

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 195 Microsoft Office Integration (1)
 ½ hour lecture - 1 ½ hours laboratory
Recommended preparation: Intermediate level knowledge of word processing, database, spreadsheet, and presentation software applications
Note: May be open entry/open exit
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.
Transfer acceptability: CSU
 Topics in Business. See Class Schedule for specific topic offered. Course title will designate subject covered.

BUS 205 Business Communication (3)
 3 hours lecture
Prerequisite: A minimum grade of 'C' in BUS 125 and English 100, or eligibility determined through the Business English exam process.
Transfer acceptability: CSU
 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.

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 BUS 117	Business Law	3
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 Furniture Design
- Cabinetmaking and Millwork
- Carving Technology
- Case Furniture Construction/Manufacturing
- Furniture Making
- 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 Furniture Design
- Cabinetmaking and Millwork
- Carving Technology
- Case Furniture Construction/Manufacturing
- Furniture Making
- Guitar Making Technology
- Lathe Turning Technology
- Table and Chair Manufacturing
- Veneering Technology
- Woodworking Skills Technology

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.S. DEGREE MAJOR OR
CERTIFICATE OF ACHIEVEMENT****Program Requirements**

	Units
CFT 100	Fundamentals of Woodworking
CFT 105	Machine Woodworking/Furniture
CFT 110	Machine Tool Joinery I
CFT 111	Machine Tool Joinery II
CFT 153	Studio Furniture Design I
CFT 165	Custom Residential Cabinetry I: European-Traditional
CFT 167	Custom Residential Cabinetry II: European-Traditional
CFT 195	Finishing Technology/Touch-Up and Repair

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
CFT 158	Chair and Seating/Production Manufacturing	2 - 4
CFT 161	Tables/Prototype Construction	2 - 4
CFT 162	Tables/Production Manufacturing	2 - 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 Instruments I	3 - 5
CFT 131	Stringed Instruments II	3 - 5
CFT 141	Making Woodworking Tools	1 - 3
CFT 142	The Art and Craft of Planemaking	1 - 3
CFT 143	Decorative Box Making	2 - 4
CFT 144	Production Furniture Making (Toys)	1 - 2
CFT 145	Advanced Manufacturing Production Techniques	1 - 2
CFT 148	Marquetry, Inlay and Veneering	2 - 4
CFT 150	Hand Joinery II	2 - 4
CFT 152	Veneering Technology II	2 - 4
CFT 154	Studio Furniture Design II	2 - 4
CFT 156	Advanced Classic American Chair Designs	2 - 4
CFT 163	Plastic Laminate Fabrication Techniques	1 - 2
CFT 164	Cabinet Installation	1 - 2
CFT 166	Cabinetmaking/Production and Manufacturing	2 - 4
CFT 168	Cabinetmaking/Architectural Millwork	2 - 4
CFT 169	Cabinetmaking/Computer Cabinet Layout	2 - 3
CFT 170	Workbench Design and Production	2 - 4
CFT 171	Furniture for the Wood Shop	2 - 4
CFT 172	TurboCAD for Cabinets & Furniture	2 - 4
CFT 173	Bamboo Fly Rod Building	2 - 4
CFT 175	Jigs/Fixtures and Routers	2 - 4
CFT 176	The Lathe - An Introduction to Woodturning	2 - 4
CFT 180	Wood Bending and Lamination/Wood Technology	2 - 4
CFT 185	Machine Tool Set-Up and Maintenance	2 - 4
CFT 186	Machine Tool/Production Carving	1 - 4
CFT 187	Introduction to Carving	2 - 4
CFT 188	Intermediate Carving	1 - 4
CFT 189	Advanced Carving	2 - 4
CFT 190	Specialty and Manufactured Hardware	.5 - 3
CFT 196	Special Problems in Cabinet and Furniture Technology	1 - 6