

HOSPITALITY

The Hospitality program 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.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1307.03

(36 UNITS, PLAN B)

REQUIRED COURSES	UNITS
TRAVEL 100 Introduction to the Travel Industry	3
TRAVEL 300 Introduction to the Hospitality Industry	3
TRAVEL 305 Hotel Restaurant Supervision	3
HOSPT 302 Introduction to Hotel/Motel Operations	3
HOSPT 303 Hotel Front Office Operations	3
HOSPT 310 Hospitality Sales	3
HOSPT 311 Hospitality Marketing	3
HOSPT 325 Guest Relations Management	3
HOSPT 330 Managing Technology and E-Commerce	3

AND 9 UNITS FROM THE FOLLOWING:

TRAVEL 140 Travel Industry Sales, Service, and Marketing	3
TRAVEL 175 Meeting/Convention and Incentive Planning	3
TRAVEL 931 Cooperative Education - Travel	3
HOSPT 320 Hospitality Law	3
TOTAL UNITS	36

CERTIFICATE OF ACHIEVEMENT - HOSPITALITY

MAJOR CODE 1307.05

(36 UNITS)

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

CERTIFICATE OF ACHIEVEMENT- HOTEL FRONT DESK AND BACK OFFICE OPERATIONS

MAJOR CODE 1307.06

(18 UNITS)

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

AND 3 UNITS FROM THE FOLLOWING:

TRAVEL 100 Introduction to the Travel Industry	3
HOSPT 310 Hospitality Sales	3
TRAVEL 931 Cooperative Education - Travel	3
TOTAL UNITS	18

CERTIFICATE OF ACHIEVEMENT - HOTEL SALES AND MARKETING

MAJOR CODE 1307.07

(18 UNITS)

REQUIRED COURSES	UNITS
TRAVEL 100 Introduction to the Travel Industry	3
TRAVEL 300 Introduction to the Hospitality Industry	3
TRAVEL 305 Hotel Restaurant Supervision	3
HOSPT 310 Hospitality Sales	3
HOSPT 311 Hospitality Marketing	3

AND 3 UNITS FROM THE FOLLOWING:

TRAVEL 140 Travel Industry Sales, Service, and Marketing	3
TRAVEL 931 Cooperative Education - Travel	3
TOTAL UNITS	18

CERTIFICATE OF ACHIEVEMENT - EVENT AND CONVENTION PLANNING

MAJOR CODE 1307.08

(18 UNITS)

REQUIRED COURSES	UNITS
TRAVEL 175 Meeting/Convention and Incentive Planning	3
HOSPT 302 Introduction to Hotel/Motel Operations	3
HOSPT 320 Hospitality Law	3
HOSPT 340 Introduction to Professional Food Service	3
HOSPT 345 Event Management	3

AND 3 UNITS FROM THE FOLLOWING:

TRAVEL 140 Travel Industry Sales, Service, and Marketing	3
TRAVEL 175 Meeting/Convention and Incentive Planning	3
TRAVEL 931 Cooperative Education - Travel	3
TOTAL UNITS	18

LAW / PRE-LAW

(SEE PARALEGAL STUDIES)

West Los Angeles College does not have a Law or Pre-Law program. See the Paralegal Studies section for specific requirements for an A.A. Degree or Certificate in Paralegal Studies. Meet with a counselor to discuss options.

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.)

LIBERAL ARTS

GENERAL STUDIES OPTION | LIBERAL STUDIES OPTION

NOTE: The Associate of Arts degree program in Liberal Arts will be effective Fall 2008, pending approval by the California State Chancellor's Office.

The Liberal Arts degree is designed for students who desire a broad base of knowledge in liberal arts and sciences. The General Studies option offers a wide range of coursework in various areas of emphasis. The Liberal Studies option is designed for students preparing for a career as an elementary school teacher. The Liberal Arts degree is ideal for students planning to transfer to the California State University (CSU) or University of California (UC) system, as students can satisfy the specific general education requirements and complete additional transferable coursework in an area of individual interest.

The Liberal Arts degree consists of a core of General Education coursework, 18 units in a specific area of emphasis, Health and Physical Education activity course requirements, and elective coursework to complete the balance of the 60 units required for the Associate degree.

NOTE: All courses in the areas of emphasis must be completed with a grade of "C" or higher.

