



WEST LOS ANGELES COLLEGE
2018 – 2020 CATALOG

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SECTION:

Academic Majors – NONCREDIT PROGRAMS

NONCREDIT PROGRAMS

NONCREDIT CERTIFICATES (0 units)

ACADEMIC PREPARATION

College Readiness Certificate of Competency (CY) (45 hours)

Catalog Description

This certificate program prepares students to pursue a post-secondary education, prepare students to become active in setting and achieving educational / career goals, and assist students establish the necessary study skills and computer literacy foundations for success.

Program Learning Outcomes

- Demonstrate basic reading and writing skills to successfully undertake or progress in college-level credit classes.
- Employ effective study skills and habits to successfully undertake or progress in college-level credit classes.
- Demonstrate basic math skills to successfully undertake or progress in college-level credit courses
- Effectively navigate and utilize college website, email system, student portal, and student services
- Effectively document their educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

Required Courses

BSICSKL 5 – Academic Guidance (18 hours)
 BSICSKL 75 – Introduction to Post-Secondary Education (9 hours)
 BSICSKL 27 – Foundations: Study Skills (18 hours) core option 1
OR
 BSICSKL 290 – (18 hours) core option 2

Foundation for Academic Success I Certificate of Competency (CY) (144 hours)

Catalog Description

The Foundation for Academic Success I Certificate of Competency provides students with a set of courses that will help strengthen their academic readiness to undertake and pass a High School equivalency test.

Program Learning Outcomes

- Writing – Students will compose a grammatically correct and coherent written summary and response to assigned material and prompts.
- Reading—Students will identify authorial intent, main ideas, and supporting details in various texts read silently and aloud.
- Calculate whole numbers, fractions, mixed numbers, and decimals through addition, subtraction, multiplication and division functions in numeric and word problems.
- Determine and employ the necessary sequence of steps and calculations to solve and graph algebraic linear equations and geometric measurements.
- Analyze historical primary and secondary sources and understand their meaning and inferences and socio-political context.
- Apply scientific reasoning skills and interpret data sets and make correlations.

Required Courses

BSICSKL 27 – Foundations: Study Skills (18 hours)
 BSICSKL 34 – High School Equivalency Test Preparation (117 hours)
 BSICSKL 75 – Introduction to Post-Secondary Education (9 hours)

Foundation for Academic Success II Certificate of Competency (90 hours)

Catalog Description

The Foundation for Academic Success II Certificate of Competency provides students with a set of courses that will help strengthen their academic readiness to undertake or progress in college-level credit courses, help them better define their educational and career goals and options, and enable them to develop an action plan and strategies to complete college and achieve their educational and career goals.

Program Learning Outcomes

- Demonstrate basic reading and writing skills to successfully undertake or progress in college-level credit courses.
- Employ effective study skills and habits to successfully undertake or progress in college-level credit courses.
- Demonstrate basic Math skills to successfully undertake or progress in college-level credit courses.
- Effectively navigate and utilize college website, email system, student portal, and student services.
- Effectively document his/her educational goals and develop and utilize an action plan to successfully undertake or progress in an academic or career program.

Required Courses

BSICSKL 5 – Academic Guidance (18 hours)
BSICSKL 23 – College and Scholastic Assessment Preparation (72 hours)

Arithmetic Fundamentals Certificate of Competency (CY) (54 hours)

Catalog Description

This certificate program prepares students to achieve arithmetic math skill competencies in areas including but not limited to: whole numbers, decimals, integers, fractions, mixed numbers, and percentages, emphasizing critical thinking and self-reflection to real world applications.

Program Learning Outcomes

- Apply quantitative thinking processes using basic mathematical operations (addition, subtraction, multiplication, and division) to solve common academic, workplace, and life problems.
- Select appropriate math strategies for solving and handling application problems involving basic finance, science, economics, and family issues,

Required Courses

BSICSKL 56 – Arithmetic Review I (27 hours)
BSICSKL 57 – Arithmetic Review II (27 hours)

Pre-Algebra Fundamentals Certificate of Competency (CY) (54 hours)

Catalog Description

This certificate program prepares students to achieve pre- algebra math skill competencies in areas including but not limited to: integers, real numbers, variables, and equations, emphasizing critical thinking and self-reflection to real world applications.

