

BUS 185 PowerPoint for Business (1)*½ hour lecture - 1 ½ hours laboratory***Note:** May be open entry/open exit**Transfer acceptability:** CSU

Introduction to a currently used computer presentations program to produce effective presentations using overheads, 35mm photographic slides, or on-screen slides. Skills include defining and designing presentations; preparing slides using the slide, slide sorter, outline, notes page, and slide show views; formatting and animating the presentation; and applying templates within practical applications applied to the business environment. Class Schedule will designate software package covered.

BUS 187 Project for Business (1)*½ hour lecture - 1 ½ hours laboratory***Note:** May be open entry/open exit**Transfer acceptability:** CSU

Hands-on application with Microsoft Project, a comprehensive software package that includes the processes of initiating, planning, executing, controlling, and closing a project to meet project goals. Students will identify ways of completing projects more efficiently and effectively by covering the topics of planning a project; creating a project schedule; communicating project information; assigning resources and costs to a project; tracking the progress of and closing a project; and, sharing project information with other people and applications.

BUS 189 Beyond Outlook Essentials (1)*½ hour lecture - 1 ½ hours laboratory***Note:** May be open entry/open exit**Transfer acceptability:** CSU

Comprehensive study of Outlook, an information management and communication program. In-depth study of Outlook used in intra- and internet environments, for organizational and communication purposes. Outlook terminology and concepts, and applications and projects for organizational intranets and the World Wide Web.

BUS 190 Internet for Business (1)*½ hour lecture - 1 ½ hours laboratory***Note:** May be open entry/open exit**Transfer acceptability:** CSU

Basic concepts of navigating the Internet and Intranet including terminology; browsing and searching the web with emphasis on evaluating the credibility of search results; dedicated e-mail systems and web-based email services; social media; portals and accessing a variety of online resources; overview of internet technologies and security issues; and, practical applications designed for the business environment. In addition, the basics of e-Commerce are covered.

BUS 197 Business Topics (.5 - 4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.

Transfer acceptability: CSU

Topics in Business. See Class Schedule for specific topic offered. Course title will designate subject covered.

BUS 204 Quantitative Business Analysis (3)*3 hours lecture***Recommended Preparation:** MATH 60, and MATH 120**Transfer acceptability:** CSU

The applied science of basing business decisions on numerical data that managers can use to reduce risk in customer, product, investment, and other significant operational and strategic business decisions. Rather than the focus being on the details of computation, the emphasis is placed on a few key concepts for collecting and interpreting business data, drawing conclusions and using data to make predictions to support decision making. Makes extensive use of software tools (such as spreadsheets) for analyzing data. Designed for students majoring in business or economics and is not intended to meet any general education mathematics requirement.

BUS 205 Business Communication (3)*3 hours lecture***Prerequisite:** A minimum grade of 'C' in English 100**Transfer acceptability:** CSU

C-ID BUS 115

This course applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation-graphics software to create and deliver professional-level oral reports. This course is designed for students who already have college-level writing skills.

BUS 210 Business Office Procedures (3)*3 hours lecture***Prerequisite:** A minimum grade of 'C' in BUS 104 and BUS 106, or concurrent enrollment in BUS 104 and BUS 106**Transfer acceptability:** CSU

The role of administrative support personnel in today's office environment, including topics in workplace dynamics; professional image and business etiquette; ethics; leadership and management; customer service; written and verbal communications; records and financial management; meeting and event planning; travel arrangements; workplace mail and duplicating; job search and advancement; job performance evaluation.

Business International

See International Business

Business Management (BMGT)

Contact the Business Administration Department for further information.

(760) 744-1150, ext. 2488

Office: MD-341

Associate in Science Degrees -

AS Degree requirements are listed in Section 6 (green pages).

• Business Management

Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

• Business Management

PROGRAMS OF STUDY**Business Management**

This program includes a selection of courses that provides academic preparation to individuals who are seeking employment, or are currently employed, within the management structure of business.

**A.S. DEGREE MAJOR OR
CERTIFICATE OF ACHIEVEMENT**

| Program Requirements | | Units |
|----------------------|----------------------------------|-------|
| ACCT 201 | Financial Accounting | 4 |
| ACCT 104 | Accounting Spreadsheet Concepts | 2 |
| BMGT 101 | Introduction to Management | 3 |
| BMGT 115 | Organizational Theory and design | 3 |
| BMGT 130 | Management/Leadership Issues | 3 |
| BUS 110 | Business Mathematics | 3 |
| BUS 115 or | Business Law | |
| BUS 117 | Legal Environment of Business | 3 |
| BUS 138 | Business Ethics | 2 |
| BUS 155 | Marketing | 3 |
| BUS 205 | Business Communication | 3 |

