

**BUS 189 Beyond Outlook Essentials (1)**  
 ½ hour lecture - 1 ½ hours laboratory  
*Note: May be open entry/open exit*  
**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 (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 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  
 C-ID BUS 115

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.

**BUS 210 Business Office Procedures (3)**  
 3 hours lecture  
**Prerequisite:** Completion of, or concurrent enrollment in BUS 104, and BUS 166  
**Transfer acceptability:** CSU

The role of administrative support personnel in today's office environment, including topics in workplace dynamics; professional image and business etiquette; ethics; leadership and management; customer service; written and verbal communications; records and financial management; meeting and event planning; travel arrangements; workplace mail and duplicating; job search and advancement; job performance evaluation.

## 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 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.