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
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 mailability. Applying written communication skills and demonstrating quality and efficiency in production are emphasized.

*Refer to the Placement Testing Procedure 3.22, page 24 **Refer to Course Transfer, page 19