MAJOR REQUIREMENTS

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.

<table>
<thead>
<tr>
<th>AWARD</th>
<th>TYPE</th>
<th>GRAD PLAN</th>
<th>REQ COURSES</th>
<th>TOTAL UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>AA</td>
<td>Plan B</td>
<td>38</td>
<td>60+</td>
</tr>
</tbody>
</table>

+ 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.
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 5
AND
CHEM 102 General Chemistry II 5

OR

PHYSICS 6 General Physics I 4
AND
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

TOTAL REQUIRED COURSE UNITS 38

For RECOMMENDED COURSE SEQUENCE consult a WLAC counselor.

BUSINESS

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.
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

TOTAL COURSE UNITS 38-39

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

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

TOTAL SEMESTER 1 UNITS 17

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

TOTAL COURSE UNITS 12

TOTAL SEMESTER 2 UNITS 29

*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.

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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCTG 1</td>
<td>5</td>
</tr>
<tr>
<td>ACCTG 2</td>
<td>5</td>
</tr>
<tr>
<td>ECON 1</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2</td>
<td>3</td>
</tr>
<tr>
<td>BUS 5</td>
<td>3</td>
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</table>

LIST A: SELECT ONE COURSE  3 UNITS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>MATH 236</td>
<td>5</td>
</tr>
<tr>
<td>MATH 227</td>
<td>4</td>
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</table>

LIST B: SELECT TWO COURSES (5-6 UNITS)
And any course from List A not already used.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COS 901</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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.
## Business Administration

**MAJOR CODE: 0505.00**

### REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>ACCTG 1</td>
<td>Introductory Accounting I</td>
</tr>
<tr>
<td>ACCTG 2</td>
<td>Introductory Accounting II</td>
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<tr>
<td>CO SCI 901</td>
<td>Introduction to Computer and Their Use</td>
</tr>
<tr>
<td>ECON 1</td>
<td>Principles of Economics I</td>
</tr>
<tr>
<td>ECON 2</td>
<td>Principles of Economics II</td>
</tr>
<tr>
<td>BUS 5</td>
<td>Business Law I</td>
</tr>
<tr>
<td>MATH 227</td>
<td>Statistics</td>
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<tr>
<td>Or</td>
<td>MATH 236</td>
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<tr>
<td><strong>TOTAL COURSE UNITS</strong></td>
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### RECOMMENDED COURSE SEQUENCE

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
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<tbody>
<tr>
<td>ACCTG 1</td>
<td>Introductory Accounting I</td>
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<tr>
<td>CO SCI 901</td>
<td>Introduction to Computer and Their Use</td>
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<tr>
<td>MATH 125</td>
<td>Intermediate Algebra</td>
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<td>GEN ED 1–GEN ED COURSE</td>
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<tr>
<td><strong>TOTAL SEMESTER 1 UNITS</strong></td>
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<table>
<thead>
<tr>
<th>SEMESTER 2</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>ACCTG 2</td>
<td>Introductory Accounting II</td>
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<td>BUS 5</td>
<td>Business Law I</td>
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<td><strong>TOTAL SEMESTER 2 UNITS</strong></td>
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<table>
<thead>
<tr>
<th>SEMESTER 3</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>ECON 1</td>
<td>Principles of Economics I</td>
</tr>
<tr>
<td>MATH 227**</td>
<td>Statistics</td>
</tr>
<tr>
<td>GEN ED 3 GEN ED COURSES</td>
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</tr>
<tr>
<td><strong>TOTAL SEMESTER 3 UNITS</strong></td>
<td><strong>16</strong></td>
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</table>

<table>
<thead>
<tr>
<th>SEMESTER 4</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2</td>
<td>Principles of Economics II</td>
</tr>
<tr>
<td>GEN ED 4 GEN ED COURSES</td>
<td>12</td>
</tr>
<tr>
<td><strong>TOTAL COURSE UNITS</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td><strong>TOTAL SEMESTER 4 UNITS</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**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 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.