

Business - Retail Business Management

Business - Retail Business Management Certificate of Achievement

The Retail 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 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.

Program student learning outcomes:

1. Students will apply generally accepted accounting principles to prepare financial statements.
2. Students will create effective oral and written business communications for a variety of business settings.
3. Students will apply critical thinking skills in business decision making and problem solving for small business.
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 (22-23 Units)		
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
	Total	22 - 23