

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

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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.

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-transcripted)

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.

Required units	20
CHEM 101 General Chemistry I	5
CHEM 102 General Chemistry II	5
FAM & CS 021 Nutrition	3
MICRO 020 General Microbiology	4
PSYCH 001 General Psychology	3
Elective units, list A (chosen from the following)	3
ANAT 001 Intro to Human Anatomy	4
CHEM 101 General Chemistry I	5
CHEM 102 General Chemistry II	5
CHEM 211 Organic Chemistry-Science Majors	5
MATH 227 Statistics	4
PHYSIOL 001 Intro to Human Physiology	4
Elective units, list B (chosen from the following)	3
ANTHRO 102 Cultural Anthropology	3
MATH 245 College Algebra	3
Additional CSU GE or IGETC units (37-39 units, minus 13-16 major units that may be double-counted as GE)	21-26
CSU-transferable elective units	3-8
TOTAL	60

PARALEGAL

SOCIAL SCIENCES 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.

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.

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

- 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 §6450.
- 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.

PARALEGAL (AA)

MAJOR CODE: 1402.00

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.