Finance, International Business and Marketing

Degrees and Certificates

Associate in Arts: Finance
Associate in Arts: International Business
Associate in Arts: Marketing
Certificate of Achievement: Finance
Certificate of Achievement: International Business
Certificate of Achievement: Marketing
Skills Competency Award: Sales and Marketing
Skills Competency Award: International Marketing Communication
Skills Competency Award: Web Marketing and Media Design (in conjunction with Multimedia Arts & Technologies department)
Skills Competency Award: Public Relations (in conjunction with Journalism department)

Program Description

This department offers personal and professional, transferable and degree programs in finance. Students interested in the financial services industry should consider the course of study described for the Finance Certificate. Additional courses in personal money management and real estate investment offer opportunities for personal development. These programs have been designed in consultation with leading local professionals. Commercial and investment banks, savings and loans, credit unions, thrifts and finance companies are looking for candidates with these skills.

The International Business Program provides an introduction to the central aspects of international business. Topics include the economic, political and social environments in which we operate; how international activities alter the strategies for success in management tasks of planning, marketing, finance, law and personnel; and the principles associated with the international exchange of goods, services and investments. Unique applied short courses are offered in the spring in international business law and basics of importing and exporting.

Marketing courses are designed to lead people to job opportunities in the fields of advertising, marketing, retail sales, wholesaling and international marketing. Concepts of planning and developing products and services are emphasized, along with studies of packaging, distribution and government regulations.

Program Student Learning Outcomes

1. Explain general management functions, roles and responsibilities required to effectively manage today's contemporary organizations.
2. Recognize the ethical issues facing managers and apply decision-making techniques and ethical reasoning to resolve 21st century ethical dilemmas.
3. Work effectively in teams and appreciate the meaning of mutual responsibility.
4. Access and interpret information, respond and adapt to a dynamic business environment, make complex decisions, solve problems, and evaluate outcomes.

Department Offices

Division: Business Education
Julie Ann Brown, Chair (BC-308, ext. 3599)
Diane Hollems, Dean

Faculty and Offices

Julie Ann Brown, Chair (BC-308, ext. 3599)
Peter Naylor (BC-210, ext. 2350)

Requirements for A.A. Degree: Finance

The Associate Degree will be awarded upon completion of department and college requirements.

For success in business, a liberal education is invaluable. Particularly important are communication (written, oral, and behavioral), quantitative (mathematics and statistics), and computer skills (word processing, spreadsheets, presentations and database management).

Designed to equip the student with the specific techniques of business financial management—anticipation of cash needs, acquisition of financial resources, and allocation of cash in the company. Financial statement analysis, financing business activity, capital budgeting and working capital management are emphasized.
**Department Requirements (37-43 units)**

ACCT 230 — Financial Accounting ..................................5
BLAW 101 — Business Law or
   BLAW 110 — Legal Environment of Business .................4
ECON 101 — Microeconomics ........................................3
FIN 101 — Introduction to Finance and Banking ...............3
FIN 201 — Investing: Securities Analysis .......................3
FIN 202 — Managerial Finance .....................................3

**Support Courses: Select 16-27 units from the following**

*(may be double-counted in applicable general education areas)*:

ANTH 103 — Introduction to Cultural Anthropology or
   GEOG 102 — Cultural Geography or
   PHIL 102 — Comparative World Religions or
   PHIL 102H — Comparative World Religions, Honors ......3
COMM 161 — Business and Professional Communication or
   COMM 162 — Mediated Business and Professional
     Communications .................................................3
ERTH 141/141L — Physical Geography and Lab or
   GEOG 101/101L — Physical Geography and Lab ..........4
MATH 107+ — Intermediate Algebra or
   MATH 111+ — Intermediate Algebra for Math,
     Science and Business Majors ...............................4-10
PHIL 101 — Introduction to Ethics or
   PHIL 101H — Introduction to Ethics, Honors ...............3-4
POLS 104 — American Government: Policy Issues/Process
   + An assessment score higher than MATH 107 or 111
     will also satisfy this requirement.

Optional:
BUS 290 — Work Experience in Business Admin ..............1-4

**College Requirements**

For complete information, see “Graduation Requirements” in the Catalog Index.

