

## MAJOR REQUIREMENTS

# CERTIFIED NURSING ASSISTANT AND HOME HEALTH AIDE

ALLIED HEALTH DIVISION

The Certified Nursing Assistant and Home Health Aide curriculum 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 program. Upon successful completion of curriculum requirements, the student is eligible to take the State of California Certification Examination. Requirements for acceptance 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/Allied-Health/index.aspx](http://www.wlac.edu/Allied-Health/index.aspx) 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 Courses (CNA)

MAJOR CODE: 1230.30

	UNITS
Nursing 056 Essential Practice Skills for Assistants	1
Nursing 399A Certified Nurse Assistant	5
Allied Health 21 Basic Cardiac Life Support	.5
<b>TOTAL UNITS REQUIRED</b>	<b>6.5</b>

### Home Health Aide

MAJOR CODE: 1230.80

	UNITS
Nursing 399B* Certified Home Health Aide	2
<b>TOTAL UNITS REQUIRED</b>	<b>2</b>

Note: Nursing 399A or an active Certified Nurse Assistance License is a pre-requisite to Nursing 399B.



### 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*

### Certified Nurse Assistant (CNA)

MAJOR CODE: 1230.30

	UNITS
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
<b>TOTAL UNITS REQUIRED</b>	<b>8.5</b>

### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS

## CHEMISTRY

SCIENCE DIVISION

### ASSOCIATE DEGREE

#### 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 MAJOR UNITS	TOTAL UNITS
Chemistry	AA	Plan B	45	60

### ASSOCIATE OF ARTS DEGREE

#### Chemistry

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
<b>TOTAL UNITS</b>		<b>45</b>

### RECOMMENDED COURSE SEQUENCE

MAJOR CODE: 1905.00

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

PRE-MAJOR PREPARATION SEMESTER B	UNITS
CHEM 102 General Chemistry II	5
MATH 260 Pre-Calculus	5
<b>TOTAL SEMESTER B UNITS</b>	<b>10</b>

SEMESTER 1	UNITS
CHEM 211 Organic Chemistry for Science Majors I	5
MATH 261 Calculus I	5
<b>TOTAL SEMESTER 1 UNITS</b>	<b>10</b>

SEMESTER 2	UNITS
CHEM 212 Organic Chemistry for Science Majors II	5
MATH 262 Calculus II	5
PHYSICS 37 Physics for Engineers & Scientists I	5
<b>TOTAL SEMESTER 2 UNITS</b>	<b>15</b>

SEMESTER 3	UNITS
MATH 263 Organic Chemistry for Science Majors II	5
PHYSICS 38 Physics for Engineers & Scientists II	5
GEN ED 1- GEN ED COURSE	3
<b>TOTAL SEMESTER 3 UNITS</b>	<b>13</b>

**TOTAL DEGREE UNITS** 60<sup>^</sup>

<sup>^</sup> Minimum 60 units required for degree per Plan B requirement.

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

SOCIAL SCIENCES DIVISION

### ASSOCIATE DEGREE

#### 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.

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 College District must be evaluated by the Department Chairperson.

West Los Angeles College offers an Associate Degree for Transfer in Early Childhood Education. Refer to the ADT Section of this catalog for degree requirements.

#### PROGRAM LEARNING OUTCOMES (PLOs):

*Upon completion of this program, students will:*

- **Understanding 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.
- **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.

#### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS

- 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 COURSES UNITS	TOTAL UNITS
Child Development	AA	Plan B	40	60
Child Development	Cert	N/A	31	31

## ASSOCIATE OF ARTS DEGREE

### Child Development

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 10 Health Safety, and Nutrition	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 65 Adult Supervision and Early Childhood Mentoring	2
<b>TOTAL UNITS</b>	<b>34</b>

### PLUS REQUIRED 6 UNITS OF SPECIALIZATION

Child Health, Safety, and Nutrition:	UNITS
CD 10 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.

