SKILL CERTIFICATES*

Note: Skill certificates are not state-approved and are not included on transcripts. Only students completing state-approved degrees and/or certificates may participate in commencement.

*Departments offering Skills Certificates are responsible for their issuance.

Songwriter's Workshop

MAJOR CODE: 2203.00				
		UNITS		
MUSIC 271	Songwriters' Workshop I	3		
MUSIC 272	Songwriters' Workshop II	3		
MUSIC 273	Songwriters' Workshop III	3		
MUSIC 274	Songwriters' Workshop IV	3		
SKILL CERTI	12			

PARALEGAL

CAREER STUDIES DIVISION

West Los Angeles College offers a Paralegal Studies program that is approved by the American Bar Association (ABA). The program is designed to prepare students for work as a paralegal.

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

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

ABA PARALEGAL PROGRAM OBJECTIVES

- The Paralegal Studies Program is designed to prepare the student to assist the attorney in both private and public sectors in all phases of legal work and to equip the student with the knowledge necessary to enter the legal service fields as an entry-level paralegal.
- To insure quality paralegal education at the community college level
- To familiarize students with the legal system and the role of the paralegal in the delivery of legal services in the public and private sectors.

- To train students to be prepared to use and apply the most current paralegal skills.
- To educate students to intelligently and ethically serve the legal community.
- To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
- To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
- To educate and train students in areas of procedural law emphasizing the paralegal's role in litigation, mediation and arbitration.
- To educate students about the general principles of ethical legal practice as defined by the American Bar Association's Standing Committee on Ethics and Professional Responsibility, and California's Business & Professions Code 86450.
- To encourage students to contribute to the advancement of the legal profession.
- To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.

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

Employment of paralegals and legal assistants is projected to grow 17 percent from 2012 to 2022, faster than the average for all occupations. This occupation attracts many applicants, and competition for jobs will be strong. Experienced, formally trained paralegals with strong computer and database management skills should have the best job prospects. http://www.bls.gov/ooh/legal/paralegals-and-legal-assistants.htm

NOTE: This program is not designed for preparation for law school admission. Students should consult catalogs of law schools of their choice or a counselor when planning to attend law school.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Paralegal	AA	Plan B	41	60
Paralegal	Cert	N/A	41	41

ATTENTION TRANSFER STUDENTS

ASSOCIATE OF ARTS DEGREE

Paralegal

MAJOR CODE: 1402.00

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

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

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

REQUIRED CO	OURSES	<u>UNITS</u>
PALEGAL 10	Intro to Law and Legal Profession	3
ENGLISH 101	College Reading and Composition I	3
PALEGAL 11	Introduction to Civil Litigation	3
BUS 5	Business Law I	3
PALEGAL 14	Law Office Management and Proced	ures 3
PALEGAL 51	Legal Research for Paralegals	3
LAW 2	Business Law II or approved alternat	ive 3
PALEGAL 17	Legal Writing	ive 3 3
CAOT 93	Legal Document Production	3
PALEGAL 4	Legal Internship	3
ELECTIVES*	4 -Paralegal Electives	11
TOTAL UNITS	;	41
PARALEGAL	ELECTIVES	<u>UNITS</u>
PALEGAL 12	Tort Law	3
PALEGAL 13	Wills, Trusts, and Probate Administra	tion 3
PALEGAL 16	Civil and Criminal Evidence	3
PALEGAL 18	Family Law	3
PALEGAL 19	Property and Creditor Rights	<u>3</u> 3
PALEGAL 20	Probate Procedures	3
PALEGAL 33	Entertainment Law	3
PALEGAL 35	Immigration Law	3
PALEGAL 41	Contract Law for Paralegals	3

*LAW 3 is not an elective for Paralegal Studies

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

CERTIFICATE OF ACHIEVEMENT

Paralegal

MAJOR CODE: 1402.00

RECOMMENDED COURSE SEQUENCE

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

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

SEMESTER 1	UNITS
PALEGAL 10 Intro to Law and Legal Profession	3
ENGLISH 101 College Reading and Composition I	3
CAOT 39 or 84 Word Processing Applications	3
BUS 5 Business Law I or approved alternative	3
LAW 2 Business Law II or approved alternative	3
TOTAL COURSE UNITS	15
SEMESTER 2	UNITS
PALEGAL 11 Introduction to Civil Litigation	3
PALEGAL 51 Legal Research for Paralegals	3
PALEGAL 17 Legal Writing	3
CAOT 93 Legal Document Production	2
ELECTIVE 1—Paralegal Elective	3
TOTAL COURSE UNITS	14
SEMESTER 3	<u>UNITS</u>
PALEGAL 4 Legal Internship	3
ELECTIVE 1—Paralegal Elective	3
ELECTIVE 1—Paralegal Elective	3
ELECTIVE 1—Paralegal Elective	3
TOTAL COURSE UNITS	12
TOTAL CERTIFICATE UNITS REQUIRED	41

