

# BUSINESS ADMINISTRATION

The Business Administration Department offers various business courses that allow students to satisfy the lower-division requirements for transfer to university-level business programs. Courses are also offered, allowing the student to prepare for career entry-level positions and upgrade knowledge, skills, and abilities necessary for the already career-oriented student.

The Business Administration Department offers two certificates: **Management Certificate**, **Bookkeeping I Certificate** (p. ). The Certificates are designed for those interested in entering the field of business, or those currently working and desire to upgrade their business competencies.

Students completing the **Management Certificate** will have entry-level management knowledge and skills to manage business organizations and environments. The **Management Certificate** is offered in an accelerated format in which courses are offered every 8 weeks, providing faster student completion in 1.5 years, and a super accelerated course offering format completable in 1 year in an **online** course format.

Students completing the **Bookkeeping I Certificate** will have entry-level bookkeeping/accounting skills necessary to facilitate financial reporting within a business organization. These certificates will also indicate that the student has completed a series of courses for skill upgrading for those already employed.

In addition to the certificates, students may also earn an Associate of Science degree in Business Administration or an Associate of Science for Transfer degree in Business Administration. All of the **Business Administration Courses (p. 1)** are offered **online** via the Internet, allowing students to earn certificates and degrees through distance education learning experience. See the current schedule of classes for a listing of face-to-face and online classes.

Those students planning to transfer to an upper-division institution should select their courses with a counselor's assistance since each transfer institution has unique requirements.

## Career Opportunities

Positions from entry-level to mid-management may be reasonable expectations upon completion of either the degree or the certificate programs in the fields of retailing, merchandising, service-related businesses, bookkeeping, and manufacturing firms. Some possible position titles include:

Accounting Clerk/Bookkeeper, Administrative Assistant, Department Manager, Human Resource Manager, Marketing Manager, Merchandise Buyer, Merchandise Manager, Office Manager, Purchasing Management, Salesperson, Store Manager, Entrepreneur, Supply Chain Management and Logistics

## Faculty

Quarles, Brian

Ropeter, Jennifer

## Transfer

- California State University, San Bernardino: **Business Administration**, major.

- The University of California, Riverside: **Business Administration** (<https://business.ucr.edu/undergraduate/major/>) major.

For the most up-to-date information on these programs and others, visit [assist.org](http://www.assist.org) (<http://www.assist.org>). Please stop by the Transfer Center in Building 23 or make an appointment with a counselor if you have questions.

## Programs of Study

- Bookkeeping I Certificate of Career Preparation (<https://catalog.vvc.edu/degrees-certificates/business-administration/bookkeeping-ccp/>)
- Business Administration 2.0, AS-T (<https://catalog.vvc.edu/degrees-certificates/business-administration/business-administration-2-ast/>)
- Business Administration, AS (<https://catalog.vvc.edu/degrees-certificates/business-administration/business-administration-as/>)
- Management Certificate of Achievement (<https://catalog.vvc.edu/degrees-certificates/business-administration/management-ca/>)

## Program Learning Outcomes

Program Learning Outcomes (PLOs) are statements of the kind of learning a program hopes a student will achieve. The PLOs describe the knowledge, skills, problem-solving, communication and values that apply to all certificates and/or degrees within that program.

Upon completion of this program, students should be able to:

- Effectively use various channels of communication.
- Successfully solve business related mathematical computations.
- Apply ethical principles (behavior) in a business environment.
- Demonstrate appropriate human relation skills in a work environment.
- Describe how the nature of management varies at different organizational levels.
- Demonstrate entry-level competence in recognizing and applying accounting principles and concepts to record and interpret business transactions.
- Perform financial and microcomputer accounting activities.
- Demonstrate various methods of communication.
- Identify various economic systems and market structures.
- Create, interpret, and evaluate financial statements.
- Effectively use various channels of communication.
- Apply ethical principles (behavior) in a business environment.
- Use a variety of resources available to make sound business decisions.

