

Business

Overview

The Folsom Lake College business curriculum is designed to provide an entrance into an exciting career. Many opportunities are available that can lead to immediate employment or career advancement. FLC offers a variety of degrees and certificates to meet students' present and future needs. Whether it is one class or a step toward a degree, there are a variety of options.



Career Options

- Account Executive
- Analyst
- Bank Employee
- Buyer
- Clerk
- Data-Entry Clerk
- Data-Entry Specialist
- Entrepreneur
- Financial Planner
- Government Service
- Insurance Representative
- Investment Counselor
- Manager
- Market Research
- Marketing
- Office Assistant
- Public Administration
- Purchasing Agent
- Real Estate Agent
- Retail/Industrial Sales
- Self-Employment Opportunities

- Stockbroker
- Tax Consultant

Some career options may require more than two years of college study.

Highlights

- Additional training in courses acceptable as electives for civil service occupations
- Hands-on experience in the use of computers for business purposes

Program Maps

[Business and Management Undecided Major \(/fmc/main/doc/instruction/program-maps/Business-Undecided-major.pdf\)](/fmc/main/doc/instruction/program-maps/Business-Undecided-major.pdf)

[Business Administration, A.A.-T Degree \(/fmc/main/doc/instruction/program-maps/Business-Administration-AAT.pdf\)](/fmc/main/doc/instruction/program-maps/Business-Administration-AAT.pdf)

[Accounting, A.A. Degree \(/fmc/main/doc/instruction/program-maps/Accounting-AA.pdf\)](/fmc/main/doc/instruction/program-maps/Accounting-AA.pdf)

[Business Analyst/Data Analytics, A.A. Degree \(/fmc/main/doc/instruction/program-maps/Business-Analyst-AA.pdf\)](/fmc/main/doc/instruction/program-maps/Business-Analyst-AA.pdf)

[Business, General Transfer, A.A. Degree \(/fmc/main/doc/instruction/program-maps/Business-General-Transfer-AA.pdf\)](/fmc/main/doc/instruction/program-maps/Business-General-Transfer-AA.pdf)

[Business, General, A.A. Degree \(/fmc/main/doc/instruction/program-maps/Business-General-AA.pdf\)](/fmc/main/doc/instruction/program-maps/Business-General-AA.pdf)

[Interdisciplinary Studies: Social and Behavioral Sciences, A.A. Degree \(/fmc/main/doc/instruction/program-maps/IS-Social-and-Behaviorial-Science-AA.pdf\)](/fmc/main/doc/instruction/program-maps/IS-Social-and-Behaviorial-Science-AA.pdf)

[Public Management/Civil Service, A.A. Degree \(/fmc/main/doc/instruction/program-maps/Public-ManagementCivil-Service-AA.pdf\)](/fmc/main/doc/instruction/program-maps/Public-ManagementCivil-Service-AA.pdf)

[Small Business Management Entrepreneurship, A.A. Degree \(/fmc/main/doc/instruction/program-maps/Small-Business-Management_Entrepreneurship-AA.pdf\)](/fmc/main/doc/instruction/program-maps/Small-Business-Management_Entrepreneurship-AA.pdf)

[Business Information Worker, Certificate of Achievement \(/fmc/main/doc/instruction/program-maps/Business-Info-Worker-Certificate.pdf\)](/fmc/main/doc/instruction/program-maps/Business-Info-Worker-Certificate.pdf)

[International Entrepreneurship/Global Exporting, Certificate \(/fmc/main/doc/instruction/program-maps/Global-Business-Certificate.pdf\)](/fmc/main/doc/instruction/program-maps/Global-Business-Certificate.pdf)

[New World of Work, Certificate \(/fmc/main/doc/instruction/program-maps/New-World-of-Work-Certificate.pdf\)](/fmc/main/doc/instruction/program-maps/New-World-of-Work-Certificate.pdf)

[Public Management/Civil Service, Certificate of Achievement \(/fmc/main/doc/instruction/program-maps/Public-Management-Certificate.pdf\)](/fmc/main/doc/instruction/program-maps/Public-Management-Certificate.pdf)

[Small Business Management Entrepreneurship, Certificate of Achievement \(/fmc/main/doc/instruction/program-maps/Small-Business-Management-Certificate.pdf\)](/fmc/main/doc/instruction/program-maps/Small-Business-Management-Certificate.pdf)

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Meta-Major [Business and Management \(/academics/meta-majors/business-and-management\)](/academics/meta-majors/business-and-management)

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Associate Degrees for Transfer

A.S.-T. in Business Administration

The Associate in Science in Business Administration for Transfer Degree program provides students with a major that fulfills the general requirements for transfer to the California State University. Students with this degree will receive priority admission with junior status to the California State University system. Students should work closely with their Folsom Lake College counselor to ensure that they are taking the appropriate coursework to prepare for majoring in Business Administration at the institution they wish to transfer to because major and general education requirements may vary for each CSU and the degree may only transfer to specific institutions.

This program has the following completion requirements:

- (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
- (2) Obtainment of a minimum grade point average of 2.0.

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis.

Catalog Date: June 1, 2020

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
ACCT 301	Financial Accounting	4
ACCT 311	Managerial Accounting	4
BUS 340	Business Law (3)	3
or BUS 345	Law and Society (3)	
ECON 302	Principles of Macroeconomics	3
ECON 304	Principles of Microeconomics	3
A minimum of 8 units from the following:		8

Choose one course from List A and a minimum of two additional courses from either List A or List B.

