

## 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
<b>TOTAL UNITS</b>		<b>35</b>

#### 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

**CERTIFICATE OF ACHIEVEMENT**

**MAJOR CODE 0506.01**

(35 UNITS)

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 38	Business Computations	3
LAW 1	Business Law I (Same as BUS 5)	3
MGMT 1	Principles of Management	3
MGMT 2	Organization & Management Theory	3
MGMT 6	Public Relations	3
MGMT 13	Small Business Entrepreneurship	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
<b>TOTAL UNITS</b>		<b>35</b>

**RECOMMENDED COURSES**

BUS 32	Business Communications	3
ENTREP 1	Introduction to Entrepreneurship	3
ENTREP 2	Starting a New Business	3
ENTREP 3	Building and Growing a New Business	3

**SKILL CERTIFICATE**

*Note: Some skills certificates are not included on transcripts, and students completing skills certificates that are not transcribed do not participate in commencement.*

**SKILL CERTIFICATE IN ENTREPRENEURSHIP**

**MAJOR CODE 0506.41**

REQUIRED COURSES UNITS		
ENTREP 1	Introduction to Entrepreneurship	3
ENTREP 2	Starting a New Business	3
ENTREP 3	Building and Growing a New Business	3
FIN 2	Investments	3
FIN 8	Personal Finance and Investments	3
<b>TOTAL UNITS</b>		<b>15</b>

**MARKETING**

The Marketing program prepares individuals for such marketing positions as store manager, division manager, department manager, buyer, credit manager, and retail or industrial sales professional.

**ASSOCIATE OF ARTS DEGREE**

**MAJOR CODE 0509.50**

(35 UNITS, PLAN A)

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting I	5
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
LAW 1	Business Law I (Same as BUS 5)	3
MGMT 1	Principles of Management	3
MGMT 6	Public Relations	3
MGMT 13	Small Business Entrepreneurship	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
<b>TOTAL UNITS</b>		<b>35</b>

**MUSIC**

The Music curriculum is designed to meet the requirements for students matriculating to a baccalaureate-level program at four-year colleges, and to prepare students for many music vocations and careers.

Students who wish to obtain an associate degree in Music may do so by completing the course requirements listed below plus all other WLAC requirements for an associate degree.

Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice. Transfer students who want to also obtain an Associate Degree may consider doing so by completing the required coursework for the Liberal Arts degree with an area of emphasis in Music (See LIBERAL ARTS).

## MAJOR REQUIREMENTS

### ASSOCIATE OF ARTS DEGREE

#### MAJOR CODE 1004.00

(33 UNITS, PLAN A)

REQUIRED COURSES	UNITS
MUSIC 200 Introduction to Music Theory	4
MUSIC 121 Music History and Literature I OR	3
MUSIC 122 Music History and Literature II	3
MUSIC 201 Harmony I	3
MUSIC 202 Harmony II	3
MUSIC 203 Harmony III	3
MUSIC 211 Musicianship I	3
MUSIC 212 Musicianship II	3
MUSIC 213 Musicianship III	3

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

MUSIC 321 Elementary Piano I	2
MUSIC 322 Elementary Piano II	2
MUSIC 324 Elementary Piano III	2
MUSIC 341 Intermediate Piano	2

#### PLUS 2 UNITS FROM THE FOLLOWING:

MUSIC 411 Elementary Voice I	2
MUSIC 412 Elementary Voice II	2
MUSIC 413 Elementary Voice III	2
MUSIC 414 Elementary Voice IV	2

#### PLUS THE FOLLOWING 2 UNITS:

MUSIC 501 College Choir	.5
MUSIC 561 Chamber Chorale	5
MUSIC 725 Community Orchestra	.5
MUSIC 775 Jazz Ensemble	.5

**TOTAL UNITS 33**

The piano proficiency requirement may be met by examination if the student has had previous training. Enrollment in the elementary voice sequence (MUSIC 411, 412, 413, 414), and/or the elementary piano sequence (MUSIC 321, 322, 323, 324) is recommended for Music majors who are preparing for performance or music education careers. Music majors are required to enroll in a music performance class every semester.

### SKILL CERTIFICATE

*Note: Some skills certificates are not included on transcripts, and students completing skills certificates that are not transcribed do not participate in commencement.*

### SKILL CERTIFICATE IN SONGWRITER'S WORKSHOP

#### MAJOR CODE 2203.00

#### REQUIRED COURSES

MUSIC 271 Songwriters' Workshop I	3
MUSIC 272 Songwriters' Workshop II	3
MUSIC 273 Songwriters' Workshop III	3
MUSIC 274 Songwriters' Workshop IV	3
<b>TOTAL UNITS</b>	<b>12</b>

## OFFICE ADMINISTRATION

(SEE COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES - CAOT)

## PARALEGAL STUDIES

A paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.

Paralegals may not provide legal services directly to the public except as permitted by law.

**IMPORTANT:** In order to be admitted into the Paralegal Studies Program, you must attend an orientation and submit an application directly to the Program Director prior to taking any classes. Please contact the Program Director at (310) 287-4438 or via e-mail at [paralegal@wlac.edu](mailto:paralegal@wlac.edu).

### PARALEGAL PROGRAM OBJECTIVES

1. The Paralegal Studies Program is designed to prepare the student to assist the attorney in both private and public sectors in all phases of legal work and to equip the student with the knowledge necessary to enter the legal service fields as an entry-level paralegal.
2. To insure quality paralegal education at the community college level
3. To familiarize students with the legal system and the role of the paralegal in the delivery of legal services in the public and private sectors.
4. To train students to be prepared to use and apply the most current paralegal skills.
5. To educate students to intelligently and ethically serve the legal community.
6. To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
7. To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
8. To educate and train students in areas of procedural law emphasizing the paralegal's role in litigation, mediation and arbitration.
9. To educate students about the general principles of ethical legal practice as defined by the American Bar Association's Standing Committee on Ethics and Professional Responsibility, and California's Business & Professions Code B6450.
10. To encourage students to contribute to the advancement of the legal profession.
11. To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.