

## 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 identify and explain major functional areas of business organizations including management, marketing, finance, and accounting.
2. Students will apply commonly used computer application programs to create relevant business documents.
3. Students will effectively communicate both verbally and in writing in various business settings.
4. Students will research and compose a business plan that can be used for planning as well as financing.

#### 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 (22-23 Units)</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>