

**BIOL 201 (0411) Microbiology KRSN BIO2040\*\***

Prerequisite: BIOL 120 General Biology with Lab or BIOL 130 Anatomy and Physiology with lab

Credit Hours: 5

This course presents a study of microorganisms along with their morphological, physiological, and biochemical characteristics. It offers a comprehensive study of prokaryotic cell structure, microbial metabolism, microbial growth, methods of disinfection and sterilization, microbial genetics, classification, principles of disease and epidemiology, microbial mechanisms of pathogenicity, innate and adaptive immunity, and antimicrobial drugs. Though the main emphasis is on bacteria and virus, but protozoans, fungi and algae are also discussed. Fundamental theories and laboratory techniques related to bacterial cell morphology, bacterial growth in different culture media, isolation, pure culture techniques, staining, and identification are illustrated throughout the semester.

## 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 KRSN BUS2030\*\***

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 106 Principles of Leadership KRSN BUS2010\*\***

Prerequisite: None

Credit Hours: 3

Principles of Leadership is designed to provide students with an introduction to leadership styles, theories, and principles. By exploring these areas, students will have the opportunity to develop and improve their leadership skills.

**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.

BUAD 215 Principles of Management KRSN BUS2020\*\*

Prerequisite: None

Credit Hours: 3

Principles of Management introduces the student to the functions of management: planning, organizing, leading and controlling. This includes concepts such as organizational cultures, ethics, decision making, dynamics of teams and leadership.

## Business Administrative Technology

O TEC 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.

O TEC 103 (0739) Microcomputer Applications I

Prerequisite: None

Credit Hours: 3

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

O TEC 106 (0588) Formatting

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

Credit Hours: 3

This course is designed to review business document formats, to build speed and accuracy, and to use decision-making skills to evaluate document formats and mail ability. Applying written communication skills and demonstrating quality and efficiency in production are emphasized.

O TEC 111 (0551) Records Management & Database Applications

Prerequisite: None

Credit Hours: 3

This course is designed to present knowledge and skills that are needed in records management work. This course emphasizes the basic principles and procedures used in alphabetic, numeric, and subject filing methods for manual and automated records systems. Practice in application of filing rules is provided through the use of records management projects. Students will gain practice in document management and file management using Access database.

O TEC 113 (0523) Business Accounting

Prerequisite: None

Credit Hours: 3

Elementary accounting procedures including theory and practice associated with double-entry bookkeeping are introduced. Special emphasis is placed on the use of journal entries, accounting for and control of cash, and payroll accounting.

O TEC 119 (0530) Business Math

Prerequisite: Placed into MATH 100 Intermediate Algebra

Credit Hours: 3

Business decision-making usually involves business math. Business Math provides a background of general and specific knowledge of business math concepts for those students who plan to enter business programs. Students will develop skills using a 10-key adding machine by touch and using the numeric keypad of a computer.

\*Refer to the Placement Testing Procedure 3.22, page 26 \*\*Refer to Course Transfer, page 20