**Requirements for A.A. Degree: Marketing**

The Associate Degree will be awarded upon completion of department and college requirements.

**Department Requirements (24 units)**

MKT 101 — Introduction to Marketing .............................3
MKT 164 — Online and Mobile Marketing or ..................3
   MAT 164 — Online and Mobile Marketing or ...............3
MKT 212 — Supply Chain Logistics or ..........................3
FIN 211 — Skills in Trade Finance or ..........................3
COMM 151 — Intercultural Communication or................3
ECON 106 — International Economics ..........................3
MKT 209 — International Marketing .............................3
MKT 220 — Introduction to Electronic Commerce or ..........3
CIS 220 — Introduction to Electronic Commerce..............3

**Electives (6 units) selected from the following:**

IBUS 201 — International Human Resource Management......3
IBUS 211 — Legal Environment of International Business ..3
MKT 164 — Online and Mobile Marketing or ..................3
MKT 212 — Supply Chain Logistics or ..........................3
FIN 211 — Skills in Trade Finance or ..........................3
COMM 151 — Intercultural Communication or................3
ECON 106 — International Economics ..........................3
MKT 209 — International Marketing .............................3
MKT 220 — Introduction to Electronic Commerce or ..........3
CIS 220 — Introduction to Electronic Commerce..............3

**College Requirements**

For complete information, see “Graduation Requirements” in the Catalog Index.

**Requirements for A.A. Degree: International Business**

The Associate Degree will be awarded upon completion of department and college requirements.

**Department Requirements 21 units)**

IBUS 102 — Introduction to International Business ............3
IBUS 109 — Basics of Importing and Exporting ...............3
IBUS 201 — International Human Resource Management......3
IBUS 211 — Legal Environment of International Business ..3
MKT 164 — Online and Mobile Marketing or ..................3
MKT 212 — Supply Chain Logistics or ..........................3
FIN 211 — Skills in Trade Finance or ..........................3
COMM 151 — Intercultural Communication or................3
ECON 106 — International Economics ..........................3
MKT 209 — International Marketing .............................3
MKT 220 — Introduction to Electronic Commerce or ..........3
CIS 220 — Introduction to Electronic Commerce..............3

**Electives (6 units) selected from the following:**

IBUS 201 — International Human Resource Management......3
IBUS 211 — Legal Environment of International Business ..3
MKT 164 — Online and Mobile Marketing or ..................3
MKT 212 — Supply Chain Logistics or ..........................3
FIN 211 — Skills in Trade Finance or ..........................3
COMM 151 — Intercultural Communication or................3
ECON 106 — International Economics ..........................3
MKT 209 — International Marketing .............................3
MKT 220 — Introduction to Electronic Commerce or ..........3
CIS 220 — Introduction to Electronic Commerce..............3

**College Requirements**

For complete information, see “Graduation Requirements” in the Catalog Index.
MKT 209 — International Marketing .....................................3
*Note: Each required course must be completed with a minimum grade of “C”.

College Requirements
For complete information, see “Graduation Requirements” in the Catalog Index.

Requirements for Certificate of Achievement: Finance
Department Requirements (21 units)
ACCT 230 — Financial Accounting .........................................5
BLAW 101 — Business Law or BLAW 110 — Legal Environment of Business ..........4
ECON 101 — Microeconomics ..................................................3
FIN 101 — Introduction to Finance and Banking .........................3
FIN 201 — Investing: Securities Analysis ...................................3
FIN 202 — Managerial Finance ..................................................3
Optional:
BUS 290 — Work Experience in Business Admin ......................1-4
Students must complete all department requirements with a cumulative GPA of 2.0 or better.

