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 one of the Liberal Arts and Science degrees which 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).
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

TOTAL UNITS 18

LAW

(SEE PARALEGAL STUDIES)

LIBERAL ARTS & SCIENCES

ASSOCIATE DEGREES

ARTS AND HUMANITIES OPTION

BEHAVIORAL AND 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.

Liberal Arts & Sciences Associate Degree Requirements:

Requirements for the Liberal Arts and Sciences Degree may be satisfied by completing a total of 60 units comprised of the following:

1. General Education (GE) Core (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 Certification 39-41
   Note: Students completing CSU/GE must complete Political Science 1 or a U.S. History course under Section D in order to fulfill the American Institutions requirement for associate degree.

   Intersegmental General Education Transfer Curriculum (IGETC) UNITS
   Minimum units required for IGETC Certification 34-41
   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.

2. One (1) Health and one (1) Physical Education Activity Course
   (Students completing West GE will fulfill this requirement as part of the West GE coursework)

3. 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

4. Electives 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 AND SCIENCES: ARTS & 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.
ASSOCIATE OF ARTS DEGREE - LIBERAL ARTS AND SCIENCES: BEHAVIORAL & SOCIAL SCIENCES

MAJOR REQUIREMENTS

- Art 101, 102, 103, 201, 202, 300, 301, 302, 304, 305, 307, 501, 502, 503, 700, 701, 708, 709
- American Sign Language
- Chinese
- Cinema 3, 107
- English 101, 102, 103, 203, 204, 205, 206, 209, 213, 215, 219, 233, 239, 234, 254, 270, 275
- French 1, 2, 3, 4
- History 1, 2
- Humanities 1, 30, 60, 61, 77
- Japanese 1, 21 & 22
- Library Science 101, 103
- Music 101, 111, 141, 321, 322, 324, 411, 412, 413, 414, 501, 561, 725, 775
- Philosophy 1, 20, 33, 41
- Theater Arts 100, 110, 505
- Spanish 1, 2
- Speech 101, 104, 121

ASSOCIATE OF ARTS DEGREE - LIBERAL ARTS AND SCIENCES: HEALTH PROFESSIONS

MAJOR REQUIREMENTS

- Administration of Justice
- African American Studies
- Anthropology
- Business
- Child Development
- Economics
- Environmental Science
- Geography
- History
- Law
- Library Science
- Mathematics
- Personal Development
- Political Science
- Psychology
- Sociology
- Speech

ASSOCIATE OF ARTS DEGREE - LIBERAL ARTS AND SCIENCES: MATH, SCIENCE, & COMPUTER SCIENCE

MAJOR REQUIREMENTS

- Administration of Justice
- African American Studies
- Anthropology
- Business
- Child Development
- Economics
- Environmental Science
- Geography
- History
- Law
- Library Science
- Mathematics
- Personal Development
- Political Science
- Psychology
- Sociology
- Speech
Choose at least 12 units* from 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, 15(L)
Geology 1, 6(L)
Oceanography 1
Microbiology 20
Physiology 1
Physics 6, 7, 37

AND At least 3 units* (but no more than 6 units) from courses listed below:

*NOTE: The total number of units must be at least 18 units.

MANAGEMENT - SMALL BUSINESS

ASSOCIATE DEGREES

(ALSO SEE BUSINESS AND BUSINESS ADMINISTRATION)

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.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0506.40

(35 UNITS, PLAN A) + All West requirements for Associate Degree

REQUERED COURSES

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<tr>
<th>COURSE</th>
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<td>ACCTG 1</td>
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<td>BUS 1</td>
<td>Introduction to Business</td>
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<td>BUS 38</td>
<td>Business Computations</td>
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<tr>
<td>LAW 1</td>
<td>Business Law I (Same as BUS 5)</td>
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<tr>
<td>MGMT 1</td>
<td>Principles of Management</td>
<td>3</td>
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<tr>
<td>OR MGMT 13</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
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<tr>
<td>MGMT 2</td>
<td>Organization &amp; Management Theory</td>
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<td>MKTG 1</td>
<td>Principles of Selling</td>
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<tr>
<td>SPEECH 101</td>
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ELECTIVES (3 UNITS FROM THE FOLLOWING)

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<tr>
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<td>ENTREP 3</td>
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TOTAL UNITS 35

CERTIFICATES OF ACHIEVEMENT

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 0506.40

(35 UNITS)

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<td>MGMT 6</td>
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TOTAL UNITS 35

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</tbody>
</table>

TOTAL UNITS 35

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.

SKILL CERTIFICATE IN ENTREPRENEURSHIP

MAJOR CODE 0506.41

REQUERED COURSES

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TOTAL UNITS 15