

## MAJOR REQUIREMENTS

AVIATEK 11 Aircraft Metal Assembly	4
AVIATEK 12 Aircraft Metal Assembly Lab	2
<b>TOTAL SEMESTER 3 UNITS</b>	<b>12</b>

<b>SEMESTER 4</b>	<b>UNITS</b>
AVIATEK 13 Hydraulic, Landing Gear, and Fuel Systems	4
AVIATEK 14 Hydraulic, Landing Gear, and Fuel Systems Lab	2
AVIATEK 23 Inspection and Evaluation	4
AVIATEK 24 Inspection and Evaluation Lab	2
<b>TOTAL SEMESTER 4</b>	<b>12</b>
<b>TOTAL REQUIRED UNITS</b>	<b>48</b>

## BIOLOGY

SCIENCE DIVISION

### ASSOCIATE DEGREE

The Associate of Arts degree in Biology includes coursework that aligns with specific lower-division major requirements for the Biology, Biological Science, and related majors 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 Biology or related fields of study may also consider the Associate of Arts degree in Liberal Arts and Sciences (Math, Science, and Computer Science emphasis). Students 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.

The Associate Degree in Biology will provide the student with a strong basic foundation in this science. The curriculum is generally required of lower-division life science majors, as well as pre-dental, pre-medical, pre-optometry, pre-pharmacy, and pre-veterinary students.

### PROGRAM LEARNING OUTCOMES (PLOS):

*Upon completion of this program, students will:*

#### Biology (General) Program

- Explain how scientists investigate causes of natural biological phenomena.
- Explain how living things are organized, reproduce, acquire matter & energy, and inherit & express genetic instructions.
- Utilize biological information to make informed decisions about environmental issues.
- Utilize biological information to make informed decisions about personal issues.
- Perform basic biological lab procedures.

#### Biology (Health Science Option) Program

- Use appropriate biological terminology to communicate with purpose and clarity, to consult others, and to question others emphatically for the purpose of making informed decisions regarding the health status of a patient or a family member.
- Recommend strategies to family members and/or patients that will help the human body recover from injury and/or defend itself against disease-causing microbes.
- Recommend strategies to family members and/or patients that will protect the human body from the invasion of disease-causing microbes.
- Explain how living things are organized, reproduction, acquire matter & energy, and inherit & express genetic instructions.

#### Natural Sciences/Biological Science General Education Requirement (non-biology majors)

- Explain how scientists investigate causes of natural biological phenomena.
- Utilize biological information to make informed decisions about environmental issues.
- Utilize biological information to make informed decisions about personal issues.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Biology	AA	Plan B	38	60+
+ At least 60 degree applicable units (38 total major units and Plan B units) are required to earn an Associate Degree.				

### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS



## ASSOCIATE OF ARTS DEGREE

### Biology

MAJOR CODE: 0401.00

(38 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES	UNITS
BIO 6 General Biology I	5
BIO 7 General Biology II	5

### AND THE COURSES IN EACH OF THE FOLLOWING 3 GROUPS

GROUP 1	UNITS
CHEM 101 General Chemistry AND	5
CHEM 102 General Chemistry II	5

OR

PHYSICS 6 General Physics I AND	4
PHYSICS 7 General Physics II	4

GROUP 2	UNITS
CHEM 211 Organic Chemistry for Science Majors I	5
CHEM 212 Organic Chemistry for Science Majors II	5

GROUP 3	UNITS
MATH 260 Pre-Calculus	5
MATH 261 Calculus I	5
<b>TOTAL REQUIRED COURSE UNITS</b>	<b>38</b>

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

# BUSINESS

BUSINESS DIVISION

## ASSOCIATE DEGREE

### PROGRAM OVERVIEW

The Associate of Arts degree in Business is primarily designed for career and technical education and workforce training/development. The Associate of Arts degree in Business provides a broad background of business knowledge which can be applied in most businesses.

Students interested in transferring to a four-year college or university with a major in Business Administration or other Business-related major may consider the Associate of Arts degree in Business Administration. Students should consult the Transfer Center or the Counseling Office for major preparation and general education requirements of the particular transfer institution of their choice.

### PROGRAM LEARNING OUTCOMES (PLOS):

Upon completion of this program, students will:

- Use business formulas to calculate and solve quantitative problems. Analyze financial operations of a typical business. (Corporate Math)
- Adopt a variety of practices that adhere to a company's culture of moral business principals. Maintain trust, confidentiality and business integrity in the workplace. (Corporate Human Resources-HR)
- Maneuver in the operational workflow of an organization through effective use of time management and utilization of appropriate resources. (Corporate Workflow)

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Business	AA	Plan B	38	60+
Business	Cert	N/A	29	29
+ At least 60 degree applicable units (38 total major units and Plan B units) are required to earn an Associate Degree.				

