology to enhance education, patient care, research and professional growth.
- Assess, plan, implement and evaluate community oral health services, including health promotions.
- Provide planned educational services using effective interpersonal communication skills and educational strategies to promote oral health for individuals and groups of diverse populations.
- Provide the values of oral health, general health and wellness in individuals and populations with identified risk factors and develop strategies that promote health related quality of life.
- Systematically collect, analyze and record assessment data on the general, oral, periodontal, and psychosocial health status of the child, adolescent, adult, geriatric and special populations using methods consistent with medicolegal principles
- Integrate the principles of behavioral, dental, dental hygiene sciences to formulate, implement and evaluate a comprehensive dental hygiene treatment plan for the patient to attain and maintain optimal oral health based on accurate, consistent and complete assessment data and modify treatment as necessary.
- Provide and evaluate dental hygiene services, including preventive procedures ad pain control, that are based on current scientific evidence for periodontal class I, II, III, IV, V for the child, adolescent, adult, geriatric medically compromised patients from diverse populations.
- Recognize and provide the appropriate care for a medical emergency that occurs in the dental setting.
- Apply problem solving strategies and critical thinking to insure comprehensive oral health care for individuals,

REQUIRED COURSES for Program Admission		UNITS
CHEM 60 Or CHEM 51	Introduction to General Chemistry Or Fundamentals of Chemistry	5
MICRO 20	General Microbiology	4
ANATOMY 1	Introduction to Human Anatomy	4
PHYSIOL 1	Introduction to Human Physiology	4
ENGLISH 101	College Reading and Composition I	3
PSYCH 1	General Psychology I	3
SOC 1	Introduction to Sociology	3
SPEECH 101	Oral Communication I	3
TOTAL REQUIRED UNITS		29

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE: 1240.20

(60 Units, **Plan B**) + All other West requirements for Associate Degree.

REQUIRED COURSES	SEMESTER 1	UNITS
DEN HY 100	Principles of Clinical Dental Hygiene	2
DEN HY 101	Clinical Dental Hygiene	2
DEN HY 104	Dental Morphology	2
DEN HY 105	General Pathology	2
DEN HY 106	Anatomy of the Head and Neck	2
DEN HY 109	Infection Control in Dentistry	1
DEN HY 150	Preventive Dentistry	2
DEN HY 212	Radiology I-Intro to Radiology	2
TOTAL REQUIRED UNITS		15

REQUIRED COURSES	SEMESTER 2	UNITS
DEN HY 108	Introduction to Periodontics	2
DEN HY 151	Clinical Dental Hygiene II	3
DEN HY 152	Special Patient Care	1
DEN HY 153	Radiology II-Interpretation	1
DEN HY 154	Oral Pathology	2
DEN HY 156	Histology & Embryology of Oral Tissues	2
DEN HY 189	DH Developmental Clinic Seminar I	2
DEN HY 207	Pain Control	1
DEN HY 209	Pain Control Lab	1
DEN HY 256	Biochemical Nutrition	3
TOTAL REQUIRED UNITS		18

REQUIRED COURSES	SEMESTER 3	UNITS
DEN HY 190	DH Developmental Clinic Seminar II	1
DEN HY 200	Cariology and Occlusion	1
DEN HY 201	Clinical Dental Hygiene III	4
DEN HY 204	Dental Health Education	1
DEN HY 205	Dental Health Education –Practicum	1
DEN HY 206	Periodontics	1
DEN HY 208	Pharmacology	3
DEN HY 215	Dental Material & Expanded Functions	3
TOTAL REQUIRED UNITS		15

REQUIRED COURSES	SEMESTER 3	UNITS
DEN HY 191	DH Developmental Clinic Seminar III	1
DEN HY 210	Emergencies in Dental Practice	1
DEN HY 250	Advanced Periodontal Seminar	5
DEN HY 251	Clinical Dental Hygiene IV	2
DEN HY 252	Essentials of Dental Hygiene Practice	1
DEN HY 253	Community Dental Health	1
DEN HY 254	Community Dental Health –Practicum	1
DEN HY 260	Dental Hygiene Developmental Clinic	1
TOTAL REQUIRED UNITS		13

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.

ECONOMICS

◆ **ASSOCIATE OF ARTS**

**BEHAVIORAL & SOCIAL SCIENCES
MAJOR CODE: 2204.00**

The Associate of Arts degree in Economics includes coursework that aligns with specific lower-division major requirements for the Economics 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 Economics may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis).

Students 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.

Careers in business, education, writing, and government are open to individuals with advanced study in the field of Economics.

PROGRAM LEARNING OUTCOMES (PLOs):

- Achieve a basic understanding of markets, economic institutions, and the global economy.
- Generate constructive analysis of real-world issues using the theories of economics, including macroeconomic and microeconomic theories, economic history or history of economic thought.
- Locate, utilize, and critically interpret economic information and data using statistical methods or economic theories.
- Identify complex social and economic problems and analyze those using the theoretical tools and quantitative methods of economics and seek effective solutions.
- Effectively communicate economic ideas, problems, and findings.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 2204.00

(20 Units, **Plan A**) + All other West requirements for Associate Degree.

REQUIRED COURSES	UNITS	
ACCTG 1	Introductory Accounting I	5
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
MATH 227	Statistics	4
MATH 235	Finite Math	5
TOTAL REQUIRED UNITS		20

ECONOMICS

EMERGENCY MEDICAL TECHNICIAN PROGRAM

ALLIED HEALTH

MAJOR CODE: 2204.00

West Los Angeles College has partnered with the UCLA Center for Prehospital Care Emergency Medical Technician Program to offer students the opportunity to earn an associate degree while becoming a certified EMT in the State of California.

This course prepares students to function as basic life support providers on ambulances and in fire departments. EMTs respond to calls ranging from major emergencies to inter-facility transports. EMTs also work in hospital emergency departments and clinics. In most healthcare settings, EMT is the first step toward becoming a Paramedic. Beginning with the study of anatomy and physiology, students gain an understanding of the causes, signs and symptoms, and treatment of all types of medical emergencies. Students supplement their knowledge through simulated patient care experience and ride-along with local ambulances. Successful completion of this course qualifies the student to take the certifying examination offered by the Los Angeles County Department of Health Services EMS Agency.

All students are admitted through the UCLA Center for Prehospital Care. For more information and application requirements visit www.cpc.mednet.ucla.edu and attend a free orientation by signing up at <http://uclacpc.eventbrite.com> or call (310) 267-5959.

REQUIRED COURSES		UNITS
ALD HTH 52*	Emergency Medical Training –Basic	7
TOTAL REQUIRED UNITS		7

*Allied Health 52 or a California State EMT Certification is a prerequisite to the Paramedic Program.

ENGLISH ◆ ASSOCIATE OF ARTS

The Associate of Arts degree in English includes coursework that aligns with specific lower-division major requirements for the English 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 English may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students 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):

- Pursue continued literary interests resulting in increased levels of self-reliance and belief in one's ability (writing effectively). (Theme: Self-reliance, efficacy, writing)
- Listen and speak (actively, effectively) by questioning, clarifying and supporting one's ideas and ideas of others. (Theme: listening and speaking)
- Read effectively for gathering information, for meaning, cultural understanding and enjoyment. (Theme: reading)
- Write effectively, using the conventions of standard English, a clear focus, appropriate support/evidence and logical organization. (Theme: writing)
- Read and analyze a variety of literature to explore the "human condition." (Theme: literature)
- Collect and organize research data, using credible sources to write a convincing/persuasive document. (Theme: research)
- Analyze, synthesize and evaluate information to assess the validity and usefulness of an argument.

Award	Type	Grad Plan	Req Course Units	Total Units
English	AA-T	NA	18	60
English	AA	PLAN A	18	60

+ At least 60 degree applicable units (18 total major units and Plan A units) are required to earn an Associate Degree.



Associate Degree
for Transfer
A Degree with a Guarantee.™

Students who successfully complete the AA-T in English for Transfer degree meet the requirements for SB 1440 for Associate Degrees for Transfer. The degrees were developed to ease the transfer process for students to the CSUs. The English major provides students with a comprehensive study of composition, literary theory and rhetorical strategies. Students will be able to argue a point and support it in writing, using extensive evidence from researching credible outside sources, will be able to critically evaluate works, both nonfiction and fiction, and identify their distinguishing characteristics.

ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

REQUIRED COURSES		UNITS
ENGLISH 102	College Reading and Composition II	3
ENGLISH 103	Composition and Critical Thinking	3
TOTAL REQUIRED UNITS		6

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 2204.00

(18 Units, **Plan A**) + All other West requirements for Associate Degree.

LIST A SELECT TWO COURSES (6 UNITS)		UNITS
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
LIST A (CON'T)		UNITS
ENGLISH 205	English Literature I	3
ENGLISH 206	English Literature II	3
LIST B SELECT ONE (3 UNITS)		UNITS
ENGLISH 205	English Literature I	3
ENGLISH 206	English Literature II	3
LIST C SELECT ONE (3 UNITS)		UNITS
ENGLISH 215	Shakespeare	3
ENGLISH 219	Literature of American Ethnic Groups	3
ENGLISH 234	African American Literature	3
ENGLISH 239	Woman n Literature	3
TOTAL UNITS FOR MAJOR		18
GENERAL EDUCATION (CSU OR IGETC) UNITS		39
ELECTIVE (CSU TRANSFERABLE) UNITS		3
TOTAL DEGREE UNITS		60

The following requirements must be met:

- Completion of required units for the major (18-19 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.
- 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.

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.