## Business Administration Courses

### BADM 50 Applied Accounting I (3.0 Units)

Introduction to the bookkeeping problems of a small business enterprise for both merchandising and service-type organization. Emphasis on the development of skills for both cash and accrual methods of recording, including procedures for completion of an accounting cycle. Attention is given to special journals, subsidiary ledgers, payroll, and control systems. Lecture Hours: 54.0

Transfer: Not transferable

**BADM 51 Applied Accounting II (3.0 Units)**

Continuance of bookkeeping procedures with special emphasis on the development of skills in the valuation of assets, business taxes, accruals and deferrals, preparation of financial statements, and payroll tax analysis.

Lecture Hours: 54.0; Lecture Hours: 3.38

Transfer: Not transferable

**BADM 52 Elements of Supervision (3.0 Units)**

This course is designed to introduce the student to the concepts of effectively supervising employees. Students will be introduced to the elements of directing the work of others and the specific skills required for goal setting, budgeting, scheduling, delegating, interviewing, negotiation, handling grievances, counseling employees, and performance evaluations.

Lecture Hours: 54.0; Lecture Hours: 3.38

Transfer: Not transferable

**BADM 80 Personal Finance (1.0 Units)**

The course material covered includes calculations and problem solving related to budgeting, managing income taxes, building and maintaining good credit, large personal assets purchases, managing property and liability risk, investment fundamentals, and retirement and estate planning.

Lecture Hours: 18.0

Transfer: Not transferable

**BADM 100 Introduction to Business Organizations (3.0 Units)**

This is an introductory course for both business and non-business majors. This course is designed to introduce the student to contemporary issues and principles of business as well as the different business disciplines such as management, marketing, accounting, finance, human resource management, and entrepreneurship. In addition, other topics include the global dimension of business, the various forms of business ownership, teamwork, securities, ethics and social responsibility, and economic challenges facing the 21st century. C-ID: BUS 110.

Lecture Hours: 54.0

Transfer: Transfers to both UC/CSU

**BADM 103 Financial Accounting Fundamentals (3.0 Units)**

This course is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the financial statements, and statement analysis. Includes issues relating to asset, liability, and equity valuation, revenue and expense recognition, cash flow, internal controls, and ethics.

Lecture Hours: 54.0

Transfer: Transfers to both UC/CSU

**BADM 104 Managerial Accounting (3.0 Units)**

This is the study of how managers use accounting information in decision-making, planning, directing and controlling operations. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Additional coverage on performance analysis of manufacturing and service organizations. (UC credit limitation).

Recommended Preparation: BADM 103

Lecture Hours: 54.0; Lecture Hours: 3.38

Transfer: Transfers to both UC/CSU

**BADM 106 Accounting Software Applications Part A (2.0 Units)**

Students will learn how to use accounting software designed for small businesses owners and entrepreneurs. This includes entering data, processing data, creating, and interpreting financial reports/statements.

Lecture Hours: 27.0; Lab Hours: 27.0

Transfer: Transfers to CSU only

**BADM 107 Accounting Software Applications Part B (2.0 Units)**

This course is a continuation and expansion of accounting procedures covered in BADM 106. Topics covered include setting up a business accounting system including customers, vendors, and accounts, payroll, cash and accrual systems, inventory control, banking, budgeting, taxation, financing, and investing. Students will be using small business accounting software.

Lecture Hours: 27.0; Lab Hours: 27.0

Transfer: Transfers to CSU only

**BADM 109 Human Resource Management (3.0 Units)**

This introductory course is designed to acquaint the student with the important functions performed by the human resource department in a business organization. These functions include recruiting, staffing, training and development, compensation, strategic human resource planning, personnel evaluation, and management-labor relations. Other topics include global issues, the legal environment, EEO, sexual harassment, and design of work.

Lecture Hours: 54.0; Lecture Hours: 3.38

Transfer: Transfers to CSU only

**BADM 110 Principles of Management (3.0 Units)**

For the student who is exploring a career in business, government, or educational management, this introductory course includes the concepts of management necessary to pursue business employment opportunities and/or a university degree in business administration. The course concepts are intended to provide students' essential skills in planning, organizing, staffing, directing, controlling, required for effective decision-making. Also, students will develop diversity, equity, and inclusion competencies necessary to build relational communication skills required for essential team-building activities required for socially conscious business organizations. Students will apply management principles and concepts to build knowledge, skills, and abilities leveraged in business organizations.