## RECOMMENDED COURSE SEQUENCE

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
<b>TOTAL SEMESTER 1 UNITS</b>	<b>12</b>

SEMESTER 2	UNITS
CD 7 Introduction to Curriculum ECE	3
CD 8 Curriculum in ECE	3
CD Elective Child Development Elective	3
<b>TOTAL SEMESTER 2 UNITS</b>	<b>9</b>

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
<b>TOTAL SEMESTER 3 UNITS</b>	<b>10</b>

# MAJOR REQUIREMENTS

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
<b>TOTAL SEMESTER 4 UNITS</b>		<b>9</b>
<b>TOTAL MAJOR UNITS</b>		<b>40</b>



## CERTIFICATE OF ACHIEVEMENT

### Child Development

MAJOR CODE: 1305.00

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 10	Health, Safety, & Nutrition	3
CD 11	Child, Family, and Community	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
<b>TOTAL CERTIFICATE UNITS</b>		<b>31</b>

### RECOMMENDED COURSE SEQUENCE

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
<b>TOTAL COURSE UNITS</b>		<b>15</b>

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
<b>TOTAL COURSE UNITS</b>		<b>16</b>

**TOTAL CERTIFICATE UNITS** 31

\*Choose any CD course not identified as a requirement.



## 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\*:

#### Teacher Private Pre-School

MAJOR CODE: 1305.01

		UNITS
CD 1	Child Growth and Development	3
CD 2	Early Childhood: Principles and Practices	3
CD 7	Introduction to Curriculum ECE	3
OR		
CD 8	Curriculum in ECE	3
CD 11	Child, Family, and Community	3
<b>SKILL CERTIFICATE* UNITS REQUIRED**</b>		<b>12</b>

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

### Skill Certificate\*:

#### Infant and Toddler Studies

MAJOR CODE: 1305.13

		UNITS
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
<b>SKILL CERTIFICATE* UNITS REQUIRED</b>		<b>15</b>

### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS

## Skill Certificate\*:

### Special Needs Children

MAJOR CODE: 1305.20

	UNITS
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
<b>SKILL CERTIFICATE* UNITS REQUIRED</b>	<b>15</b>

*\*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
<b>SKILL CERTIFICATE* UNITS REQUIRED**</b>	<b>15</b>

## Skill Certificate\*:

### Administration and Supervision of Early Childhood Programs

MAJOR CODE: 1305.13

	UNITS
CD 7 Introduction to Curriculum ECE	3
OR	
CD 8 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
<b>SKILL CERTIFICATE* UNITS REQUIRED</b>	<b>15</b>

## Skill Certificate\*:

### Health, Nutrition, and Food Sanitation in Early Childhood Programs

MAJOR CODE: 1305.20

	UNITS
CD 1 Child Growth and Development	3
CD 10 Health, Safety, & Nutrition	3
FCD 21 Nutrition	3
HEALTH 11 Principles of Healthy Living	3
OR	
HEALTH 12 Safety Education and First Aid	3
<b>SKILL CERTIFICATE* UNITS REQUIRED</b>	<b>12</b>

# CINEMA

CINEMA, ENTERTAINMENT & MEDIA ARTS DIVISION



## SKILL CERTIFICATE\*

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.

*\*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
<b>SKILL CERTIFICATE* UNITS REQUIRED**</b>	<b>9</b>

## MAJOR REQUIREMENTS

### CHOOSE 6 UNITS OF ELECTIVES:

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
MULTIMD 100	Intro to Multimedia Computer Applications	3
MULTIMD 210	Digital Editing	3
MULTIMD 320	Web Design	3
<b>TOTAL UNITS</b>		<b>6</b>
<b>TOTAL SKILL CERTIFICATE* UNITS</b>		<b>15</b>

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

## COMMUNICATION STUDIES

### LANGUAGE ARTS 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.



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

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.

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.