REQUIRED COURSES		UNITS
ENGLISH 101	College Reading and Composition I	3
ENGLISH 102	College Reading and Composition II	3
ENGLISH 103	Composition and Critical Thinking	3
TOTAL REQUIRED UNITS		9

9 UNITS FROM THE FOLLOWING		UNITS
ENGLISH 127	Creative Writing	3
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
ENGLISH 205	English Literature I	3
ENGLISH 206	English Literature II	3
ENGLISH 209	California Literature	3
ENGLISH 219	Literature of American Gothic Groups	3
ENGLISH 233	American-Jewish Literature	3
ENGLISH 234	African-American Literature I	3
ENGLISH 239	Women in Literature	3
ENGLISH 270	Science Fiction Fantasy	3
ENGLISH 275	California Lit in the Labor Movement	3
TOTAL REQUIRED UNITS		18

RECOMMENDED COURSES		UNITS
THEATER 100	Introduction to Theater	3
THEATER 110	History of World Theater	3
THEATER 130	Playwriting	3
THEATER 240	Voice and Articulation for Theater	3
THEATER 505	History of Motion Pictures	3

FILM/TV PRODUCTION...

FIRE TECHNOLOGY

BEHAVIORAL & SOCIAL SCIENCES

FILM/TV PRODUCTION CRAFTS

HUMANITIES AND FINE ARTS

The Certificate of Achievement program in Film/TV Production Crafts will help students learn essential entry-level skills in the arts, crafts, and technicians' departments of film and television. Upon completing the program, students will be able to apply for entry level positions in Film, Television, Internet, Multi-Media, Entertainment Production, Stagecraft, Beginning Property/ Set Construction, Set Dressing, Decoration, Greens, Grip/ Craft service, Camera Loader, Apprentice Editor, Costume Manufacturing, Set Lighting, Set Painting, and Scenic and Graphic Arts.

◆ CERTIFICATE OF ACHIEVEMENT

FILM/TV PRODUCTION CRAFTS

MAJOR CODE: 0612.20

REQUIRED COURSES		UNITS
FILM PROD 100	Intro to Film, TV, and Video Production Crafts	3
TOTAL REQUIRED UNITS		3
24 UNITS FROM THE FOLLOWING:		UNITS
FILM PROD 105	Stagecraft in Film, TV and Video	3
FILM PROD 110	Set Dressing Crafts in Film, TV, Video	3
FILM PROD 115	Grip Crafts in Film, TV, and Video	3
FILM PROD 120	Camera/Digital Utility Crafts in Film, TV, and Video	3
FILM PROD 125	Editing Crafts in Film, TV, and Video	3
FILM PROD 130	Costume Manufacturing Crafts in Film, TV and Video	3
FILM PROD 140	Set Lighting Crafts in Film, TV, and Video	3
FILM PROD 145	Set Painting Crafts in Film, TV, and Video	3
FILM PROD 150	Scenic Artists Crafts in Film, TV, and Video	3
FILM PROD 185	Directed Study	3
FILM PROD 285	Directed Study	3
FILM PROD 385	Directed Study	3
TOTAL CERTIFICATE UNITS		27

The Associate of Science degree in Fire Technology 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 Fire Technology degree program at West Los Angeles College is designed for students intending to enter the fire service as a career, as well as for in-service fire personnel wishing to enhance their professional and academic expertise.

The majority of courses within the Fire Technology discipline meet accreditation and certification standards set by the California State Board of Fire Service, the National Higher Education Fire Service Committee, and the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. West offers coursework to meet requirements for an associate's degree and/or a certificate of achievement in Fire Technology. Students completing the Hazardous Materials course may also be eligible for a State certificate in that area.

PROGRAM LEARNING OUTCOMES (PLOs):

- Describe the NFPA Standards for all various types of fire sprinkler systems.
- Describe the components of a fire sprinkler system. Include the required earthquake provisions.
- Compare and contrast the difference between the five types of fires.
- Demonstrate the ability to recall the various types of detection devices used for buildings. Explain the basic operating principle of each of the various types.
- Demonstrate an awareness of cultural diversity.

Award	Type	Grad Plan	Req Course Units	Total Units
Fire Technology	AS	NA	24	60
Fire Technology	Cert	N/A	18	60

+ At least 60 degree applicable units (24 total major units) are required to earn an Associate Degree.

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.

FIRE TECHNOLOGY

FIRE TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE: 2133.00

(24 Units, **Plan A**) + All other West requirements for Associate Degree.

REQUIRED COURSES		UNITS
FIRETEK 201	Introduction to Fire Protection	3
FIRETEK 202	Fire Prevention	3
FIRETEK 203	Fire Equipment and Systems	3
FIRETEK 204	Building Construction Related to Fire Service	3
FIRETEK 205	Fire Behavior and Combustion	3
FIRETEK 216	Fundamentals of Personal Fire Safety & Emergency Action	3
TOTAL REQUIRED UNITS		18
+ ELECTIVE COURSES (6 UNITS REQUIRED)		UNITS

SEMESTER 3		UNITS
FIRETEK 205	Fire Behavior and Combustion	3
FIRETEK ELEC	FIRETEK ELECTIVE COURSE	3
GEN ED	1- GE Elective	3
GEN ED	1- GE Elective	3
GEN ED	2- GE Electives	5
TOTAL COURSE UNITS		17

SEMESTER 4		UNITS
FIRETEK ELEC	FIRETEK ELECTIVE COURSE	3
FIRETEK ELEC	FIRETEK ELECTIVE COURSE	3
CHEM 101**	General Chemistry I	5
GEN ED	1- GE Elective	3
GEN ED	2- GE Electives	3
TOTAL COURSE UNITS		17

ELECTIVE COURSES		UNITS
FIRETEK 206	Hazardous Materials	3
FIRETEK 207	Wild Land Fire Fighting	3
FIRETEK 208	Fire Hydraulics	3
FIRETEK 209	Structural Fire Fighting	3
FIRETEK 210	Company Officer	3
FIRETEK 213	Fire Investigation	3
FIRETEK 217	Fire Apparatus	3

◆ CERTIFICATE OF ACHIEVEMENT

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 2133.00

ASSOCIATE OF SCIENCE DEGREE

MAJOR CODE: 2133.00

(24 Units, **Plan A**) + All other West requirements for Associate Degree.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
FIRETEK 201	Introduction to Fire Protection	3
FIRETEK 202	Fire Prevention	3
		5
GEN ED	1- GE Elective	3
GEN ED	1- GE Elective	3
TOTAL COURSE UNITS		17

SEMESTER 2		UNITS
FIRETEK 203	Fire Equipment and Systems	3
FIRETEK 204	Building Construction Related to Fire Service	3
CO SCI 901	Introduction to Computers and Their Use	3
GEN ED	1- GE Elective	3
GEN ED	2- GE Electives	5
TOTAL COURSE UNITS		17

SEMESTER 1		UNITS
FIRETEK 201	Introduction to Fire Protection	3
FIRETEK 202	Fire Prevention	3
FIRETEK 204	Building Construction & Fire Service	3
TOTAL COURSE UNITS		9

SEMESTER 2		UNITS
FIRETEK 203	Fire Equipment	3
FIRETEK 205	Fire Behavior and Combustion	3
FIRETEK ELEC	FIRETEK ELECTIVE COURSE	3
TOTAL COURSE UNITS		9
TOTAL CERTIFICATE UNITS		18

FIRE TECHNOLOGY

FRENCH

FRENCH

HUMANITIES & FINE ARTS

The Associate of Arts degree in French includes coursework that aligns with specific lower-division major requirements for the French 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 French may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students 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.

A degree in French can open doors to such professional opportunities as a career in foreign trade, travel, translating, teaching, and government (especially in the State Department). French also provides valuable background for those pursuing studies in Art, Music, Cinema, and Literature.

PROGRAM LEARNING OUTCOMES (PLOs):

- Listen with understanding to French conversations.
- Respond meaningfully in personal and community situations.
- Speak the target language effectively and articulately in personal, community, and work settings.
- Read confidently and competently for personal information, professional and academic needs.
- Write in target language to communicate with purpose, meaning, and grammatical correctness.
- Develop processes that lead to insight an understanding of the culture.
- Interact sensitively and respectfully with the cultures mores, beliefs, and traditions in the target language.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 1102.00

(21 Units, Plan A) + All other West requirements for AA Degree.

	REQUIRED COURSES	UNITS
FRENCH 1	Elementary French I	5
FRENCH 2	Elementary French II	5
FRENCH 3	Intermediate French I	5
FRENCH 4	Intermediate French II	5
FRENCH 101	French Language Laboratory	1
TOTAL REQUIRED UNITS		21

RECOMMENDED COURSES

UNITS

ENGLISH 203	World Literature I	3
FRENCH 10	French Civilization	3
HUMAN 31	People in Contemporary Society	3

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.

HISTORY

BEHAVIORAL & SOCIAL SCIENCE

The Associate of Arts degree in History includes coursework that aligns with specific lower-division major requirements for the History 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 History may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students 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):

- Evaluate how the past relates to the present.
- Utilize evidence from the past and the present to formulate and support constructive arguments in both written and verbal form.
- Attain cultural/historic literacy: student will possess knowledge of the key patterns, themes, events, and figures of the past, across the entire sociocultural spectrum.
- Develop successful skills that will enable the student to interpret a history text, listen attentively to a lecture, take effective notes, turn in work and attend class punctually, and follow a syllabus.
- Be informed citizens who play active roles in the improvement of society at the local, state, and national levels.

Award	Type	Grad Plan	Req Course Units	Total Units
History	AA	PLAN A	18	60
+ At least 60 degree applicable units (18 total major units) are required to earn an Associate Degree.				

