### MANAGEMENT – SMALL BUSINESS & ENTREPRENEURSHIP

**BUSINESS DIVISION**

(Also see BUSINESS, BUSINESS ADMINISTRATION)

**MANAGEMENT - SMALL BUSINESS (AA)**

<table>
<thead>
<tr>
<th>MAJOR CODE</th>
<th>Degree</th>
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<tbody>
<tr>
<td>0506.40</td>
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</table>

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:**

- Students will have the skills and knowledge required to identify business opportunities.
- Students will be able to plan, implement, and conceptualize a small business.
- Students will develop the ability to understand the business environment of successful entrepreneurial ventures.
- Students will be able to develop and implement business strategies and they will also be able to identify the ethical and social implications of these strategies.

**Required courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 001</td>
<td>Introductory Accounting 1</td>
<td>5</td>
</tr>
<tr>
<td>BUS 001</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 005</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 031</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 038</td>
<td>Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 001</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 021</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 001</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 002</td>
<td>Organization &amp; Management Theory</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 013</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
</tbody>
</table>

**Elective units (chosen from the following)**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BUS 32</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101*</td>
<td>Introduction to Computers (formerly Co Sci 901) and Their Uses</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 6</td>
<td>Public Relations</td>
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**Additional LACCD GE plan units**

(21 units, minus 3 major units that may be double-counted as GE)

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</table>
**DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS**

Consult a counselor to develop an educational plan. Visit the Transfer Center for additional information about transferring.

### TOTAL .............................................. 60

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**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://wlac.edu/Gainful-Employment/index.aspx.

**Required courses .......................................................... 32**

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<td>Small Business Entrepreneurship</td>
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</tbody>
</table>

**Elective units (chosen from the following) ........ 3**

- BUS 32 Business Communications
- CIS 101* Introduction to Computers
  - (formerly Co Sci 901)
- MGMT 6 Public Relations

**TOTAL .............................................. 35**

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

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**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:**

- Students will understand marketing as a professional discipline, as a component of management, and understand it in its contemporary setting and its social responsibility.
- Students will understand various marketing methods as they apply to business strategy.
- Students will understand various marketing methods as they apply to consumer purchasing decisions.

**Required courses .................................................... 35**

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<tr>
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<td>Introduction to Business</td>
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<td>3</td>
</tr>
<tr>
<td>BUS 032</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 038</td>
<td>Business Computations</td>
<td>3</td>
</tr>
<tr>
<td>FINANCE 002</td>
<td>Investments</td>
<td>3</td>
</tr>
<tr>
<td>MARKET 001</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 013</td>
<td>Small Business Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 001</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 006</td>
<td>Public Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Additional LACCD GE plan units ......................... 18**
requirements:

These degrees require students to meet both of the following:

baccalaureate degrees in 60 semester or 90 quarter units.

Student requirements. Information on which campuses accept this degree can be found at http://www.sb1440.org/.

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/.

Any community college student who meets all of the requirements. 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/.

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/.

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)

Required courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 261</td>
<td>Calculus with Analytic Geometry I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 262</td>
<td>Calculus with Analytic Geometry II</td>
<td>5</td>
</tr>
<tr>
<td>MATH 263</td>
<td>Calculus with Analytic Geometry III</td>
<td>5</td>
</tr>
<tr>
<td>MATH 270</td>
<td>Linear Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 275</td>
<td>Ordinary Differential Equation</td>
<td>3</td>
</tr>
<tr>
<td>MATH 227</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS 037</td>
<td>Physics for Engineers &amp; Scientists I</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 038</td>
<td>Physics for Engineers &amp; Scientists II</td>
<td>5</td>
</tr>
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</table>

Elective units, list A (chosen from the following)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 227</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS 037</td>
<td>Physics for Engineers &amp; Scientists I</td>
<td>5</td>
</tr>
<tr>
<td>PHYSICS 038</td>
<td>Physics for Engineers &amp; Scientists II</td>
<td>5</td>
</tr>
</tbody>
</table>
PHYSICS 039  Physics for Engineers & Scientists III       5

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

CSU-transferable elective units ........................................ 2-10
TOTAL ................................................................. 60

MATH 275

MATH 270

MATH 227

MATH 227

Elective units

MATH 263

MATH 262

MATH 261

Required courses ............................................................ 15

MATH 261  Calculus with Analytic Geometry I ............5
MATH 262  Calculus with Analytic Geometry II ............5
MATH 263  Calculus with Analytic Geometry III ..........5

Elective units (chosen from the following) ...................... 3-4

MATH 227  Statistics ...............................................4
MATH 227S  Statistics with Support ..........................4
MATH 270  Linear Algebra .......................................3
MATH 275  Ordinary Differential Equation .............3

Additional LACCD GE plan units ................................. 18-19
(21 units, minus 3 major units that may be double-counted as GE)

Degree-applicable elective units ...............................23-24
TOTAL ................................................................. 60

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 coursework are able to obtain certification from the California Certifying Board of Medical Assistants.

See division website for more details at http://www.wiac.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.

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
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
NUTRITION & DIETETICS

BEHAVIORAL SCIENCE DIVISION

NUTRITION AND DIETETICS (AS-T)
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.
   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 .....................21-26
(37-39 units, minus 13-16 major units that may be double-counted as GE)

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).