

# BUSINESS ADMINISTRATION (BADM)

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## **BADM-103 Introduction to Business** **3 Units (LEC 48-54)**

This course is an introduction to business in a setting where U.S. companies operate in a constantly changing global business environment. Students completing the course should be capable of analyzing businesses of various sizes, organizations and ownership forms, understanding business ethics and social responsibility in global markets, analyzing the economic challenges facing businesses, understanding global competitive methodologies, and understanding domestic and international labor-management relations issues and the use of technology and information in business.

**Transfers to both UC/CSU**  
**C-ID: BUS 110**

## **BADM-103H Honors Introduction to Business** **3 Units (LEC 48-54)**

This course is an introduction to business in a setting where U.S. companies operate in a constantly changing global business environment. Students completing the course should be capable of analyzing businesses of various sizes, organizations and ownership forms, understanding business ethics and social responsibility in global markets, analyzing the economic challenges facing businesses, understanding global competitive methodologies, and understanding domestic and international labor-management relations issues and the use of technology and information in business.

**Prerequisite:** Acceptance into the Honors Enrichment Program.  
**Transfers to both UC/CSU**  
**C-ID: BUS 110**

## **BADM-104 Business Communications** **3 Units (LEC 48-54)**

This course applies principles, strategies, and techniques of ethical and effective written, oral, and digital business communications to the creation of letters, memos, emails, along with written and oral reports for a variety of business situations and environments. The course emphasis planning, organizing, composing, and revising business documents using word processing and presentation software. In addition, the course includes productive techniques for business meetings and communicating professionally in an increasingly global, digital workplace. This course is designed for students who already have college-level writing skills.

**Prerequisite:** ENGL-101 (with a grade of C or better).  
**Transfers to CSU only**

## **BADM-104H Honors Business Communications** **3 Units (LEC 48-54)**

This course applies principles, strategies, and techniques of ethical and effective written, oral, and digital business communications to the creation of letters, memos, emails, along with written and oral reports for a variety of business situations and environments. The course emphasis planning, organizing, composing, and revising business documents using word processing and presentation software. In addition, the course includes productive techniques for business meetings and communicating professionally in an increasingly global, digital workplace. This course is designed for students who already have college-level writing skills.

**Prerequisite:** ENGL-101 (with a grade of C or better)., Acceptance into the Honors Enrichment Program.

**Transfers to CSU only**

## **BADM-201 Legal Environment of Business** **3 Units (LEC 48-54)**

This course is an introduction to the legal environment of business. Subjects include legal systems, sources of law, social and governmental impacts on private enterprise, ethics and professional responsibility, alternate dispute resolution, agency, warranties, international law, and Constitutional law. Students will perform case and regulation analyses on contracts, including e-contracts, consumerism, employment relationships, business torts and criminal law issues, and study business organization forms.

**Prerequisite:** BADM-103 (with a grade of C or better).  
**Transfers to both UC/CSU**  
**C-ID: BUS 120**

## **BADM-299 Special Projects: Business** **1-3 Unit (IS 16-54)**

Students with previous course work in the program may do special projects that involve research and special study. The actual nature of the project must be determined in consultation with the supervising instructor.

**Prerequisite:** Two Business classes must be completed prior to enrollment; a contract must be completed with the instructor prior to enrollment.

**Transfers to CSU only**

## **BADM-501 Introduction to Winery Business Principles (formerly BADM-108)** **3 Units (LEC 48-54)**

This course is an introduction to the business of winemaking; marketing, basic accounting, media relations, product management, inventory control, state and federal compliance licensing, industry trends, distribution channels, wine club development and management, human resources and ALC management, state and federal taxation, insurance, vintage forecasting and industry contracts. \*Cross-listed as WINE-501. (formerly BADM 108)

**Transfers to CSU only**

**BADM-530 Small Business Entrepreneurship (formerly BADM-150)**  
**3 Units (LEC 48-54)**

This course introduces the challenges for the small business entrepreneur, including the formation, management, and success of a small business. Topics include financing, personnel, marketing, record keeping, some applicable laws, available governmental assistance, and techniques for starting and staying in business. Upon completion, students should be able to develop a small business plan. (formerly BADM 150)

**Prerequisite/Corequisite:** BADM-103 (with a grade of C or better).

**Transfers to CSU only**

**BADM-545 Business Computer Applications**  
**3 Units (LEC 48-54)**

This course explores computer technological tools used in a dynamic business environment. The course will introduce technologies used in business environments to analyze information and communicate results to support and enhance business processes and decision making. This is a project based course focused on using technologies to solve business problems and improve productivity.

**Transfers to CSU only**

**BADM-549 Work Experience Education: Business Administration**  
**0.5-8 Units WEE 24-432**

This experiential learning course places students in supervised internships related to their academic major or career interests. Through hands-on work experience, students will build upon classroom-based learning and develop transferable skills. Internship work sites must be approved by the college prior to enrollment.

**Other Enrollment Criteria:** Each student must be enrolled for the full semester and have completed one course in the discipline. A training agreement must be completed prior to registration. Please refer to the Work Experience Student Handbook for specific information.

**Transfers to CSU only**

**Offered as Pass/No Pass Only**

**BADM-710 Business Math**  
**3 Units (LEC 48-54)**

This course applies basic arithmetic calculations to business operations, concepts and principles. The focus is on the role mathematics plays in the business decision-making process. The course covers equations to solve business problems, percentages and applications, invoices, markup and mark downs, payroll, loans, simple and compounding interest, future and present value, annuities, consumer and business credit, mortgages, financial statements, taxes, investment and wealth management, business ethics, and business statistics and data.

**Not transferable**

**BADM-720 Essentials of Facilities Management**  
**3 Units (LEC 48-54)**

This course applies key concepts in the field of facilities management and the skill set required to effectively perform the facilities manager role. The course elements include tactical planning and daily facility management tasks supporting the operation of an organization's facilities.

**Not transferable**

**BADM-730 Introduction to Project Management**  
**3 Units (LEC 48-54)**

This course provides students with the foundation to manage projects effectively and efficiently. Students will develop a comprehensive, integrative understanding of defining, planning, scheduling, budgeting, managing risk, and executing major projects to increase an organization's competitive advantage.

**Recommended Preparation:** MGT-500 (with a grade of C or better).

**Not transferable**