List A

MATH 341	Calculus for Business and Economics (4)
STAT 300	Introduction to Probability and Statistics (4)

List B

BUS 300	Introduction to Business (3)
BUSTEC 333	Exploring Word Processing and Presentation Software (1)
BUSTEC 363	Introduction to Electronic Spreadsheets (1)
BUSTEC 364	Intermediate Electronic Spreadsheets (1)
CISC 310	Introduction to Computer Information Science (3)

Total Units: 25

The Associate in Science in Business Administration for Transfer (AS-T) degree may be obtained by completion of 60 transferable, semester units with a minimum 2.0 GPA, including (a) the major or area of emphasis described in the Required Program, and (b) either the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth Requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- identify and explain the major functional areas of the business organizations including management, marketing, finance, and accounting.
- apply commonly used computer application programs to create relevant business documents.
- apply accounting and mathematical concepts and principles in making decisions about business operations.
- assess the relationships and inter-dependencies of economic, social, legal, and global environments in which businesses operate.

Career Information

Account executive, analyst, bank employee, buyer, manager, entrepreneur, financial planner, government service, insurance representative, investment counselor, public administration, purchasing agent, retail/industrial sales, stockbroker. Some options may require more than 2 years of study and additional licensing.

Associate Degrees

A.A. in Accounting

The Accounting degree is designed for students planning to seek accounting positions in business, industry, or government upon completion of two years of college study. The program also meets the needs of employed individuals seeking to learn applications of accounting theory as practiced in the field. The program provides the foundation for individuals to prepare financial statements and record business transactions for all types of business and industry. Students develop a strong knowledge base of U.S. Generally Accepted Accounting Principles (GAAP) and accounting procedures. Communication skills, teamwork, computer technology, and ethical behavior are also emphasized.

For those students interested in transferring to a four-year college or university to pursue a bachelor's degree in this major, it is critical that students meet with an FLC counselor to select and plan the courses to fulfill major requirements. Schools vary widely in terms of the required preparation. The courses that FLC require for an A.A. degree in this major may be different from the requirements needed for a Bachelor's degree.

Catalog Date: June 1, 2020

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
ACCT 103	Intermediate Accounting - Part I	4
ACCT 104	Intermediate Accounting - Part II	4
ACCT 107	Auditing	3
ACCT 111	Cost Accounting	3
ACCT 301	Financial Accounting	4
ACCT 311	Managerial Accounting	4
ACCT 341	Computerized Accounting	3
BUS 340	Business Law	3
BUSTEC 363	Introduction to Electronic Spreadsheets	1
BUSTEC 364	Intermediate Electronic Spreadsheets	1
ECON 302	Principles of Macroeconomics (3)	3
Total Units:		33

The Accounting Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See FLC graduation requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- record, classify, summarize and report the business transactions of a company.
- prepare financial statements in conformity with accounting principles generally accepted in the United States of America.
- analyze and prepare financial information for management decision-making.
- communicate financial information effectively within a business environment
- provide management support in the budgeting, planning and decision-making processes.
- understand the role of ethics and standards of professional conduct in the accounting profession.
- integrate the principles of business, business law, taxation, and economics into accounting functions.
- apply principles of accounting to business situations and to understand other functions of business: marketing, management, finance and information processing.

Career Information

Career Opportunities: Entry-level employment opportunities include positions in accounts receivable, accounts payable, payroll, and cost accounting. Job titles include Account Clerk and Payroll Clerk. Promotional opportunities include higher-level responsibilities in these areas and the areas of general ledger, financial statement preparation, and financial statement analysis. Job titles include Senior Account Clerk Accounting Technician, and Office Manager/Bookkeeper.

A.A. in Business Analyst/Data Analytics

The Business Analyst/Data Analytics program focuses on the skills and technical training necessary to conduct business operations analysis in order to control technical and operational budgets and to develop business strategies. The curriculum explores the use of data in decision-making, project management techniques, and the uses of databases to make business decisions.

Catalog Date: June 1, 2020

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
ACCT 301	Financial Accounting	4
ACCT 311	Managerial Accounting	4
ACCT 341	Computerized Accounting	3
BUS 302	Introduction to Business Analysis	3
BUS 303	Introduction to Business Data and Data Analytics	3
BUS 310	Business Communications	3
COMM 301	Introduction to Public Speaking	3
ECON 304	Principles of Microeconomics (3)	3
or MGMT 315	Government Relations and Policy Development (3)	
PRJMGT 300	Introduction to Project Management	3
STAT 300	Introduction to Probability and Statistics	4
A minimum of 3 units from the following:		3
BUS 300	Introduction to Business (3)	
BUS 340	Business Law (3)	
CISC 310	Introduction to Computer Information Science (3)	
ECON 302	Principles of Macroeconomics (3)	
MAKR 101	The Internet of Things (3)	
MGMT 310	Introduction to Public Management (3)	
MGMT 362	Techniques of Management (3)	
Total Units:		36

The Business Analyst/Data Analytics Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See FLC graduation requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- describe the process of business analysis.
- apply communication theory, effective writing techniques, and presentation skills to business situations.
- demonstrate the ability to formulate and implement a project plan given specific scenarios.
- analyze data, data analytics, and statistics to solve business problems.
- analyze and prepare financial information for management decision-making.

Career Information

A.A. in Business: General Transfer

This program provides the courses necessary for a transfer to a four-year college in business while also allowing the student to select courses which fit his/her individual needs and desires. Students wanting to transfer to a California State University should complete the AS-T in Business Administration, as this program is designed for transfer to the University of California colleges, out-of-state colleges and other private institutions.

Catalog Date: June 1, 2020

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
ACCT 301	Financial Accounting	4
ACCT 311	Managerial Accounting	4
BUSTEC 331	Exploring Computer Environments and the Internet (1)	1
BUSTEC 333	Exploring Word Processing and Presentation Software (1)	1
BUSTEC 363	Introduction to Electronic Spreadsheets (1)	1
ECON 302	Principles of Macroeconomics	3
ECON 304	Principles of Microeconomics	3
A minimum of 6 units from the following:		6
BUS 310	Business Communications (3)	
or BUS 300	Introduction to Business (3)	
MATH 341	Calculus for Business and Economics (4)	
MATH 343	Modern Business Mathematics (4)	
MATH 400	Calculus I (5)	
STAT 300	Introduction to Probability and Statistics (4)	
Total Units:		23

The Business: General Transfer Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See FLC graduation requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- identify and explain the major functional areas of business organizations including management, marketing, finance, and accounting.
- develop leadership skills that are effective in managing a multicultural workforce.
- analyze practical business problems and integrate research and critical thinking to evaluate and recommend alternative solutions.
- apply accounting concepts and principles to make decisions about business operations.
- integrate management principles in relationship to finance, personnel, products, services, and information.
- communicate effectively verbally and in writing in various business settings.
- apply commonly used computer application programs to create relevant business documents.