## MAJOR REQUIREMENTS

### ASSOCIATE OF ARTS DEGREE

#### Business

MAJOR CODE: 0501.00

(38 Units, Plan B) + All other West requirements for Associate Degree

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting I	5
CO SCI 901	Intro to Computers and Their Use	3
BUS 1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
BUS 5	Business Law I	3
MGMT 1	Principles of Management	3
MGMT 13	Small Business Entrepreneurship	3
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3

ELECTIVES (3 UNITS FROM THE FOLLOWING)		UNITS
MGMT 2	Organization and Management Theory	3
FINANCE 2	Investments	3
<b>TOTAL COURSE UNITS</b>		<b>38-39</b>

The Business Associate of Arts degree is a survey of the fundamental aspects of all phases of business including entrepreneurship, management/leadership, marketing, financial management and institutions, investing through the securities market, and challenges facing global markets.

For **RECOMMENDED COURSE SEQUENCE** consult a WLAC counselor.

### CERTIFICATE OF ACHIEVEMENT

#### Business

MAJOR CODE: 0501.00

This program is designed to prepare the student for entry into the business community in such entry-level positions as bookkeeper, accounting clerk, or assistant auditor. Skills required for maintaining records, controlling finances, and preparing financial reports are taught.

REQUIRED COURSES		UNITS
ACCTG 1	Introductory Accounting I	5
CO SCI 901	Intro to Computers and Their Use	3

BUS1	Introduction to Business	3
BUS 31	Business English	3
BUS 32	Business Communications	3
BUS 38	Business Computations	3
BUS 5	Business Law I	3
MGMT 1	Principles of Management	3
OR		
MKTG 1	Principles of Selling	3
MKTG 21	Principles of Marketing	3
<b>TOTAL COURSE UNITS</b>		<b>29</b>

#### **RECOMMENDED COURSE SEQUENCE**

SEMESTER 1		UNITS
ACCTG 1*	Introductory Accounting I	5
MGMT 1	Principles of Management	3
OR		
MKTG 1	Principles of Selling	3
BUS 1	Introduction to Business	3
BUS 38	Business Computations	3
FIN 2	Investments	3
<b>TOTAL SEMESTER 1 UNITS</b>		<b>17</b>

SEMESTER 2		UNITS
BUS 5	Business Law I	3
MKTG 21	Principles of Marketing	3
BUS 32	Business Communications	3
CO SCI 901	Intro to Computers and Their Use	3
<b>TOTAL COURSE UNITS</b>		<b>12</b>
<b>TOTAL SEMESTER 2 UNITS</b>		<b>29</b>

\*Accounting 21 plus Accounting 22 are the equivalent of Accounting 1.

#### **ATTENTION TRANSFER STUDENTS**

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.

# MAJOR REQUIREMENTS

## BUSINESS ADMINISTRATION

BUSINESS DIVISION



**Associate Degree  
for Transfer**  
*A Degree with a Guarantee.<sup>SM</sup>*

### DESCRIPTION

The Associate in Science in Business Administration 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 Business Administration. 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. Students will be required to meet with a counselor for specific university major preparation at the college of their choice in order to facilitate a seamless transition. This coursework will satisfy the lower division Economics requirements at some of the CSU campuses. Information on which campuses accept this degree can be found at <http://www.sb1440.org/>



### ASSOCIATE OF ARTS DEGREE for TRANSFER (AS-T)

MAJOR CODE: 1001.00

#### REQUIRED COURSES: UNITS

ACCTG 1	Introductory Accounting I	5
ACCTG 2	Introductory Accounting II	5
ECON 1	Principles of Economics I	3
ECON 2	Principles of Economics II	3
BUS 5	Business Law I	3

#### LIST A: SELECT ONE COURSE 3 UNITS

MATH 236	Calculus for Business and Social Science	5
MATH 227	Statistics	4

#### LIST B: SELECT TWO COURSES (5-6 UNITS)

*And any course from List A not already used.*

COS 901	Computers and Their Use	3
BUS 1	Introduction to Business	3

TOTAL UNITS FOR MAJOR UNITS 29-31

TOTAL UNITS THAT MAY BE DOUBLE COUNTED 9

GENERAL EDUCATION (CSU GE OR IGETC) 37-39

ELECTIVE UNITS 0-1 UNITS CSU GE OR 1-3 UNITS IGETC

Total Degree Units

### ASSOCIATE OF ARTS DEGREE

#### (ALSO SEE MANAGEMENT - SMALL BUSINESS)

The Associate of Arts degree in Business Administration includes coursework that aligns with specific lower-division major requirements for Business Administration and related majors at various universities within the University of California (UC) and California State University (CSU) systems.

