

Business Management

Business Management AS and Certificate of Achievement

The Business Program of study prepares the student for entry level positions in areas such as bookkeeping, management and retailing. The business program provides a foundation for further study and is valuable for students interested in starting or enhancing their own business. The program provides students with an understanding of the operation of business in the American economic system.

Program Student Learning Outcomes

Upon completion of the program, students will be able to:

- demonstrate utilization of a variety of prevailing Microsoft office applications and accounting software.
- input and produce reports from business records.
- identify the basic elements of a contract and assess a contract's validity.
- compose business letters and employment applications choosing the appropriate delivery means.
- assess business situations from an owner's/manager's prospective including basic employment laws.

Associate Degree Requirements:

- Complete a minimum of 18 semester units in a major or area of emphasis
- Complete Local General Education and District requirements
- Complete elective units for total of 60 degree applicable semester units
- Complete all required courses for the major or area of emphasis, English, and math with a "C" or better
- Obtain an overall minimum grade point average of 2.0

Course #	Title	Units
Required Core Courses		
BUS-001A.....	Beginning Principles of Accounting.....	
BUS-001B.....	Elementary Principles of Accounting.....	
BUS-013A/B....	Word for Windows I & II.....	3
BUS-018.....	Business Law.....	
BUS-020.....	Introduction to Business.....	
BUS-024.....	Business Mathematics.....	
BUS-028.....	Business Communication.....	
BUS-032.....	Small Business Management.....	
BUS-035.....	Human Resources Management.....	
CIS-007.....	Computer Concepts.....	
CIS-034.....	Introduction to Spreadsheets.....	
Total	36

For Gainful Employment information please visit:

<https://www.westhillscollege.com/lemoore/degrees-and-certificates/gainful-employment/business-management-cert.php>

*This is a **recommended sequence** of courses for timely completion of this program. Entry in to transfer level English and math required to follow this recommended sequence. Please see your counselor to formalize your personalized educational plan or for alternative planning.*

AS Degree Track:

SEMESTER 1	SEMESTER 2	SEMESTER 3	SEMESTER 4
ENG-001A.....	AREA C..... 3	BUS-001A.....	BUS-001B.....
MATH-025.....	AREA D..... 3	BUS-018.....	BUS-028.....
BUS-020.....	CIS-007.....	BUS-032.....	BUS-035.....
Area-E..... 3	BUS-013A & 013B..... 3	CIS-034.....	AREA B..... 3
Elective 001-049..... 2	BUS-024.....	AREA B..... 3	13

Certificate of Achievement Track:

SEMESTER 1

BUS-020.....	
BUS-013A & 013B.....	3
CIS-007.....	
CIS-034.....	
	12

SEMESTER 2

BUS-001A.....	
BUS-024.....	
BUS-028.....	
BUS-035.....	
	13

SEMESTER 3

BUS-001B.....	
BUS-018.....	
BUS-032.....	
	11