

## Business - Management

### Business - Management Option AS or AA Degree

The Business Management Degree provides an overview of the various disciplines in business such as management, marketing, accounting, and finance. The degree provides a strong foundation for entry into a variety of business fields. The coursework is essential for entry-level positions while enhancing the knowledge base of those who are seeking career progression.

Upon complete of the business management program, the student will be able to:

- Identify and explain major functional areas of business organizations including management, marketing, finance, and accounting
- Identify the functions of management and apply them in business situations
- Apply commonly used computer application programs to create relevant business documents
- Effectively communicate both verbally and in writing in various business settings
- Apply business mathematics in order to analyze data and solve business problems Students must fulfill the following requirements to qualify for an associate degree:
- Complete the Associate Degree requirements
- Complete major course requirements as specified in the catalog with a grade of C or better
- Complete electives to reach a total of 60 degree applicable units
- Maintain a grade point average of 2.00 overall
- Complete the English and math competency requirements with a C or better

<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Required Core Courses</b>		
BUS 001A ..	Beginning Principles of Accounting .....	4
or BUS 055 ..	Bookkeeping .....	3
BUS 020 ....	Introduction to Business .....	3
BUS 024 ....	Business Mathematics .....	3
BUS 028 ....	Business Communication .....	3
CIS 007 .....	Computer Concepts .....	3
	<b>Total Core Courses .....</b>	<b>15 - 16</b>
<b>Management Option Requirements</b>		
BUS 035 ....	Human Resources Management .....	3
BUS 018 ....	Business Law .....	4
BUS 032 ....	Small Business Management .....	3
	<b>Total Management Option .....</b>	<b>10</b>
<b>Bookkeeping Option Requirements</b>		
BUS 013A ..	Word for Windows I .....	1.5
BUS 013B ..	Word for Windows II .....	1.5
CIS 034 .....	Introduction to Spreadsheets .....	3
BUS 074 ....	Computerized Accounting .....	3
	<b>Total Bookkeeping Option .....</b>	<b>9</b>

### Business - Management Certificate of Achievement

Completion of the 24-26 units listed above fulfills the requirements for Business Management Certificate of Achievement.

**For Gainful Employment information please visit:**

<https://www.westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/business-management.php>