HISTORY

HOSPITALITY

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 2205.00

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

REQUIRED COURSES		UNITS
HISTORY 1	Introduction to Western Civilization I	3
HISTORY 2	Introduction to Western Civilization II	3
HISTORY 11 Or HISTORY 41	Political & Social History of the U.S. I Or African American in the History of U.S. I	3
HISTORY 12 Or HISTORY 42	Political & Social History of the U.S. II Or African American in the History of U.S. II	3
TOTAL REQUIRED UNITS		12

AT LEAST 6 UNITS FROM THE FOLLOWING: UNITS

ANTHRO 101 Or ANTHRO 102	Human Biological Evolution Or Human Ways of Life: Cultural Anthropology	3
ECON 1	Principles of Economics I	3
GEOG 1	Physical Geography	3
POLI SCI 1	The Government of the United States	3
HISTORY 5	History of the Americas	3
HISTORY 29	Asian Civilization: The Middle East	3
HISTORY 52	The Role of Women in History of the US	3
TOTAL REQUIRED UNITS		18

HOSPITALITY

APPLIED TECHNOLOGY

The Associate of Arts degree in Hospitality 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.

Students interested in transferring to a four-year college or university with a major in Hospitality or a related major should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

The Hospitality program at West prepares students to enter the continuously growing world of hotels, resorts, private clubs, convention centers, meeting centers, cruise ships, entertainment venues, and other commercial settings. Hospitality's wide range

of careers opens the door to a future with small or large lodging, meeting, and food service companies. The program provides both classroom and exciting on-site internships.

PROGRAM LEARNING OUTCOMES (PLOs):

The effective travel/hospitality student will:

- Learn Travel Industry areas of general interest. A/D/F (Critical Thinking, Self-Awareness, Technical Competence)
- Learn places of greatest geographical interest for travelers, in various world areas. F (Technical Competence)
- Utilize sales and marketing techniques to attract travelers. B (Communication)
- Learn how to properly research travel and hospitality subjects for client assistance and counsel. B-D-F (Communication-Self Awareness-Technical Competence)
- Learn and apply quantitative aspects of airline ticketing and fares for client benefits. C (Quantitative Reasoning)
- Learn skills to enable them to operate a home-based travel agency successfully. B/F (Communication, Technical Competence).

Award	Type	Grad Plan	Req Course Units	Total Units
Hospitality	AA	Plan B	36	60
Hospitality	Cert	N/A	36	36
Hotel Operations	Cert	N/A	18	18
Hotel Sales & Marketing	Cert	N/A	18	18
Event & Convention Planning	Cert	N/A	18	18

+ At least 60 degree applicable units (36 total major units) are required to earn an Associate Degree.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 1307.00

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

REQUIRED COURSES		UNITS
TRAVEL 100	Introduction to the Travel Industry	3
TRAVEL 300	Introduction to the Hospitality Industry	3
TRAVEL 302	Introduction to Hotel/Motel Operations	3
TRAVEL 303	Hotel Front Office Operations	3
TRAVEL 305	Hotel Restaurant Supervision	3
TRAVEL 310 Or MGMT 6	Hospitality Sales or Public Relations	3

HOSPITALITY

HOSPITALITY

TRAVEL 311 Or MARKET 21	Hospitality Marketing Or Principles of Marketing	3
TRAVEL 325	Guest Relations Management	3
TRAVEL 330	Managing Technology & E-Commerce	3

AND 9 UNITS FROM THE FOLLOWING:		UNITS
TRAVEL 140	Travel Industry Sales, Service, Marketing	3
TRAVEL 175	Meeting/Convention & Incentive Planning	3
TRAVEL 320	Hospitality Law	3
BUS 1	Introduction to Business	3
TOTAL REQUIRED UNITS		36

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.

**◆ CERTIFICATE OF ACHIEVEMENT
HOSPITALITY
MAJOR CODE: 1307.05**

Same major requirements as for Associate degree. No general education requirements.

**◆ CERTIFICATE OF ACHIEVEMENT
HOTEL FRONT DESK & BACK OFFICE
OPERATIONS
MAJOR CODE: 1307.06**

REQUIRED COURSES	UNITS	
TRAVEL 300	Introduction to Hospitality Industry	3
HOSP 302	Introduction to Hotel/Motel Operations	3
HOSP 303	Hotel Front Office Operations	3
HOSP 325	Guest Relations Management	3
HOSP 330	Managing Technology and E-Commerce	3

AND 3 UNITS FROM THE FOLLOWING:		UNITS
TRAVEL 100	Introduction to the Travel Industry	3
HOSP 310	Hospitality Sales	3
TOTAL REQUIRED UNITS		18

**◆ CERTIFICATE OF ACHIEVEMENT
HOTEL SALES & MARKETING
MAJOR CODE: 1307.07**

REQUIRED COURSES	UNITS	
TRAVEL 100	Introduction to the Travel Industry	3
TRAVEL 300	Introduction to Hospitality Industry	3
TRAVEL 305	Hotel Restaurant Supervision	3
HOSP 310	Hospitality Sales	3
TRAVEL 311 Or MARKET 21	Hospitality Marketing Or Principles of Marketing	3

AND 3 UNITS FROM THE FOLLOWING:		UNITS
TRAVEL 140	Travel Industry Sales, Service, Marketing	3
BUS 1	Introduction to Business	3
TOTAL REQUIRED UNITS		18

**◆ CERTIFICATE OF ACHIEVEMENT
EVENT & CONVENTION PLANNING
MAJOR CODE: 1307.08**

REQUIRED COURSES	UNITS	
TRAVEL 175	Meeting/Convention Incentive Planning	3
HOSP 302	Introduction to Hotel/Motel Operations	3
TRAVEL 320 Or BUS 5	Hospitality Law Or Business Law	3
HOSP 340	Intro to Professional Food Service	3
HOSP 345	Event Management	3

AND 3 UNITS FROM THE FOLLOWING:		UNITS
TRAVEL 140	Travel Industry Sales, Service, Marketing	3
TRAVEL 175	Meeting/Convention Incentive Planning	3
BUS 1	Introduction to Business	3
TOTAL REQUIRED UNITS		18

KINESIOLOGY

KINESIOLOGY
(PHYSICAL EDUCATION)
 DANCE, HEALTH & KINESIOLOGY

The curriculum for the Associate of Arts degree in Liberal Arts with a Kinesiology emphasis includes coursework that aligns with lower-division major requirements at various universities within the University of California (UC) and California State University (CSU) systems. Students interested in transferring are encouraged to visit the Counseling Office for individualized educational planning.

PROGRAM LEARNING OUTCOMES (PLOs):

1. Understand the five components of fitness: cardiovascular endurance, muscle strength, muscle endurance, flexibility and body composition.
2. Assess the risk factors of a specific training activity and practice safety precautions.
3. Distinguish how different types of activities (ex. Jazz Dance vs. Weight Training) relate to the five components of fitness.
4. List activities that are beneficial for modifying body composition.
5. List activities that benefit the cardiovascular system.
6. Apply and practice the concepts of teamwork, cooperation, communication and respect for each other.
7. Demonstrate increased movement vocabulary.

Award	Type	Grad Plan	Req Course Units	Total Units
Physical Education (Kinesiology)	AA	NA	20	60
Physical Education—Dance Emphasis (Kinesiology)	AA	N/A	20	60

(20 units, Plan A) + All West requirements for Associate Degree

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.

ASSOCIATE OF ARTS DEGREE
Physical Education
(Kinesiology)

MAJOR CODE: 0835.00

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

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
KIN MAJ 100**	Introduction to Kinesiology	3
HEALTH 11	Principles of Health Living	3
KIN ICA**	Intercollegiate Athletics	3
KIN ICA Fitness*	Intercollegiate Athletics Fitness & Skills	1
KIN*	SEE KINESIOLOGY COURSE LIST	1
GEN ED	General Education Course(s)	4
TOTAL COURSE UNITS		15

SEMESTER 2		UNITS
HEALTH 12**	Safety Education & First Aid	3
KIN*	SEE KINESIOLOGY COURSE LIST	1
ANATOMY 1	Introduction to Human Anatomy	4
GEN ED	General Education Courses	7
TOTAL COURSE UNITS		15

SEMESTER 3		UNITS
KIN MAJ 126	Fundamentals of Athletic Training	3
PHYSIOL 1	Introduction to Human Physiology	4
KIN*	SEE KINESIOLOGY COURSE LIST	1
GEN ED	General Education Courses	7
TOTAL COURSE UNITS		15

SEMESTER 4		UNITS
KIN MAJ 126	Fundamentals of Athletic Training	3
KIN ICA**	SEE KINESIOLOGY COURSE LIST	1
KIN ICA Fitness*	SEE KINESIOLOGY COURSE LIST	1
GEN ED	General Education Courses	10
TOTAL COURSE UNITS		15

TOTAL DEGREE UNITS 60

KINESIOLOGY

KINESIOLOGY COURSE LIST

* 4 UNITS FROM THE FOLLOWING:		UNITS
KIN 185	Directed Studies	1
KIN 229	Body Conditioning Skills	1
KIN 232	Step Aerobics Activity	1
KIN 245	Body Dynamics Skills	1
KIN 250: 1, 2, 3	Weight Training Skills	1
KIN 251: 1, 2, 3	Yoga Skills	1
KIN 272	Track and Field Skills	1
KIN 286	Baseball Skills	1
KIN 287	Basketball Skills	1
KIN 289	Soccer Skills	1
KIN 291	Volleyball Skills	1
KIN 303: 1, 2, 3	Aqua Aerobics	1
KIN 326	Aerobic Super Circuit Lab	1
KIN 327	Lifelong Fitness Lab	1
KIN 329: 1, 2, 3	Body Conditioning	1
KIN 334: 1, 2	Walking for Fitness	1
KIN 345	Body Dynamics	1
KIN 350: 1, 2, 3	Weight Training	1
KIN 351: 1, 2, 3	Yoga Skills	1
KIN 387	Basketball	1
KIN 389	Soccer	1
KIN 391	Volleyball	1
KIN ATH 552 ICA	ICA Conditioning & Skills	1
KIN ATH 553 ICA	ICA Football Fitness & Skills	1
KIN ATH 554 ICA	ICA Track/Field Fitness & Skills	1
KIN ATH 555 ICA	ICA Cross Country Fitness & Skills	1
KIN ATH 556 ICA	ICA Basketball Fitness & Skills	1
KIN ATH 557 ICA	ICA Baseball Fitness & Skills	1
KIN ATH 558 ICA	ICA Soccer Fitness & Skills	1
KIN ATH 558 ICA	ICA Volleyball Fitness & Skills	1