ASSOCIATE OF ARTS DEGREE - GENERAL STUDIES OPTION

MAJOR CODE 4901.00

LIBERAL STUDIES OPTION

MAJOR CODE 4901.20

DEGREE REQUIREMENTS	UNITS
1. General Education Core (<i>Select one</i>)	
West Los Angeles College (WLAC) GE	
Minimum GE units required	30
CSU/GE*	
Minimum GE units required for CSU/GE Certification	39-41
IGETC**	
Minimum units required for IGETC Certification	34-41
* Students completing CSU/GE core must complete Political Science 1 and a U.S. History course under Section D in order to fulfill the American Institutions requirement for associate degree.	
** Students completing IGETC core 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.	
2. Area of Emphasis Coursework (<i>see below for approved areas of emphasis for general studies and liberal studies options</i>)	18
3. Health Requirement***	3
4. Physical Education Activity Requirement***	1
5. Electives (<i>as necessary to complete the required 60 units for the Associate degree</i>)	

***Students completing WLAC core will fulfill the Health and Physical Education activity requirements as part of the required coursework.

AREAS OF EMPHASIS - GENERAL STUDIES OPTION

ADMINISTRATION OF JUSTICE

These courses emphasize the study of the administration of justice and are designed to serve transfer students and students who wish to prepare themselves for one of several careers in law enforcement.

18 units selected from:

- Required courses:* Administration of Justice 1, 2, 4, 75, 160
Select one of the following: Administration of Justice 3, 5, 6, 8, 9, 11, 14, 15, 16, 39, 60, 62, 67, 102, 260, 285, 306, 307, 309, 310, 311

ARTS & HUMANITIES

These courses emphasize the study of cultural, literary, humanistic activities and artistic expression of human beings. Students will evaluate and interpret the ways in which people through the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students will also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

18 units selected from:

(NOTE: Maximum of 9 units from any one content area)

- Art 101, 102, 103, 109, 111, 201, 204, 300, 301, 304, 501, 502, 604, 700, 708
 Cinema 5, 107, 112, 118
 Dance 431, 434, 437, 440, 452, 460, 462, 463, 483, 669, 680, 814, 822
 French 1, 2, 3, 4
 Japanese 1, 21 & 22
 Library Science 101, 103
 Music 101, 111, 112, 121, 122, 141
 Theater Arts 100, 101, 501, 505
 English 127, 203, 204, 205, 206, 209, 213, 215, 219, 233, 239, 234, 254, 270, 275
 History 1, 2
 Humanities 1, 30, 31, 60, 61, 77
 Philosophy 20, 33, 41
 Spanish 1, 2, 3, 4
 Speech 135

BIOLOGY

This pattern of courses prepares the student to transfer to a CSU or a UC campus as a life science major. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools.

Required courses:

- Math 261 (5 units), Math 262 (5 units)
 Chemistry 101 (5 units), Chemistry 102 (5 units)
 Biology 6 (5 units) and Biology 7 (5 units)

PLUS:

- Chemistry 211 (5 units) - for UC transfer

Or PLUS:

- Physics 6 (4 units) and Physics 7 (4 units) - for CSU transfer

MAJOR REQUIREMENTS

BUSINESS

These courses emphasize the fundamental aspect of all phases of business, including the essentials of business law, English, communications and computations. Students will develop managerial and leadership skills, analyze marketing and financial applications, and develop the ability to organize and compose various types of written and oral business communications. Students will calculate business accounting methods and principals. Students will be able to interpret small business legalities and managerial proficiencies through persuasive and comprehensive communications. Students will also be able to apply these essential skills to expand their concepts of critical thinking in all business industries.

18 units selected from:

Business 1, 5 (same as Law 1), 31, 32, 38
Accounting 1 (or 21 and 22); 2, 25
Economics 1, 2
Entrepreneurship 1, 2, 3
Finance 8
Management 1, 2, 13

CHEMISTRY

This pattern of courses prepares the student to transfer to a CSU or a UC campus as a Chemistry major. Students will be able to explain and analyze the chemical world.

Required courses:

Math 261 (5 units), Math 262 (5 units)
Chemistry 101 (5 units), Chemistry 102 (5 units)

PLUS:

Chemistry 211 (5 units) *OR*
Physics 6 (4 units) and Physics 7 (4 units)

COMMUNICATION IN THE ENGLISH LANGUAGE AND CRITICAL THINKING:

These courses emphasize the content of communication as well as the form and should provide an understanding of the psychological basis and social significance of communication. Students will be able to assess communication as the process of human symbolic interaction. Students will also develop skills in the areas of reasoning and advocacy, organization, accuracy, reading and listening effectively. Students will be able to integrate important concepts of critical thinking as related to the development of analysis, critical evaluation, to reason inductively and deductively that will enable them to make important decisions regarding their own lives and society at large.

