

# 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/golden-west/graduation-requirements/associate-degree/>) and General Education (<https://catalog.cccd.edu/golden-west/general-education/>).

Course	Title	Units
<b>Required Courses</b>		
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	
<b>Electives</b>		
<i>Select three of the following:</i>		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 Technology	4
BUS G121	Personal Finance	3
BUS G210	Securities and Investments	3
<b>Major Total</b>		<b>24-27</b>
<b>GE Pattern (CSU GE-Breadth or IGETC)</b>		<b>18-39</b>
<b>Total Units</b>		<b>60</b>

## Year 1:

Course	Title	Units
<b>Semester 1</b>		
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 & Humanities course		3
<i>Units</i>		<i>13-15</i>

Course	Title	Units
<b>Semester 2</b>		
MGMT G110	Elements Of Management	3
MGMT G140	Business and Organizational Ethics	3
Area A: English Composition, Communication, and Analytical Thinking course		3
Math Competency		3
If Mathematics is satisfied, take Elective coursework for a total of 3 units		
<i>Select one of the following:</i>		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
BUS G108	Legal Environment of Business	3
CS G130	Survey Of Computer Science/Information Technology	4
BUS G121	Personal Finance	3
<i>Units</i>		<i>15-16</i>

## Year 2:

Course	Title	Units
<b>Semester 3</b>		
BUS G139	Business Communication	3

Course	Title	Units
or BUS G130	Introduction to Business Writing	
Area B: Natural Sciences course		3
Area D: Social & Behavioral Sciences course		3
Elective coursework for a total of 3 units		3
<i>Select one NOT already taken above:</i>		<i>3-4</i>
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
<i>Units</i>		<i>15-16</i>

Course	Title	Units
<b>Semester 4</b>		
Ethnic Studies Competency		3
Elective coursework to reach a minimum of 60 units		5-8
<i>Select two NOT already taken above:</i>		<i>6-8</i>
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
<i>Units</i>		<i>14-19</i>
<b>Total Degree Units</b>		<b>60</b>