### 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.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Communications Studies	AA-T	CSU/IGETC	18	60
Communication Studies (formally Speech)	AA	Plan A	21	60

### ATTENTION TRANSFER STUDENTS

**NOTE:** Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS



## ASSOCIATE OF ARTS DEGREE FOR TRANSFER (AA-T)

### Communications Studies

MAJOR CODE: 1506.00

The AA-T in Communication Studies requires a total of 18 units in the major plus the IGETC or CSU General Education Plan for a total of 60 units.

REQUIRED COURSES:		UNITS
COMM 101	Oral Communication	3

#### 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
<b>TOTAL MAJOR UNITS</b>		<b>18</b>



## ASSOCIATE OF ARTS DEGREE

MAJOR CODE: 1506.00

(formally Speech)

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.

### 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.

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

REQUIRED COURSES:		UNITS
COMM 101	Oral Communication	3
COMM 104	Argumentation	3
COMM 121	Process of Interpersonal Communication	3
COMM 151	Small Group Communication	3

### AND 9 UNITS FROM THE FOLLOWING COURSES

ENGLISH 102	College Reading and Comprehension II	3
COMM 111	Voice and Articulation or Theater 240	3
THEATER 200	Introduction to Acting	3
<b>TOTAL MAJOR UNITS REQUIRED</b>		<b>21</b>



# MAJOR REQUIREMENTS

## COMPUTER APPLICATION AND OFFICE TECHNOLOGY - GENERAL OFFICE

COMPUTER SCIENCE & APPLICATION DIVISION

### ASSOCIATE DEGREE

#### PROGRAM OVERVIEW

The Associate of Arts degree in Computer Application and Office technologies is primarily designed for career and technical 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.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Computer Application & Office Technology General Office	AA	Plan A	32	60
Computer Application & Office Technology General Office	Cert	N/A	32	32

### ASSOCIATE OF ARTS DEGREE

#### CAOT – General Office

MAJOR CODE: 0514.00

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

REQUIRED COURSES	UNITS
ACCT 1 Introductory Accounting I	5
ACCTG 25 Automated Accounting	3
BUS 1 Introduction to Business	3
BUS 31 Business English	3
BUS 32 Business Communications	3
CAOT 79 Word Processing Applications	3
CO SCI 901 Intro to Computers and Their Use	3
CO SCI 930 Microsoft Advance Business App	4
CAOT Elective CAOT Elective*	5
<b>TOTAL REQUIRED PROGRAM UNITS</b>	<b>32</b>

#### 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
<b>TOTAL SEMESTER 1 UNITS</b>	<b>15</b>

SEMESTER 2	UNITS
ACCT 1 Introductory Accounting I	5
CAOT Elective CAOT Elective*	3
BUS 32 Business Communications	3
CO SCI 930 Microsoft Advance Business App	4
<b>TOTAL SEMESTER 2 UNITS</b>	<b>15</b>

#### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS

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
<b>TOTAL SEMESTER 3 UNITS</b>		<b>16</b>

SEMESTER 4		UNITS
GE Electives	GE Electives-Plan A	14
<b>TOTAL SEMESTER 4 UNITS</b>		<b>14</b>

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



## CERTIFICATES OF ACHIEVEMENT

### CAOT – General Office

MAJOR CODE: 0514.00

#### 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
<b>TOTAL COURSE UNITS</b>		<b>9</b>

SEMESTER 2		UNITS
ACCT 1	Introductory Accounting I	5
BUS 32	Business Communications	3
CO SCI 930	Microsoft Advance Business App	4
CAOT Elective	CAOT Elective*	3
<b>TOTAL COURSE UNITS</b>		<b>15</b>

SEMESTER 3		UNITS
ACCT 25	Automated Accounting Methods & Procedures	3
CAOT Elective	CAOT Elective*	2
CAOT 79	Word Processing Applications	3
<b>TOTAL COURSE UNITS</b>		<b>8</b>
<b>TOTAL CERTIFICATE UNITS</b>		<b>32</b>

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

It is recommended that students consult with a WLAC counselor to develop a Student Educational Plan (SEP).