****AND MAXIMUM 8 UNITS FROM THE FOLLOWING: UNITS**

HEALTH 12	Safety Education & First Aid	3
KIN MAJ 100	Introduction to Kinesiology	3
KIN MAJ 126	Fundamental of Athletic Training	3
KIN ATH 503 ICA	ICA Baseball	3
KIN ATH 504 ICA	ICA Basketball	3
KIN ATH 506 ICA	ICA Cross Country	3
KIN ATH 508 ICA	ICA Football	3
KIN ATH 511 ICA	ICA Soccer	3
KIN ATH 515 ICA	ICA Track & Field	3
KIN ATH 516 ICA	ICA Volleyball	3

**ASSOCIATE OF ARTS DEGREE
Physical Education-Dance
(Kinesiology-Dance Emphasis)**

MAJOR CODE: 0835.00

The curriculum for the Associate of Arts degree in Liberal Arts with a Dance emphasis includes coursework that aligns with lower-division major requirements at various universities within the University of California (UC) and California State University (CSU) systems. Students interested in transferring are encouraged to visit the Counseling Office for individualized educational planning.

RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
KIN MAJ 100**	Introduction to Kinesiology	3
DANCETQ 111	Ballet Techniques I	1
DANCETQ 121	Jazz Dance Techniques I	1
DANCEST 805	History and Appreciation of Dance	3
GEN ED	General Education Courses	7
TOTAL COURSE UNITS		15

SEMESTER 2		UNITS
HEALTH 12	Safety Education & First Aid	3
DANCETQ 112	Ballet Techniques II	1
DANCETQ 122	Jazz Dance Techniques II	1
DANCEST 301	Choreography	1
DANCEST 822	Dance Rehearsals & Performances	1
GEN ED	General Education Courses	8
TOTAL COURSE UNITS		15

SEMESTER 3		UNITS
ANATOMY 1	Introduction to Human Anatomy	4
DANCETQ 141	Modern dance Techniques I	1
DANCEST 301	Choreography I	1
DANCEST 814	Dance Production I	2
GEN ED	General Education Courses	7
TOTAL COURSE UNITS		15

SEMESTER 4		UNITS
PHYSIOL 1	Introduction to Human Physiology	4
DANCETQ 142	Modern dance Techniques II	1
DANCEST 815	Dance Production II	2
DANCEST 151	Dance for Film & Stage	1
DANCEST 826	Dance Performance Company	1
GEN ED	General Educations	6
TOTAL COURSE UNITS		15

TOTAL DEGREE UNITS	60
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* 4 UNITS FROM THE FOLLOWING:		UNITS
DANCETQ 111, 112	Ballet	1
DANCETQ 121, 122, 123, 124	Jazz Dance	1
DANCETQ 141, 142	Modern Dance	1
DANCETQ 151, 152	Dance for Film & Stage	1
DANCETQ 437	Jazz Dance	1
DANCETQ 463	Modern Dance	1

**AND MAXIMUM 8 UNITS FROM THE FOLLOWING: UNITS		
DANCEST 301	Choreography 1	1
DANCEST 805	History & Appreciation of Dance	3
DANCEST 814/815/816	Dance Production	2
DANCEST 822	Dance Rehearsals & Performance	1
DANCEST 826	Dance Performance Company	1

LIBERAL ARTS & SCIENCES

ARTS & HUMANITIES OPTIONS BEHAVIORAL & SOCIAL SCIENCES OPTION HEALTH PROFESSIONS OPTION MATH, SCIENCE, AND COMPUTER SCIENCE OPTION

The Liberal Arts and Sciences degree program provides students with an opportunity to earn an Associate of Arts degree in one of four major areas of emphasis: Math, Sciences, and Computer Science; Behavioral and Social Sciences; Arts and Humanities; and Health Professions. It is designed for students who wish to explore different disciplines (subject areas) before deciding on a definite major program prior to transferring to a four-year university, or for students who may not be planning to transfer and wish to earn a degree in a particular area of study that interests them.

Each area of emphasis for the Liberal Arts and Sciences degree includes coursework that aligns with lower-division major requirements for various majors at universities within the University of California (UC) and California State University (CSU) systems.

Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for specific majors at the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

Award	Type	Grad Plan	Req Course Units	Total Units
Liberal Arts & Science	AA	Plan A	30	60
Liberal Arts & Science	AA	CSU	39-41	60
Liberal Arts & Science	AA	IGETC	34-41	60

LIBERAL ARTS & SCIENCES ASSOCIATE DEGREE REQUIREMENTS:

- General Education (GE) Core Courses (Choose one of the following):

West Los Angeles College GE (Plan A)	UNITS
Minimum GE Units required	30

CSU General Education Certification	UNITS
Minimum GE units required for CSU/GE	39-41

Must complete Political Science 1 or U.S. History course under Section D in order to fulfill the American Institutions requirement for associate degree.

Intersegmental General Education Transfer Curriculum (IGETC)

Minimum GE Units required	34-41
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Note: Students completing IGETC must complete Political Science 1 or a U.S. History course under Area 4 in order to fulfill the American Institutions requirement for associate degree.

MAJOR REQUIREMENTS

LIBERAL ARTS & SCIENCE

- One (1) Health and one (1) Kinesiology/Physical Activity Course (Students completing West GE will fulfill this requirement as part of the West GE coursework)
- A minimum of 18 additional units chosen exclusively from one of the following areas of emphasis (no more than 6 units may be selected from any single discipline):
 - Arts and Humanities
 - Behavioral and Social Sciences
 - Health Professions
 - Mathematics, Sciences, and Computer Science
- Elective units to complete the required balance of 60 total units.

NOTE: Students must receive a minimum grade of "C" or better in all major core courses and area of emphasis coursework in order to qualify for an associate's degree. Up to five courses may be double counted for the GE and area of emphasis requirement within the Liberal Arts and Sciences degree.

ASSOCIATE OF ARTS DEGREE-

Liberal Arts & Sciences:

Art & Humanities

MAJOR CODE: 4903.10

(18 units)

This area of emphasis provides students with a broad-based introduction to the Arts and Humanities. Students will evaluate, research, and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them through artistic and cultural expression. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as Art, English, Liberal Studies, Spanish, and French.

Students must complete a minimum of 18 units from the courses listed for the area of emphasis. No more than 6 units may be selected from any single discipline.

ART: 101, 1021, 103, 201, 202, 300, 301, 302, 304, 305, 307, 501, 502, 503,

AMERICAN SIGN LANGUAGE: 1

CHINESE: 1

CINEMA: 3, 107

ENGLISH: 101, 102, 103, 203, 204, 205, 206, 209, 213, 215, 219, 233, 234, 254, 275

FRENCH: 1, 2, 3, 4

HISTORY: 1,2

HUMANITIES: 1, 30, 31, 60, 61, 77

JAPANESE: 1, 21, 22

LIBRARY SCIENCE: 101, 103

LIBERAL ARTS & SCIENCES

ASSOCIATE OF ARTS DEGREE-

**Liberal Arts & Sciences:
Health Professions**

MAJOR CODE: 4901.01

(18 units)

This area of emphasis provides students with a broad-based introduction to the Allied Health professions, pre-nursing, and Health Sciences. Students will learn about health care delivery systems and methodologies of science to understand the influence of medical science on society. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as Health Science, Human Services, Kinesiology, and Nursing.

Students must complete a minimum of 18 units from the courses listed for the area of emphasis. No more than 6 units may be selected from any single discipline.

ALLIED HEALTH: 12, 33, 43, 44, 46, 47, 48, 52

ANATOMY: 1

BIOLOGY: 3A & 3B

CHEMISTRY: 51, 60, 101

CHILD DEVELOPMENT: 1

COMMUNICATION STUDIES: 101

COMPUTER SCIENCE: 901

ENGLISH: 101

FAMILY AND CONSUMER STUDIES: 21

MICROBIOLOGY: 20

PHYSIOLOGY: 1

PSYCHOLOGY: 1, 41

SOCIOLOGY: 1

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.

MUSIC: 101, 111, 141, 321, 322, 324, 411, 412, 413, 414, 501, 725, 775

PHILOSOPHY: 1, 20, 33, 41

THEATER ARTS: 100, 110, 505

SPANISH: 1, 2

COMMUNICATION STUDIES: 101, 104, 121

ASSOCIATE OF ARTS DEGREE-

**Liberal Arts & Sciences:
Behavioral & Social Sciences**

MAJOR CODE: 4901.00

(18 units)

This area of emphasis provides students with a broad-based introduction to the Behavioral and Social Sciences. These courses are designed to stimulate critical thinking and to encourage students to explore a variety of theories, perspectives, and experiences about how societies behave in response to particular times, places, events, and societies in the world. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as History, Political Science, Psychology, Sociology, and Child Development.

Students must complete a minimum of 18 units from the courses listed for the area of emphasis. No more than 6 units may be selected from any single discipline.

