

## 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.

#### 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](http://www.onetonline.org)
- Labor Market, California Employment Development Department, [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

<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 020 ....	Introduction to Business .....	3
BUS 024 ....	Business Mathematics .....	3
BUS 028 ....	Business Communication .....	3
CIS 007 .....	Computer Concepts .....	3
<b>Total Core Courses .....</b>		<b>15 - 16</b>
<b>Choose one of the following options:</b>		
<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Option 1: Management Required Courses</b>		
BUS 018 ....	Business Law .....	4
BUS 032 ....	Small Business Management .....	3
BUS 035 ....	Human Resources Management .....	3
<b>Total Management Option .....</b>		<b>10</b>
<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Option 2: Bookkeeping Required Courses</b>		
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
<b>Total Bookkeeping Option .....</b>		<b>9</b>
<i>Course #</i>	<i>Title</i>	<i>Units</i>
<b>Total Certificate Units .....</b>		<b>24-26</b>