Career Information

Career Opportunities: Account executive, analyst, bank employee, buyer, manager, entrepreneur, financial planner, government service, insurance representative, investment counselor, public administration, purchasing agent, retail/industrial sales, stockbroker. Some options may require more than 2 years of study and additional licensing.

A.A. in Business: General

This program provides an overview of business fundamentals for students interested in business occupations including positions in finance, marketing, and management. The program is also recommended for general government service occupations.

Catalog Date: June 1, 2020

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
ACCT 301	Financial Accounting (4)	4
BUS 300	Introduction to Business	3
BUS 310	Business Communications	3
BUS 330	Managing Diversity in the Workplace	3
BUS 345	Law and Society (3)	3
or BUS 340	Business Law (3)	
MGMT 362	Techniques of Management	3
MKT 300	Principles of Marketing	3
A minimum of 3 units from the following:		3
ECON 302	Principles of Macroeconomics (3)	

COURSE CODE	COURSE TITLE	UNITS
BUS 320	Concepts in Personal Finance (3)	
ECON 320	Concepts in Personal Finance (3)	
A minimum of 3 units from the following:		3
BUSTEC 360	Word Processing Beyond the Essentials (2)	
BUSTEC 363	Introduction to Electronic Spreadsheets (1)	
CISA 320	Introduction to Database Management (1)	
CISC 300	Computer Familiarization (1)	
CISC 310	Introduction to Computer Information Science (3)	
A minimum of 6 units from the following:		6
Selected from one of the following concentrations: Accounting, Business, BUSTEC, Computer Information Science, Management, Marketing, Project Management, or Real Estate.		
A minimum of 1 unit from the following:		1
BUS 498	Work Experience in Business (1 - 4)	
Total Units:		35

The Business: General Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See FLC graduation requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- identify and explain the major functional areas of business organizations including management, marketing, finance, and accounting.
- develop leadership skills that are effective in managing a multicultural workforce.
- analyze practical business problems and integrate research and critical thinking to evaluate and recommend alternative solutions.
- apply accounting concepts and principles to make decisions about business operations.
- integrate management principles in relationship to finance, personnel, products, services, and information.
- communicate effectively verbally and in writing in various business settings.
- apply commonly used computer application programs to create relevant business documents.

Career Information

Career Opportunities: Account executive, analyst, bank employee, buyer, manager, entrepreneur, financial planner, government service, insurance representative, investment counselor, public administration, purchasing agent, retail/industrial sales, stockbroker. Some options may require more than 2 years of study and additional licensing.

A.A. in Interdisciplinary Studies: Social and Behavioral Sciences

The Interdisciplinary Studies degree is designed for students who wish a broad knowledge of arts and sciences plus additional coursework in a prescribed "Area of Emphasis". This program is a good choice for students planning on transferring to the California State University or University of California. The student will be able to satisfy general education requirements, plus focus on transferable coursework that relates to a specific major and/or individual interest. This degree will have an "Area of Emphasis" in Social and Behavioral Sciences. These courses emphasize the perspectives, concepts, theories, and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the Social and Behavioral Sciences. Students will study about themselves and others as members of a larger society. Topics and discussions to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate. (Possible majors at a four-year institution include, but are not limited to: history, sociology, social studies, psychology, and family consumer science.)

It is highly recommended that students consult a counselor to determine the classes within each area that will best prepare them for their intended transfer major.

Catalog Date: June 1, 2020

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
A minimum of 18 units from the following:		18
Select courses from at least 3 different disciplines.		
ADMJ 300	Introduction to Administration of Justice (3)	
ADMJ 302	Community Relations: Multicultural Issues (3)	
ADMJ 320	Concepts of Criminal Law (3)	
ANTH 310	Cultural Anthropology (3)	
ANTH 319	Visual Anthropology: Introduction to Ethnographic Film (3)	
ANTH 320	Introduction to Archaeology and World Prehistory (3)	
ANTH 323	Introduction to Archaeology (3)	
ANTH 330	Magic, Witchcraft, and Religion (3)	
ANTH 341	Introduction to Linguistics (3)	
BUS 320	Concepts in Personal Finance (3)	
BUS 330	Managing Diversity in the Workplace (3)	
BUS 340	Business Law (3)	
BUS 345	Law and Society (3)	
COMM 325	Intercultural Communication (3)	
COMM 341	Organizational Communication (3)	
COMM 351	Mass Media and Society (3)	