ADMINISTRATION OF JUSTICE: 1, 2

AFRICAN AMERICAN STUDIES: 4, 5

ANTHROPOLOGY: 102, 103, 109

BUSINESS: 5

CHILD DEVELOPMENT: 1, 2, 22, 30, 34

COMMUNICATION STUDIES: 101, 121

ECONOMICS: 1, 2

ENGLISH: 101

ENVIRONMENTAL SCIENCE: 1, 2

GEOGRAPHY: 2

HISTORY: 11, 12, 41, 42, 43, 44, 52, 86, 87

LAW: 1

LIBRARY SCIENCE: 101, 103

MATHEMATICS: 227, 236

PERSONAL DEVELOPMENT: 20, 40

POLITICAL SCIENCE: 1, 7

PSYCHOLOGY: 1, 2, 13, 14, 64, 65

SOCIOLOGY: 1, 2, 11

MANAGEMENT

ASSOCIATE OF ARTS DEGREE-

Liberal Arts & Sciences:

Math, Science, & Computer Science

MAJOR CODE: 4902.00

(18 units)

This area of emphasis prepares students for future study within the many fields of science, computer science, and mathematics. The traditional science courses examine the physical universe, its life forms and its natural phenomena; computer science courses emphasize the concepts of computer science and programming. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as Biology, Biological Sciences, Chemistry, Computer Science, Engineering, and Mathematics. In addition, coursework in this area of emphasis can be used to fulfill lower division requirements for the Psychology major at UCLA.

Students must complete a minimum of 18 units from the courses listed for the area of emphasis.

Choose at least 12 units* from the 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, 6 (L)

GEOLOGY: 1, 6 (L)

OCEANOGRAPHY: 1

MICROBIOLOGY: 20

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.*

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.*

**MANAGEMENT-
SMALL BUSINESS &
ENTREPRENEURSHIP**

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.

Award	Type	Grad Plan	Req Course Units	Total Units
Management – Small Business	AA	PLAN A	35	60
Management – Small Business	CERT	N/A	35	35

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)

MARKETING

**ASSOCIATE OF ARTS DEGREE-
MANAGEMENT -
SMALL BUSINESS
MAJOR CODE: 0506.40**

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting 1	5
BUS 5	Business Law	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 UNITS		35

**◆ 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
TOTAL UNITS		35

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

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.

MARKETING

BUSINESS DIVISION

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.

Award	Type	Grad Plan	Req Course Units	Total Units
Marketing	AA	PLAN A	35	60
+ At least 60 degree applicable units (35 total major units) are required to earn an Associate Degree.				

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)

MARKETING

MATHEMATICS

MATHEMATICS



MATHEMATICS DIVISION

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.

- 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)
- 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)

**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 Or Finance 2	Small Business Entrepreneurship Or Investments	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
	TOTAL UNITS	35

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.

Award	Type	Grad Plan	Req Course Units	Total Units
Mathematics	AS-T	CSU/IGETC	21-23	60
Mathematics	AA	PLAN A	19	60

+ At least 60 degree applicable units (21—23 total major units) are required to earn an Associate Degree.

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)



**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	5
MATH 275	Ordinary Differential Equation	5
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).
- 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
CHOOSE ONE FROM THE FOLLOWING:		UNITS
MATH 227	Statistics	4
MATH 270	Linear Algebra	5
MATH 275	Ordinary Differential Equation	5
RECOMMENDED COURSES		UNITS
MATH 241	Trigonometry	3
MATH 245	College Algebra	5
MATH 260	Pre-Calculus	3
CAOT 1	Keyboarding/Document Processing	3
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
CO SCI 901	Intro to Computers and Their Use	3
CO SCI 902	Intro to Computer Science	3

MEDICAL ASSISTING

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.

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 Course Units	Total Units
Medical Assisting+	AS	PLAN B	38.5	60
Admin & Clerical	Cert	N/A	38.5	38.5

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

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.

ASSOCIATE OF SCIENCE DEGREE

MEDICAL ASSISTING

MAJOR CODE: 1208.00

(38.5 Units, Plan A) + 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
TOTAL UNITS		38.5

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.

RECOMMENDED PROGRAM SEQUENCE:

I. Winter Session

Allied Health 33 –3 units
 Allied Health 57 –1 unit
Total Units: 4 units

II. Spring Semester

Allied Health 21 –.5 units
 Health Occ 51 –1 unit
 Health Occ 52 –4 units
 Health Occ 55 –4units
 Health Occ 61 –3 units
Total Units: 6 units

III. Summer Session

Health Occ 59—2 units
 Health Occ 53 –4 units
Total Units: 6 units

IV. Fall Semester

Health Occ 54 –4 units
 Health Occ 56 –4 units
 Health Occ 57—3.5 units
 Health Occ 58 –2 units
Total Units: 13.5

V. Winter Session

Health Occ 60 –3 units

◆ **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
TOTAL UNITS		38.5

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.

Award	Type	Grad Plan	Req Course Units	Total Units
Music	AA	PLAN A	33	60

+ At least 60 degree applicable units (33 total major units) are required to earn an Associate Degree.

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.

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	Or	
MUSIC 122	Music History and Literature II	
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 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

PARALEGAL

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.

Award	Type	Grad Plan	Req Course Units	Total Units
Paralegal	AA	PLAN B	41	60
Paralegal	CERT	N/A	41	41

+ At least 60 degree applicable units (41 total major units) are required to earn an Associate Degree.

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.

PARALEGAL

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.

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.

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		UNITS
Major Code: 2203.00		
MUSIC 271	Songwriters' Workshop I	3
MUSIC 272	Songwriters' Workshop II	3
MUSIC 273	Songwriters' Workshop III	3
MUSIC 274	Songwriters' Workshop IV	3
SKILL CERTIFICATE UNITS REQUIRED		12

PARALEGAL

BUSINESS DIVISION

PARALEGAL

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@wlac.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.

**ASSOCIATE OF ARTS DEGREE
PARALEGAL**

MAJOR CODE: 1402.00

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

The Associate of Arts degree in Paralegal Studies is primarily designed for vocational education and workforce training/ development and is approved by the American Bar Association (ABA). The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

NOTE: Students must complete all coursework required for the major with a grade of "C" or better.

REQUIRED COURSES	UNITS
PALEGAL 10 Intro to Law and Legal Profession	3
ENGLISH 101 College Reading and Composition I	3
PALEGAL 11 Introduction to Civil Litigation	3
BUS 5 Business Law I	3
PALEGAL 14 Law Office Management and Procedures	3
LAW 51 Legal Research for Paralegals	3
LAW 2 Business Law II or approved alternative	3
PALEGAL 17 Legal Writing	3
CAOT 93 Legal Document Production	3
PALEGAL 4 Legal Internship	3
ELECTIVES* 5 -Paralegal Electives	15
TOTAL UNITS	41

PARALEGAL ELECTIVES	UNITS
PALEGAL 12 Tort Law	3
PALEGAL 13 Wills, Trusts, and Probate Administration	3
PALEGAL 16 Civil and Criminal Evidence	3
PALEGAL 18 Family Law	3
PALEGAL 19 Property and Creditor Rights	3
PALEGAL 20 Probate Procedures	3
PALEGAL 33 Entertainment Law	3
PALEGAL 35 Immigration Law	3

*LAW 3 is not an elective for Paralegal Studies

**◆ CERTIFICATE OF ACHIEVEMENT
PARALEGAL
RECOMMENDED COURSE SEQUENCE
MAJOR CODE: 1402.00**

A Certificate of Achievement in the ABA-approved Paralegal Studies Program will be awarded to those possessing an associate, bachelor or higher degree, or who will be completing a degree concurrently (other than an A.A. in Paralegal Studies) with the certificate requirements. Students may earn this certificate by completing the courses below with a "C" grade or better.

REQUIREMENTS FOR CERTIFICATE: YOU MUST POSSESS AT LEAST AN ASSOCIATE DEGREE OR BE CONCURRENTLY COMPLETING AN ASSOCIATE DEGREE IN ANOTHER MAJOR.

SEMESTER 1	UNITS
PALEGAL 10 Intro to Law and Legal Profession	3
ENGLISH 101 College Reading and Composition I	3
CAOT 39 or 84 Word Processing Applications	3
BUS 5 Business Law I	3
LAW 2 Business Law II	3
TOTAL COURSE UNITS	15
SEMESTER 2	UNITS
PALEGAL 11 Introduction to Civil Litigation	3
LAW 51 Legal Research for Paralegals	3
PALEGAL 17 Legal Writing	3
CAOT 93 Legal Document Production	2
ELECTIVE 1—Paralegal Elective	3
TOTAL COURSE UNITS	14

PARALEGAL

PARAMEDIC

Prerequisites: ALD HTH 52 and a criminal background check.

REQUIRED COURSES		UNITS
SEMESTER 1		
ALD HTH 43CO	Anatomy & Physiology for Emergency Healthcare Personnel	4
ALD HTH 44CO	Intro to Emergency Medical Services	2
ALD HTH 45CO	Patient Assessment & Airway Management	2
ALD HTH 46CO	Cardiology Assessment & Medical Emergencies	6
ALD HTH 47CO	Emergency Response to Crisis	4
ALD HTH 48CO	Medical Emergencies & Pharmacological Interventions	5
SEMESTER 2		
ALD HTH 49CO	Clinical Internship	4
SEMESTER 3		
ALD HTH 50CO	Field Internship	9
TOTAL UNITS		36

PHARMACY TECHNICIAN

ALLIED HEALTH DIVISION

The Associate of Science degree in Pharmacy Technician 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 West Los Angeles College Pharmacy Technician Program prepares a student for an exciting career in pharmacy. Students completing the required course work are able to obtain a State of California Pharmacy Technician license and are prepared to work in the outpatient, inpatient and home health care pharmacy settings.