Program Learning Outcomes

- Analyze and interpret spatial and graphic data (schedule, maps, tables, graphs, and geometric figures)
- Use mathematical tools essential for analyzing quantitative problems and for producing solutions

Required Courses

BSICSKL 58 – Pre-Algebra Review I (27 hours)
BSICSKL 59 – Pre-Algebra Review II (27 hours)

The Foundation of English Skills Certificate of Competency (CY) (162 hours)

Catalog Description

This certificate program prepares English language learners to achieve intermediate level English competencies incorporating 21st century communication skills to apply toward college and career goals.

Program Learning Outcomes

- Demonstrate the foundations of using English skills to communicate
- Acquire foundational English skills in speaking, listening, reading, and writing.
- Demonstrate the proper use of foundational and frequently used English words and phrases.
- Use proper tenses and grammar when speaking and writing

Required Courses

ESLNC 61 – English as a Second Language 1 (54 hours)
ESLNC 62 – English as a Second Language 2 (54 hours)
ESLNC 63 – English as a Second Language 3 (54 hours)

CAREER EXPLORATION

Career Exploration: Information Communications Technology / Digital Media Certificate of Completion (CN) (54 hours)

Catalog Description

Students will be introduced to a variety of careers and job opportunities available to computer professionals, gain hands-on practice designing and programming a working robot and gain experience designing a website /a blog incorporating a variety of new and existing social networking platforms.

Program Learning Outcomes

- Identify and evaluate career opportunities and pathways within the computer science information technology field
- Use current and emerging computing technology to enhance scientific, business, and individual productivity.

Required Courses

VOC ED 281– Exploring Computer Science Info Technology (18 hours)
VOC ED 292 – Robotics I Lab (18 hours)
VOC ED 294 – Intro to Social Media – WordPress Blogs (18 hours)

Choosing Business Careers Certificate of Completion (CN) (36 hours)

Catalog Description

This certificate program prepares students for success entering the workforce in the current and emerging business workplace. Additionally, students will gain essential skills to effectively conceptualize a new business opportunity and create a viable business plan.

Program Learning Outcomes

- Demonstrate a basic knowledge of available business careers in the U.S. and compare and contrast these careers.
- Implement best practices how to gather business career information using online resources.
- Demonstrate knowledge of and ability to create a viable business plan and its essential components.

Required Courses

VOC ED 416– Intro to Business Careers (18 hours)
VOC ED 420 – Intro to Starting a New Business (18 hours)

Healthcare Career Discovery Certificate of Completion (CN) (36 hours)

Catalog Description

This certificate program will prepare students with a comprehensive overview of healthcare careers in the US healthcare system. Students will gain skills applying online resources to research health care information including work description, work environment, employment opportunities, educational requirements, and potential workplace earnings.

Program Learning Outcomes

- Build knowledge capacity to differentiate among healthcare career opportunities.
- Employ the importance of professionalism in the classroom and the workplace.

Required Courses

VOCED 320 – Exploring Healthcare Careers (18 hours)
VOCED 404 – Student Success in Health Occupations (18 hours)

Police Orientation Preparation Certificate of Completion (54 hours)

Catalog Description

This certificate program prepares students with essential competencies to strengthen readiness for a career in law enforcement and expand their knowledge capacity toward acceptance into a law enforcement academy.

Program Learning Outcomes

- Identify and access employment requirements and hiring processes for targeted employers of law enforcement personnel.
- Develop appropriate personal employment preparation and career development plan for the law enforcement field
- Develop an appropriate fitness and nutrition plan based on physical fitness employment test requirements for law enforcement occupations.
- Demonstrate proper techniques and evaluate competencies in physical fitness warm-up and stretching activities, calisthenics, and strength, agility, and endurance building activities required by law enforcement tests.
- Demonstrate use of non-threatening and respectful communication skills and conflict management strategies when dealing with potential suspects or agitated community members.