Requirements for Certificate of Achievement: International Business
Department Requirements (21 units)
IBUS 102 — Introduction to International Business ......................3
IBUS 109 — Basics of Importing and Exporting .........................3
IBUS 201 — International Human Resource Management ............3
IBUS 211 — Legal Environment of International Business ...........3
MKT 164 — Online and Mobile Marketing or MAT 164 — Online and Mobile Marketing .................3
MKT 203 — Marketing Communications ....................................3
MKT 205 — Consumer Selling Strategies ...................................3
MKT 215 — Gender Issues and Marketing ..................................3
MKT 220/CIS 220 — Intro to Electronic Commerce ......................3
Electives (6 units) selected from the following:
IBUS 102 — Introduction to International Business ......................3
COMP 101 — Introduction to Computer Applications ..................4
COMP 111 — Microsoft Access ................................................3
FP 276 — Production II: Commercial Applications ....................3
GDP 114 — Graphic Design I ......................................................3
MKT 135 — Public Relations or JOUR 135 — Public Relations ..........3
MAT 131 — Digital Imaging I ......................................................3
MAT 153 — Web Design I ........................................................3
MKT 120 — Relationship Selling ...............................................3
MKT 125 — Principles of Customer Service ................................3
MKT 209 — International Marketing .........................................3
*Note: Complete all department requirements with a “C” or better in each course.

Requirements for Skills Competency Award: Sales and Marketing
Department Requirements (16 units)
BUS 101 — Introduction to Business ........................................3
COMP 103 — Internet Communications ...................................1
COMP 171 — Business English ...............................................3
MKT 101 — Introduction to Marketing .....................................3
MKT 203 — Marketing Communications ..................................3
MKT 205 — Consumer Selling Strategies ..................................3
Students must complete all department requirements with a cumulative GPA of 2.0 or better.
Optional:
BUS 290 — Work Experience in Business Admin........... 1-4

Students must complete the above courses with a grade of “C” or higher or credit in all courses.

Requirements for Skills Competency Award: International Marketing Communication

Department Requirements (12 units)
IBUS 102 — Introduction to International Business ............... 3
COMM 151 — Intercultural Communication.......................... 3
IBUS 109 — Basics of Importing and Exporting.................... 3
MKT 209 — International Marketing.................................. 3

Students must complete the above courses with a grade of “C” or higher or credit in all courses.

Requirements for Skills Competency Award: Web Marketing and Media Design

Department Requirements (12 units)
GDP 110 — Media Design ................................................... 3
MAT 131 — Digital Imaging I.............................................. 3
MAT 153 — Web Design I.................................................. 3
MKT 220/CIS 220 — Intro to Electronic Commerce............... 3

Students must complete the above courses with a grade of “C” or higher or credit in all courses.

Requirements for Skills Competency Award: Public Relations

Department Requirements (15-15.5 units)
COMM 171 — Mass Media and Society ................................. 3
COMP 139 — Social Networking for Business and.............. 0.5
COMP 271 — Business Communication or....................... 3.0
COMM 161 — Business & Professional Comm.................... 3.0
JOUR 101 — Reporting/Writing I....................................... 3
JOUR 135/MKT 135 — Public Relations.............................. 3
MKT 101 — Introduction to Marketing.............................. 3

Students must complete the above courses with a grade of “C” or higher or credit in all courses.

Finance Courses

FIN 010 — Financial Basics
(1)
Hours: 18 lecture
Practical money management for students living independently. Topics include career guidance, college financing, budgeting, money, bank accounts, credit cards and debt management.

FIN 100 — Personal Money Management
(3) — CSU/UC
Skills Advisories: MATH 4 and Eligibility for ENG 110 or 110H or 110GB
Hours: 54 lecture
Thorough introduction to all areas of personal financial planning, including financial goal-setting, budgeting, consumer credit, taxes, insurance, investing, housing, retirement and estate planning. Emphasis on planning and budgeting to satisfy immediate needs and achieve long-term goals.

FIN 101 — Introduction to Finance and Banking
(3) — CSU
Skills Advisories: MATH 100 and Eligibility for ENG 110 or 110H or 110GB
Hours: 54 lecture
Central concepts of finance are developed: money and economic activity, interest rates and valuation, securities and investments, bank regulation and management. Professionals discuss commercial and real estate loans, loan administration, the cashier’s office and trusts.

