

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	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 I - 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 I
BUS 180	Access Basic I
BUS 185	PowerPoint for Business I
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.