Lecture Hours: 54.0; Lecture Hours: 48.0

Transfer: Transfers to CSU only

**BADM 112 Introduction to Marketing (3.0 Units)**

This course is an introduction to contemporary marketing principles. Included in this course will be relationship marketing, the global dimension of marketing, e-commerce, marketing plan development, research, market segmentation, product strategy, distribution, promotional, and pricing strategies. Grade Option.

Lecture Hours: 54.0; Lecture Hours: 3.38

Transfer: Transfers to CSU only

**BADM 116 Human Relations in Business (3.0 Units)**

Human relation skills describe interactions among people and represent the single biggest reason for career success and failure. This course examines human relation's concepts and applies critical thinking exercises from the business world, and develops the student's ability to understand human relation skills.

Lecture Hours: 54.0; Lecture Hours: 3.38

Transfer: Transfers to CSU only

**BADM 117 Legal Environment of Business (3.0 Units)**

The study of the American legal system and principles of law as applied to business. Course content includes: the legal environment of business, nature and source of law, court systems, dispute resolution, common and statutory law, constitutional law, administrative agencies, torts and business torts, contract law, and the Uniform Commercial Code as it relates to the sale of goods. Additionally, the legal forms of business will be addressed as to the formation, operation, and termination of proprietorships, partnerships, and corporations. (UC credit limitation). C-ID: BUS 125.

Lecture Hours: 54.0; Lecture Hours: 3.38

Transfer: Transfers to both UC/CSU

**BADM 118 Business Law (3.0 Units)**

The study of business law, both case and statutory, as it applies to the Uniform Commercial Code dealing with negotiable instruments; secured transactions and bankruptcy; employment law and agency; property, real and personal to include bailments; and governmental agencies' regulation of business to include anti-trust and fair business practices. (UC credit limitation). C-ID: BUS 120.

Lecture Hours: 54.0; Lecture Hours: 3.38

Transfer: Transfers to both UC/CSU

**BADM 122 Small Business Management (3.0 Units)**

An introduction to contemporary management techniques used by small businesses in the free enterprise system. The course focuses on entrepreneurial opportunities, developing a business plan for a planned or existing small business, small business marketing, operations, and financial management.

Lecture Hours: 54.0; Lecture Hours: 3.38

Transfer: Transfers to CSU only

**BADM 142 Business Mathematics (3.0 Units)**

An introduction to a variety of business computations and applications such as percents, payroll, markup/markdown, cash and trade discounts, simple and compound interest, annuities, credit, mortgages, financial statements and analysis, inventory, depreciation, taxes and securities.

Lecture Hours: 54.0; Lecture Hours: 3.38

Transfer: Transfers to CSU only

**BADM 144 Business Communications (3.0 Units)**

This course studies the principles and role of business communication and the need for proficient, legal and ethical communication skills within current, professional, diverse, technological, and global environments. Emphasis is placed on verbal, nonverbal, and written communication to include persuasive, analytical, business letters, memorandums, and reports. The course also covers resumes and other employment related correspondence. Students will develop planning, organizing, and outlining skills, as well as editing proficiency. Evaluates grammar skills and improves writing style. C-ID: BUS 115.

Prerequisite(s): ENGL 101.0, Minimum grade C

Lecture Hours: 54.0; Lecture Hours: 48.0

Transfer: Transfers to CSU only

**BADM 180 Introduction to Global Business (3.0 Units)**

There is a rapidly expanding global economy and marketplace. This course will introduce the topics of culture and national differences, global trade, international monetary system, global business strategies, and international business operations. Additionally, global challenges, ethics, social responsibility, and sustainability will be integrated throughout the course.

Lecture Hours: 54.0; Lecture Hours: 48.0

Transfer: Transfers to both UC/CSU