

# BBU - BUSINESS ADMINISTRATION

---

**BBU 4090 Special Topics in Business Administration (1-3 Units)**

Study in a special topic under the direction of a faculty member.

May be repeated up to a total of six (6) units.

**Prerequisite(s):** Consent of Program Director or Dean.

**BBU 1000 Introduction to Business and Systems (3 Units)**

This course provides a foundation for making good business decisions from a Christian perspective, focusing on more than the bottom line.

Topics include forms of business ownership, management, marketing, accounting, finance, and information systems. An emphasis is placed on career and calling within business.

**BBU 2001 Legal Environment of Business (3 Units)**

This course provides a comprehensive overview of legal issues encountered in business. Topics include the legal system, contracts, torts, product liability, intellectual and property rights, cyber crime, fraud, organizational forms, corporate formation and finance, securities law, business ethics, and corporate governance.

**BBU 3010 Data-Driven Decision Making (3 Units)**

This course explores how leaders can use data to inform the decision making process. Topics include identifying the right information, eliminating bias, understanding predictive analytics, data visualization, communicating uncertainty, and addressing challenges to your data. An emphasis is placed on basic methods of gathering, analyzing, and communicating data.

**BBU 3013 Business Communication (3 Units)**

With an emphasis on speaking and writing in the business field, this course is designed to help students improve and polish their professional communication skills in the workplace. In this course, students learn the skills needed to secure employment and communicate effectively in a professional business setting. Specifically, students learn to create an impressive resume, write and deliver various professional reports, effectively interview for employment, compose professional routine and persuasive letters, conduct informational interviews, and create professional portfolios. Students exit the course with the professional communication skills needed to stand out in the business world and in the job search process.

**BBU 4080 International Business (3 Units)**

This course provides an overview of business strategies, challenges and opportunities that exist in a global business environment. Students will explore the various economic, political, legal, social, and cultural contexts in which international businesses operate. In addition, students will develop a global business strategy, participate in a cross-cultural experience, and complete an in-depth research project on a specific country. Emphasis will be given to cross-cultural issues in management, marketing, and business ethics in an international setting.

**Prerequisite(s):** BMG 2012

**BBU 4089 Business Practicum (1-3 Units)**

This course requires on-the-job experience in the business field where students exercise decision-making skills, problem-solving skills, communication skills, and business knowledge acquired in the student's academic program. In addition, students create a professional portfolio including cover letter, resume, letters of recommendation, personal background, target industry information, work samples, and business practicum reports/evaluations.

Credit/No Credit.

**Prerequisite(s):** BBU 3013