

ied. Laboratory experiments will be conducted relating to bacterial growth, isolation and pure culture techniques as well as physiological characteristics of different microorganisms.

## Business Administration

BUAD 101 (0501) Introduction to Business KRSN BUS1020\*\*

Prerequisite: None

Credit Hours: 3

A study of different aspects of the business world such as marketing, production, finance, and human resource management.

BUAD 104 (0505) Business Law I

Prerequisite: None

Credit Hours: 3

An introduction to laws covering administrative law, tort law, and contracts. Sophomore standing is recommended.

BUAD 105 (0506) Business Law II

Prerequisite: BUAD 104 Business Law I

Credit Hours: 3

A study of laws covering sales, partnerships, corporations, real property, negotiable paper, insurance, security devices, bankruptcy, wills, and estates. Sophomore standing is recommended.

BUAD 110 (0545) Business Communications

Prerequisite: None

Credit Hours: 3

This course is designed to develop skills and knowledge necessary for effective business communications – both oral and written, and to provide experience in the application of these skills and knowledge in solving business communication problems.

BUAD 205 Personal Finance KRSN BUS 1010\*\*

Prerequisite: None

Credit Hours: 3

Personal Finance introduces students to the importance of consumer financial issues. Students will gain knowledge of the principles of money management, consumer credit, insurance, investments and retirement planning.

## Business Administrative Technology

OTEC 102 (0587) College Keyboarding

Prerequisite: None

Credit Hours: 3

This course is designed to develop machine control and mastery of the keyboard. The course emphasizes proper keyboarding techniques, accuracy, and speed, which can be applied to a variety of problems that the students are likely to meet in their personal life and/or in the business world.

OTEC 103 (0739) Microcomputer Applications I

Prerequisite: None

Credit Hours: 3

This course will teach the student specific areas of expertise in the computer area.

OTEC 106 (0588) Formatting

Prerequisite: OTEC 102 College Keyboarding or one or more units of keyboarding in high school

Credit Hours: 3

\*Refer to the Placement Testing Procedure 3.22, page 25 \*\* Refer to Course Transfer, page 20