

newsletters; brochures; flyers; web pages; business cards; letterheads and envelopes; advertising and marketing materials; and greeting cards; PDF and web file formats; and printing options.

BUS 187 Project for Business (1)

Course requires 32 hours lecture/laboratory. Students should refer to course listing in Class Schedule for scheduling options.

Note: May be open entry/open exit; may be taken 4 times with different subject matter

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 188 Voice Recognition (1)

Course requires 32 hours lecture/laboratory. Students should refer to course listing in Class Schedule for scheduling options.

Note: May be open entry/open exit; may be taken 4 times with different subject matter

Transfer acceptability: CSU

Hands-on application with a current voice recognition software package. Training includes training the software to recognize the user's voice; speaking accurately to improve the user's voice profile; opening and closing programs; selecting text; creating, editing, and formatting a variety of business documents; capitalizing, moving, inserting, saving, opening, and printing a variety of business documents; customizing the software; managing applications and documents; and, managing keyboard and mouse control techniques.

BUS 190 Internet for Business (1)

Course requires 32 hours lecture/laboratory. Students should refer to course listing in Class Schedule for scheduling options.

Note: May be open entry/open exit; may be taken 2 times

Transfer acceptability: CSU

Basic concepts of navigating the Internet and Intranet including terminology, bookmarks/favorites, copying/pasting web pages, search sites/engines, file transfer, e-mail, and attachments with practical applications designed for the business environment. In addition, basic web pages will be created and edited using HTML.

BUS 195 Microsoft Office Integration (1)

2 hours lecture/laboratory

Recommended preparation: Intermediate level knowledge of word processing, database, spreadsheet, and presentation software applications

Note: May be taken 4 times

Transfer acceptability: CSU

Preparation of a variety of business projects that integrate database, spreadsheet, word processing, and presentation software applications.

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, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

Note: May be taken 4 times

Transfer acceptability: CSU

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

BUS 205 Business Writing (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in BUS 125 or eligibility determined through the Business English placement process

Recommended preparation: ENG 100

Transfer acceptability: CSU

Principles of effective writing applied to business communications. Develops skill in analysis, organization, composition, and presentation of various types of letters, memos, and reports to elicit the desired responses. Formal analytical report required.

Business Management (BMGT)

Contact the Business Administration Department for further information.

(760) 744-1150, ext. 2488

Office: B-18

Associate in Arts Degrees -

AA 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.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements		Units
ACCT 103	Financial Accounting	4
ACCT 104	Accounting Spreadsheet Lab	1
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 BUS 117	Business Law Legal Environment of Business	3
BUS 138	Business Ethics	2
BUS 155	Marketing	3
BUS 170	Word for Business – Basic	1
BUS 180	Access for Business	1
BUS 185	PowerPoint for Business	1
BUS 205	Business Writing	3
Elective Courses (Select 3-4 units)		
ACCT 108	Managerial Accounting	4
BMGT 105	Small Business Management	3
BMGT 110	Human Resource Management	3
BMGT 125	Introduction to Labor Relations	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
ECON 100	Basic Economics	3
BMGT 295	Directed Study in Business Management	1-3
TOTAL UNITS		34 – 35

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, laboratory, or lecture/lab- oratory may be scheduled by the department. Refer to Class Schedule.
Note: May be taken 4 times
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-1
 For transfer information, consult a Palomar College Counselor.

Associate in Arts Degrees -

AA Degree requirements are listed in Section 6 (green pages).
 • Cabinetmaking and Furniture Design
 • Cabinetmaking and Millwork
 • Furniture Making

Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).
 • Cabinetmaking and Furniture Design
 • Cabinetmaking and Millwork
 • Furniture Making

PROGRAMS OF STUDY

Cabinetmaking and Furniture Design

Provides the student with the theory and skills needed for employment in the field of cabinetmaking and furniture design.

Program begins with the basic safe use of tools and machines and basic wood-working processes. Specific and practical skills and knowledge of the Cabinet-making and Furniture making industries are covered with required and elected coursework.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units
CFT 100 Fundamentals of Woodworking	2,3,4
CFT 105 Machine Woodworking/Furniture	2,3,4
CFT 110 Machine Tool Joinery I	2,3,4
CFT 111 Machine Tool Joinery II	2,3,4
CFT 153 Studio Furniture Design I	2,3,4
CFT 165 Cabinet/Face Frame Construction	2,3,4
CFT 167 Cabinetmkg/32mm European Construction	2,3,4
CFT 195 Finishing Tech/Touch-Up/Repair	2,3,4

Group One (Select 12 units)

CFT 149 Hand Joinery I	2,3,4
CFT 151 Veneering Technology I	2,3,4
CFT 155 Classic American Chair Designs	2,3,4
CFT 157 Chair/Seating Prototype Construction	2,3,4
CFT 158 Chair/Seating Production Manufacturing	2,3,4
CFT 161 Tables/Prototype Construction	2,3,4
CFT 162 Tables/Production Manufacturing	2,3,4

Group Two (Select 12 units)

CFT 120 Advanced Furniture Lab	.5-3
CFT 122 Cabinetmaking Construction Lab	.5-3
CFT 124 Chair and Table Construction Lab	.5-3
CFT 128 Stringed Instruments Lab	.5-3
CFT 130 Stringed Instrument Making	2,3,4
CFT 131 Stringed Instruments II	3-5
CFT 141 Making Woodworking Tools	.5-3
CFT 142 The Art and Craft of Planemaking	.5-3
CFT 143 Decorative Box Making	2,3,4
CFT 144 Production Furniture Making (Toys)	.5,1
CFT 145 Advanced Manufacturing Production Techniques	.5-1
CFT 148 Marquetry, Inlay and Veneering	2,3,4
CFT 150 Hand Joinery Technology II	3,4
CFT 152 Veneering Technology II	2,3,4
CFT 154 Studio Furniture Design II	2,3,4
CFT 156 Advanced Classic American Chair Design	2,3,4
CFT 163 Plastic Laminate Fabrication Techniques	.5,1
CFT 164 Cabinet Installation	.5,1
CFT 166 Cabinetmaking/Production & Manufacturing	2,3,4
CFT 168 Cabinetmaking/Architectural Millwork	2,3,4
CFT 169 Cabinetmaking/Computer Cabinet Layout	.5,1,2,3
CFT 170 Workbench Design and Production	2,3,4
CFT 171 Furniture for the Wood Shop	2,3,4
CFT 172 Turbo CAD for Cabinets and Furniture	2,3,4
CFT 173 Bamboo Fly Rod Building	2,3,4
CFT 175 Jigs and Fixtures	2,3,4
CFT 176 The Lathe - An Introduction to Woodturning	2,3,4
CFT 180 Wood Bending And Lamination/Wood Tech.	2,3,4
CFT 185 Machine Tool Set Up and Maintenance	2,3,4
CFT 186 Machine Tool/Production Carving	1,2,3,4
CFT 187 Introduction to Carving	1,2,3,4