

# Business Administration (BADM)

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**BADM 101. Introduction to Business. 3 Credits.**

An essential studies business course and the first step in a well-planned learning agenda that prepares students to become contributing citizens capable of making astute personal economic decisions. Topics covered include economic environment, global competition, entrepreneurship, general and human resources management, marketing, accounting, finance, information systems, and challenges of business careers. In order to foster students' ability to think critically, the course emphasizes an integrated approach that provides opportunities for synergy among various business functions. F,S,SS.

**BADM 105. Career Development I. 1 Credit.**

Considering a career in business or public administration, but not sure where to start? This is the course for you! We will explore majors in the Nistler College and their associated career paths. Course topics include developing a resume, improving interview skills, learning effective networking skills, and discovering your strengths. F,S.

**BADM 106. Career Development II. 1 Credit.**

This course is the second in a series of four courses designed to address career exploration processes. Through this series of courses, important topics such as exploring career interests, developing a resume, improving interview skills, learning effective networking skills, and working with a mentor are covered. Prerequisite: BADM 105 and CoBPA pre-majors and majors only with sophomore or above standing. F.

**BADM 205. Career Development III. 1 Credit.**

This course is the third in a series of four courses designed to address career exploration processes. Through this series of courses, important topics such as exploring career interests, developing a resume, improving interview skills, learning effective networking skills, and working with a mentor are covered. Prerequisite: BADM 105, BADM 106, and CoBPA pre-majors and majors only with Junior or above standing. S.

**BADM 206. Career Development IV. 1 Credit.**

This course is the fourth in a series of four courses designed to address career exploration processes. Through this series of courses, important topics such as exploring career interests, developing a resume, improving interview skills, learning effective networking skills, and working with a mentor are covered. Prerequisite: BADM 105, BADM 106, BADM 206 and CoBPA majors only with Senior standing. F,S.

**BADM 225. Professional Communication for Business. 3 Credits.**

An overview of the communication process, including composition of business letters and reports, use of computer technologies, strategies for oral communication and listening, as well as a brief review of writing mechanics. Clear, concise, effective presentation and logical organization of business messages are emphasized. F,S.

**BADM 325. Business Research Writing and Culture. 3 Credits.**

An exposure to research writing, including what research is and its importance in the business world. Students will be shown how to gather data, analyze data, and manage the writing process. Students will learn how to develop and structure an academic research paper that demonstrates cultural agility. Prerequisite: ENGL 110 or ENGL 130. S.

**BADM 395A. Special Topics. 1-4 Credits.**

Specially arranged seminars, courses, or independent study on a variety of subjects not covered by regular departmental offerings. May be initiated by students with approval of dean and departments involved. BADM 395A-B repeatable to 9 credits. Repeatable to 9.00 credits. F,S,SS.

**BADM 395B. Special Topics. 1-4 Credits.**

Specially arranged seminars, courses, or independent study on a variety of subjects not covered by regular departmental offerings. May be initiated by students with approval of dean and departments involved. BADM 395A-B repeatable to 9 credits. Repeatable to 9.00 credits. S/U grading. F,S,SS.