*LAW 3 is not an elective for Paralegal Studies

PARAMEDIC Courses

(SEE EMERGENCY MEDICAL TECHNICIAN / ALLIED HEALTH) ALLIED HEALTH DIVISION

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

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

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

All students are admitted through the UCLA Center for Prehospital Care. For more information and application requirements visit www.cpc.mednet.ucla.edu or call (310) 267-5959.

The Paramedic Program consists of 8 courses in Allied Health (43-50) and is managed through a formal contract education relationship with the UCLA Center for Prehospital Care who provides the facilities, instructors, equipment and coordinates acceptance into the program. The Paramedic Program is offered three to four times each year with cohorts beginning in Fall, Winter, and Spring semesters. The accelerated format is requested by both employers and students. The course has an 88% completion rate, 94% licensing rate, and 99% of the students have full time employment within 6 months of graduation. Prerequisites: ALD HTH 52 and a criminal background check.

REQUIRED COURSES

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

PHARMACY TECHNICIAN

ALLIED HEALTH DIVISION

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

ATTENTION TRANSFER STUDENTS

PROGRAM LEARNING OUTCOMES (PLOs):

- Critical Thinking: Upon graduation the Pharmacy Technician student should be able to analyze situations and respond to the given situations using the evidence presented in a manner which adheres to the laws and ethics of the profession.
- Communication: Upon graduation from the program the Pharmacy Technician student should be capable of completely communicating thoughts in both an oral and written format that is clear, concise, cohesive, and courteous.
- Technical: Upon graduation the Pharmacy Tech students should be able to follow the workflow of pharmacy practice in various pharmacy settings.
- Ethics: Upon graduation Pharmacy Technician students should exhibit professionalism, competence, growth, and development when practicing the profession.
- Civic Responsibility: Upon graduation the Pharmacy Technician students should be able to effectively work as a member of a team.
- Cultural Diversity: Upon graduation the Pharmacy Technician student should know how to advance the profession through leadership service activities and affiliation with professional organizations that promote the field as well as encourage members of different cultures to understand the field.

AWARD	TYPE	GRAD PLAN	REQ MAJOR UNITS	TOTAL UNITS
Pharmacy Tech	AS	Plan B	43.25	60
Pharmacy Tech (Basic)	Cert	N/A	19	19
Pharmacy Tech (Advanced)	Cert	N/A	30.25	30.25

ASSOCIATE OF SCIENCE DEGREE

Pharmacy Technician

MAJOR CODE: 1221.00

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

REQUIRED CO	DURSES	<u>UNITS</u>
PHRMCTK 21	Retail Products for Pharmacy Clerks	3
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.75
PHRMCTK 34	Community Pharmacy Externship	2.25
PHRMCTK 35	Inpatient Pharmacy Services	2
PHRMCTK 36	Inpatient Pharmacy Services Externs	ship 2.25
PHRMCTK 37	Sterile Products	4.75
PHRMCTK 38	Sterile Products Externship	2.25
ALD HTH 56	Communication & Customer Service	1
ALD HTH 57	Computers in Health Occupations	1
ELECTIVES (6	UNITS FROM THE FOLLOWING):	<u>UNITS</u>
FAM & CS 21	Nutrition	3
PSYCH 1	General Psychology	3
SOC 1	Introduction to Sociology	3
COMM 101	Public Speaking	3

ELECTIVES (4 UNITS FROM THE FOLLOWING): UNITS BIOLOGY 3A Intro to Biology Lecture 3 **AND** BIOLOGY 3B Intro to Biology Laboratory CHEM 51 Fundamentals of Chemistry I 5 General Microbiology 4 MICRO 20 PHYSIOL 1 Intro to Human Physiology 4 2 HLTHOCC 62 Skill Set for Health Care Prof HLTHOCC 63 Basic Medical Terminology 2 HLTHOCC 64 Cultural & Legal Topics for Prof 1 2.5 HLTHOCC 65 Fundamentals for Health Care Prof TOTAL 43.25

