

**BUS 185 PowerPoint for Business (I)**

½ hour lecture - 1½ hours laboratory

**Note:** May be open entry/open exit; may be taken 4 times**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 186 Microsoft Publisher (I)**

½ hour lecture - 1½ hours laboratory

**Recommended preparation:** BUS 170 or OIS 136.I**Note:** May be open entry/open exit; may be taken 4 times**Transfer acceptability:** CSU

Hands-on applications of Microsoft Publisher, a comprehensive software package that combines text, graphics, illustrations, and photographs to produce typeset quality documents for local printer output or for commercial printing. Includes: 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 (I)**

½ hour lecture - 1½ hours laboratory

**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 (I)**

½ hour lecture - 1½ hours laboratory

**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; 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 189 Beyond Outlook Essentials (I)**

½ hour lecture - 1½ hours laboratory

**Note:** May be open entry/open exit; may be taken 4 times**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 (I)**

½ hour lecture - 1½ hours laboratory

**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; 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 195 Microsoft Office Integration (I)**

½ hour lecture - 1½ hours 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 and/or 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 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 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 Writing	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.

**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-I

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 woodworking processes. Specific and practical skills and knowledge of the Cabinetmaking 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	3 - 4
CFT 105	Machine Woodworking/Furniture	3 - 4
CFT 110	Machine Tool Joinery I	3 - 4
CFT 111	Machine Tool Joinery II	3 - 4
CFT 153	Studio Furniture Design I	2
CFT 165	Custom Residential Cabinetry I: European-Traditional	2 - 4
CFT 167	Custom Residential Cabinetry II: European-Traditional	2 - 4
CFT 195	Finishing Technology/Touch-Up and Repair	2 - 4

**Group One (Select 12 units)**

CFT 149	Hand Joinery I	2 - 4
CFT 151	Veneering Technology I	2 - 4
CFT 155	Classic American Chair Designs	2 - 4
CFT 157	Chair and Seating/Prototype Construction	2 - 4