

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1004.00
(33 UNITS, PLAN A)

REQUIRED COURSES		UNITS
MUSIC 200	Introduction to Music Theory	4
MUSIC 121	Music History and Literature I OR	3
MUSIC 122	Music History and Literature II	3
MUSIC 201	Harmony I	3
MUSIC 202	Harmony II	3
MUSIC 203	Harmony III	3
MUSIC 211	Musicianship I	3
MUSIC 212	Musicianship II	3
MUSIC 213	Musicianship III	3

PLUS 4 UNITS TOTAL FROM THE FOLLOWING:

MUSIC 321	Elementary Piano I	2
MUSIC 322	Elementary Piano II	2
MUSIC 324	Elementary Piano III	2
MUSIC 341	Intermediate Piano	2

PLUS 2 UNITS FROM THE FOLLOWING:

MUSIC 411	Elementary Voice I	2
MUSIC 412	Elementary Voice II	2
MUSIC 413	Elementary Voice III	2
MUSIC 414	Elementary Voice IV	2

PLUS THE FOLLOWING 2 UNITS:

MUSIC 501	College Choir	.5
MUSIC 561	Chamber Chorale	5
MUSIC 725	Community Orchestra	.5
MUSIC 775	Jazz Ensemble	.5
TOTAL UNITS		33

The piano proficiency requirement may be met by examination if the student has had previous training. Enrollment in the elementary voice sequence (MUSIC 411, 412, 413, 414), and/or the elementary piano sequence (MUSIC 321, 322, 323, 324) is recommended for Music majors who are preparing for performance or music education careers. Music majors are required to enroll in a music performance class every semester.

SKILL CERTIFICATE

Note: Some skills certificates are not included on transcripts, and students completing skills certificates that are not transcribed do not participate in commencement.

SKILL CERTIFICATE IN SONGWRITER'S WORKSHOP
MAJOR CODE 2203.00

REQUIRED COURSES		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
TOTAL UNITS		12

OFFICE ADMINISTRATION

(SEE COMPUTER APPLICATIONS AND OFFICE TECHNOLOGIES - CAOT)

PARALEGAL STUDIES

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.

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.

PARALEGAL PROGRAM OBJECTIVES

1. 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.
2. To insure quality paralegal education at the community college level
3. 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.
4. To train students to be prepared to use and apply the most current paralegal skills.
5. To educate students to intelligently and ethically serve the legal community.
6. To train students in critical paralegal skills such as investigation, legal research, interviewing, written and oral communications.
7. To educate, train and provide students with the theoretical background to perform the paralegal's tasks in substantive areas of law and legal specialties.
8. To educate and train students in areas of procedural law emphasizing the paralegal's role in litigation, mediation and arbitration.
9. 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 B6450.
10. To encourage students to contribute to the advancement of the legal profession.
11. To provide counseling during the program and to assist students in preparing for and obtaining meaningful careers in the paralegal field.

According to the Department of Labor, the demand for paralegals is expected to grow as an increasing population requires additional legal services. Paralegal and legal assistant positions are projected to grow faster than the average for all occupations through 2010. Employment growth stems from law firms and other employers with legal staffs increasingly hiring paralegals to lower the cost and increase the availability and efficiency of legal services. The majority of job openings for paralegals in the future will be new jobs created by rapid employment growth, but additional job openings will arise as people leave the occupation. The median salary of a paralegal averaged \$52,000 in 2008.

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.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1402.00

(41 UNITS, PLAN B)

Earn an Associate of Arts degree with a Legal Assistant major by completing 60 semester units including all major requirements and general education courses (Plan B) and selected electives as listed in the college catalog. A counselor must be consulted by all students in this program.

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

RECOMMENDED SEQUENCE	UNITS
PALEGAL 10 Introduction to Law and Legal Profession (same as LAW 10)	3
ENGLISH 101 College Reading and Composition I	3
PALEGAL 11 Introduction to Civil Litigation (same as LAW 11)	3
LAW 1 Business Law I (same as BUS 5)	3
CAOT 39 Word Processing: Keyboarding and Operations OR	3
CAOT 84 Microcomputer Office Applications: Word Processing	3
LAW 51 Legal Research for Paralegals	3
ELECTIVE* See List Below	3
LAW 2 Business Law II	3
PALEGAL 17 Legal Writing (same as LAW 17)	3
CAOT 93 Legal Document Production	2
ELECTIVE* See List Below	3
ELECTIVE* See List Below	3
ELECTIVE* See List Below	3
PALEGAL 4 Legal Internship (same as LAW 4)	3
TOTAL UNITS	41

