BUSINESS & MANAGEMENT, ASSOCIATE IN ARTS DEGREE

Banner Code: 2_AA_MGMT **Financial Aid Eligible**

This degree builds upon the Business & Management Certificate of Achievement as a stackable-certificate/degree pathway to prepare students for careers in business. The curriculum combines a variety of business and organizational management courses that develop knowledge and skills needed in the business work environment, particularly as students seek promotion to managerial positions.

Program Level Learning Outcomes

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

- 1. Describe fundamental business disciplines and processes including marketing, human resource management, supply chain management, and accounting.
- 2. Demonstrate fundamental business skills including business communication, networking, and team work.
- 3. Prepare business presentations, reports, and correspondence.
- 4. Evaluate methods used to foster business ethics in the workplace.
- 5. Analyze approaches to develop a strong, positive organizational culture.

Potential careers students may enter upon completion are as follows:

- · Entry level positions in management
- · Assistant office manager
- · Shift supervisor / manager
- · First line manager

Review Graduation Requirements (https://catalog.cccd.edu/goldenwest/graduation-requirements/associate-degree/) and General Education (https://catalog.cccd.edu/golden-west/general-education/).

Course	Title	Units
Required Courses		
BUS G100	Introduction To Business	3
BUS G101	The Mindset of Business Success	3
MGMT G110	Elements Of Management	3
MGMT G140	Business and Organizational Ethics	3
BUS G130	Introduction to Business Writing	3
or BUS G139	Business Communication	
Electives		
Select three of the fol	lowing:	9-12
MGMT G111	Human Resources Management	3
MGMT G152	Starting a Business - Entrepreneurial Small Business	3
MGMT G162	Managing a Small Business	3
MKTG G135	Retail Management	3
MGMT G115	Essentials of Organizational Behavior	3
MGMT G130	Team Building And Group Dynamics	3

Course	Title	Units
MGMT G155	Customer Service	3
ACCT G100	Introduction to Accounting	3
ACCT G101	Financial Accounting	4
ACCT G102	Managerial Accounting	4
BUS G108	Legal Environment of Business	- 3
CS G130	Survey Of Computer Science/Information	4
00 0100	Technology	Ŧ
BUS G121	Personal Finance	3
BUS G210	Securities and Investments	3
Major Total		24-27
GE Pattern (CSU GE	-Breadth or IGETC)	18-39
Total Units		60
<u>Year 1:</u>		
Course	Title	Units
Semester 1		
BUS G100	Introduction To Business	3
BUS G101	The Mindset of Business Success	3
ENGL G100	Freshman Composition	4-6
or ENGL G100S	Freshman Composition with Support	
Area C: Arts & Huma	inities course	3
Units		13-15
Course	Title	Units
Semester 2	The	Units
MGMT G110	Elements Of Management	3
MGMT G140	Business and Organizational Ethics	3
	position, Communication, and Analytical	3
Thinking course	position, communication, and Analytical	5
Math Competency		3
. ,	tisfied, take Elective coursework for a total of	
3 units		
Select one of the follo	owing:	3-4
MGMT G111	Human Resources Management	3
MGMT G152	Starting a Business - Entrepreneurial Small	3
	Business	
MGMT G162	Managing a Small Business	3
MKTG G135	Retail Management	3
MGMT G115	Essentials of Organizational Behavior	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G155	Customer Service	3
ACCT G100	Introduction to Accounting	3
ACCT G101	Financial Accounting	4
BUS G108	Legal Environment of Business	3
CS G130	Survey Of Computer Science/Information Technology	4
BUS G121	Personal Finance	3
Units		15-16
Year 2:		
Course	Title	Units
Semester 3		
BUS G139	Business Communication	3