18 units selected from:

English 103
History 86, 87
Library Science 101, 103
Math 215, 227
Philosophy 6, 8, 9
Speech 101, 104, 121, 151

COMPUTER BUSINESS APPLICATION AND DATABASE MANAGEMENT

This pattern of courses enables the student to use application software package such as advanced word processing, electronic spreadsheet for business analysis, database management, and presentation graphics to solve typical business problems. This pattern is also intended for students interested in transferring to a four-year institution to pursue studies in the Computer Information Systems (MIS/CIS) area.

18 units from:

CSIT 930, 933, 934, 938, 948, 953, 965, 980, 981, 982, 988, 985, 989, 937, 967

COMPUTER NETWORK AND SECURITY MANAGEMENT

This pattern of courses emphasizes the implementation and administration of computer network and security. Students will learn computer networking technology such as network architecture, LAN & WAN, wired & wireless network standards. Students will also learn a full range of information system security concepts and apply them to the most popular operating system and application such as communication security, database security, security policies and procedures, organizations & operational security and computer forensics. This pattern is also intended for students interested in transferring to a four-year institution to pursue studies in the Computer Information Systems (MIS/CIS) area

18 units selected from:

CSIT 934 (or 935), 965, 980, 981, 982, 983, 984, 985, 988, 989, 972, 974, 991, 992, 967

COMPUTER SCIENCE

This pattern of courses prepares the student to transfer to a four-year institution to pursue studies in Computer Science, Mathematics, or Engineering. These courses emphasize the concepts of computer science and programming.

18 units from:

CSIT 902, 917, 934 (or 935), 939, 990, 936, 962, 963, 965, 967

COMPUTER WEB DESIGN AND DEVELOPMENT

This pattern of courses emphasize on web page design & web site development and e-commerce. This program takes students through the developmental phases of web page construction from basic skills to advanced skills like creating interactive and dynamic web pages using web scripting language, integrating a database with web site and publishing site on the internet. This pattern is also intended for students interested in transferring to a four-year institution to pursue studies in the Computer Information Systems (MIS/CIS) area.

18 units from:

CSIT 957, 958, 952, 962, 963, 953, 980, 981, 982, 985, 988, 989, 937, 967

FINANCE AND MARKETING

These courses emphasize the characteristics, knowledge and skill, in the context of business finance and marketing. Students will develop skills in the areas of stock analysis, trusts and budgeting financial affairs. Computations and critical thinking skills will be integrated as students establish and maintain a business through successful planning, marketing. Students will assess their own personal financial activity, investment markets, as well as understand the principals involved in consumerism, personal selling, wholesaling, and retail transactions.

18 units selected from:

- Finance 2, 8
- Marketing 1, 21
- Management 1, 2, 13
- Entrepreneurship 1, 2, 3

HEALTH SERVICES

These courses emphasize the study of health services including allied health and emergency medical services. Students will possess a fund of knowledge to understand various medical conditions, to understand normal and pathological functioning and to develop an effective treatment plan. Students will evaluate and interpret patient's signs and symptoms using reasoning and critical thinking skills. Students will integrate knowledge of anatomy and physiology into their treatment plans.

18 units selected from:

- ALD HTH 12, 33, 21, 22, 23, 43, 44, 45, 46, 47, 48, 49, 50, 52, 53

LAW

This area emphasizes the study of legal concepts, critical thinking through case studies. Using the Socratic Method, students will compare opposing points of view, contrast human rights issues and society, and the rules that form a basis of understanding the US legal system. It is not intended to prepare students for law school and is not the same as our ABA Approved Paralegal Studies Program.

18 units selected from:

- Law 1, 2, 3, 12, 16, 17, 33, 35, 51

LIFE-LONG UNDERSTANDING AND SELF DEVELOPMENT

These courses emphasize the integration of various principles which impart to the student aspects of healthful living by the integration of physical, psychological, social and spiritual factors for the student and the larger society. Students will learn how to incorporate these principles into their own lives. Students will be able to critically evaluate their personal choices regarding disease prevention, health living and making positive life choices.

18 units selected from:

(NOTE: Maximum of 9 units from any one content area)

- Dance 161, 225, 228, 229, 470, 630, 640, 666, 668, 728
- Family and Consumer Studies 21
- Health 11
- Library Science 101, 103
- Physical Education 714, 718, 727
- Physical Education activity (limit 4 units)
- Psychology 16, 41, 43
- Speech 121

MATH

Courses in Math emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra.