FIN 201 — Investing: Securities Analysis
(3) — CSU
Skills Advisories: MATH 100 and Eligibility for ENG 110 or 110H or 110GB
Hours: 54 lecture
Techniques and concepts of personal investing are examined. Topics include the economic function of financial markets, investment opportunities, securities markets, methods of fundamental and technical analysis, and sources of investment information. Students apply these techniques to stocks and bonds.
FIN 202 — Managerial Finance
(3) — CSU
Skills Advisories: MATH 100 and Eligibility for ENG 110 or 110H or 110GB
Hours: 54 lecture
Designed to equip the student with the specific techniques of business financial management—anticipation of cash needs, acquisition of financial resources, and allocation of cash in the company. Financial statement analysis, financing business activity, capital budgeting and working capital management are emphasized.

FIN 203 — Management of Financial Institutions
(3) — CSU
Skills Advisories: MATH 100 and Eligibility for ENG 110 or 110H or 110GB
Hours: 54 lecture
Analysis of the crucial issues of bank management: asset and liability management, liquidity planning, investment strategies, credit administration and bank regulation.

FIN 204 — Real Estate Investment
(3) — CSU
Skills Advisories: MATH 100 and Eligibility for ENG 110 or 110H or 110GB
Course Advisories: BUS 101
Hours: 54 lecture
Thorough development of the principles and practices of real estate investment. Special topics include financial analysis, commercial leases, property exchange, taxation and depreciation.

FIN 211 — Skills in Trade Finance
(3) — CSU
Skills Advisories: Eligibility for ENG 110 or 110H or 103
Course Advisories: IBUS 102
Hours: 54 lecture
Understanding the process of international trade finance and the core skills needed to participate in various trade finance situations. The emphasis is on practical information regarding risk management, transactions structure and finance. Includes presentations, class exercises and field trips.

FIN 290 — Work Experience in Finance
(1-4) — CSU
Skills Advisories: Eligibility for ENG 110 or 110H or 110GB
75 hours of work experience = 1 unit of credit.
Hours: 60-300 lab
Consists of supervised employment for students whose career objectives, course of study and employment complement each other. Students must accomplish specific course objectives. Class meetings on campus are scheduled each semester.

International Business Courses

IBUS 102 — Introduction to International Business
(3) — CSU
Skills Advisories: Eligibility for ENG 110 or 110H or 110GB
Hours: 54 lecture
Management principles applied to international opportunities. Issues are developed, including politics, culture, and economics. Commercial and financial policies receive attention. Topics include strategic planning, organization, production, marketing, finance, and human resource management, as well as political risk and negotiation. Students evaluate current issues from the business press.

IBUS 109 — Basics of Importing and Exporting
(3) — CSU
Skills Advisories: Eligibility for ENG 110 or 110H or 110GB
Hours: 54 lecture
Practical importing and exporting: logistics, documents, contract administration, terminology, quality control, and payment procedures. Students will develop a research document for an international marketing plan.

IBUS 110 — International Business Law
(1.5) — CSU
Skills Advisories: Eligibility for ENG 110 or 110H or 110GB
Course Advisories: BUS 101 or IBUS 102
Hours: 27 lecture
Introduction to international business law. Topics include contracts, documents, carriage, trade finance, marketing, licensing, regulations and political risk.
IBUS 201 — International Human Resource Management  
(3) — CSU  
Skills Advisories: Eligibility for ENG 110 or 110H or 110GB  
Course Advisories: IBUS 102  
Hours: 54 lecture  
The functions of personnel management applied to international business. The first half of the course develops management tasks. Topics include organization, recruitment, training, evaluation, compensation, repatriation and labor relations. The second half of the course focuses on organizational behavior and structure.

IBUS 211 — Legal Environment of International Business  
(3) — CSU, UC  
Skills Advisories: Eligibility for ENG 110 or 110H and 103  
Course Advisories: IBUS 102  
Hours: 54 lecture  
Introduction to international business law and conflict resolution. Topics include contracts, documents, carriage, trade finance, marketing, licensing, regulations and political risks, as well as negotiations, mediation and arbitration methods.

Marketing Courses  
MKT 101 — Introduction to Marketing  
(3) — CSU  
Skills Advisories: Eligibility for ENG 110 or 110H or 110GB  
Hours: 54 lecture  
Course examines the critical role of marketing in customer driven marketplaces. Topics covered will include marketing research, customer driven marketing, marketing strategies for profit businesses as well as not for profit businesses and institutions, advertising as well as the other elements of promotion. The course material is reinforced with the use of marketing computer simulation.

