<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 021L</td>
<td>INTRODUCTION TO BUSINESS Computing Lab</td>
<td>1.0</td>
<td>This course provides an overview of how to use common software packages for business applications including word processing, spreadsheets, graphic presentations and how to use the Internet. This hands-on computer work will augment the basic concepts covered in BUS 021. This course may also be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option.</td>
</tr>
<tr>
<td>BUS 022</td>
<td>PRINCIPLES OF E-BUSINESS</td>
<td>3.0</td>
<td>This class challenges students to explore the realities and implications of e-commerce from a marketer's perspective, including an examination of Business-to-consumer (B2C) and business-to-business (B2B) e-commerce markets. The course introduces students to a wide range of electronic commerce issues for marketers and serves as a foundation for continual learning in the dynamic e-commerce environment. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>BUS 023</td>
<td>SOCIAL MEDIA MARKETING</td>
<td>3.0</td>
<td>Social media (such as Twitter, Facebook, blogging, etc.) are technologies that enable individuals to create, collaborate, and share messages with audiences of all sizes. Students will explore the possibilities and limitations of social media and will have hands-on experience with several forms of social media technology. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>BUS 028A</td>
<td>BUSINESS LAW I</td>
<td>3.0</td>
<td>This course provides an introduction to the laws in the United States with an emphasis on matters relating to the conduct of business and commerce. Specific topics covered include an overview of law making, governmental regulation, dispute resolution, courts and the court system, court cases and procedures, agency relationships, employment law, business formation and contracts. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>BUS 037</td>
<td>FUNDAMENTALS OF PROJECT MANAGEMENT</td>
<td>3.0</td>
<td>In this course, students will learn the secrets to successful project management: how to create a plan, implement it, monitor progress, correct as necessary and deliver as promised. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>BUS 038</td>
<td>APPLIED PROJECT MANAGEMENT</td>
<td>3.0</td>
<td>In this course, students apply project management skills to real life project situations. Students also learn how to control project schedules, budgets, and scope using a variety of techniques. In-class exercises and case studies lead students to skills they can immediately apply to their own projects. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>BUS 040</td>
<td>PROFESSIONAL SELLING</td>
<td>3.0</td>
<td>This course is a study of sales principles and strategies. Topics include advanced sales techniques, high impact questioning methodologies, closing techniques and managing objections, account and territory planning and management, resource planning and management. The course explores in detail the &quot;selling cycle&quot;. Students taking this course explore how to succeed in sales. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>BUS 041</td>
<td>BEGINNING BUSINESS ANALYTICS</td>
<td>3.0</td>
<td>This introductory course focuses on the fast-growing field of Business Analytics. The course will use SAP's Predictive Analysis tools in helping students to become big data literate and proficient in data environments of social media tracking, web analytics, customer and marketing information. Data analytic solutions explored will involve hands-on experience using real-world business case studies. Data Analytics has become a highly sought-after skill in business, engineering, economics, government services, science, health care and other fields. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>BUS 051</td>
<td>INTRODUCTION TO AMERICAN BUSINESS</td>
<td>3.0</td>
<td>In this survey course students learn about the business landscape and begin planning their career in business. The course helps direct students towards career paths and a major which best reflects their personal aptitudes, interests, and skills. This is a required first course for all business majors, and should be taken within their first year as a business major. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
<tr>
<td>BUS 052</td>
<td>FUNDAMENTALS OF FINANCIAL INVESTING</td>
<td>3.0</td>
<td>This course provides students with the fundamentals to make sound financial investment decisions. Study involves the investment environment, the risks and returns objectives consistent with an associated with different types of financial investments, and the establishment of investment individual's characteristics, capacities and restrictions. Other topics include the participants in the investment process including organization issuing securities, and the laws and regulations covering their activities. Class projects cover techniques of investment analysis, timing, decision making, investment planning and management. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # BUS 115.</td>
</tr>
<tr>
<td>BUS 054</td>
<td>SMALL BUSINESS START UP AND MANAGEMENT</td>
<td>3.0</td>
<td>This course covers methods of research and planning to start a small business and is recommended for persons who want to explore the opportunities and requirements of creating and managing their own business enterprise. This course may also be offered via distance learning. Pass/No Pass Option.</td>
</tr>
</tbody>
</table>
BUS 056A  MARKETING PRINCIPLES  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course gives students an overall understanding of marketing functions and their society. The course covers the fundamentals of marketing, including: product planning and development; buyer behavior; pricing strategies; marketing channels; and methods of marketing research. This course may also be offered via distance learning. This course is approved for credit by exam. Pass/No Pass Option.

BUS 061  BUSINESS AND SOCIETY  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California, California State University
This course examines business and its impact on society and society’s influence on business. This includes a critical and comparative examination of business ethics, business and government in a global society, managing environmental issues and societal challenges, and the benefits of business activity. Regardless of a student’s major, in these changing times, each student needs to be able to critically analyze the significance of business within society and the workplace. This course may also be offered via distance learning. Pass/No Pass Option. CSUGE: D.