### Legal Secretary

MAJOR CODE: 0514.10

#### PROGRAM DESCRIPTION

This program prepares individuals with the knowledge and skills to perform secretarial duties and assume specific responsibilities in a legal office.

#### PROGRAM LEARNING OUTCOMES (PLOs)

1. Use current and emerging computing technology to enhance business and individual productivities.
2. Be proficient in the use of general and specialized computer software and used in law offices and the courts.
3. Attend to details accurately in the preparation, perfection and assembly of appropriate forms, document, exhibits, and records.
4. Be knowledgeable of legal terms and definitions, and applicable federal and state laws, as they may pertain to the specialty practiced.

#### RECOMMENDED COURSE SEQUENCE

SEMESTER 1		UNITS
CAOT 23ABC	Legal Secretarial Procedures	3
PARALEGAL 10	Intro to Law and Legal Profession	3
CAOT 39	Word Processing, Keyboarding, Ops	3
<b>TOTAL SEMESTER UNITS</b>		<b>9</b>

SEMESTER 2		UNITS
CAOT 79	Word Processing Applications	3
CAOT 84	Microcomputer Office Applications	3
CAOT 93	Legal Document Production	2
<b>TOTAL SEMESTER UNITS</b>		<b>8</b>

**TOTAL CERTIFICATE UNITS** 17

# MAJOR REQUIREMENTS

## COMPUTER APPLICATION OFFICE TECHNOLOGY - WORD PROCESSING

COMPUTER SCIENCE & APPLICATION DIVISION

### ASSOCIATE DEGREE

#### PROGRAM OVERVIEW

The Associate of Arts degree in Computer Application and Office technologies is primarily designed for career and technical 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 spreadsheet, 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 COURSES UNITS	TOTAL UNITS
Computer Application & Office Technology – Word Processing	AA	Plan B	39	60
Computer Application & Office Technology Word Processing	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

#### CAOT – Word Processing

MAJOR CODE: 0514.01

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

REQUIRED COURSES	UNITS
ACCT 1 Introductory Accounting I	5
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	12
<b>TOTAL REQUIRED UNITS</b>	<b>39</b>

### CERTIFICATE OF ACHIEVEMENT

#### CAOT – Word Processing

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
<b>TOTAL REQUIRED UNITS</b>	<b>30</b>

#### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS

## COMPUTER NETWORK AND SECURITY MANAGEMENT

COMPUTER SCIENCE & APPLICATION DIVISION

### ASSOCIATE DEGREE

#### 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.

AWARD	TYPE	GRAD PLAN	REQ COURSES 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

### ASSOCIATE OF ARTS DEGREE

#### Computer Network and Security Management

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
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>

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
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>

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
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>

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
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

*\*Major Electives: Choose 9 CO SCI elective units from the following CO SCI courses: 185, 913, 916, 935, 951, 967,973, 975, 976, 977, 983, 984, 987, 988, 989, 991, or 992.*

# MAJOR REQUIREMENTS

## ASSOCIATE OF SCIENCE DEGREE

### Computer Network and Security Management

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
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>

\*Major Electives: Choose 9 CO SCI elective units from the following CO SCI courses: 185, 913, 916, 935, 951, 967, 983, 984, 987, 988, 989, 991, or 992.

## CERTIFICATE OF ACHIEVEMENT

### Computer Network and Security Management

MAJOR CODE: 0708.10

#### RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 934 Operating System	3
CO SCI 965 Intro to Computer Networks	3
CO SCI Elective* 1- CO SCI Elective	3
<b>TOTAL SEMESTER UNITS</b>	<b>9</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>12</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>9</b>
<b>TOTAL CERTIFICATE UNITS</b>	<b>30</b>

\*Major Electives: Choose 9 CO SCI elective units from the following CO SCI courses: 185, 913, 916, 935, 951, 967, 973, 975, 976, 977, 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.

