

BUSINESS ADMINISTRATION (BADM)

BADM 153, RECRUITMENT SELECTION TRAINING AND DEVELOPMENT 3 (3)

This course covers recruitment techniques, interviewing strategies and analysis, training methods and evaluation, and approaches to employee development.

General Education: GE01, GE02, GE04

Typically Offered: Fall and Spring Semesters

BADM 154, COMPENSATION AND BENEFITS 3 (3)

A study of techniques for determining and implementing compensation systems. Benefits are also discussed.

General Education: GE01, GE02, GE04

Typically Offered: Fall and Spring Semesters

BADM 155, INTRODUCTION TO BUSINESS ADMINISTRATION 3 (3)

An introduction to the nature of the business environment with an exploration of the various business functions.

General Education: GE01, GE02, GE03, GE04, GE08

Typically Offered: Summer, Fall and Spring Semesters

BADM 161, BUSINESS LAW I 3 (3)

Introduction to major points of business law. Topics include legal environment of business, torts and criminal law, contracts, sales and lease contracts and negotiable instruments, warranties and product liability.

General Education: GE01, GE02, GE04

Typically Offered: Summer and Fall Semesters

BADM 164, LABOR LAW 3 (3)

A practical examination of labor laws.

General Education: GE01, GE02, GE04

Typically Offered: Spring Semester

BADM 165, LEGAL ENVIRONMENT OF BUSINESS 3 (3)

The nature, structure and significance of the legal and regulatory areas that govern business. (TAG, CTAG)

General Education: GE01, GE02, GE03, GE04

Typically Offered: Summer, Fall and Spring Semesters

BADM 171, INTRODUCTION TO E-COMMERCE 3 (3)

An introduction to electronic commerce (EC), which is a manner in which transactions occur over networks, primarily the Internet. Topics include merchandising and logistics of E-commerce, information and services, electronically, with attention given to the economic, legal, and political environments.

General Education: GE02, GE03, GE04

Typically Offered: Fall and Spring Semesters

BADM 199, INTRODUCTION TO THE WORLD OF WORK 1 (1)

This course provides an internship-level supervised work experience with an approved employer. Emphasis is on career exploration to maximize sound career decisions. Students also explore the role of a college education in career preparation. Focus on self-examination of the world of work in terms of values, skills, and interests. Exploration of occupational paths for all majors, disciplines, examination of employer-employee expectations, preparation of resumes and development of interviewing skills are covered.

Course Entry Requirement(s): A student must have completed a minimum 12 semester credit course at LCCC (courses transferred are not counted); have earned a minimum 2.0 overall GPA; OR have division approval. (Maximum three "1" credit courses allowed)

Typically Offered: Summer, Fall and Spring Semesters

BADM 211, BUSINESS COMMUNICATIONS 3 (4)

Development of written, oral, and implied communication skills to produce effective business messages including letters, memoranda, reports, resumes, and oral presentations. Use of word processing software will promote the review and revision of documents and revision of document drafts with efficiency. Special emphasis on developing proficiency in editing and proofreading all aspects of accuracy and presentation. Laboratory required. (TAG)

General Education: GE01, GE02, GE04, GE05, GE08

Course Entry Requirement(s): Prerequisite: CISS 121 or division approval

Typically Offered: Summer, Fall and Spring Semesters

BADM 251, PRINCIPLES OF MANAGEMENT 3 (3)

Introduction to various concepts, principles and methods in general management of an organization. Emphasis on the functions and skill requirements of effective management in a dynamic environment. (TAG)

General Education: GE01, GE02, GE04, GE08

Typically Offered: Summer, Fall and Spring Semesters

BADM 255, HUMAN RESOURCES MANAGEMENT 3 (3)

This course will examine a variety of topics that relate to the management of an organization's human resources.

General Education: GE01, GE02, GE04, GE05

Typically Offered: Summer, Fall and Spring Semesters

BADM 264, LABOR-MANAGEMENT RELATIONS 3 (3)

This course provides an overview of issues and concepts in United States and international labor/management relations. The issues and concepts include a history of labor relations, labor and management strategies, bargaining, strikes, dispute resolution, globalization and contract administration.

General Education: GE01, GE02, GE04, GE05, GE08

Typically Offered: Summer, Fall and Spring Semesters

BADM 281G, INTERNATIONAL BUSINESS 3 (3)

This course provides an overview of issues and concepts in international business. The issues and concepts include a history of globalization, international economic theories, socio-cultural issues, political and environmental forces, legal issues, international marketing, international human resource management, international financial management, and global operations management.

General Education: GE01, GE02, GE04

Course Entry Requirement(s): Prerequisite: BADM 155 or BADM 251 or division approval

Typically Offered: Summer and Fall Semesters

BADM 287, WORK-BASED LEARNING I - BADM 1-3 (1)

This course provides supervised work experience building on experience in Work-Based Learning with approved employer(s) in an area related to the student's program. Emphasis is placed on integrating classroom learning with work experience. Students will be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. Activities are coordinated and evaluated by college personnel.

General Education: GE01, GE02, GE06, GE08

Course Entry Requirement(s): Prerequisite: Minimum 2.0 GPA overall and division approval

Typically Offered: Offer as required

BADM 288, WORK-BASED LEARNING II - BADM 1-3 (1)

Building on experiences from Work-Based Learning I, this course provides supervised, paid work experience with approved employer(s) in an area related to the student's program. Emphasis is placed on integrating prior or concurrent classroom learning with work experience through career readiness competencies. Students will be able to evaluate career selection and satisfactorily demonstrate work-related competencies.

General Education: GE01, GE02, GE06, GE08

Course Entry Requirement(s): Prerequisite: BADM 287

Typically Offered: Offer as required

BADM 289, WORK-BASED LEARNING III - BADM 1-3 (1)

Building on experiences from Work-Based Learning II, this course provides supervised, paid work experience with approved employer(s) in an area related to the student's program. Emphasis is placed on integrating prior or concurrent classroom learning with work experience through career readiness competencies. Students will be able to evaluate career selection and satisfactorily demonstrate work-related competencies.

General Education: GE01, GE02, GE06, GE08

Course Entry Requirement(s): Prerequisite: BADM 288

Typically Offered: Offer as required

BADM 299, INDIVIDUALIZED STUDIES IN BUSINESS ADMINISTRATION 1-3 (1)

An in-depth study of areas in business administration presented by discussion and/or individual research and reading. Topics will vary. Repeatable up to six (6) times for a total of six (6) credit hours.

Course Entry Requirement(s): Prerequisite: Second-year standing and division approval

Typically Offered: Offer as required