

## LIBERAL ARTS & SCIENCES: MATH, SCIENCE, & COMPUTER SCIENCE (AA)

**MAJOR CODE: 4902.00**

This area of emphasis prepares students for future study within the many fields of science, computer science, and mathematics. The traditional science courses examine the physical universe, its life forms and its natural phenomena; computer science courses emphasize the concepts of computer science and programming. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills. Coursework in this area of emphasis is designed to prepare students for transfer to various CSU and UC degree programs in majors such as Biology, Biological Sciences, Chemistry, Computer Science, Engineering, and Mathematics. In addition, coursework in this area of emphasis can be used to fulfill lower division requirements for the Psychology major at UCLA.

**Elective units, list A** (chosen from the following with no more than 6 units in any single discipline) **12**

ANATOMY	001
ANTHR	101, 111L
BIOLOGY	003A & 003B, 006, 007
CHEM	051, 060, 101
CO SCI	902, 917, 933, 935, 936, 939, 990
GEOG	001, 015L
GEOLOGY	001, 006L
OCEANO	001
MICRO	020
PHYSIOL	001
PHYSICS	006, 007, 037

**Elective units, list B** (chosen from the following with no more than 6 units in any single discipline) **6**

MATH	215, 227, 241, 260, 261, 262, 263, 270, 275
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**Additional LACCD GE plan units** **15**  
(21 units, minus 6 major units that may be double-counted as GE)

**Degree-applicable elective units** **27**

**TOTAL** **60**

## MANAGEMENT – SMALL BUSINESS & ENTREPRENEURSHIP

BUSINESS DIVISION

(Also see BUSINESS, BUSINESS ADMINISTRATION)

## MANAGEMENT - SMALL BUSINESS (AA)

**MAJOR CODE: 0506.40**

The Associate of Arts degree in Management - Small Business 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 Small Business Management curriculum is for those who may go into business for themselves and for those who are already in business for themselves, but want to strengthen their entrepreneurial and managerial skills. Coursework is designed so that students understand the financial, managerial, marketing, accounting, legal and practical day-to-day decision-making concerns of those in small businesses.

**Program Learning Outcomes:** Upon successful completion of this program, students will be able to...

- Use a variety of resources, market analyses, accounting and financial data, to create short and long term business and marketing plans.
- Use current and emerging technologies to create, document, analyze and manipulate data that supports management of business operations.
- Promote a collaborative environment for co-workers with clear articulation to produce teamwork and flexibility in a diverse workplace.
- Manage and direct daily work activities that support business productivity.

<b>Required courses</b>	<b>32</b>
ACCTG 001	Introductory Accounting 1 5
BUS 001	Introduction to Business 3
BUS 005	Business Law 3
BUS 031	Business English 3
BUS 038	Business Computations 3
MARKET 001	Principles of Selling 3
MARKET 021	Principles of Marketing 3
MGMT 001	Principles of Management 3
MGMT 002	Organization & Management Theory 3
MGMT 013	Small Business Entrepreneurship 3

<b>Elective units</b> (chosen from the following)	<b>3</b>
BUS 32	Business Communications 3
CO SCI 901*	Introduction to Computers & Use 3
MGMT 6	Public Relations 3

**Additional LACCD GE plan units** **18**  
(21 units, minus 3 major units that may be double-counted as GE)

**Degree-applicable elective units** **7**

**TOTAL** **60**

# Degree and Certificate Program Descriptions

AA-T Associate in Arts 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)

## MANAGEMENT - SMALL BUSINESS (CA)

**MAJOR CODE: 0506.40**

### Gainful Employment

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://wlaac.edu/Gainful-Employment/index.aspx>.