PROGRAM LEARNING OUTCOMES (PLOs):

- **Critical Thinking:** Upon graduation the Pharmacy Technician student should be able to analyze situations and respond to the given situations using the evidence presented in a manner which adheres to the laws and ethics of the profession.
- **Communication:** Upon graduation from the program the Pharmacy Technician student should be capable of completely communicating thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.

SEMESTER 3		UNITS
PALEGAL 4	Legal Internship	3
ELECTIVE	1—Paralegal Elective	3
ELECTIVE	1—Paralegal Elective	3
ELECTIVE	1—Paralegal Elective	3
TOTAL COURSE UNITS		14

*LAW 3 is not an elective for Paralegal Studies

PARAMEDIC PROGRAM

ALLIED HEALTH DIVISION

(SEE EMERGENCY MEDICAL TECHNICIAN / ALLIED HEALTH)

West Los Angeles College has partnered with the UCLA Center for Prehospital Care Paramedic Education Program to offer students the opportunity to earn an associate degree while becoming licensed Paramedics.

Paramedics are advanced providers of emergency medical care and receive education in anatomy and physiology, cardiology, pharmacology, medicine and trauma. They build on their Emergency Medical Technician certification and learn additional skills including administering medications, starting intravenous lines, providing advanced airway management, and learning to resuscitate and support patients with significant problems such as heart attacks and traumas. Paramedics work for fire departments and ambulance companies.

The Paramedic Program is a 7 month full-time program (36 units). It is divided into three phases: didactic, includes lecture and hands-on skills training; clinical, in-hospital rotations; and field internship, assignment to an active paramedic unit.

All students are admitted through the UCLA Center for Prehospital Care. For more information and application requirements visit www.cpc.mednet.ucla.edu and attend a free orientation by signing up at <http://uclacpc.eventbrite.com> or call (310) 267-5959.

The Paramedic Program consists of 8 courses in Allied Health (43-50) and is managed through a formal contract education relationship with the UCLA Center for Prehospital Care who provides the facilities, instructors, equipment and coordinates acceptance into the program. The Paramedic Program is offered three to four times each year with cohorts beginning in Fall, Winter, and Spring semesters. The accelerated format is requested by both employers and students. The course has an 88% completion rate, 97% licensing rate, and 99% of the students have

PHARMACY TECHNICIAN

- **Technical:** Upon graduation the Pharmacy Tech students should be able to follow the workflow of pharmacy practice in various pharmacy settings.
- **Ethics:** Upon graduation Pharmacy Technician students should exhibit professionalism, competence, growth, and development when practicing the profession.
- **Civic Responsibility:** Upon graduation the Pharmacy Technician students should be able to effectively work as a member of a team.
- **Cultural Diversity:** Upon graduation the Pharmacy Technician student should know how to advance the profession through leadership service activities and affiliation with professional organizations that promote the field as well as encourage members of different cultures to understand the field.

Award	Type	Grad Plan	Req Course Units	Total Units
Pharmacy Tech	AS	PLAN B	43.25	60
Pharmacy Tech (Basic)	CERT	N/A	22	22
Pharmacy Tech (Advanced)	CERT	N/A	33.25	33.25

+ At least 60 degree applicable units (43.25 total major units) are required to earn an Associate Degree.

**ASSOCIATE OF SCIENCE DEGREE
PHARMACY TECHNICIAN**

MAJOR CODE: 1221.00

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

REQUIRED COURSES		UNITS
PHRMCTK 21	Retail Products for Pharmacy Clerks	3
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.75
PHRMCTK 34	Community Pharmacy Externship	2.25
PHRMCTK 35	Inpatient Pharmacy Services	2
PHRMCTK 36	Inpatient Pharmacy Services Externship	2.25
PHRMCTK 37	Sterile Products	4.75

PHRMCTK 38	Sterile Products Externship	2.25
ALD HTH 56	Communication & Customer Service	1
ALD HTH 57	Computers in Health Occupations	1

ELECTIVES (6 UNITS FROM THE FOLLOWING): UNITS

FAM & CS 21	Nutrition	3
PSYCH 1	General Psychology	3
SOC 1	Introduction to Sociology	3
COMM 101	Public Speaking	3

ELECTIVES (4 UNITS FROM THE FOLLOWING): UNITS

BIOLOGY 3A	Intro to Biology Lecture and	3
BIOLOGY 3B	Intro to Biology Laboratory	1
CHEM 51	Fundamentals of Chemistry I	5
MICRO 20	General Microbiology	4
PHYSIOL 1	Intro to Human Physiology	4

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.

**◆ CERTIFICATE OF ACHIEVEMENT
PHARMACY TECHNICIAN (BASIC)**

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 1221.00

REQUIRED COURSES		UNITS
PHRMCTK 21	Retail Products for Pharmacy Clerks	3
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.75
PHRMCTK 34	Community Pharmacy Externship	2.25
ALD HTH 56	Communication & Customer Service	1
ALD HTH 57	Computers in Health Occupations	1
TOTAL		22

PHARMACY TECHNICIAN

PHILOSOPHY

**◆ CERTIFICATE OF ACHIEVEMENT
PHARMACY TECHNICIAN (ADVANCED)**

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 1221.00

REQUIRED COURSES		UNITS
PHRMCTK 21	Retail Products for Pharmacy Clerks	3
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.75
PHRMCTK 34	Community Pharmacy Externship	2.25
PHRMCTK 35	Inpatient Pharmacy Services	2
PHRMCTK 36	Inpatient Pharmacy Services Externship	2.25
PHRMCTK 37	Sterile Products	4.75
PHRMCTK 38	Sterile Products Externship	2.25
ALD HTH 56	Communication & Customer Service	1
ALD HTH 57	Computers in Health Occupations	1

PHILOSOPHY

HUMANITIES & FINE ARTS

The Associate of Arts degree in Philosophy includes coursework that aligns with specific lower-division major requirements for the Philosophy 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 Philosophy may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students 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

PROGRAM LEARNING OUTCOMES (PLOs):

- 1.) Construct effective argument on moral, political and social issues by using principles of sound thinking, reasoning, logic and the absence of fallacy. (---aligns with all philosophy courses)
- 2.) Articulate clearly and verbalize (use language) an argument based on a careful analysis of data and research surrounding a specific moral, political, and social issues. (---aligns with Logic in Practice course)

- 3.) Articulate clearly using carefully chosen words and language to argue a position that is based on well-documented research, with emphasis on facts over opinion and bias. (---aligns with Logic in Practice course)
- 4.) Develop validity and proof for a moral, political, or social issue (deductive logic) by reasoning and arguing from a general to a specific principle and/or from a premise or hypothesis to a logical and specific conclusion. (---aligns with Deductive Logic course)
- 5.) Develop validity and proof for a moral, political, or social issue (inductive logic) by reasoning and arguing from a set of particular facts or individual cases to a general conclusion. (---aligns with Deductive Logic course)
- 6.) Through analysis of historical and current understanding of metaphysics, sciences, and religions, design and develop a personal philosophy that expresses one's view and meaning of life, (including the existence of God, good vs. bad, pleasure vs. pain, friends vs. enemies, and the search for happiness). (---aligns with Introduction to Philosophy course)

Award	Type	Grad Plan	Req Course Units	Total Units
Philosophy	AA	PLAN A	18	60
+ At least 60 degree applicable units (18 total major units) are required to earn an Associate Degree.				

ASSOCIATE OF ARTS DEGREE

PHILOSOPHY

MAJOR CODE: 1509.00

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

REQUIRED COURSES		UNITS
PHILOS 1	Introduction to Philosophy	3
PHILOS 20	Ethics	3
PHILOS 8 Or PHILOS 9	Deductive Logic Or Symbolic Logic	3
AT LEAST 9 UNITS FROM THE FOLLOWING:		UNITS
ANTRO 101	Human Ways of Life: Cultural Anthropology	3
ECON 1	Principles of Economics I	3
ENGLISH 203	World Literature I	3
ENGLISH 204	World Literature II	3
HISTORY 1	Introduction to Western Civilization I	3
HISTORY 2	Introduction to Western Civilization II	3
TOTAL		18

PHILOSOPHY

PHYSICS

PHYSICS

SICENCE DIVISION

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

Students 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):

1. Develop critical thinking skills and move toward autonomous learning.
2. Comprehend, describe, and apply the procedures of physics and understand their limitations.
3. Demonstrate competence in applying the methods of scientific inquiry.
4. Apply the basic physics principles to a wide/diverse range of problems.

Award	Type	Grad Plan	Req Course Units	Total Units
Physics	AA	PLAN B	40	60
+ At least 60 degree applicable units (40 total major units) are required to earn an Associate Degree.				

ASSOCIATE OF ARTS DEGREE

PHYSICS

MAJOR CODE: 1902.00

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

REQUIRED COURSES		UNITS
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYSICS 37	Physics for Engineers/Scientists I	5

REQUIRED COURSES (CON'T)

UNITS

PHYSICS 38	Physics for Engineers/Scientists II	5
PHYSICS 39	Physics for Engineers/Scientists III	5
TOTAL		40

POLITICAL SCIENCE

BEHAVIORAL & SOCIAL SCIENCES

The Associate of Arts degree in Political Science includes coursework that aligns with specific lower-division major requirements for the Political Science 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 Political Science may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students 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):

- Critically analyze political institutions, systems, processes, events and constitutional principles in order to exercise one's rights and to defend civil liberties.
- Take an informed position on a political issue, candidate or situation and support your position with objective, logical, effective debate and discussion.
- Seek out and engage in civic opportunities that broaden perspectives and increase one's responsibility to family and community.
- Utilize a variety of media sources to research, organize, evaluate, and assimilate information pertaining to a political issue, event, or person.
- In one's family, community and work settings, conduct activities in an ethical manner that reflects knowledge of the law and that adhere to common sense.
- Examine and interpret quantitative and graphic data to prepare the student to distinguish and choose among policy alternatives.