***ELECTIVES:**

MUST SUCCESSFULLY COMPLETE 12 UNITS OF THE FOLLOWING:

PALEGAL 12 Tort Law (same as LAW 12)	3
PALEGAL 13 Wills, Trusts and Probate Administration (same as LAW 13)	3
PALEGAL 14 Law Office Management and Procedures (same as LAW 14)	3
PALEGAL 16 Civil and Criminal Evidence (same as LAW 16)	3
PALEGAL 18 Family Law (same as LAW 18)	3
PALEGAL 19 Property and Creditor Rights	3
PALEGAL 20 Probate Procedures (same as LAW 20)	3
PALEGAL 33 Entertainment Law (same as LAW 33)	3
PALEGAL 35 Immigration Law (same as LAW 35)	3

CERTIFICATE OF ACHIEVEMENT

MAJOR CODE 1402.00

(41 UNITS)

A Certificate of Achievement 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 Legal Assistant/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 IN ANOTHER MAJOR

RECOMMENDED SEQUENCE	UNITS
PALEGAL 10 Introduction to Law and Legal Profession (same as LAW 10)	3
ENGLISH 101 College Reading and Composition I	3
PALEGAL 11 Introduction to Civil Litigation (same as LAW 11)	3
LAW 1 Business Law I (same as BUS 5)	3
CAOT 39 Word Processing: Keyboarding and Operations OR	3
CAOT 84 Microcomputer Office Applications: Word Processing	3
LAW 51 Legal Research for Paralegals	3
ELECTIVE* See List Below	3
LAW 2 Business Law II	3
PALEGAL 17 Legal Writing (same as LAW 17)	3
CAOT 93 Legal Document Production	2
ELECTIVE* See List Below	3
ELECTIVE* See List Below	3
ELECTIVE* See List Below	3
PALEGAL 4 Legal Internship (same as LAW 4)	3
TOTAL UNITS	41

***ELECTIVES:**

MUST SUCCESSFULLY COMPLETE 12 UNITS OF THE FOLLOWING WITH A GRADE OF "C" OR BETTER:

PALEGAL 12	Tort Law (same as LAW 12)	3
PALEGAL 13	Wills, Trusts and Probate Administration (same as LAW 13)	3
PALEGAL 14	Law Office Management and Procedures (same as LAW 14)	3
PALEGAL 16	Civil and Criminal Evidence (same as LAW 16)	3
PALEGAL 18	Family Law (same as LAW 18)	3
PALEGAL 19	Property and Creditor Rights	3
PALEGAL 20	Probate Procedures (same as LAW 20)	3
PALEGAL 33	Entertainment Law (same as LAW 33)	3
PALEGAL 35	Immigration Law (same as LAW 35)	3

PRE-LAW, LAW

West Los Angeles College does not have a Law or Pre-Law program. See the Paralegal Studies section for specific requirements for an A.A. Degree or Certificate in Paralegal Studies. Meet with a counselor to discuss options.

PHILOSOPHY

The Philosophy sequence is recommended for those who want to obtain a baccalaureate degree in this field. Emphasis is placed on meeting common lower-division university requirements.

Students who wish to obtain an associate degree in Philosophy may do so by completing the course requirements listed below plus all other WLAC requirements for an associate degree.

Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 1509.00

(18 UNITS, PLAN A)

REQUIRED COURSES

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

AT LEAST 9 UNITS FROM THE FOLLOWING

ANTHRO 102	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 UNITS		18

PHYSICAL EDUCATION

While the Physical Education program emphasizes preparation for a teaching career, the program also helps qualify graduates for careers in fields such as special education, recreation, and athletic training.

Students who wish to obtain an associate degree in Physical Education may do so by completing the course requirements listed below plus all other WLAC requirements for an associate degree.

Transfer students should consult the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

ASSOCIATE OF ARTS DEGREE

MAJOR CODE 0835.00

(20 UNITS, PLAN A)

REQUIRED COURSES

		UNITS
ANATOMY 1	Introduction to Human Anatomy	4
PHYSIOL 1	Introduction to Human Physiology	4