BUS 064B  BUSINESS MATH  4.0 UNITS
(replaces BUS 064)
Total Lecture: 72 hours
Advisory: MAT 093
Acceptable for credit: California State University
This course is designed for business majors to review the fundamental mathematical principles through lectures and individual operation of electronic calculators. This course will emphasize methods of problem analysis, interpretation and the solving of common business calculation problems such as percentage, trade and cash discounts, interest, time value of money, compounding, depreciation and discounting notes. This course is recommended for all business majors. This course may also be offered via distance learning. Pass/No Pass Option.

BUS 074  SUPPLY CHAIN MANAGEMENT  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is an introduction to the basic principles of supply chain management that covers traditional supply chain topics such as procurement, inventory management, operations, quality management, logistics and transportation. Also discussed are issues related to sustainability, humanitarian logistics, ethical business practices and supply chain analytics in the context of evolving supply chains around the world. Students discover how business processes, performance metrics and modern supply chain IT tools aid in the management and growth of effective and efficient supply chains. This course may also be offered via distance learning. Pass/No Pass Option.

BUS 078B  BUSINESS COMMUNICATIONS  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course develops writing skills to improve communication ability in the business environment. Topics covered include communication theory, business writing style and oral communication. Various forms of written communication are covered such as letters, email, memorandums, and reports. This course may also be offered via distance learning. Pass/No Pass Option. C-ID # BUS 115.

BUS 084  INTERNET MARKETING  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course introduces students to Internet marketing techniques and examines how advanced technologies affect marketing functions. Consideration is given to the development of an organization’s marketing strategies in this dynamic environment. This course may also be offered via distance learning. Pass/No Pass Option.

BUS 102  LEADERSHIP  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course guides students in developing life-long learning skills for leadership that apply to any organizational level in a wide variety of business environments. Both historical and cutting-edge leadership theory and practice are explored. Topics discussed include visioning, inspiring, motivating as well as the effective use of power. By taking an active leadership role in this course, students examine the issues, challenges, and practical skills of leadership in today’s workplace. Presentations, team activities, reflection, interviewing, and feedback are core developmental components of this course. This course may be offered via distance learning. Pass/No Pass Option. C-ID # ACCT 110.

BUS 102  LEADERSHIP  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course guides students in developing life-long learning skills for leadership that apply to any organizational level in a wide variety of business environments. Both historical and cutting-edge leadership theory and practice are explored. Topics discussed include visioning, inspiring, motivating as well as the effective use of power. By taking an active leadership role in this course, students examine the issues, challenges, and practical skills of leadership in today’s workplace. Presentations, team activities, reflection, interviewing, and feedback are core developmental components of this course. This course may be offered via distance learning. Pass/No Pass Option. C-ID # ACCT 110.

BUS 104  PROJECT RISK MANAGEMENT  3.00UNITS
Total Lecture: 54 hours
Advisory: MAT 003
Acceptable for Credit: California State University
This course is designed for personnel who will make project-related decisions in the presence of undefined conditions. Students will understand how to handle change and risk and how they can be mitigated. Also, in this course, students will learn and apply proactive approaches to threats and opportunities based on an understanding of the risk management process. This course may be offered via distance learning. Pass/No Pass Option.

BUS 105  AGILE PROJECT MANAGEMENT  2.0 UNITS
Total Lecture: 36 hours
Prerequisites: BUS 037
Acceptable for credit: California State University
The Agile Project Management course is designed for business students, project team members, product owners and project leaders looking to understand and apply the Agile approach and practices to new product development, software development and knowledge work projects. This course teaches management of projects using agile methods with a detailed focus on SCRUM and Kanban. Students will explore SCRUM roles, artifacts, events, and processes thereby learning how products can be delivered economically and how customers are brought in the loop of product development. Students will learn Kanban and how this flow-based method is used to achieve efficient and smooth work management improving time-to-market. Even if you are currently using other project management methodologies, you will discover how Agile methods can make your projects more successful. This course may be offered via distance learning. Pass/No Pass Option.

BUS 107  SOFT SKILLS FOR PROJECT MANAGERS  2.0 UNITS
Total Lecture: 36 hours
This course is designed for students who want to build their soft skills. Soft skills, sometimes known as “people skills,” can provide an edge to project managers who have learned to use them well. This course will concentrate on the three pillars of Soft skills, Leadership, Communication and Collaboration. In this course we take a deep dive into these critical skills. Topic include, leading teams, coaching, mentoring, negotiating skills, motivating people, decision making and influencing, reading body language, team dynamics, conflict, power, and organizational behavior. Since, project managers typically spend over 80% of their time interfacing with people – these skills are critical to successful project managers. This course is part of the new certificate for Project Management. This course may be offered via distance learning. Pass/No Pass Option.
BUS 108  PMP & CAPM EXAM PREP  2.0 UNITS
Total Lecture: 36 hours
Prerequisites: BUS 037
This course will prepare students for the for CAPM® (Certificate Associate in Project Management) or PMP® (Project Management Professional) exams. Also, students will receive substantial Project Management Education (PDUs) hours. This course emphasizes PMBOK Guide® (Project Management Body of Knowledge) and is structured around the ten knowledge areas, and it is focused on exactly what is necessary to pass the exam. The Project Management Professional (PMP®) certification is the profession's most globally recognized and respected certification credential based on the Project Management Institute (PMI®) well-known Project Management Body of Knowledge (PMBOK®). This course may be offered via distance learning. Pass/No Pass Option.