1

Course	Title	Units
or BUS G130	Introduction to Business Writing	
Area B: Natural Scie	nces course	3
Area D: Social & Beh	avioral Sciences course	3
Elective coursework	for a total of 3 units	3
Select one NOT alread	dy taken above:	3-4
MGMT G111	Human Resources Management	3
MGMT G152	Starting a Business - Entrepreneurial Small Business	3
MGMT G162	Managing a Small Business	3
MKTG G135	Retail Management	3
MGMT G115	Essentials of Organizational Behavior	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G155	Customer Service	3
ACCT G100	Introduction to Accounting	3
ACCT G101	Financial Accounting	4
ACCT G102	Managerial Accounting	4
BUS G108	Legal Environment of Business	3
CS G130	Survey Of Computer Science/Information Technology	4
BUS G121	Personal Finance	3
BUS G210	Securities and Investments	3
Units		15-16
Course	Title	Units
Course Semester 4	Title	Units
Semester 4 Ethnic Studies Comp	petency	Units 3
Semester 4 Ethnic Studies Comp		
Semester 4 Ethnic Studies Comp	betency to reach a minimum of 60 units	3
Semester 4 Ethnic Studies Comp Elective coursework	betency to reach a minimum of 60 units	3 5-8
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread	betency to reach a minimum of 60 units dy taken above:	3 5-8 <i>6-8</i>
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small	3 5-8 <i>6-8</i> 3
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business	3 5-8 <i>6-8</i> 3 3
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G162	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business	3 5-8 6-8 3 3 3
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Retail Management	3 5-8 6-8 3 3 3 3 3
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G152 MKTG G135 MGMT G115	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Retail Management Essentials of Organizational Behavior	3 5-8 6-8 3 3 3 3 3 3 3 3
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G152 MKTG G135 MGMT G115 MGMT G130	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Retail Management Essentials of Organizational Behavior Team Building And Group Dynamics	3 5-8 6-8 3 3 3 3 3 3 3 3 3
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G152 MGMT G135 MGMT G130 MGMT G155	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Managing a Small Business Retail Management Essentials of Organizational Behavior Team Building And Group Dynamics Customer Service	3 5-8 6-8 3 3 3 3 3 3 3 3 3 3 3 3 3
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G152 MGMT G155 MGMT G155 ACCT G100	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Managing a Small Business Retail Management Essentials of Organizational Behavior Team Building And Group Dynamics Customer Service Introduction to Accounting Financial Accounting Managerial Accounting	3 5-8 6-8 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G152 MGMT G135 MGMT G130 MGMT G155 ACCT G100 ACCT G101	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Managing a Small Business Retail Management Essentials of Organizational Behavior Team Building And Group Dynamics Customer Service Introduction to Accounting Financial Accounting	3 5-8 6-8 3 3 3 3 3 3 3 3 3 3 3 4
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G152 MGMT G135 MGMT G135 MGMT G130 MGMT G155 ACCT G100 ACCT G101 ACCT G102	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Managing a Small Business Retail Management Essentials of Organizational Behavior Team Building And Group Dynamics Customer Service Introduction to Accounting Financial Accounting Managerial Accounting	3 5-8 6-8 3 3 3 3 3 3 3 3 3 3 4 4
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G152 MGMT G155 MGMT G130 MGMT G155 ACCT G100 ACCT G101 ACCT G102 BUS G108	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Managing a Small Business Retail Management Essentials of Organizational Behavior Team Building And Group Dynamics Customer Service Introduction to Accounting Financial Accounting Financial Accounting Legal Environment of Business Survey Of Computer Science/Information	3 5-8 6-8 3 3 3 3 3 3 3 3 3 3 3 4 4 4 3
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G152 MGMT G135 MGMT G135 MGMT G130 MGMT G155 ACCT G100 ACCT G100 ACCT G102 BUS G108 CS G130	betency to reach a minimum of 60 units dy taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Managing a Small Business Retail Management Essentials of Organizational Behavior Team Building And Group Dynamics Customer Service Introduction to Accounting Financial Accounting Managerial Accounting Legal Environment of Business Survey Of Computer Science/Information Technology	3 5-8 6-8 3 3 3 3 3 3 3 3 3 4 4 4 3 4
Semester 4 Ethnic Studies Comp Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G152 MGMT G135 MGMT G135 MGMT G135 ACCT G100 ACCT G100 ACCT G101 ACCT G102 BUS G108 CS G130 BUS G121	betency to reach a minimum of 60 units dy taken above: Human Resources Management Business - Entrepreneurial Small Business Managing a Small Business Managing a Small Business Managing a Small Business Essentials of Organizational Behavior Essentials of Organizational Behavior Team Building And Group Dynamics Customer Service Introduction to Accounting Financial Accounting Managerial Accounting Legal Environment of Business Survey Of Computer Science/Information Technology Personal Finance	3 5-8 6-8 3 3 3 3 3 3 3 3 3 4 4 4 3 4 3 3