18 units selected from:

- Mathematics 215, 227, 235, 236, 241, 245, 260, 261, 262, 263, 270, 275

MUSIC

These courses emphasize the three areas of music - performance, theory and historical - and are designed to help students to transfer to four year college in preparing themselves for a career in music as a performer, composer/arranger, historian, critic or even as knowledgeable audience.

18 units selected from:

- Music 121, 122, 136, 181, 182, 183, 200, 201, 202, 203, 211, 212, 213, 321, 322, 323, 324, 341, 411, 412, 413, 414, 775

REAL ESTATE

These courses offer a vigorous academic program exploring all facets of the real estate profession. Courses offered are also approved by the state of California Department of Real Estate and can prepare students to become Real Estate Agents and Brokers. Students will compare residential, commercial and industrial properties; demonstrate an understanding of the appraisal process, real estate law, property management, and real estate economics. Students will examine the role of real estate as an investment and as a basis in the creation of wealth.

18 units selected from:

- Real Estate 1, 3, 4, 5, 7, 14, 18, 21
- Finance 8

SCIENCE & HEALTH

This pattern of courses prepares the student to utilize scientific information to make informed decisions about personal issues related to health.

Required courses:

- Biology 3A (3 units), Biology 3B (1 units)
- Anatomy (4 units)
- Physiology (4 units)
- Microbiology 20 (4 units)

PLUS additional courses selected from this list to bring total units to 18:

- Health (3 units)
- Chemistry 51 (5 units)
- Library Science 101 (1 unit)
- Library Science 103 (2 units)

SCIENCE & THE ENVIRONMENT

This pattern of courses prepares the student to utilize scientific information to make informed decisions about environmental issues. The influence of the acquisition and application of scientific knowledge on the status of the biosphere is covered.

Required courses:

- Environmental Science 2 (3 units)
- Earth Science 1 (3 units)
- Geography 1 (3 units), Geography 15 (3 units)

PLUS 6 units selected from:

- Biology 3A (3 units), Biology 3B (1 units)
- Environmental Science 1 (3 units)
- Oceanography 1 (3 units)
- Chemistry 51 (5 units)
- Library Science 101 (1 unit), Library Science 103 (2 units)

MAJOR REQUIREMENTS

SOCIAL & BEHAVIORAL SCIENCES:

These courses emphasize the perspective, concepts, theories and methodologies found in the social and behavioral science disciplines. Students will study about themselves and others as members of a larger society. Topics and discussion that stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

18 units selected from:

(NOTE: Maximum of 9 units from any one content area)

- Administration of Justice 1, 2
- African American Studies 4, 5
- Anthropology 101, 102, 103, 109, 121, 132
- Child Development 30, 31
- Economics 1, 2
- Geography 2, 7
- History 1, 2, 11, 12, 41, 42, 43, 44, 52
- Library Science 101, 103
- Marketing 21
- Political Science 1, 2, 4, 7
- Psychology 1, 2, 41, 43
- Sociology 1, 2

AREAS OF EMPHASIS - LIBERAL STUDIES OPTION

LIBERAL STUDIES

These courses are designed for students who wish to become future elementary school teachers. The curriculum is designed to satisfy some of the lower division transfer requirements; however, students should consult with a counselor for specific information regarding the intended major at the specific college or university of choice.

18 units selected from:

- Analytical Reading and Expository Writing: English 101
- Critical Reasoning: English 103, Philosophy 6
- Oral Communication: Speech 101
- The Real Number System: Math 215
- Biology: Biology 3A and 3B
- Introduction to Literature: English 102, 203, 204, 205, 206, 234
- Performing and Visual Arts: Art 101, 102, 103, Music 111
- Humanities, Philosophy, and Religion: Anthropology 121, Philosophy 1, 20, 33,
- World Geography: Geography 2
- World History: History 86
- United States History: History 11, 41
- Government: Political Science 1
- Child Development: Child Development 1

Note: Students may also complete lower division coursework for additional transfer degree requirements; however, students should consult with a counselor for specific information regarding such coursework.

MANAGEMENT SMALL BUSINESS

(ALSO SEE BUSINESS AND BUSINESS ADMINISTRATION)

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

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0506.01

(35 UNITS, PLAN A)

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
LAW 1	Business Law I (Same as BUS 5)	3
MGMT 1	Principles of Management OR	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
BUS 931	Cooperative Education - Business OR	3
MGMT 931	Cooperative Education - Management OR	3
MKTG 931	Cooperative Education - Marketing	3
LAW 2	Business Law II	3
SPEECH 101	Oral Communication I	3
TOTAL UNITS		35

RECOMMENDED COURSES

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