BUSINESS & MANAGEMENT, ASSOCIATE IN ARTS DEGREE

Banner Code: 2_AA_MGMT **Control Number:** 03893 **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:

- 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.
- 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
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 follo	owing:	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
MGMT G155	Customer Service	3

Course	Title	Units
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
Major Total		24-27
GE Pattern (CSU GE-E	Breadth or IGETC)	18-39
Total Units		60

Year 1:

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 & Humanities course		3
Units		13-15

Units		13-15
Course	Title	Units
Semester 2		
MGMT G110	Elements Of Management	3
MGMT G140	Business and Organizational Ethics	3
	following or satisfy Math competency (completion gh School with a "C" or better):	3-4
MATH G030	Intermediate Algebra	4
MATH G040	Accelerated Elementary and Intermediate Algebra	5
MATH G080	Pre-Statistics	5
If Math compete total of 3 units	ncy is satisfied, take Elective coursework for a	
Area A2: Commu	nication & Analytical Thinking course	3
Select one of the	following:	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
Units		15-17

Year 2:

Course	Title	Units
Semester 3	Title	UIIILS
BUS G139	Pusings Communication	2
	Business Communication	3
or BUS G130 Area B: Natural Scien	Introduction to Business Writing	2
, ou D		3
	avioral Sciences course	3
Elective coursework		3
Select one NOT alread	•	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
Units Course	Title	15-16 Units
	Title	
Course		
Course Semester 4 Cultural Diversity req		Units
Course Semester 4 Cultural Diversity req	uirement to reach a minimum of 60 units	Units 3
Course Semester 4 Cultural Diversity req Elective coursework	uirement to reach a minimum of 60 units	Units 3 5-8
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread	uirement to reach a minimum of 60 units ly taken above:	Units 3 5-8 6-8
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread MGMT G111	uirement to reach a minimum of 60 units ly taken above: Human Resources Management Starting a Business - Entrepreneurial Small	Units 3 5-8 6-8 3
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread MGMT G111 MGMT G152	uirement to reach a minimum of 60 units ly taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business	Units 3 5-8 6-8 3
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G162	uirement to reach a minimum of 60 units ly taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Retail Management	3 5-8 6-8 3 3
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135	uirement to reach a minimum of 60 units ly taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Retail Management Essentials of Organizational Behavior	Units 3 5-8 6-8 3 3 3 3
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135 MGMT G115	uirement to reach a minimum of 60 units ly taken above: Human Resources Management Starting a Business - Entrepreneurial Small Business Managing a Small Business Retail Management	Units 3 5-8 6-8 3 3 3
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135 MGMT G115 MGMT G130	uirement to reach a minimum of 60 units by 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 Customer Service	Units 3 5-8 6-8 3 3 3 3 3 3 3
Course Semester 4 Cultural Diversity req Elective coursework: Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135 MGMT G115 MGMT G130 MGMT G155	uirement to reach a minimum of 60 units by 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 Customer Service Introduction to Accounting	Units 3 5-8 6-8 3 3 3 3 3
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135 MGMT G115 MGMT G155 ACCT G100	uirement to reach a minimum of 60 units by 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 Customer Service Introduction to Accounting Financial Accounting	Units 3 5-8 6-8 3 3 3 3 3 3 3 3 3 3
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135 MGMT G115 MGMT G155 ACCT G100 ACCT G101	uirement to reach a minimum of 60 units by 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 Customer Service Introduction to Accounting Financial Accounting Managerial Accounting	Units 3 5-8 6-8 3 3 3 3 4 4
Course Semester 4 Cultural Diversity req Elective coursework: Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135 MGMT G115 MGMT G155 ACCT G100 ACCT G101 ACCT G102	uirement to reach a minimum of 60 units by 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 Customer Service Introduction to Accounting Financial Accounting Managerial Accounting Legal Environment of Business Survey Of Computer Science/Information	Units 3 5-8 6-8 3 3 3 3 3 4
Course Semester 4 Cultural Diversity req Elective coursework: Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135 MGMT G115 MGMT G130 MGMT G155 ACCT G100 ACCT G101 ACCT G102 BUS G108	uirement to reach a minimum of 60 units by 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 Customer Service Introduction to Accounting Financial Accounting Managerial Accounting Legal Environment of Business	Units 3 5-8 6-8 3 3 3 3 3 4 4 4 3 4
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135 MGMT G115 MGMT G115 MGMT G155 ACCT G100 ACCT G101 ACCT G102 BUS G108 CS G130 BUS G121	uirement to reach a minimum of 60 units by 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 Customer Service Introduction to Accounting Financial Accounting Managerial Accounting Legal Environment of Business Survey Of Computer Science/Information Technology	Units 3 5-8 6-8 3 3 3 3 4 4 3 4
Course Semester 4 Cultural Diversity req Elective coursework Select two NOT alread MGMT G111 MGMT G152 MGMT G162 MKTG G135 MGMT G115 MGMT G155 ACCT G100 ACCT G100 ACCT G101 ACCT G102 BUS G108 CS G130	uirement to reach a minimum of 60 units by 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 Customer Service Introduction to Accounting Financial Accounting Managerial Accounting Legal Environment of Business Survey Of Computer Science/Information Technology Personal Finance	Units 3 5-8 6-8 3 3 3 3 3 4 4 4 3 4