COURSE CODE	COURSE TITLE	UNITS
COMM 363	Introduction to Communication Theory (3)	
ECON 302	Principles of Macroeconomics (3)	
ECON 304	Principles of Microeconomics (3)	
ECON 320	Concepts in Personal Finance (3)	
ECE 312	Child Development (3)	
ECE 314	The Child, the Family and the Community (3)	
ECE 330	Infant and Toddler Development (3)	
ECE 430	Culture and Diversity in Early Childhood Education (3)	
GEOG 310	Human Geography: Exploring Earth's Cultural Landscapes (3)	
GEOG 322	Geography of California (3)	
HIST 307	History of World Civilizations to 1500 (3)	
HIST 308	History of World Civilizations, 1500 to Present (3)	
HIST 310	History of the United States (3)	
HIST 311	History of the United States (3)	
HIST 314	Recent United States History (3)	
HIST 319	American Environmental History (3)	
HIST 331	Women in American History (3)	
HIST 344	Survey of California History: A Multicultural Perspective (3)	
HIST 368	History of France (3)	
JOUR 310	Mass Media and Society (3)	
NUTRI 310	Cultural Foods of the World (3)	
POLS 301	Introduction to Government: United States (3)	
POLS 302	Comparative Politics (3)	
POLS 310	Introduction to International Relations (3)	
POLS 320	Introduction to Political Theory (3)	
PSYC 300	General Principles (3)	
PSYC 312	Biological Psychology (4)	
PSYC 320	Social Psychology (3)	
PSYC 335	Research Methods in Psychology (3)	
PSYC 340	Abnormal Behavior (3)	
PSYC 356	Human Sexuality (3)	
PSYC 368	Cross Cultural Psychology (3)	
PSYC 370	Human Development: A Life Span (3)	
PSYC 372	Child Development (3)	
SOC 300	Introductory Sociology (3)	
SOC 301	Social Problems (3)	
SOC 310	Marriage and the Family (3)	
SOC 321	Race, Ethnicity and Inequality in the United States (3)	
SOC 341	Sex and Gender in the U.S. (3)	
SOC 379	Making Social Change (3)	
SWHS 331	Cross Cultural Psychology (3)	
Total Units:		18

The *Interdisciplinary Studies: Social and Behavioral Sciences Associate in Arts (A.A.)* degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See FLC graduation requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- evaluate how societies and social subgroups operate (Social and Behavioral Sciences).

A.A. in Public Management/Civil Service

This program is designed for students interested in careers in state, county, or municipal governments and community-based nonprofit organizations. The curriculum focuses on various competency areas for those wishing either to upgrade their managerial skills or enhance their existing abilities. This program prepares students for careers in civil service. The courses in the program are transferable to the CSU system.

Catalog Date: June 1, 2020

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
ACCT 301	Financial Accounting	4
BUS 340	Business Law	3
COMM 301	Introduction to Public Speaking	3

COURSE CODE	COURSE TITLE	UNITS
ECON 302	Principles of Macroeconomics	3
MGMT 315	Government Relations and Policy Development	3
STAT 300	Introduction to Probability and Statistics	4
A minimum of 3 units from the following:		3
MGMT 372	Human Relations and Organizational Behavior (3)	
or ACCT 311	Managerial Accounting (4)	
or PRJMGMT 300	Introduction to Project Management (3)	
MGMT 310	Introduction to Public Management	3
Total Units:		26

The Public Management/Civil Service Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See FLC graduation requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- provide a comprehensive introduction of the theoretical and practical field of public management.
- develop an understanding of the role of the public manager as it relates to organizational relations, leadership, ethics, fiscal management and policy-making.
- develop an understanding of the political, intergovernmental, and external environments in which public managers operate.
- enhance the students' academic writing skills for public sector employment.
- prepare students with the skills and knowledge to work in the public and nonprofit sectors.

Career Information

Program career opportunities include entry level public and non-profit agency careers including Public or Civil Service Program Analyst, Public or Civil Service Program Specialist, Public or Civil Service Program Officer, Non-Profit Agency Worker, Auditor, and Non-Profit Agency Assistant Director.

A.A. in Small Business Management: Entrepreneurship

The Small Business Management degree provides training and education for those wishing to own or manage a small entrepreneurial venture. The various elements involved in starting and operating a small business are covered.

Catalog Date: June 1, 2020

Degree Requirements

COURSE CODE	COURSE TITLE	UNITS
ACCT 301	Financial Accounting (4)	4
ACCT 311	Managerial Accounting	4
BUS 300	Introduction to Business (3)	3
or BUS 350	Small Business Management/Entrepreneurship (3)	
BUS 340	Business Law (3)	3
or BUS 345	Law and Society (3)	
ECON 302	Principles of Macroeconomics	3
ECON 304	Principles of Microeconomics	3
MATH 343	Modern Business Mathematics (4)	4
or STAT 300	Introduction to Probability and Statistics (4)	
A minimum of 6 units from the following:		6
BUS 330	Managing Diversity in the Workplace (3)	
BUS 355	Introduction to Global Entrepreneurship (3)	
MKT 300	Principles of Marketing (3)	
A minimum of 3 units from the following:		3
BUSTEC 360	Word Processing Beyond the Essentials (2)	
BUSTEC 363	Introduction to Electronic Spreadsheets (1)	
CISA 320	Introduction to Database Management (1)	
CISC 310	Introduction to Computer Information Science (3)	
Total Units:		33

The Small Business Management: Entrepreneurship Associate in Arts (A.A.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See FLC graduation requirements.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- evaluate the feasibility of success when starting a new business venture.
- research and compose a business plan that can be used for planning as well as financing.

- employ appropriate management, finance, accounting, and marketing techniques required in operating a business.
- develop effective oral and written communication skills that can be applied in various business settings.
- demonstrate the ability to comprehend, apply, and evaluate standards of ethical behavior in various business settings.
- formulate original ideas and concepts in addition to integrating the ideas of others into the problem solving process.

Career Information

Career Opportunities: There are a wide array of job opportunities in business, finance, government, and other sectors for an individual with an undergraduate degree in small business management and/or entrepreneurship. There are opportunities to be a small business owner and entrepreneur. Business firms of all sizes provide employment and career opportunities including jobs in small business finance, small business marketing, and small business management. Federal, state, and local government agencies employ individuals with training in small business management and entrepreneurship to assist small businesses with government services and non-profit services.

Certificates of Achievement

Business Information Worker I Certificate

The Business Information Worker Certificate prepares students for entry-level office, computer, and administrative support positions in a variety of industries. This certification includes courses in: oral and written business communications; computer application skills, including beginning Excel, Word, and Outlook; the fundamentals of computer systems; and critical thinking and problem solving.