# MAJOR REQUIREMENTS

## COMPUTER SCIENCE INFORMATION TECHNOLOGY

COMPUTER SCIENCE & APPLICATION DIVISION

### ASSOCIATE OF ARTS DEGREE

#### Computer Science Information Technology

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	
CO SCI 935 Introduction to Linux+	3
GE Electives 3- GE Electives	9
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>16</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>14</b>
<b>TOTAL DEGREE UNITS</b>	<b>60</b>

\*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, 963, 965, 967, 980, or 988.

### CERTIFICATE OF ACHIEVEMENT

#### Computer Science Information Technology

MAJOR CODE: 0702.00

#### RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 902 Introduction to Computer Science	3
CO SCI 934 Operating System	3
OR	
CO SCI 935 Introduction to Linux+	3
CO SCI Elective* 1- CO SCI Elective	3
CO SCI Elective* 1- CO SCI Elective	3
<b>TOTAL SEMESTER UNITS</b>	<b>12</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>11</b>
SEMESTER 3	UNITS
CO SCI 990 Object-Oriented Programming in Java	4
CO SCI 917 Beginning Micro-Assembly Language	3
<b>TOTAL SEMESTER UNITS</b>	<b>7</b>
SEMESTER 4	UNITS
CO SCI 936 Introduction to Data Structures	3
<b>TOTAL COURSE UNITS</b>	<b>3</b>
<b>TOTAL CERTIFICATE UNITS</b>	<b>30</b>

\*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.

# MAJOR REQUIREMENTS

## COMPUTER WEB SUPPORT & DATABASE ADMINISTRATION

COMPUTER SCIENCE & APPLICATION DIVISION

### ASSOCIATE DEGREE

#### PROGRAM LEARNING OUTCOMES (PLOSs):

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 COURSES 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

#### Computer Web Support and Database Administration

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 Development	3
CO SCI 938* Web Application Programming VB.net	3
GE Electives 2- GE Electives	6
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>

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
<b>TOTAL SEMESTER UNITS</b>	<b>16</b>

SEMESTER 3	UNITS
CO SCI 958 Web Page Development	4
CO SCI 988 Microsoft SQL Server	3
CO SCI Elective CO SCI Elective	2
GE Electives 2- GE Electives	6
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>

SEMESTER 4	UNITS
CO SCI 963* Web Application Using ASP.net	3
GE Electives 4- GE Electives	12
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>
<b>TOTAL DEGREE UNITS</b>	<b>61</b>

\*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 938, 952, 955, 959, 963, 967, 980, and 990.

#### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS

## ASSOCIATE OF SCIENCE DEGREE

### Computer Web Support and Database Administration

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 Development	3
CO SCI 938* Web Application Programming VB.net	3
GE Electives 2- GE Electives	6
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>16</b>
SEMESTER 3	UNITS
CO SCI 958 Web Page Development	4
CO SCI 988 Microsoft SQL Server	3
CO SCI Elective CO SCI Elective*	2
GE Electives 2- GE Electives	6
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>
SEMESTER 4	UNITS
CO SCI 963* Web Application Using ASP.net	3
CO SCI Elective Any CO SCI Electives*	12
<b>TOTAL SEMESTER UNITS</b>	<b>15</b>
<b>TOTAL DEGREE UNITS</b>	<b>61</b>

\*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 938, 952, 955, 959, 963, 967, 980, and 990.

## CERTIFICATES OF ACHIEVEMENT

MAJOR CODE: 0709.00

#### 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
<b>TOTAL SEMESTER UNITS</b>	<b>9</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>13</b>
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
<b>TOTAL SEMESTER UNITS</b>	<b>9</b>
<b>TOTAL CERTIFICATE UNITS</b>	<b>31</b>

\*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 938, 952, 955, 959, 963, 967, 980, and 990.



