

Business - Management

Business - Management Option Certificate of Achievement

The Business Management Certificate of Achievement 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.

Program student learning outcomes:

1. Students will analyze and apply generally accepted accounting principles to prepare financial statements.
2. Students will create effective oral and written business communications using modern communication technologies that can be applied in various business settings.
3. Students will apply critical thinking and analytical skills in business decision making and problem solving.
4. Students will identify the functions of management and apply them in business situations.

For Gainful Employment information please visit:

<https://westhillscollge.com/coalinga/degrees-and-certificates/gainful-employment/>

Career and employment information may be obtained through:

- O*Net, www.onetonline.org
- Labor Market, California Employment Development Department, www.labormarketinfo.edd.ca.gov

<i>Course #</i>	<i>Title</i>	<i>Units</i>
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

Choose one of the following options:

<i>Course #</i>	<i>Title</i>	<i>Units</i>
Management Option Requirements		
BUS 035	Human Resources Management	3
BUS 018	Business Law	4
BUS 032	Small Business Management	3
	Total Management Option	10

<i>Course #</i>	<i>Title</i>	<i>Units</i>
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

<i>Course #</i>	<i>Title</i>	<i>Units</i>
	Total Business Management Degree Units	24 - 26