MKT 120 — Relationship Selling  
(3) — CSU  
Skills Advisories: Eligibility for ENG 110 or 110H or 110GB  
Hours: 54 lecture  
Theories, principles and techniques of creating relationships within the process of selling. Study areas include application of current theories within the fields of psychology and technology for obtaining increased buyer-seller relationship utility in the marketplace.

MKT 125 — Principles of Customer Service  
(3) — CSU  
Skills Advisories: Eligibility for ENG 110 or 110H or 110GB  
Hours: 54 lecture  
Introduction to the theories, principles and practices of customer service. Analysis of creating complementary relationships that focus on participatory partnering and reciprocity conducted.

MKT 135/JOUR 135 — Public Relations  
(3) — CSU  
Skills Advisories: Eligibility for ENG 110 or 110H or 110GB  
Hours: 54 lecture  
Survey of public relations history, theories and practices, focusing on applications to business, public and nonprofit agencies and institutions. Practical approach to using the media, creating press releases, organizing and executing campaigns, and promoting favorable relations with various segments of the public.

MKT 164/MAT 164 — Online and Mobile Marketing  
(3) — CSU  
Skills Advisories: Eligibility for ENG 100 and 103  
Hours: 54 lecture  
Introduction to those components needed to develop effective online and search engine marketing (SEM) strategies. Emerging digital media and mobile advertising campaign development are emphasized. Includes search engine optimization (SEO), paid placement ads, keyword identification, placement strategies, SEM research and management tools, and applications in mobile marketing and video advertising.

MKT 203 — Marketing Communications  
(3) — CSU  
Skills Advisories: Eligibility for ENG 110 or 110H or 110GB  
Course Advisories: MKT 101  
Hours: 54 lecture
Introductory study of how businesses use marketing to communicate through advertising and public relations. Topics include identifying target markets, selecting types of media, evaluating and developing ads, and implementation of public relations programs.

**MKT 205 — Consumer Selling Strategies**  
(3) — CSU  
*Skills Advisories: Eligibility for ENG 110 or 110H or 110GB*  
*Course Advisories: MKT 101*  
*Hours: 54 lecture*  
Study of the principles of sales and customer service. Examines how the differences between buyers and sellers impact sales, purchasing and service decisions. Also briefly reviews the use of marketing research methods.

**MKT 209 — International Marketing**  
(3) — CSU  
*Skills Advisories: Eligibility for ENG 110 or 110H or 110GB*  
*Course Advisories: MKT 101*  
*Hours: 54 lecture*  
Theory and practice of marketing on an international scale. Presents information on the global nature of the marketing process and its impact upon the effectiveness of firms entering a different market. Special emphasis is placed upon economic and business systems throughout the world. Provides information about the Pacific Rim and EC markets and their development.

**MKT 212 — Supply Chain Logistics**  
(3) — CSU  
*Skills Advisories: Eligibility for ENG 110 or 110H or 103*  
*Course Advisories: IBUS 102*  
*Hours: 54 lecture*  
The key elements of international logistics, including definitions, regulations, documentations, transportation, warehousing and pricing, as well as emerging issues of the industry in today’s economy. Includes practical exercises and lectures.

**MKT 215 — Gender Issues in Marketing**  
(3) — CSU  
*Skills Advisories: Eligibility for ENG 110 or 110H or 110GB*  
*Course Advisories: MKT 101*  
*Hours: 54 lecture*  
Survey of gender-related issues and images, positive and negative, that impact commerce and marketing services in the contemporary global economy.

**MKT 220/CIS 220 — Introduction to Electronic Commerce**  
(3) — CSU  
*Skills Advisories: Eligibility for ENG 110 or 110H or 110GB*  
*Course Advisories: BUS 101 and COMP 103*  
*Hours: 54 lecture*  
Survey of electronic commerce and the use of the Internet to conduct business. Introduces such major components as marketing, communications, cyberlaw, operations and technical issues. Includes an interdisciplinary exploration of the issues, trends, opportunities and technologies which shape electronic commerce.