Catalog Date: June 1, 2020

Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
BUS 310	Business Communications (3)	3
BUSTEC 102	Computer Keyboarding 10-Key	1
BUSTEC 110	Business Procedures for Professional Success	3
BUSTEC 126	Outlook: Basics	1
BUSTEC 307	Computer Keyboarding and Formatting (3)	3
BUSTEC 331	Exploring Computer Environments and the Internet	1
BUSTEC 360	Word Processing Beyond the Essentials (2)	1 - 2
or BUSTEC 333	Exploring Word Processing and Presentation Software (1)	
BUSTEC 363	Introduction to Electronic Spreadsheets	1
CISC 310	Introduction to Computer Information Science	3
A minimum of 1 unit from the following:		1
BUSTEC 498	Work Experience in Business Technology (1 - 4)	
Total Units:		18 - 19

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- demonstrate proficiency in business technology applications.
- demonstrate proficiency in business administration skills.
- demonstrate proficiency in business communication skills.
- apply customer service skills in a business environment and provide a positive customer service experience.

Career Information

Students who successfully complete the Business Information Worker Certificate are prepared for entry-level positions in office, computer, and administrative support positions in a variety of industries.

International Entrepreneurship/Global Exporting Certificate

This program provides an overview of international business and global exporting. The certificate program focuses on what it takes to launch a small global enterprise and/or take a small business global. The program focuses on global entrepreneurship skills, and the key training necessary to operate and manage a global business. This program is designed for students interested in entrepreneurship, small business management, and international business occupations.

Catalog Date: June 1, 2020

Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
BUS 300	Introduction to Business (3)	3
or BUS 350	Small Business Management/Entrepreneurship (3)	
BUS 330	Managing Diversity in the Workplace	3
BUS 355	Introduction to Global Entrepreneurship	3
BUS 356	Global Business Operations	3

COURSE CODE	COURSE TITLE	UNITS
ECON 304	Principles of Microeconomics	3
MKT 300	Principles of Marketing	3
Total Units:		18

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- demonstrate an understanding of the key concepts of business operations.
- identify the key abilities necessary to create new opportunities for international entrepreneurship, global trade, and global business sectors.
- demonstrate an understanding of international business operations.
- demonstrate an understanding of the key concepts in managing a diverse workforce and conducting business in a global marketplace.
- examine how global trade impacts the US economy, the state economy, and the local economy.

Career Information

The proposed Folsom Lake College Certificate in International Entrepreneurship/Global Exporting is meant to prepare students for a career in exporting and global trade in any industry, or the ability to take a business global and/or launch a new global business venture. The certificate will provide completers with the ability to work in occupations including exporting agent, logistics, global business operations, international marketing, and global small business start-up.

New World of Work Certificate

This program contains the skills and knowledge new entrants to the workforce need in preparation for entry-level, non-management, positions in both the private and public sectors.

Catalog Date: June 1, 2020

Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
BUS 300	Introduction to Business (3)	3
or MGMT 310	Introduction to Public Management (3)	
BUS 310	Business Communications (3)	3
or COMM 341	Organizational Communication (3)	
HCD 330	Life and Career Planning	1
HCD 345	21st Century Workplace Skills	1
BUS 302	Introduction to Business Analysis	3
A minimum of 3 units from the following:		3
ACCT 301	Financial Accounting (4)	
BUS 340	Business Law (3)	
ECON 302	Principles of Macroeconomics (3)	
PRJMGMT 300	Introduction to Project Management (3)	
CISC 310	Introduction to Computer Information Science (3)	
A minimum of 3 units from the following:		3
BUS 498	Work Experience in Business (1 - 4)	
MGMT 498	Work Experience in Management (1 - 4)	
Total Units:		17

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- resolve issues in a positive way utilizing problem solving skills.
- demonstrate the ability to collaborate with diverse groups virtually and within a global context.
- communicate effectively verbally and in writing.
- research using a variety of tools including online resources.
- identify their own transferable skills and strengths that can be applied to work situations.
- assess the needs and challenges of their customers and coworkers in the development of new solutions and services.
- identify the role and responsibilities of the major functional areas of businesses and organizations including planning, management, marketing, human resources, operations, legal issues and accounting and finance

Career Information

Completion of this program will lead to opportunities for careers in entry level business, non-profit organizations, and public agencies.

Public Management/Civil Service Certificate

This program is designed for students interested in careers in state, county, or municipal governments and community based non-profit organizations. The curriculum focuses on various competency areas for those wishing either to upgrade their managerial skills or enhance their existing abilities. This program prepares students entering Civil Service careers.

Catalog Date: June 1, 2020

Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
ACCT 301	Financial Accounting (4)	4
BUS 300	Introduction to Business (3)	3
or BUS 310	Business Communications (3)	
MGMT 310	Introduction to Public Management (3)	3
or MGMT 362	Techniques of Management (3)	
MGMT 315	Government Relations and Policy Development	3
A minimum of 3 units from the following:		3
MGMT 498	Work Experience in Management (1 - 4)	
A minimum of 3 units from the following:		3
ACCT 311	Managerial Accounting (4)	
MGMT 372	Human Relations and Organizational Behavior (3)	
POLS 301	Introduction to Government: United States (3)	
PRJMGMT 300	Introduction to Project Management (3)	
Total Units:		19

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- identify the various types of public and Civil Service agencies; their administrative structures, lines of authority, roles and accountability.
- define the various levels, roles and concepts, and functions of public management and Civil Service.
- describe the political, intergovernmental and environmental, and ethical impacts facing public managers.
- distinguish the various federal, state and local fiscal planning cycles and their implications for policy making and program evaluation.
- review the development and management of government budgets, including budget formats, budget cycles, budget processes, operating budgets, analysis of revenue and expenditures, related expenditure controls, and cash management and accounting.

Career Information

Program career opportunities include entry level public and non-profit agency careers including Public or Civil Service Program Analyst, Public or Civil Service Program Specialist, Public or Civil Service Program Officer, Non-Profit Agency Worker, Auditor, and Non-Profit Agency Assistant Director.

Small Business Management/Entrepreneurship Certificate

This certificate is designed for existing and potential entrepreneurs. It provides an organized course of study that enables students to develop their entrepreneurial skills, recognize opportunities, and learn the basics of starting and managing a small business.

