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

Course #	Title	Units
Required Core Courses		
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
	Total Core Courses	**15 - 16**
Course #	Title	Units
Management Option Requirements		
BUS 035	Human Resources Management	3
BUS 018	Business Law	4
BUS 032	Small Business Management	3
	Total Management Option	**10**
Course #	Title	Units
Bookkeeping Option Requirements		
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
	Total Bookkeeping Option	**9**
Course #	Title	Units
	Total Business Management Degree Units	**24 - 26**

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.westhillscollege.com/coalinga/degrees-and-certificates/gainful-employment/business-management.php