Students 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.

Career opportunities in Business Administration are available for multiple professions including accounting managers, stockbrokers, financial consultants, insurance brokers, marketing managers and computer specialists. In addition, a prospective professor of business may get a start in the associate and baccalaureate programs in business administration.

AWARD	TYPE	GRAD PLAN	REQ COURSES UNITS	TOTAL UNITS
Business Administration	AA	Plan A	26	60+
Business Administration	AA-T	N/A	29-31	60
+ At least 60 degree applicable units 29-31 total major units) are required to earn an Associate Transfer Degree.				
* Required course units and completion of CSU Breadth or IGETC Requirements.				

## MAJOR REQUIREMENTS

### ASSOCIATE OF ARTS DEGREE

#### Business Administration

MAJOR CODE: 0505.00

REQUIRED COURSES	UNITS
ACCTG 1 Introductory Accounting I	5
ACCTG 2 Introductory Accounting II	5
CO SCI 901 Introduction to Computer and Their Use	3
ECON 1 Principles of Economics I	3
ECON 2 Principles of Economics II	3
BUS 5 Business Law I	3
MATH 227 Statistics	4
Or	
MATH 236 Calculus for Business & Social Science	5
<b>TOTAL COURSE UNITS</b>	<b>26</b>

#### RECOMMENDED COURSE SEQUENCE

SEMESTER 1	UNITS
ACCTG 1 Introductory Accounting I	5
CO SCI 901 Introduction to Computer and Their Use	3
MATH 125 Intermediate Algebra	5
GEN ED 1- GEN ED COURSE	3
<b>TOTAL SEMESTER 1 UNITS</b>	<b>16</b>

SEMESTER 2	UNITS
ACCTG 2 Introductory Accounting II	5
BUS 5 Business Law I	3
GEN ED 2- GEN ED COURSES	6
<b>TOTAL SEMESTER 2 UNITS</b>	<b>14</b>

SEMESTER 3	UNITS
ECON 1 Principles of Economics I	3
MATH 227** Statistics	4
GEN ED 3 GEN ED COURSES	9
<b>TOTAL SEMESTER 3 UNITS</b>	<b>16</b>

SEMESTER 4	UNITS
ECON 2 Principles of Economics II	3
GEN ED 4 GEN ED COURSES	12
<b>TOTAL COURSE UNITS</b>	<b>15</b>
<b>TOTAL SEMESTER 4 UNITS</b>	<b>60</b>

\*\*Higher level Mathematics coursework may be substituted to meet transfer requirements at varying four-year institutions.

## CERTIFIED NURSING ASSISTANT

### HOME HEALTH AIDE

HEALTH SCIENCES DIVISION

The Certified Nursing Assistant and Home Health Aide Program prepares students for an exciting career in the health care setting. Students will learn to become health care workers in the long term care facilities, acute care settings, and home care settings. Emphasis is given to safety principles, infection control, methods for providing physical care and emotional and social support. As well as, understand the regulatory guidelines pertaining to Home Health Aide scope of practice; the basic knowledge of disease and how to recognize signs and symptoms of the disease; the concepts of provision of care in a home setting and to provide a sound knowledge base from which the HHA can be an important partner of other healthcare providers.

The Department of Health Services and Red Cross certify program. Upon successful completion of the program, the student is eligible to take the State of California Certification Examination. Requirements for acceptance into the program can be obtained through the Allied Health office. For more information, please call (310) 287-7226 or visit the Allied Health website at [www.wlac.edu/Allied-Health/index.aspx](http://www.wlac.edu/Allied-Health/index.aspx) or visit the office located in SC 104.

#### PROGRAM LEARNING OUTCOMES (PLOS):

*Upon completion of this program, students will:*

- Adhere to the code of ethical conduct and apply this code to establish state and federal regulations and promote, safe, quality care in home-care settings.
- Understand the importance of collaboration with the interdisciplinary team during provision of care.
- Demonstrate ability to communicate any unusual occurrences noted in the home care setting during provision of care to immediate supervisor/case manager.
- Assist patients and provide professional care with activities of daily living.
- Demonstrate confidence in observation and reporting data to the IDT team during case conference.

#### ATTENTION TRANSFER STUDENTS

NOTE: Students expecting to transfer to four-year institutions should see a West Los Angeles College counselor and consult the catalogs of transfer institutions regarding specific requirements for upper-division standing.