

# BUSINESS MANAGEMENT

Westside Business Management students will develop a broad understanding of business organizations through knowledge in areas of operations, business policy and strategy, information technology, customers, markets, finance, communication. The basic concepts of business management; planning, organizing, directing a business, staffing for the successful accomplishment of the business entity's primary goal are taught. As students continue through their studies they will demonstrate interpersonal and project-management skills as they learn the business roles. They will apply technical skills as they formulate a business model while utilizing sophisticated spreadsheets, word-processing documents, electronic presentations.



## COURSE SEQUENCE

Principles of Business Management & Finance
Business Info Management
Dual Credit Business Information Management
Business Law
Global Business
Virtual Business
Business English
Dual Credit Business Management



## BUSINESS INFORMATION MANAGEMENT COURSE DESCRIPTION

The course develops technology skills with applications to personal and business situations focusing on spreadsheets, presentation management, networking, operating systems, and emerging technology with a review of keyboarding, word processing for Microsoft Office Certifications, and Career Readiness that focuses on resume writing, filling out job applications, job interview skills and professional soft skills. The importance of technology and professionalism in the business world will be stressed daily. Among techniques used to deliver instruction are hands-on lectures, small group activities, multi-media materials, and student projects.

*\*Note: This course is also offered as a Sophomore Dual Credit course. Houston Community College Registration and approval is required.*

## PRACTICUM BUSINESS MANAGEMENT COURSE DESCRIPTION

This is a Senior Capstone course that will help the student make a smooth transition from the classroom to a job. The student will get hands-on job experience that will teach them communication, networking, job-specific skills, professional soft skills and much more. Along with the hands-on experience by working for well-known companies within an internship, the students will complete and discuss classroom assignments to delve deeper into the characteristics and qualities needed to succeed on the job.

**Careers:** Sales Representative, Operations Manager, Financial Advisor, Banker, Business Analyst, Entrepreneur, Marketing Manager, Customer Service Associate, Administrative Assistant, Financial Analyst, Director of Business Development, Change Management Analyst