Award	Type	Grad Plan	Req Course Units	Total Units
Political Science	AA	PLAN A	18	60
+ At least 60 degree applicable units (18 total major units) are required to earn an Associate Degree.				

PSYCHOLOGY

ASSOCIATE OF ARTS DEGREE

POLITICAL SCIENCE

MAJOR CODE: 2207.00

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

REQUIRED COURSES		UNITS
History 11 or History 12	Political & Social History of the U.S. I or	3
POLI SCI 1	The Government of the United States	3
POLI SCI 2	Modern World Governments	3
POLI SCI 7	Contemporary World Affairs	3
AND 6 UNITS FROM THE FOLLOWING:		UNITS
ANTHRO 101 Or SOC1	Human Biological Evolution Or	3
ECON 1	Principles of Economics I	3
HISTORY 1 Or HISTORY 2	Intro to Western Civilization I Or	3
POLI SCI 4 Or POLI SCI 8	Intro to State & Local Governments Or The Modern Far East – Politics of the Pacific Rim	3
TOTAL		18

PSYCHOLOGY

BEHAVIORAL & SOCIAL SCIENCES



**Associate Degree
for Transfer**
A Degree with a Guarantee.™

The Associate of Arts degree in Psychology for Transfer provides students an overview of the major fields in psychology and examines behavior, growth, development and the well-being of individuals. The program offers students a comprehensive education in the content and method of the discipline. A variety of courses allow students to expand their intellectual horizons.

The curriculum also serves as an introduction to the helping professions for students planning to transfer to majors such as, Behavioral Science, Health Science, Human Services, Rehabilitation Counseling, Social Work, Substance Abuse Counseling, and other majors.

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

PROGRAM LEARNING OUTCOMES (PLOs):

1. Practice and demonstrate skills and knowledge regarding ethics and professionalism in treatment and research.
2. Address social, behavioral, historical, and cultural issues in treating and dealing with individuals and their adjustment in the workplace, family, community, and the global world.
3. Apply critical thinking to investigate and interpret influences of heredity and environment in assessment, counseling, therapy, and research.
4. Demonstrate and apply knowledge of biological issues as a major factor in Psychology.
5. Read, evaluate, and incorporate knowledge of research in assessment of new and old information in the field.

Award	Type	Grad Plan	Req Course Units	Total Units
Psychology	AA-T	PLAN A	19	60
Psychology	AA	PLAN A	22	60

+ At least 60 degree applicable units (19 total major units) are required to earn an Associate Degree.

The Associate of Arts degree in Psychology includes coursework that aligns with specific lower-division major requirements for the Psychology 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 Psychology may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students 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.

Professional opportunities for psychology majors include: counseling, social work, management, and public health. Psychology also provides valuable background for those seeking careers in such fields as law, medicine, nursing, and child development.



ASSOCIATE OF ARTS DEGREE for TRANSFER (AA-T)

MAJOR CODE: 2001.00

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

REQUIRED COURSES	UNITS
MATH 227 Statistics	4
PSYCH 1 General Psychology I	3
PSYCH 74 Research Methods in Behavior Science	3
LIST A: ONE COURSE (3 UNITS)	UNITS
PSYCH 2 General Psychology II	3
LIST B: ONE COURSE (3 UNITS)	UNITS
PSYCH 41 Life Span Psychology: From Infancy	3
LIST C: ONE COURSE (3 UNITS)	UNITS
PSYCH 14 Abnormal Psychology	3
PSYCH 52 Psychological Aspects of Sexuality	3
TOTAL	19

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 19 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.

MAJOR REQUIREMENTS

PSYCHOLOGY

ASSOCIATE OF ARTS DEGREE

PSYCHOLOGY

MAJOR CODE: 2001.00

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

REQUIRED COURSES	UNITS
PSYCH 1 General Psychology I	3
PSYCH 2 General Psychology II	3
MATH 227 Statistics	4
AND 9 UNITS FROM THE FOLLOWING:	UNITS
PSYCH 13 Social Psych	3
PSYCH 14 Abnormal Psychology	3
PSYCH 41 Life Span Psychology: From Infancy	3
PSYCH 52 Psychological Aspects of Sexuality	3
PSYCH 64 Intro to Alcohol and Drug Abuse	3
AND 3 UNITS FROM THE FOLLOWING:	UNITS
ANTHRO 101 Human Biological Evolution	3
ANTHRO 102 Human Ways of Life: Cultural Anthropology	3
PHILOS 1 Intro to Philosophy	3
SOC 1 Intro to Sociology	3
TOTAL UNITS	22

REAL ESTATE

BUSINESS DIVISION

The Associate of Arts degree in Real Estate 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 Associate of Arts degree in Real Estate is designed for the serious student who seeks a rewarding career as a real estate professional. The degree offers a vigorous academic program exploring all facets of the real estate profession. Completion of the degree program fulfills the education requirements for the California Real Estate Broker's License.

NOTE: Students should verify broker's license requirements with the California State Department of Real Estate.

PSYCHOLOGY

REAL ESTATE

PROGRAM LEARNING OUTCOMES (PLOs):

- Utilize a network of real estate professionals to conduct and complete the sale, purchase and management of real estate processes and transactions.
Themes: Real Estate professions (roles), transactions, processes
- Use current and emerging technologies and applications to conduct real estate transactions.
Themes: Computer skills, technologies
- Interpret property and real estate law to troubleshoot legal aspects in selling, purchasing and management of real estate.
Themes: Real Estate law, legal issues
- Use of personal and business investment strategies and methods to advise clients and address customer needs.
Themes: Personal and business investments
- Market, manage and direct the daily activities of a successful real estate agency.
Themes: Marketing and management of business
- Model effective and appropriate interactions and relationships that create good will and repeat business.
Themes: Company and customer relations
- Model, adopt, and comply with ethical and moral business practices that maintain and sustain trust and integrity in the workplace and with clients, pursuant to DRE regulations and requirements.
- Communicate oral and written thoughts in a clear and organized manner to effectively inform and convey ideas in the workplace and with clients.
Themes: Effective communication

Award	Type	Grad Plan	Req Course Units	Total Units
Real Estate	AA	PLAN A	30	60
Real Estate	CERT	N/A	24	24

+ At least 60 degree applicable units (30 total major units) are required to earn an Associate Degree.

ASSOCIATE OF ARTS DEGREE

REAL ESTATE

MAJOR CODE: 0511.00

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

	REQUIRED COURSES	UNITS
REAL ES 1	Real Estate Principles	3
REAL ES 3	Real Estate Practice	3
REAL ES 5	Legal Aspects of Real Estate I	3
REAL ES 7	Real Estate Finance I	3
REAL ES 9	Real Estate Appraisal I	3
REAL ES 21	Real Estate Economics	3

AND 12 UNITS FROM THE FOLLOWING:		UNITS
REAL ES 4	Real Estate Office Administration	3
REAL ES 11	Escrow Principles	3
REAL ES 14	Property Management	3
REAL ES 18	Real Estate Investments I	3
MGMT 2	Organization & Management Theory	3
or REAL ES 240	Computer Applications in Real Estate	
BUS 5	Business Law	3
LAW 2	Business Law II	3
TOTAL		30

◆ CERTIFICATE OF ACHIEVEMENT

REAL ESTATE

RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 0511.00

	REQUIRED COURSES	UNITS
REAL ES 1	Real Estate Principles	3
REAL ES 3	Real Estate Practice	3
REAL ES 5	Legal Aspects of Real Estate I	3
REAL ES 7	Real Estate Finance I	3
REAL ES 9	Real Estate Appraisal I	3
REAL ES 21	Real Estate Economics	3

AND 6 UNITS FROM THE FOLLOWING:		UNITS
REAL ES 4	Real Estate Office Administration	3
REAL ES 10	Real Estate Appraisal II	3
REAL ES 11	Escrow Principles	3
REAL ES 14	Property Management	3
REAL ES 240	Computer Applications in Real Estate	3
BUS 5	Business Law	3
LAW 2	Business Law II	3

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.

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.

This skill certificate prepares individuals with the essential skills and abilities to work as assistants in real estate offices. Assistants support agents, brokers, appraisers, and escrow officers in the conduct of real estate office business. Completion of 18 units (6 classes) earns the Real Estate Assistant Skill Certificate.

REAL ESTATE ASSISTANT		UNITS
Major Code: 0511.11		
REAL ES 1	Real Estate Principles	3
REAL ES 3	Real Estate Practices	3
ACCTG 21	Bookkeeping & Accounting	3
BUS 38	Business Computations	3
REAL ES 4	Real Estate Office Administration	3
CO SCI 901	Intro to Computers and Their Use	3
SKILL CERTIFICATE UNITS REQUIRED		18

The California Office of Real Estate Appraisers (OREA) currently requires 150 hours of education in real estate appraisal to qualify for the Trainee Appraiser License. The required courses listed below can be used to satisfy that requirement. In certain cases, the courses below may also be used to satisfy both the Department of Real Estate (DRE) and OREA requirements for licensing. Students should consult with the DRE to verify current broker's license requirements.