<b>Required courses</b>	<b>32</b>
ACCTG 001* Introductory Accounting 1	5
BUS 001* Introduction to Business	3
BUS 005* Business Law	3
BUS 031 Business English	3
BUS 038 Business Computations	3
MARKET 001 Principles of Selling	3
MARKET 021 Principles of Marketing	3
MGMT 001 Principles of Management	3
MGMT 002 Organization & Management Theory	3
MGMT 013 Small Business Entrepreneurship	3
<b>Elective units</b> (chosen from the following)	<b>3</b>
BUS 32 Business Communications	3
CO SCI 901* Introduction to Computers & Use	3
MGMT 6 Public Relations	3
<b>TOTAL</b>	<b>35</b>

\* Recommended for students also pursuing Business Administration Associate Degree for Transfer AS-T.

## MARKETING

BUSINESS DIVISION

### MARKETING (AA)

**MAJOR CODE: 0509.00**

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

**Program Learning Outcomes:** Upon successful completion of this program, students will be able to...

- Use a variety of visual and electronic media to create aesthetic appeal and customer desire to purchase product and/or service. (Theme: Marketing

Communications) • Use a variety of visual and electronic media to create aesthetic appeal and customer desire to purchase product and/or service. (Theme: Marketing Communications)

- Develop sales and marketing plans, using buyer trends, patterns, and demographics to target current and emerging (new) markets. (Themes: market trends, demographics)
- Plan and organize daily work activities including the allocation of budget constraints that promote the development of a realistic and effective marketing and sales strategy. Theme: (Marketing Implementation; Budget Constraints)
- Investigate and assess the overall business model and industry position of an organization, including articulation of its' marketing strategy and marketing implementation approach. (Theme: Business Strategy, Marketing Strategy)

<b>Required courses</b>	<b>35</b>
ACCTG 001* Introductory Accounting 1	5
BUS 001* Introduction to Business	3
BUS 005* Business Law	3
BUS 031 Business English	3
BUS 032 Business Communications	3
BUS 038 Business Computations	3
FINANCE 002 Investments	3
MARKET 001 Principles of Selling	3
OR	
MGMT 013 Small Business Entrepreneurship	3
MARKET 021 Principles of Marketing	3
MGMT 001 Principles of Management	3
MGMT 006 Public Relations	3

\* Recommended for students also pursuing Business Administration Associate Degree for Transfer AS-T.

**Additional LACCD GE plan units** 18  
(21 units, minus 3 major units that may be double-counted as GE)

**Degree-applicable elective units** 7

**TOTAL** 60

## MATHEMATICS

MATHEMATICS DIVISION

### MATHEMATICS (AS-T)

The Associate of Science for Transfer Degree in Mathematics will provide students interested in Mathematics, or any of the

## Degree and Certificate Program Descriptions

related fields such as Engineering, Physics or Statistics, with a strong academic background in mathematics. The courses taken by students in the pursuit of this degree will help develop students' ability to approach and solve problems in pure or applied mathematics where this is required. By successfully completing the Associate in Science in Mathematics for Transfer degree requirements at West Los Angeles College, students are prepared to transfer to a four-year Mathematics program. Completion of coursework in single and multivariable Calculus, Linear Algebra, Differential Equations and Statistics will meet the lower division mathematics requirements of the California State University. CSU is required to "guarantee admission with junior status to any community college student who meets all of the requirements". This degree is intended for students who are interested in transferring to a four-year university and majoring in Mathematics, Engineering, Physics and Statistics.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at <http://www.sb1440.org/>.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.
  - b. A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district and meeting the requirements of an approved transfer model curriculum.
2. Obtainment of a minimum grade point average of 2.0.

