

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 identify and explain major functional areas of business organizations including management, marketing, finance, and accounting.
2. Students will identify the functions of management and apply them in business situations.
3. Students will apply commonly used computer application programs to create relevant business documents.
4. Students will effectively communicate both verbally and in writing in various business settings.
5. Students will apply business mathematics in order to analyze data and solve business problems.

Recommended Course Sequence: Falcon Pathway: Business: Business Management Cert.

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>
Option 1: Management Required Courses		
BUS 018	Business Law	4
BUS 032	Small Business Management	3
BUS 035	Human Resources Management	3
Total Management Option		10

<i>Course #</i>	<i>Title</i>	<i>Units</i>
Option 2: Bookkeeping Required Courses		
BUS 013A ..	Word for Windows I	1.5
BUS 013B ..	Word for Windows II	1.5
BUS 074	Computerized Accounting	3
CIS 034	Introduction to Spreadsheets	3
Total Bookkeeping Option		9

<i>Course #</i>	<i>Title</i>	<i>Units</i>
Total Certificate Units		24-26