REAL ESTATE APPRAISER TRAINEE		UNITS
Major Code: 0511.11		
REAL ES 9	Real Estate Appraisal I	3
REAL ES 10	Real Estate Appraisal II	3
REAL ES 39	Uniform Standards of Appraisal	1
REAL ES 40	Report Writing & Case Studies	3
ELECTIVES (6 UNITS FROM THE FOLLOWING):		
REAL ES 1	Real Estate Principles	3
REAL ES 5	Legal Aspects of Real Estate I	3
REAL ES 7	Real Estate Finance I	3
REAL ES 21	Real Estate Economics	3
SKILL CERTIFICATE UNITS REQUIRED		18

SOCIOLOGY

BEHAVIORAL & SOCIAL SCIENCES

The Associate of Arts degree in Sociology includes coursework that aligns with specific lower-division major requirements for the Sociology 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 Sociology or a related major may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students 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):

- Analyze and interpret social experience using a sociological perspective especially as it relates to race/ethnicity, class, gender, sexual orientation, religion, and nationality.
- Evaluate the merits of major sociological perspectives and theories in application to social phenomenon.
- Locate, analyze, assess, and communicate sociological scholarship in a manner that is "academically sound and viable."
- Distinguish between macro and micro levels of analysis and their relationship to understanding self-identity.
- Develop ability to synthesize sociological knowledge with knowledge from other disciplines to arrive at a more holistic understanding of social life.
- Develop cross-cultural competency, empathy, and insight into the human experience that transcends demographic categorization.

Award	Type	Grad Plan	Req Course Units	Total Units
Sociology	AA	PLAN A	27	60
+ At least 60 degree applicable units (27 total major units) are required to earn an Associate Degree.				

ASSOCIATE OF ARTS DEGREE

SOCIOLOGY

MAJOR CODE: 2208.00

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

REQUIRED COURSES		UNITS
SOC 1	Introduction to Sociology	3
SOC 2	American Social Problems	3
SOC 11	Race & Ethnic Relations	3

SPANISH

HUMANITIES & FINE ARTS

AND AT LEAST 3 UNITS FROM EACH OF THE FOLLOWING FIVE (5) GROUPS:

GROUP 1		UNITS
PSYCH 2	General Psychology II	3
ANTHRO 101	Human Biological Evolution	3

GROUP 2		UNITS
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
POLI SCI 1	The Government of the United States	3

GROUP 3		UNITS
HISTORY 12	Political & Social History of US II	3
HISTORY 41	The African-American in the US I	3
HISTORY 42	The African-American in the US II	3
HISTORY 44	The Mexican-American in the US II	3

GROUP 4		UNITS
PHILOS 1	Introduction to Philosophy	3
PHILOS 20	Ethics	3

GROUP 5		UNITS
PSYCH 1	General Psychology I	3
PSYCH 16	Intimacy, Marriage, & Family Relations	3
PSYCH 41	Life Span Psychology: From Infancy	3

AND AT LEAST 3 UNITS FROM THE FOLLOWING: UNITS

CO SCI 901	Intro to Computers and Their Use	3
MATH 227	Statistics	4
PHILOS 6	Logic in Practice	3
PHILOS 8	Deductive Logic	3
PHILOS 9	Symbolic Logic	3

RECOMMENDED COURSES UNITS

ANTHRO 102	Human Ways of Life: Cultural Anthro	3
GEOG 2	Cultural Elements of Geography	3

NOTE: Most CSU institutions and UCLA require Mathematics 227 (Statistics) for transfer students in Sociology.

The Associate of Arts degree in Spanish includes coursework that aligns with specific lower-division major requirements for the Spanish 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 Spanish 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.

A degree in Spanish facilitates professional opportunities in business, industry, education, and government, as well as provides personal enrichment in understanding Spanish language and culture.

PROGRAM LEARNING OUTCOMES (PLOs):

1. Listen with understanding to Spanish conversations.
2. Respond meaningfully in personal and community situations.
3. Speak the target language effectively and articulately in personal, community, and work settings.
4. Read confidently and competently for personal information, professional and academic needs.
5. Write in target language to communicate with purpose, meaning, and grammatical correctness.
6. Develop processes that lead to insight an understanding of the culture.
7. Interact sensitively and respectfully with the cultures mores, beliefs, and traditions in the target language.

Award	Type	Grad Plan	Req Course Units	Total Units
Spanish	AA	PLAN A	18	60
+ At least 60 degree applicable units (18 total major units) are required to earn an Associate Degree.				

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.

THEATER

ASSOCIATE OF ARTS DEGREE

SPANISH

MAJOR CODE: 1105.00

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

REQUIRED COURSES		UNITS
SPANISH 1	Elementary Spanish I	5
SPANISH 2	Elementary Spanish II	5
SPANISH 3	Intermediate Spanish I	5
SPANISH 8	Conversational Spanish 2	2
SPANISH 101	Spanish Language Laboratory	1
RECOMMENDED COURSES		UNITS
ENGLISH 204	World Literature II	3

THEATER

HUMANITIES & FINE ARTS

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*

This skill certificate offers courses designed to refresh and update play writing, theater history, management, and acting skills for live theater, as well as acting for television, film and the virtual stage of multimedia.

PROGRAM LEARNING OUTCOMES (PLOs):

- Critique and evaluate the role of the theatre arts and its relationship to other parts of society.
- Evaluate the historical, artistic, social, and philosophical environments in which theatre exists.
- As a theatre patron analyze and critique dramatic literature and performance.
- As a participant in theatre productions, formulate alternative solutions to theatrical production situations.
- Audition and perform in community, educational, and/or professional theatres.
- Work as a theatre technician in community, educational, and/or professional theatres

THEATER ARTS		UNITS
Major Code: 1007.11		
REQUIRED COURSES		

THEATER 100	Introduction to Theater	3
THEATER 110	History of the World Theater	3
THEATER 200	Introduction to Acting	3
PLUS 6 UNITS FROM THE FOLLOWING:		
THEATER 130	Playwriting	3
THEATER 233	Play Production	3
THEATER 240	Voice and Articulation for Theater	3
THEATER 265	Movement for the Actor	2
THEATER 271	Intermediate Acting	2
THEATER 275	Scene Study	2
THEATER 278	Film and Television Acting	3
THEATER 285	Directed Study -Theater	2
THEATER 300	Introduction to Stage Craft	3
THEATER 501	Intro to Motion Picture Production	3
THEATER 505	History of Motion Pictures	3
SKILL CERTIFICATE UNITS REQUIRED		15

TRAVEL

APPLIED TECHNOLOGY

The Associate of Arts degree in Travel is designed as a career training educational curriculum track. 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's Travel program will prepare you for a fast growing career.

Our courses prepare students for careers in most segments of the travel industry: touring, lodging, cruising, destination promotion, event planning, airport operations and travel agencies. Job advancement in the field often comes quickly, and the business lends itself to entrepreneurs, home-based workers and career changers as well.

PROGRAM LEARNING OUTCOMES (PLOs):

- Student ability to read, listen to, and integrate written and lecture information for understanding needed to evaluate and apply tourism practices, principles and procedures.

TRAVEL

- Effective use of written English language
- Successful written and verbal communication Understanding distance, time and weight differences and monetary considerations sales and business profitability Ability to place oneself in the total scheme of a new country and new culture
- Learning to interact with other cultures Application of knowledge of American culture, ethics, and academic standards
- Familiarization with and application of American and foreign standards and tourism rules and laws Use of computers and internet for communication

Award	Type	Grad Plan	Req Course Units	Total Units
Travel	AA	PLAN B	36	60
Travel	Cert	N/A	30	30

+ At least 60 degree applicable units (36 total major units) are required to earn an Associate Degree.

ASSOCIATE OF ARTS DEGREE
TRAVEL

MAJOR CODE: 3009.00

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

The Associate of Arts degree in Travel is designed for the student who seeks a rewarding career as a travel professional.

REQUIRED COURSES	UNITS
TRAVEL 100 Introduction to Industry	3
AND AT LEAST 33 UNITS FROM THE FOLLOWING:	
TRAVEL 110 Apollo Computer Reservations	3
TRAVEL 115 Sabre Computer Reservations	3
TRAVEL 130 Geography of North America, Hawaii, and the Caribbean	3
TRAVEL 135 Geography of Europe and the Middle East	3
TRAVEL 137 Geography of Asia, Africa, South America and the South Pacific	3
TRAVEL 140 OR MARKET 21 Travel Industry Sales, Service, and Marketing OR	3
TRAVEL 155 Tour Escorting, Planning and Operations	3

TRAVEL 161 OR BUS 1	How to Run a Travel Business	3
TRAVEL 175	Meeting/Convention & Incentive Planning	3
TRAVEL 180	Cruise Sales Specialization	3
TRAVEL 186	Internet Travel Research	3
TRAVEL 300	Introduction to the Hospitality Industry	3
TOTAL UNITS		36

The Travel Department also offers a Certificate of Achievement that reflects increasing levels of knowledge and preparation for employment in Travel. Requirements are highly flexible, permitting you to tailor your course selection to your interests and intended career path:

◆ CERTIFICATE OF ACHIEVEMENT
ADVANCED TRAVEL
RECOMMENDED COURSE SEQUENCE
MAJOR CODE: 3009.00

REQUIRED COURSES	UNITS
TRAVEL 100 Introduction to Industry	3
ELECTIVES (27 UNITS FORM THE FOLLOWING)	
ANY TRAVEL COURSES	27
TOTAL UNITS	30

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.*

BASIC TRAVEL	UNITS
Major Code: 3009.00	
REQUIRED COURSES	
TRAVEL 100 Introduction to Industry	3
ELECTIVES (9 UNITS FORM THE FOLLOWING)	
ANY TRAVEL COURSES	9
TOTAL UNITS	12

TRAVEL

The NonCredit Program offers ESL, GED, Citizenship, and Vocational classes. Services include customized training, offsite offerings, as well as a comprehensive Multimedia Resource Center. The program has been designed to meet both academic and personal development goals. All of our classes are free of charge.

Courses shown in this "Noncredit" section provide adults with skills that are critical to their ability to succeed in college or on the job. These courses help students learn English, learn to read and write, prepare for the GED (General Educational Development) test, gain American citizenship, and learn a job skill. All of the courses and services are free. Because these courses are noncredit, none of these courses provides units and cannot be counted towards a degree.

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.*