Elective Courses (Select 3-4 units)

| | | |
|----------|--|-------|
| ACCT 202 | Managerial Accounting | 4 |
| BMGT 105 | Small Business Management | 3 |
| BMGT 110 | Human Resource Management | 3 |
| BMGT 125 | Introduction to Labor Relations | 3 |
| BMGT 295 | Directed Study in Business Management | 1 - 3 |
| BUS 130 | Intro Purchase/Supply Chain Management | 3 |
| BUS 140 | Selling for Business | 3 |
| BUS 145/ | | |
| FASH 125 | Retailing/Promotion | 3 |
| BUS 157 | E-Commerce | 3 |
| BUS 170 | Word for Business – Basic | 1 |
| BUS 180 | Access Basic | 1 |
| BUS 185 | PowerPoint for Business | 1 |
| ECON 100 | Basic Economics | 3 |

TOTAL UNITS **32 – 33**

COURSE OFFERINGS

BMGT 101 Introduction to Management (3)
3 hours lecture

Transfer acceptability: CSU

A leadership course designed to enhance understanding of responsibilities associated with management in business. Topics will cover management styles and human behavior factors associated with managing staff.

BMGT 105 Small Business Management (3)
3 hours lecture

Transfer acceptability: CSU

For owners and managers of small businesses. Analysis of personal qualifications, forms of ownership, sources of information, financing, planning, legal problems, record keeping, advertising, insurance, sales promotions, credit, public relations, and current aids to successful management.

BMGT 110 Human Resource Management (3)
3 hours lecture

Transfer acceptability: CSU

A survey of the history and present status of human resource management in the United States. Emphasis on modern techniques of recruitment, placement, wage administration, communications, training, labor relations, and employer employee relationships in modern industry and business.

BMGT 115 Organizational Theory and Design (3)
3 hours lecture

Transfer acceptability: CSU

Policies and methods of organization in business enterprises of various types and sizes. Functional components of business organization: planning, controlling, coordinating, and directing to meet organizational objectives. Establishing lines of authority and functions of departments or units with emphasis on systems management.

BMGT 125 Introduction to Labor Relations (3)
3 hours lecture

Transfer acceptability: CSU

Introduction to, and development of, an appreciation for labor relations; review of procedures involved in negotiation and administration of labor agreements; development of an understanding of the involvement of labor and management in a collective bargaining agreement; and an overview of the general nature of the labor management relationship and labor law as they currently exist in the United States.

BMGT 130 Management/Leadership Issues (3)
3 hours lecture

Transfer acceptability: CSU

Examination of current issues in management and leadership including: organizing, staffing, decision making, motivating, communicating, and applying such skills to a business organization. Concepts related to group dynamics, change, conflict, organizational communications, and productivity are explored.

BMGT 197 Business Management Topics (.5 - 4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture and/or laboratory may be scheduled by the department. Refer to Class Schedule.

Transfer acceptability: CSU

Topics in Business Management. See Class Schedule for specific topic offered. Course title will designate subject covered.

BMGT 295 Directed Study in Business Management (1, 2, 3)
3, 6 or 9 hours laboratory

Prerequisite: Approval of project or research by the instructor and Department Chair

Transfer acceptability: CSU

Independent study for students who have demonstrated skills and or proficiencies in business management subjects and have the initiative to work independently on projects outside the context of regularly scheduled classes. Students will work under the supervision of an instructor.

Cabinet and Furniture Technology (CFT)

Contact the Trade and Industry Department for further information.

(760) 744-1150, ext. 2545

Office: T-102A

For transfer information, consult a Palomar College Counselor.

Associate in Science Degrees -

AS Degree requirements are listed in Section 6 (green pages).

- Cabinetmaking and Millwork
- Carving Technology
- Case Furniture Construction/Manufacturing
- Guitar Making Technology
- Lathe Turning Technology
- Table and Chair Manufacturing
- Veneering Technology
- Woodworking Skills Technology

Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

- Cabinetmaking and Millwork
- Carving Technology
- Case Furniture Construction/Manufacturing
- Guitar Making Technology
- Lathe Turning Technology
- Table and Chair Manufacturing
- Veneering Technology
- Woodworking Fundamentals
- Woodworking Skills Technology

PROGRAMS OF STUDY**Cabinetmaking and Millwork**

This program will prepare students to make a living at cabinetmaking. It provides the student with the theory and skills needed for employment and/or self employment in the field of cabinetmaking and millwork. Program begins with the basic safe use of tools and machines and basic woodworking processes. Specific and practical skills and knowledge of the cabinetmaking and millwork industries are covered with required and elected coursework.

A.S. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

| Program Requirements | | Units |
|----------------------|-------------------------------|-------|
| CFT 100 | Fundamentals of Woodworking | 4 |
| CFT 105 | Machine Woodworking/Furniture | 4 |
| CFT 108 | Business Woodworking | 2 |