Required Courses

VOCED 33 – Intro to Career Pathways in Law Enforcement (18 hours)
VOCED 50 – The Art and Practice of Community-based Policing (36 hours)

CAREER PREPARATION

Business Tools Certificate of Completion (CN) (36 hours)

Catalog Description

This certificate program will prepare students to successfully conceptualize, create, and engage in effective oral and written business communication while employing appropriate business terminology, expressions, and concepts.

Program Learning Outcomes

- Conceptualize, create, and implement effective business communication tools for success in the workplace.
- Effectively employ appropriate business terminology, expressions, and concepts in a variety of workplace settings.

Required Courses

VOCED 415 – Effective Business Terminology (18 hours)
VOCED 418 – Effective Business Correspondence (18)

Communicating in Business Certificate of Completion (CN) (36 hours)

Catalog Description

This course will cover the styles and techniques that will be encountered in business interview scenarios. Students will learn goals of the interviewer and skills for handling questions.

Program Learning Outcomes

- Effectively demonstrate effective interview strategies that are customized to the specific employer and workplace.
- Effectively employ appropriate business terminology, expressions, and concepts to meet the needs of workplace.

Required Courses

VOCED 417 – Effective Business Communication (18 hours)
VOCED 419 – Business Communication for Interviewing (18 hours)

Healthcare Careers Preparation Certificate of Completion (CN) (36 hours)

Catalog Description

This course will enable students to obtain basic oral and written communication skills for healthcare settings. The focus will be on the use and disclosures of identifiable health information that are permitted by the HIPAA Privacy Regulations, composing case notes, reading and writing medical documents.

Program Learning Outcomes

- Effectively demonstrate oral and written communication skills for the healthcare workplace (case notes and reading and writing medical documents)
- Employ professional behavior and attire as a healthcare professional.
- Demonstrate comprehensive understanding of the HIPAA Privacy Regulations
- Prepared for entry-level positions in the healthcare field.

Required Courses

VOCED 402 – Communication Skills for Healthcare Professions (18 hours)
VOCED 405 – Professionalism in Health Occupations (18 hours)

Healthcare Services Certificate of Completion (CN) (54 hours)

Catalog Description

This course will enable students to obtain basic documentation techniques and charting methods used in healthcare professions. Upon completion of this course, students will be able to document SOAP notes in medical records according to standard guidelines.

Program Learning Outcomes

- Employ basic medical vocabulary and abbreviations used in healthcare professions.
- Demonstrate basic medical documentation techniques and charting methods used in healthcare.
- Document notes in medical records according to standard guidelines
- Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
- Demonstrate professional behavior and attire as a healthcare professional

Required Courses

VOCED 400 – Intro to Medical Terminology (18 hours)
VOCED 401 – Medical Documentation & Charting (18 hours)
VOCED 403 – Law & Ethics in Health Professions (18 hours)

DEGREES AND CERTIFICATES

AA-T Associate in Art Degree for Transfer	CA Certificate of Achievement
AS-T Associate in Science Degree for Transfer	CN Certificate of Completion (noncredit)
AA Associate of Arts degree	CY Certificate of Competency (noncredit)
AS Associate of Science degree	SC Skills Certificate (non-transcribed)

Pre-Dental Career Preparation Certificate of Completion (CN) (72 hours)

Catalog Description

This course will enable students to obtain basic medical vocabulary and abbreviations used in healthcare professions. Upon completion of this course, Students will be prepared for entry-level positions in healthcare field.