BUS 109  BUSINESS LAW ENTREPRENEURS  2.0 UNITS
Total Lecture: 36 hours
Advisory: BUS 054
Acceptable for credit: California State University
This course provides students from variety backgrounds to understand legal attributes of entrepreneurship. The course materials are a diverse mixture of different topical areas in law. These areas include commercial law, law of torts, business structure, employment and contract law, the legal framework of finance, intellectual property and laws governing the sale of a business. The students will be able to identify the specific legal issue that an entrepreneur needs to understand at various stages. This course may be offered via distance learning. Pass/No Pass Option.

BUS 110  THE ENTREPRENEURIAL MINDSET  3.0 UNITS
Total Lecture: 54 hours
Advisory: BUS 054
Acceptable for credit: California State University
This course is constructed for students to learn about the principles contained in the entrepreneurial mindset and the unlimited opportunities it can provide. So, what is an entrepreneurial mindset? An entrepreneurial mindset is a specific set of beliefs, knowledge, and thought processes that drives entrepreneurial behavior (The Learning Initiative 2018). This course also takes the approach that anyone (not just those who want to start businesses) can benefit from understanding and applying an entrepreneurial mindset to any situation. This course may be offered via distance learning. Pass/No Pass Option.

BUS 111  BUSINESS MODELING  3.0 UNITS
Total Lecture: 54 hours
Advisory: BUS 054
Acceptable for credit: California State University
This course covers practical business model techniques used by leading companies in different industries. The business model describes the foundation used of how companies create, deliver and capture value. The students will learn about the nine building blocks in creating and implementing a business model. These blocks include Customer Segments, Value Propositions, Channels, Customer Relationship, Revenue Streams, Key Resources, Key Activities, Key Partnerships and Cost Structure. Further the students shall understand disruptive innovation as a sensation and strategy in today's business environment. Lastly, students will develop their own business model and understand the importance of sustainability. This course may be offered via distance learning. Pass/No Pass Option.

BUS 112  ENTREPRENEURSHIP FINANCE  2.0 UNITS
Total Lecture: 36 hours
Prerequisites: CAP 062B or BUS 021L or equivalent
Advisory: BUS 054
Acceptable for credit: California State University
This course introduces financial thinking, tools, and techniques adapted to the area of entrepreneurship. Students will be introduced to the theories, knowledge, and financial tools an entrepreneur needs to start, build, and harvest a profitable venture. Students will learn how and where to obtain the financing necessary to launch and develop the venture. Discipline financial management practices are vital to a venture's operation. This course may be offered via distance learning. Pass/No Pass Option.

BUS 113  OPERATIONS MANAGEMENT  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course is designed as an overview of the Human Resource functions and the employment of human resources to achieve organizational strategic goals by working with and through people. Topics include HR legal environment, recruitment and selection, training and development, compensation and benefits, performance appraisals, workforce diversity, downsizing, outsourcing, contracting, and HR systems. This course offers a balance of practical and applied material in case study analysis. This course may be offered via distance learning. Pass/No Pass Option.

CHM 001A  GENERAL CHEMISTRY  5.0 UNITS
Total Lecture: 54 hours. Total Lab: 108 hours
Prerequisite: CHM 002 or high school chemistry with a B or better and MAT 000C, MAT 000CM, high school algebra 2 with a C or better, or equivalent.
Acceptable for credit: University of California, California State University
Chemistry 001A is the first of a two-semester sequence in general inorganic chemistry designed for science majors and those seeking entry to medicine or professional programs in the health sciences. Topics include atomic structure, theories of chemical bonding, nomenclature, stoichiometry, thermochemistry, gas laws, and the properties of solids, liquids, gases, and solutions. This course may also be offered via distance learning. Grade only. C-ID # CHEM 110, C-ID 120S. CSUGE: B1, B3; IGETC: 5A, 5C.

CHM 001AH  GENERAL CHEMISTRY I - HONORS  5.0 UNITS
Total Lecture: 54 hours. Total Lab: 108 hours
Prerequisite: CHM 002 or high school chemistry with a B or better and MAT 000C, MAT 000CM, high school algebra 2 with a C or better, or equivalent.
Acceptable for credit: University of California, California State University
Chemistry 001AH is the honors version of the first of two-semester sequence in general inorganic chemistry designed for science majors and those seeking entry to medicine and other professional programs in the health sciences. Topics include atomic structure, theories of chemical bonding, nomenclature, stoichiometry, thermochemistry, gas laws, and the properties of solids, liquids, gases, and solutions. Students cannot get credit for both CHM 001A and CHM 001AH. Enrollment in the Honors Transfer Project is required. This course may also be offered via distance learning. Grade only. C-ID # CHEM 120S. CSUGE: B1, B3; IGETC: 5A, 5C.