CERTIFICATES OF ACHIEVEMENT

Pharmacy Technician (BASIC)

MAJOR CODE: 1221.00

RECOMMENDED COURSE SEQUENCE

REQUIRED CO	DURSES	<u>UNITS</u>
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.75
PHRMCTK 34	Community Pharmacy Externship	2.25
ALD HTH 56	Communication & Customer Service	1
ALD HTH 57	Computers in Health Occupations	1
TOTAL	-	19

Pharmacy Technician (ADVANCED)

MAJOR CODE: 1221.00

RECOMMENDED COURSE SEQUENCE

REQUIRED CO	DURSES	<u>UNITS</u>
PHRMCTK 23	Introduction to Pharmacy	2
PHRMCTK 29	Body Systems I	3
PHRMCTK 30	Body Systems II	3
PHRMCTK 31	Pharmacy Calculations	2
PHRMCTK 32	Pharmacy Operations	4.75
PHRMCTK 34	Community Pharmacy Externship	2.25
PHRMCTK 35	Inpatient Pharmacy Services	2
PHRMCTK 36	Inpatient Pharmacy Services Externs	ship 2.25
PHRMCTK 37	Sterile Products	4.75
PHRMCTK 38	Sterile Products Externship	2.25
ALD HTH 56	Communication & Customer Service	<u>1</u>
ALD HTH 57	Computers in Health Occupations	<u>1</u>
TOTAL		30.25

PHILOSOPHY

HUMANITIES & FINE ARTS DIVISION

The Associate of Arts degree in Philosophy includes coursework that aligns with specific lower-division major requirements for the Philosophy major at various universities within the University of California (UC) and California State University (CSU) systems. West Los Angeles College also offers an Associate Degree for Transfer (AA-T) in Philosophy. Refer to the ADT section of this catalog for degree requirements.

Students interested in transferring to a four-year college or university with a major in Philosophy may also consider the Associate of Arts degree in Liberal Arts and Sciences (Arts and Humanities emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

PROGRAM LEARNING OUTCOMES (PLOs):

- Construct effective argument on moral, political and social issues by using principles of sound thinking, reasoning, logic and the absence of fallacy. (--aligns with all philosophy courses)
- Articulate clearly and verbalize (use language) an argument based on a careful analysis of data and research surrounding a specific moral, political, and social issues. (---aligns with Logic in Practice course)
- Articulate clearly using carefully chosen words and language to argue a position that is based on welldocumented research, with emphasis on facts over opinion and bias. (---aligns with Logic in Practice course)
- Develop validity and proof for a moral, political, or social issue (deductive logic) by reasoning and arguing from a general to a specific principle and/or from a premise or hypothesis to a logical and specific conclusion. (---aligns with Deductive Logic course)
- Develop validity and proof for a moral, political, or social issue (inductive logic) by reasoning and arguing from a set of particular facts or individual cases to a general conclusion. (---aligns with Deductive Logic course)

ATTENTION TRANSFER STUDENTS

6.) Through analysis of historical and current understanding of metaphysics, sciences, and religions, design and develop a personal philosophy that expresses one's view and meaning of life, (including the existence of God, good vs. bad, pleasure vs. pain, friends vs. enemies, and the search for happiness).(--- aligns with Introduction to Philosophy course)

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Philosophy	AA	Plan A	18	60
Philosophy	AA-T	IGETC or CSU	18	60

ASSOCIATE OF ARTS DEGREE

Philosophy

MAJOR CODE: 1509.00

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

REQUIRED COURSES		UNITS
PHILOS 1	Introduction to Philosophy	3
PHILOS 20	Ethics	3
PHILOS 8	Deductive Logic	3
	OR	
PHILOS 9	Symbolic Logic	3

AT LEAST 9 U	AT LEAST 9 UNITS FROM THE FOLLOWING: U			
ANTRO 101	Human Ways of Life:			
	Cultural Anthropology	3		
ECON 1	Principles of Economics I	3		
ENGLISH 203	World Literature I	3		
ENGLISH 204	World Literature II	3		
HISTORY 1	Introduction to Western Civilization I	3		
HISTORY 2	Introduction to Western Civilization II	3		
TOTAL		18		

It is recommended for students to consult with a WLAC counselor and develop a Student Educational Plan.