**Program Learning Outcomes:** Upon successful completion of this program, students will be able to...

- Apply quantitative thinking processes using basic mathematical operations (addition, subtraction, multiplication, division) to solve common academic, workplace, and family problems. (Theme: Quantitative thinking; mathematical operations)
- Analyze and interpret spatial and graphic data (schedules, maps, tables, graphs, and geometric figures). (Theme: spatial and graphic data).
- Use mathematical tools essential for analyzing quantitative problems and for producing solutions. (Theme: mathematical tools)

- Apply advanced mathematical concepts and tools (algebra, calculus) essential in upper division academic work and/or workplace tasks. (Theme: advanced mathematical operations—algebra, calculus)
- Select appropriate math strategies for solving and handling application problems involving (for example) finance, science, economics, and family issues. (Theme: mathematical problem-solving)

<b>Required courses</b>	<b>15</b>
MATH 261	Calculus with Analytic Geometry I 5
MATH 262	Calculus with Analytic Geometry II 5
MATH 263	Calculus with Analytic Geometry III 5

<b>Elective units, list A</b> (chosen from the following)	<b>3</b>
MATH 270	Linear Algebra 3
MATH 275	Ordinary Differential Equation 3

<b>Elective units, list B</b> (chosen from the following)	<b>3-5</b>
Any course from list A not already used	
MATH 227	Statistics 4
PHYSICS 037	Physics for Engineers & Scientists I 5
PHYSICS 038	Physics for Engineers & Scientists II 5
PHYSICS 039	Physics for Engineers & Scientists III 5

<b>Additional CSU GE or IGETC units</b>	<b>29-35</b>
(37-39 units, minus 4-8 major units that may be double-counted as GE)	

<b>CSU-transferable elective units</b>	<b>2-10</b>
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<b>TOTAL</b>	<b>60</b>
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### MATHEMATICS (AA)

**MAJOR CODE: 1701.00**

The Associate of Arts degree in Mathematics includes coursework that aligns with specific lower-division major requirements for the Mathematics 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 Mathematics 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.

<b>Required courses</b>	<b>15</b>
MATH 261	Calculus with Analytic Geometry I 5
MATH 262	Calculus with Analytic Geometry II 5
MATH 263	Calculus with Analytic Geometry III 5

<b>Elective units</b> (chosen from the following)	<b>3-4</b>
MATH 227	Statistics 4

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MATH 227S	Statistics with Support	4
MATH 270	Linear Algebra	3
MATH 275	Ordinary Differential Equation	3
<b>Additional LACCD GE plan units</b>		<b>18-19</b>
(21 units, minus 3 major units that may be double-counted as GE)		
<b>Degree-applicable elective units</b>		<b>23-24</b>
<b>TOTAL</b>		<b>60</b>

ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Mgmt App	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4
HLTHOCC 054	Human Disease	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 056	Clinical Assisting Techniques II	4
HLTHOCC 057	Medical Office Laboratory Procedures	3.5
HLTHOCC 058	Pharmacology for Medical Assistants	2
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 060	Medical Assisting Internship	3
HLTHOCC 061	Medical Insurance	3

<b>Additional LACCD GE plan units</b>	<b>21</b>
<b>Degree-applicable elective units</b>	<b>0.5</b>
<b>TOTAL</b>	<b>60</b>

## MEDICAL ASSISTING

HEALTH SCIENCES DIVISION

(Also see any of the following health industry programs)

- ADDICTION STUDIES
- ALLIED HEALTH
- DENTAL ASSISTING
- DENTAL HYGIENE (BS)
- HEALTH SCIENCE
- PARAMEDICINE
- PUBLIC HEALTH

## MEDICAL ASSISTING (AS)

MAJOR CODE: 1208.00

The West Los Angeles College Medical Assisting Program prepares a student for an exciting career in health care. Students will learn to provide administrative and clinical support to medical offices in a variety of healthcare settings. The program will prepare competent entry-level Medical Assistants in the cognitive, psychomotor, and affective learning domains. Students completing the required course work are able to obtain certification from the California Certifying Board of Medical Assistants.

See division website for more details at <http://www.wlac.edu/allied-health/medical-assistant.aspx>.

**Program Learning Outcomes:** Upon successful completion of this program, students will be able to...

- Perform medical office procedures including patient scheduling and billing insurance companies for services.
- Perform approved clinical techniques including obtaining vitals, administering medications, and minor procedures.
- Perform medical office laboratory procedures.