Catalog Date: June 1, 2020

Certificate Requirements

COURSE CODE	COURSE TITLE	UNITS
BUS 300	Introduction to Business (3)	3
or BUS 350	Small Business Management/Entrepreneurship (3)	
MKT 300	Principles of Marketing	3
ACCT 301	Financial Accounting	4
ECON 304	Principles of Microeconomics	3
BUS 355	Introduction to Global Entrepreneurship	3
A minimum of 6 units from the following:		6
BUS 356	Global Business Operations (3)	
ACCT 311	Managerial Accounting (4)	
MGMT 362	Techniques of Management (3)	
BUS 330	Managing Diversity in the Workplace (3)	
Total Units:		22

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- create a business plan that covers all facets of operating a business.
- organize and manage the different business functions necessary for ongoing operations.
- appraise and evaluate business opportunities.

Career Information

Career Opportunities: There are a wide array of job opportunities in business, finance, government, and other sectors for an individual with an undergraduate degree in small business management and/or entrepreneurship. There are opportunities to be a small business owner and entrepreneur. Business firms of all sizes provide employment and career opportunities including jobs in small business finance, small business marketing, and small business management. Federal, state, and local government agencies employ individuals with training in small business management and entrepreneurship to assist small businesses with government services and non-profit services.

Business (BUS) Courses

BUS 100 English for the Professional

Units:	3
Hours:	54 hours LEC
Prerequisite:	ENGWR 51, or ESLR 310 and ESLW 310, with a grade of "C" or better; or placement through the assessment process.
Catalog Date:	June 1, 2020

This course is designed to prepare the student for business communication. It presents principles of correct and effective English usage as applied in business. The course focuses on skills and techniques of effective business written communication including appropriate sentence structure, word usage, punctuation, spelling, business vocabulary, and business document formatting. Critical thinking and effective writing techniques are emphasized. This course focuses on teaching students the ability to analyze, compose, and organize written communication into effective business documents. Proofreading skills are stressed throughout the course. This course is required of all business technology majors and recommended for all business majors.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- identify, select, and use appropriate writing aids, references, and Internet resources used in business writing.
- demonstrate the ability to prepare business documents that exhibit a clear understanding of the structure of English grammar, word usage, punctuation, spelling, and business vocabulary.
- analyze and evaluate business documents in order to determine the appropriate format, tone, word usage, punctuation, and purpose.
- compose business documents that demonstrate the essentials of sentence structure, critical thinking, and effective writing techniques.
- revise and edit business documents.

BUS 295 Independent Studies in Business

Units:	1 - 3
Hours:	54 - 162 hours LAB
Prerequisite:	None.
Catalog Date:	June 1, 2020

BUS 299 Experimental Offering in Business

Units:	0.5 - 4
Prerequisite:	None.
Catalog Date:	June 1, 2020

BUS 300 Introduction to Business

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU; UC (UC credit limitation: BUS 300 and BUS 330 combined: maximum credit, one course)
C-ID:	C-ID BUS 110
Catalog Date:	June 1, 2020

This course provides a survey of various business areas, including accounting, regulation, negotiation, ethics, information technology, management, marketing, global competition, economics, finance, environmental factors, implementation, communications, leadership, and business planning. The course is designed to be taken by all beginning students interested in business. It is a core requirement for business majors.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- describe the economic, social, legal, and governmental environments in which business organizations operate.
- describe the major functional areas of business organizations including planning, management, marketing, and finance.
- apply course concepts to the business applications.
- critically analyze practical business problems and utilize critical thinking in the determination of alternative solutions.

BUS 302 Introduction to Business Analysis

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	June 1, 2020

Business analysis includes the practical skills to increase organizational efficiency and effectiveness through business process improvement. This course teaches the essential business skills needed to implement activities and processes that solve basic business problems through the analysis of business data and information. Students will learn the basics of problem solving, analysis of data and information, and basic business mathematic equations, in order to improve business operations.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- apply the fundamental business analysis concepts.
- demonstrate knowledge of business analysis tasks and processes.
- define the role of a business analyst in terms of identifying and comprehending stakeholders' needs.
- identify the key business analyst responsibilities in each of the knowledge areas.

BUS 303 Introduction to Business Data and Data Analytics

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Advisory:	MATH 120
Transferable:	CSU
Catalog Date:	June 1, 2020

This course provides an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements used to make business and management decisions. This course covers the fundamental database design, structures, and management systems. The course includes instruction in simple query language to build equity-relationship diagrams a study of data modeling and relational operations to provide management information solutions.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- evaluate analytical problems and examine the process by which data enables analysis and decision making.
- examine the technologies that enable analytical work.
- identify the different sources of data used in business decisions including internal and external data and public and private data sources.
- assemble the useful internal data sources that can be used in business decisions.
- apply techniques used to extract data from relational databases to make business decisions.
- assess the use of data analytics in the execution of business operational planning.

BUS 310 Business Communications

Units:	3
Hours:	54 hours LEC
Prerequisite:	BUS 100 or ENGWR 101 with a grade of "C" or better; or eligibility for ENGWR 300.
Advisory:	Ability to key 30 or more words a minute and use a current office-level word processing program.
Transferable:	CSU
General Education:	AA/AS Area II(a)
Catalog Date:	June 1, 2020

This course applies the theory and principles of ethical and effective written and oral 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 and creating and delivering professional-level oral reports using word processing software and presentation software. Analytical skills are used to plan, organize, compose, critique, and revise letters, memos, emails, and reports. Messages are broken into their component parts for a critical analysis of organization, content, style, tone, grammar, format, and appearance. Students conduct primary and secondary research to draw conclusions and make recommendations. A formal analytical research paper using APA or MLA style citations and graphics is required. The results of the formal research paper are presented in an oral presentation using presentation software.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- demonstrate an understanding of the theory and process of effective communication including the elements of the communication process.
- demonstrate an understanding of ethics and social etiquette and sensitivity to audience needs including cross-cultural situations that are applicable in a business environment.

