

## Business - Retail Business Management

### Business - Retail Business Management AS Degree

The Retail Business Management Certificate provides an overview of the various disciplines in business such as management, marketing, accounting, and finance. The degree provides a training and education for those wishing to own or manage a retail business. The various elements involved in starting and operating a small business are covered.

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

- Identify and explain major functional areas of business organizations including management, marketing, finance, and accounting
- Apply commonly used computer application programs to create relevant business documents
- Effectively communicate both verbally and in writing in various business settings
- Research and compose a business plan that can be used for planning as well as financing 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 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 018 . . . .	Business Law . . . . .	4
BUS 020 . . . .	Introduction to Business . . . . .	3
BUS 028 . . . .	Business Communication . . . . .	3
BUS 032 . . . .	Small Business Management . . . . .	3
BUS 035 . . . .	Human Resources Management . . . . .	3
CIS 007 . . . . .	Computer Concepts . . . . .	3
	<b>Total . . . . .</b>	<b>22 - 23</b>

### Business - Retail Business Management Certificate of Achievement

Completion of the 22-23 units listed above fulfills the requirements for Retail Business Management Certificate of Achievement.

**For Gainful Employment information please visit:**

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