

**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 exam process, which is an exam based on content from BUS 125 Business English.

**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: MD-341

**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 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 170 Word for Business – Basic	1
BUS 180 Access for Business	1
BUS 185 PowerPoint for Business	1
BUS 205 Business Writing	3
<b>Elective Courses (Select 3-4 units)</b>	
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**

**35 – 36**

**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.

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**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.