# MAJOR REQUIREMENTS

## Business Application & Database Management

MAJOR CODE: 0701.00

### RECOMMENDED COURSE SEQUENCE

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
<b>TOTAL SEMESTER UNITS</b>	<b>9</b>

SEMESTER 2	UNITS
CO SCI 988 Microsoft SQL Server	3
CO SCI Elective 2- CO SCI Electives*	4
<b>TOTAL SEMESTER UNITS</b>	<b>7</b>
<b>TOTAL CERTIFICATE UNITS</b>	<b>16</b>

\*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 930, 938, 955, 958, 959, 967, and 980.

## Computer Network Management

MAJOR CODE: 0708.10

### RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 972 Intro to Cisco Network Fundamentals	3
CO SCI 982 Intro to Microsoft Server OS	3
<b>TOTAL SEMESTER UNITS</b>	<b>6</b>

SEMESTER 2	UNITS
CO SCI 974 Intro to Cisco Routers	3
CO SCI Electives CO SCI Electives*	8
<b>TOTAL SEMESTER UNITS</b>	<b>11</b>

**TOTAL CERTIFICATE UNITS** 17

\*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 913, 916, 951, 967, 973, 975, 976, 977, 980, 983, 984, 985, 987, 989, 991, and 992.

## Network & Information System Security

MAJOR CODE: 0708.10

### RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 965 Introduction to Computer Networks	3
CO SCI 980 Intro to Computer & Info Security I	3
<b>TOTAL SEMESTER UNITS</b>	<b>6</b>

SEMESTER 2	UNITS
CO SCI 985 Network & Info System Security	3
CO SCI Electives CO SCI Electives*	7
<b>TOTAL SEMESTER UNITS</b>	<b>10</b>

**TOTAL CERTIFICATE UNITS** 16

\*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 913, 916, 951, 967, 973, 975, 976, 977, 980, 983, 984, 985, 987, 989, 991, and 992.

## Web Support & Administration

MAJOR CODE: 0709.00

### RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
CO SCI 938 Web Application Programming VB.net	3
CO SCI 957 Intro to Web Page Development	3
<b>TOTAL SEMESTER UNITS</b>	<b>6</b>

SEMESTER 2	UNITS
CO SCI 958 Web Development Using HTML	4
CO SCI 962 Web Programming Using JavaScript	4
CO SCI Elective CO SCI Electives*	3
<b>TOTAL SEMESTER UNITS</b>	<b>11</b>
<b>TOTAL CERTIFICATE UNITS</b>	<b>17</b>

\*Major Electives: Choose CO SCI elective units from the following CO SCI courses: 185, 912, 937, 952, 955, 963, 967, 980, and 990.

### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS

## CORRECTIONS

CAREER STUDIES DIVISION

### 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.*

### Corrections

MAJOR CODE: 2105.10

	UNITS
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
<b>SKILL CERTIFICATE UNITS REQUIRED</b>	<b>15</b>

### Juvenile Corrections Officer

MAJOR CODE: 2105.09

	UNITS
ADM JUS 260 Juvenile Institution Counselor Core	8
<b>SKILL CERTIFICATE UNITS REQUIRED</b>	<b>8</b>

## DENTAL HYGIENE

ALLIED HEALTH DIVISION

### ASSOCIATE OF SCIENCE

#### PROGRAM OVERVIEW

The Associate of Science degree in Dental Hygiene is primarily designed for career and technical education and workforce training/ development. The curriculum is not aligned with course requirements for transfer to a specific major at a four-year college or university.

The 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 the 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.

For more information, call (310) 287-4464 or visit the Allied Health website at [www.wlac.edu/Allied-Health/index.aspx](http://www.wlac.edu/Allied-Health/index.aspx) 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 given 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 completion of the program, 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 Associate of Science Degree in Dental Hygiene.