PHYSICAL EDUCATION

See Kinesiology

PHYSICS

SCIENCE DIVISION

The Associate of Arts degree in Physics includes coursework that aligns with specific lower-division major requirements for the Physics major at various universities within the University of California (UC) and California State University (CSU) systems. West Los Angeles College also offers an Associate of Science Degree for Transfer in Physics. Refer to the ADT section of this catalog for degree requirements.

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

PROGRAM LEARNING OUTCOMES (PLOs):

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

AWARD	TYPE	GRAD PLAN	REQ Major Units	TOTAL UNITS
Physics	AA	Plan A	40	60

ASSOCIATE OF ARTS DEGREE

Physics

MAJOR CODE: 1902.00

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

REQUIRED C	OURSES	UNITS
CHEM 101	General Chemistry I	5
CHEM 102	General Chemistry II	5
MATH 261	Calculus I	5
MATH 262	Calculus II	5
MATH 263	Calculus III	5
PHYSICS 37	Physics for Engineers/Scientists I	5
PHYSICS 38	Physics for Engineers/Scientists II	5
PHYSICS 39	Physics for Engineers/Scientists III	5
TOTAL		40

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

POLITICAL SCIENCE

SOCIAL SCIENCES DIVSION

The Associate of Arts degree in Political Science includes coursework that aligns with specific lower-division major requirements for the Political Science major at various universities within the University of California (UC) and California State University (CSU) systems. West Los Angeles College also offers an Associate Degree for Transfer in Political Science. Refer to the ADT section of this catalog for degree requirements.

Students interested in transferring to a four-year college or university with a major in Political Science may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

PROGRAM LEARNING OUTCOMES (PLOs):

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

 Examine and interpret quantitative and graphic data to prepare the student to distinguish and choose among policy alternatives.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Political Science	AA	Plan A	18	60
± At least 60 degree :	annlicahle i	ınits (18 total m	aior units) are r	equired to

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

ASSOCIATE OF ARTS DEGREE

Political Science

MAJOR CODE: 2207.00

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

REQUIRED C	COURSES	UNITS
HIST 11	Political & Social History of the U.S. I	3
HIST 12	Political & Social History of the U.S. I	<u> 1 3</u>
POLI SCI 1	The Government of the United States	3
POLI SCI 2	Modern World Governments	3
POLI SCI 7	Contemporary World Affairs	3

AND 3 UNITS	FROM THE FOLLOWING:	UNITS
ANTHRO 101	3	
SOC1	Introduction to Sociology	3
ECON 1	Principles of Economics I	3
HISTORY 1	Intro to Western Civilization I	2
	OR	
HISTORY 2	Intro to Western Civilization II	3

POLI SCI 2	Modern World Governments	3
TOTAL UNITS	5	18

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

ATTENTION TRANSFER STUDENTS

PSYCHOLOGY

SOCIAL SCIENCES DIVISION



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

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

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

PROGRAM LEARNING OUTCOMES (PLOs):

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

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Psychology	AA-T	Plan A	19	60
Psychology	AA	Plan A	22	60

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

Students interested in transferring to a four-year college or university with a major in Psychology may also consider the Associate of Arts degree in Liberal Arts and Sciences (Behavioral and Social Sciences emphasis). Students are encouraged to visit the Transfer Center for complete information regarding transfer requirements for the institution of their choice. Students interested in transfer are also encouraged to consult the Counseling Office for individualized educational planning.

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

SASSOCIATE OF ARTS DEGREE FOR TRANSFER (AA-T)

Psychology

MAJOR CODE: 2001.00

REQUIRED COURSES

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

UNITS

MATH 227	Statistics	4
PSYCH 1	General Psychology I	3
PSYCH 74	Research Methods in Behavior Scient	nce 3
LIST A: ONE	COURSE (3 UNITS)	<u>UNITS</u>
PSYCH 2	General Psychology II	3
LIST B: ONE PSYCH 41	COURSE (3 UNITS) Life Span Psychology: From Infancy	UNITS 3
PSYCH 41		
PSYCH 41	Life Span Psychology: From Infancy	3
PSYCH 41 LIST C: ONE	Life Span Psychology: From Infancy	3 UNITS