Program Learning Outcomes

- Employ basic medical and dental vocabulary and abbreviations used in healthcare professions.
- Comply and demonstrate proper ethical behavior in any healthcare workplace setting.
- Demonstrate techniques used to develop visual perception and psychomotor skills required to become a physician, dentist, nurse or other health care professional.
- Prepare students for success in the West Los Angeles College Dental Hygiene Program -Build knowledge capacity about program policies, college student support service, professionalism, HIPAA, clinical kit organization, library research skills, and clinic procedures.
- Demonstrate professional behavior and attire as a healthcare professional.

Required Courses

VOCED 400 – Intro to Medical Terminology (18 hours)
VOCED 403 – Law & Ethics in Health Professions (18 hours)
VOCED 406 – Visual Spatial Perceptions & Psychomotor Skills Training (18 hours)
VOCED 407 – Preparation for the Dental Hygiene Program (18 hours)

Pre-Nursing Career Preparation Certificate of Completion (CN) (54 hours)

Catalog Description

This course will enable students to obtain basic medical vocabulary and abbreviations used in healthcare professions. Upon completion of this course, Students will be prepared for entry-level positions in healthcare field.

Program Learning Outcomes

- Employ basic medical vocabulary and abbreviations used in healthcare professions.
- Comply and demonstrate proper ethical behavior in any healthcare workplace setting.

- Differentiate among healthcare career pathways in: In-Home Health Support Service, Certified Nurse Assistant, Home Health Aide, Geriatric Care Technician, Licensed Vocational Nurse, Nurse Practitioner, and Registered Nurse.
- Build knowledge capacity about California State licensure, job outlook, personnel requirements and program curriculum.
- Demonstrate professional behavior and attire as a healthcare professional.

Required Courses

VOCED 400 – Intro to Medical Terminology (18 hours)
VOCED 403 – Law & Ethics in Health Professions (18 hours)
VOCED 409 – Pre-Nursing Career Pathways (18 hours)

JOB TRAINING

Custodial Technician Preparation Certificate of Completion (CN) (99 hours)

Catalog Description

This certificate program prepares students with the necessary job skills and 21st century communication skills to successfully apply and meet the job requirements for entry level custodial positions.

Program Learning Outcomes

- Prepare and use cleaning materials and equipment in accordance with safety and cleaning protocols
- Demonstrate appropriate communication, performance, and teamwork behavior and standards
- Understand the importance of workplace skills and how to gain employment, be successful and keep your job.

Required Courses

VOCED 60 – Custodial Technician Training (63 hours)
VOCED 96 – Blueprint for Workplace Success (36 hours)

In-Home Supportive Services (IHSS) Provider Certificate of Completion (CN) (108 hours)

Catalog Description

This certificate program prepares students to apply for entry-level, short-term high demand employment in the In-Home Supportive Services Provider field mastering the medical fundamentals, terminology, specific job skills and 21st century communication skills.

Program Learning Outcomes

- Prepare and use cleaning materials and equipment in accordance with safety and cleaning protocols
- Demonstrate appropriate communication, performance, and teamwork behavior and standards
- Understand the importance of workplace skills and how to gain employment, be successful, and keep your job.

Required Courses

VOCED 400 – Intro to Medical Terminology (18 hours)
VOCED 408 – In-Home Supportive Services Provider (90 hours)

EMPLOYMENT PREPARATION

Job Readiness Certificate of Completion (CN) (66 hours)

Catalog Description

This certificate program prepares students with the essential 21st century communication and workplace skills to effectively gain and maintain employment.

Program Learning Outcomes

- Understand the importance of workplace skills and how to gain employment, be successful and keep a job.

Required Courses

VOCED 96 – Blueprint for Workplace Success (36)
VOCED 97 – Blueprint for Customer Service (18)
VOCED 98 – 30 Ways to Shine as a New Employee (12)

DEGREES AND CERTIFICATES

AA-T Associate in Art Degree for Transfer	CA Certificate of Achievement
AS-T Associate in Science Degree for Transfer	CN Certificate of Completion (noncredit)
AA Associate of Arts degree	CY Certificate of Competency (noncredit)
AS Associate of Science degree	SC Skills Certificate (non-transcripted)