<b>Required courses</b>		<b>38.5</b>
ALD HTH 033	Medical Terminology	3

## MEDICAL ASSISTING - ADMINISTRATIVE (CA)

MAJOR CODE: 1208.00

### Gainful Employment

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://wlac.edu/Gainful-Employment/index.aspx>.

<b>Required courses</b>		<b>22</b>
ALD HTH 033	Medical Terminology	3
ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Mgmt App	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 061	Medical Insurance	3

## MEDICAL ASSISTING - ADMINISTRATIVE & CLINICAL (CA)

MAJOR CODE: 1208.00

## Gainful Employment

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://wlac.edu/Gainful-Employment/index.aspx>.

Required courses		38.5
ALD HTH 033	Medical Terminology	3
ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Mgmt App	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 053	Medical Office Procedures II	4
HLTHOCC 054	Human Disease	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 056	Clinical Assisting Techniques II	4
HLTHOCC 057	Medical Office Laboratory Procedures	3.5
HLTHOCC 058	Pharmacology for Medical Assistants	2
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 060	Medical Assisting Internship	3
HLTHOCC 061	Medical Insurance	3

## MEDICAL ASSISTING - CLINICAL (CA)

MAJOR CODE: 1208.00

## Gainful Employment

To find information about the careers for which this certificate prepares you, the costs associated with the program, median debt accumulated by students completing the program, and time to completion, please visit the Gainful Employment Disclosure website at: <http://wlac.edu/Gainful-Employment/index.aspx>.

Required courses		31.5
ALD HTH 033	Medical Terminology	3
ALD HTH 057	Intro Computers in Health Occupations	1
HLTHOCC 051	Medical Office Microcomputer Mgmt App	1
HLTHOCC 052	Medical Office Procedures I	4
HLTHOCC 054	Human Disease	4
HLTHOCC 055	Clinical Assisting Techniques I	4
HLTHOCC 056	Clinical Assisting Techniques II	4
HLTHOCC 057	Medical Office Laboratory Procedures	3.5
HLTHOCC 058	Pharmacology for Medical Assistants	2
HLTHOCC 059	Medical Assisting Practicum	2
HLTHOCC 060	Medical Assisting Internship	3

## NUTRITION & DIETETICS

BEHAVIORAL SCIENCE DIVISION

### NUTRITION AND DIETETICS (AS-AT)

MAJOR CODE: 1306.00

The Associate in Science in Nutrition and Dietetics for Transfer (AS-T) is a degree that provides a solid lower-division preparation for students who intend to transfer to a California State University (CSU) for a bachelor's degree in Nutrition and Dietetics. This degree is designed to provide a clear pathway to a CSU and guarantee admissions to a CSU. Although, students are guaranteed admissions, it is not to any particular campus or program in the CSU system. This coursework will satisfy the lower division Associate in Science in Nutrition and Dietetics for Transfer degree requirements at some of the CSU campuses.

**Program Learning Outcomes:** Upon successful completion of this program, students will be able to...

- Critically analyze the consequences of obesity including health, social, and psychological problems and develop an eating and exercise plan for a person with health risk factors.
- Assess the safety of food additives. Identify microbes and their role in food cause illness in the body.
- Use scientific knowledge to analyze the potential advantages and disadvantages associated with organic foods.
- Design daily diets that provide adequate amounts of the essential nutrients throughout the life span.
- Use scientific knowledge to efficaciously affect change in the health of local and global communities.

This degree complies with The Student Transfer Achievement Reform Act (Senate Bill 1440). Information on which campuses accept this degree can be found at <http://www.sb1440.org/>.

Students who complete an ADT and transfer to a similar major at a CSU are guaranteed a pathway to finish their baccalaureate degrees in 60 semester or 90 quarter units. These degrees require students to meet both of the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - a. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.