- analyze the elements necessary to plan, organize, write, review, revise and re-write written business documents.
- solve business communication problems through planning, problem solving, organizing, writing, listening and presentation techniques.
- analyze communication in an internationalization and globalization context.
- utilize research and incorporate sources effectively and meaningfully in a formal business report (including graphics).

BUS 320 Concepts in Personal Finance

Same As:	ECON 320
Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU; UC
General Education:	AA/AS Area V(b); AA/AS Area III(b)
Catalog Date:	June 1, 2020

This course is designed to assist individuals in analyzing their financial affairs. Elements and conceptual basis of financial planning, analysis, and decision making in areas of budgeting, taxes, borrowing, money management, insurance, investments, and retirement will be examined with an emphasis on principles to develop students' economic decision making. Students will be using mathematical concepts as well as reading and interpreting written and oral instructions. This course is not open to students who have received credit for ECON 320.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- evaluate economic needs and goals and design financial models to achieve them.
- analyze the changing economic environment.
- apply economic principles and concepts of individual economic planning.
- analyze the conceptual basis of various economic tools available to the individual as well as the terminology used in their development and implementation.

BUS 330 Managing Diversity in the Workplace

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU; UC (UC credit limitation: BUS 300 and BUS 330 combined: maximum credit, one course.)
General Education:	AA/AS Area V(b); AA/AS Area VI; CSU Area D; IGETC Area 4
Catalog Date:	June 1, 2020

This course examines the leadership skills and abilities needed to manage a multicultural workforce. A primary focus is placed upon the workplace impact of various historical, social, and cultural experiences/perspectives related to gender, age, ethnicity, and disability. Workforce issues related to the diversity of the American consumer's and global consumer's impact on the United States are analyzed.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- define cultural diversity within the context of the global workplace.
- analyze how language, gender, race, ethnicity, and organizational culture interact to produce an organizational climate.
- demonstrate leadership, negotiation and communication skills that are effective in managing a multicultural workforce.

BUS 340 Business Law

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU; UC (BUS 340 and 341: maximum credit, one course)
General Education:	AA/AS Area V(b)
C-ID:	C-ID BUS 125
Catalog Date:	June 1, 2020

This course is an introduction to law as it relates to business. The course covers the American legal system as an instrument of economic, social, and political control. It stresses basic business torts, crime and business, agency, employment, and the legal structures of business. Students may be required to subscribe to the weekly (M-F) edition of a general circulation newspaper.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- explain the historical development of the law and operation of the court system; the sources of commercial law; the social, political and ethical implications of the law and their application to actual and hypothetical business transactions.
- compare and contrast different legal systems as they apply to business law including the different jurisdictions such as local, state and federal systems and highlight/reinforce the difference between and purpose of criminal and tort law.
- evaluate when a promise is enforceable, the elements of a contract, performance, the remedies available in the event of breach and the Uniform Commercial Code specific contract requirements.

- demonstrate the ability to utilize the internet to research legal issues and perform legal research, including the ability to utilize the computer to enhance effective business communications, develop presentations, use appropriate business and legal terminology, the ability to analyze whether a source is a reliable source for legal information, and perform legal research to evaluate and interpret a court citation and locate a court case on an assigned topic.
- interpret regulatory laws, legislation and statutes and discuss how they promote corporate responsibility and ethical decision making, including the ability to appraise the relationship between law and ethics.
- categorize the types of government agencies, powers and functions, controls through congressional action, executive action, and the courts.
- demonstrate how cases progress through the court system from problem, to filing, to trial, and appeal.
- explain a corporation's legal structure and differentiate it from other forms of business organization, the meaning of limited liability for the owners; describe the relationship of the various stakeholders.

BUS 345 Law and Society

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU; UC
General Education:	AA/AS Area V(b); CSU Area D; IGETC Area 4
C-ID:	C-ID BUS 120; C-ID LPPS 110
Catalog Date:	June 1, 2020

This course is an introduction to the American legal system emphasizing the nature, purpose, sources, and functions of American law but including some comparative analysis of other historical and contemporary legal systems. It stresses the evolution of legal concepts as a reflection of the social environment and the role of the judiciary in establishing social policy. Students may be required to subscribe to a daily newspaper and to bring the paper to class.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- identify issues and apply the appropriate legal rules to the fact patterns to research defensible legal actions (IRAC - Issue, Rule, Application and Conclusion).
- perform legal research, to include evaluating and interpreting a court citation and locating a court case on an assigned topic.
- compare and contrast the theories of jurisprudence and classifications of law.
- categorize the types of government agencies, powers and functions, controls through congressional action, executive action, and the courts.
- differentiate between federal and systems, jurisdiction of courts, the interaction between business managers and lawyers, and the importance of alternate dispute resolution methods.
- demonstrate how cases progress through the court system from problem, to filing, to trial, and appeal.
- describe the constitutional basis for federal government regulation of business, including limits of government power.
- appraise the relationship between law and ethics.
- describe the various agency relationships and the duties and liabilities of agents and principals as the foundation of partnerships and corporations.
- distinguish between torts and crimes and describe the purpose of criminal and tort law.
- evaluate when a promise is enforceable, the elements of a contract, performance, and remedies available in the event of a breach.
- distinguish between contracts governed by the Uniform Commercial Code and those governed by the common law of contracts.
- explain a corporation's legal structure and differentiate it from other forms of business organization, the meaning of limited liability for the owners; describe the relationship of the various stakeholders.
- describe the Constitutional basis for federal governmental regulation of business, including limits of government power.
- describe the major federal acts that pertain to antitrust, securities regulation, employment law, and environmental law.
- compare and contrast state and federal regulation.
- differentiate between the application of domestic and international legal principles.
- integrate the role of logic, critical analysis, imagination, and creativity in the the study and application of the law and the legal process.
- distinguish between torts and crimes and describe the purpose of criminal and tort law demonstrate an understanding of contracts, classification, contract terms and elements, performance, enforcement, breach, and remedies. analyze cases and identify issues and apply the appropriate legal rules to the fact patterns to reach defensible legal conclusions.
- analyze how individual rights in our common law legal system interact with the rights of other individuals, businesses, and the government.

BUS 350 Small Business Management/Entrepreneurship

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	June 1, 2020

This class provides an overview of the various elements involved in starting and operating a small business. It introduces such topics as developing a business plan, finding financial resources, developing personal and business goals, meeting legal requirements, understanding marketing concepts, and other topics of interest to the entrepreneur.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- assess the form of business organization to be used based on analysis of small business structure and liability issues.
- explain the importance of a business plan, a financial plan, and a marketing plan.

- apply principles of management and marketing relevant to the small business.
- evaluate various financial reports.
- analyze the impact of various legal requirements and government regulations as related to the operation of a small business.

BUS 355 Introduction to Global Entrepreneurship

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	June 1, 2020

This course provides an introduction to the various elements involved in the development of new global small businesses and the expansion of existing business to a global level. The course introduces topics including: successful traits of a global entrepreneur, the entrepreneur's role in the global economy, the basics of exporting, economic considerations in global business, sources of international marketing data, and international business relations across cultures. Emphasis will be placed on the principle concepts of global entrepreneurship.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- analyze the opportunities for new global business and business global expansion.
- apply the principles of foreign business establishment and management relevant to the global entrepreneur.
- evaluate the various sources of data necessary to start and operate an international business.
- assess export progress and success.
- construct a business plan adjusted to the global marketplace.

BUS 356 Global Business Operations

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	June 1, 2020

This class provides an overview of the necessary training to manage global business operations. The course will focus on strategies to effectively operate within differing cultures, following an efficient distribution plan, developing and achieving business goals, political and technological issues on a global scale, and other topics of interest to future participants in the global marketplace. Emphasis will be placed on operations which must be in place to foster global trade and exporting including logistics, trade regulations, economic considerations, and marketing.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- define the critical components of logistics and distribution, supply chain management, and cultural differences in managing a global business.
- audit the global business operations plan.
- demonstrate an understanding of basic global business operations concepts.

BUS 357 Entrepreneurship, Innovation, and New Enterprise Development

Units:	3
Hours:	54 hours LEC
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	June 1, 2020

This course explores the processes used by entrepreneurs to develop new innovative products and services. The course will provide an introduction to the tools, processes, and insights that are used to create, new innovative products for both domestic and foreign markets. Course topics include new business concept development, the role of entrepreneurship, innovation and technology in new venture development, the importance of intellectual property rights and protection, sources of capital and financing, market analysis and strategy, and business planning.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- utilize new technology and the principles of design thinking to create new small business ventures.
- demonstrate the basic skills needed to be a successful entrepreneur.
- identify and source the necessary financial and non-financial resources available for a new venture.
- demonstrate the importance of innovation in the creation of a sustainable competitive advantage for business.
- describe the role of the makerspace to support a network for new ventures.
- describe a new business in a well-written venture plan.

BUS 490 Individualized Projects in Business

Units:	1 - 4
Hours:	9 - 36 hours LEC; 27 - 108 hours LAB
Prerequisite:	None.
Advisory:	At least two semesters of successful work leading to an Associate Degree or Certificate in Accounting, Business, Computer Information Science, Finance, Management, Marketing, Office Administration or other related field.
Transferable:	CSU
Catalog Date:	June 1, 2020

This course is designed to help the student focus skills previously learned in an area of business. The student, with the help of the instructor, will produce a project that utilizes a variety of skills. The student will describe a problem, plan a process to arrive at a solution, work with the instructor to secure those resources necessary to complete the project, submit progress reports on a regular basis, and present a finished product. This class may be required for some degrees or certificates.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- describe and narrow the focus on a problem.
- provide the framework of a solution.
- delineate a plan for implementing a solution including specific steps, which will culminate in a finished project.
- review a plan with an instructor at its inception and at each step along the way making modifications as is necessary.
- implement a plan.
- present a finished project.
- jointly evaluate his/her own project and those of others in the class along with the instructor in light of the previously described problem and plan.

BUS 495 Independent Studies in Business

Units:	0.5 - 4
Hours:	27 - 216 hours LAB
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	June 1, 2020

BUS 498 Work Experience in Business

Units:	1 - 4
Hours:	60 - 300 hours LAB
Prerequisite:	None.
Enrollment Limitation:	Student must be in a paid or non-paid internship, volunteer opportunity, or job related to career interests.
Advisory:	ENGWR 101 or ESLW 320
Transferable:	CSU
General Education:	AA/AS Area III(b)
Catalog Date:	June 1, 2020

This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within the field of Business. Course content will include understanding the application of education to the workforce; completing required forms which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. During the semester, the student is required to attend orientation. Students must complete 75 hours of related paid work experience, or 60 hours of related unpaid work experience, for one unit. An additional 75 hours of related paid work experience or 60 hours of related unpaid work experience is required for each additional unit. The course may be taken for a maximum of 16 units. Students should have access to a computer, the Internet, and some computer media such as a USB drive to store data files. Online students must have an email account. Only one Work Experience course may be taken per semester.

Student Learning Outcomes

Upon completion of this course, the student will be able to:

- apply industry knowledge and theoretical concepts in a field of study or career as written in the minimum 3 learning objectives created by the student and his/her employer or work site supervisor at the start of the course.
- manage personal career plans and decision making using industry & workforce information and online resources.
- behave professionally and ethically, exhibit adaptability, initiative, self-awareness and self-management as needed.
- exhibit effective communication, collaboration, and leadership skills at work with consideration to workplace dynamics and social and diversity awareness.
- demonstrate critical and creative thinking skills as they apply to the workplace.

BUS 499 Experimental Offering in Business

Units:	0.5 - 4
Prerequisite:	None.
Transferable:	CSU
Catalog Date:	June 1, 2020

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