

Biology

- BIOL 101 4 Credits
GENERAL BIOLOGY
Quarters: Summer, Fall, Winter, Spring
Studies cellular biology, including scientific method, taxonomy, cell organelles and cell membrane, photosynthesis, cellular respiration, mitosis and meiosis, Mendalian genetics, DNA structure and function and evolution. Lab required. Intended for non-science majors.
- BIOL 102 4 Credits
GENERAL BIOLOGY
Quarters: Winter, Spring
Studies human evolution and the body system, including circulation, immune system, digestion, respiration, urinary system, nervous system, sense organs, muscles, reproduction and endocrine system. Lab required. Intended for non-science majors.
- BIOL 103 4 Credits
GENERAL BIOLOGY
Quarters: Spring
Studies evolution and diversity of plants, plant structure and organization, plant nutrition and transport, control of growth in plants, plant reproduction. Examines ecology of populations, communication, ecology and conservation biology. Lab required. Intended for non-science majors.
- BIOL 121 5 Credits
INTRO TO HUMAN ANATOMY AND PHYSIOLOGY
Quarters: Fall, Winter
Covers body organization with an emphasis on anatomy and function of all the human body systems. Topics include the cell, skin, heart and circulation, nervous system, special senses, blood, immunity, respiration, digestion, bones, muscles and reproduction. This course is designed for the allied health student. Lab required.
- BIOL 211 5 Credits
COLLEGE BIOLOGY
Quarters: Fall
Examines the theoretical bases of biology as a scientific discipline, emphasizing cytology, genetics, and biological adaptation. Lab required. Intended for science and pre-professional majors.
- BIOL 212 5 Credits
COLLEGE BIOLOGY
Quarters: Winter
Provides an introduction to the basic concepts of biology with a special emphasis on zoology. Discusses functional relationships between different orders of animals. Lab required. Intended for science and pre-professional majors.
- BIOL 213 5 Credits
COLLEGE BIOLOGY
Quarters: Spring
Studies botany and ecology. Presents an overview of the evolution and organization of the plant kingdom followed by a study of the anatomy and physiology of flowering plants. Examines ecological relationships observed among plants, animals, and their environment. Lab required. Intended for science and pre-professional majors.
- BIOL 231 4 Credits
HUMAN ANATOMY AND PHYSIOLOGY
Quarters: Summer, Fall, Winter
Studies body organization and function with an emphasis on histology and the integumentary, skeletal, and muscular systems. Lab required. Prerequisites: CHEM 104, or 121, or 221, and BIOL 101 or 211.
- BIOL 232 4 Credits
HUMAN ANATOMY AND PHYSIOLOGY
Quarters: Summer, Winter, Spring
Studies the organization, structure, and function of the nervous, sensory, endocrine, and cardiovascular systems. Lab required. Prerequisites: BIOL 231
- BIOL 233 4 Credits
HUMAN ANATOMY AND PHYSIOLOGY
Quarters: Fall, Spring
Studies respiratory, digestive, excretory, and reproductive systems. Lab required. Prerequisites: BIOL 231 or BIOL 232.

BIOL 234 4 Credits

MICROBIOLOGY

Quarters: Fall, Spring

Examines the fundamental principles and techniques of microbial study. Emphasizes the structural, functional, and disease causing properties of bacteria and viruses. Lab required. Prerequisites: CHEM 104, or 121, or 221, and BIOL 101 or 211 or 231.

Business Administration

BA 101 Z 4 Credits

INTRODUCTION TO BUSINESS

Quarters: Fall

Presents an integrated view of both established and entrepreneurial businesses by studying their common characteristics and processes in a global context. Introduces theory and develops basic skills in the areas of accounting, finance, management, and marketing, with an emphasis on social responsibility and ethical practices. Explores how businesses can create value for themselves and society by addressing environmental and social challenges.

BA 104 (P/T) 4 Credits

BUSINESS MATH

Quarters: Fall, Spring

Applies mathematical skills to solve business and consumer problems. Includes business applications such as computing finance charges, taxes, discounts, markups, inventory value, bond discount/premium, and present/future value analysis. Prerequisites: MATH 60.

BA 131 4 Credits

INTRO TO BUSINESS COMPUTING

Quarters: Summer, Fall, Winter, Spring

Introduces computer concepts covering computer systems, software and hardware, networking, and databases. Students will complete assignments in Microsoft Office Professional computer applications, including Word, Excel, Access, Publisher and Powerpoint. Emphasizes basic understanding and competency in different applications and concepts.

BA 203 (P/T) 3 Credits

INTERNATIONAL BUSINESS

Quarters: Spring

Introduces business activities that cross national boundaries. Studies the concepts of international business: its theories and framework for analysis of international transactions.

BA 204 (P/T) 3 Credits

TEAMWORK DYNAMICS

Quarters: Summer, Fall, Winter, Spring

Introduces the formation, development, and management of groups. Examines problems and characteristics common to group situations and generates strategies for improving group productivity.

BA 206 3 Credits

PRINCIPLES OF MANAGEMENT

Quarters: Fall, Spring

Introduces the principles of management, concentrating on organizational structures, planning principles, organizing, leading, controlling, and management techniques.

BA 211 Z 4 Credits

PRINCIPLES OF FINANCIAL ACCOUNTING

Quarters: Fall

Imparts an understanding of the purpose of accounting, common financial statement items, and the principles of internal controls. Focuses on recording the impact of economic events on account balances using U.S. Generally Accepted Accounting Principles, and the creation and analysis of financial statements to aid in external decision making.

BA 213 Z 4 Credits

PRINCIPLES OF MANAGERIAL ACCOUNTING

Quarters: Fall

Builds an understanding of the role of managerial accounting in a business, focusing on the development and use of information to evaluate production costs and operational performance in support of short- and long-term organizational decision-making.

BA 214 3 Credits

BUSINESS COMMUNICATION

Quarters: Summer, Winter, Spring

Applies written communication skills to writing and analyzing business letters, memos, emails, and short reports. Incorporates correct format, grammar, and punctuation. Prerequisites: WR 121

BA 215 (P/T) 3 Credits

COST ACCOUNTING

Quarters: Offered as needed

Focuses on the role of the cost accountant in providing accounting information to managers as an aid in economic decision making. Emphasizes the development and application of cost systems as they apply to cost inputs (materials, labor, overhead), and job order versus process costing. Examines actual versus standard cost accounting, direct costing versus full absorption costing, and budgeting.

BA 218 3 Credits

PERSONAL FINANCE

Quarters: Fall, Winter, Spring

Explores the role of the individual consumer in our economy, problems of financing family and individual needs, including budgeting, banking relationships, borrowing, insurance, risk management, real estate, investing, portfolio management, retirement and personal taxes. Basic financial measurement and calculations will be introduced.

BA 223 3 Credits

PRINCIPLES OF MARKETING

Quarters: Fall, Winter, Spring

Surveys activities by which a firm seeks to anticipate customer needs by directing a flow of need-satisfying goods and services from producer to consumer. Includes market research, buying behavior, product planning, physical distribution, retailing, wholesaling, promotion, and pricing policy.

BA 226 3 Credits

BUSINESS LAW I

Quarters: Summer, Fall, Winter

Introduces business law, emphasizing contract law. Discusses history of legal development, crimes, torts, and courts systems.

BA 227 3 Credits

BUSINESS LAW II

Quarters: Summer, Winter, Spring

Continues study of business law, emphasizing sales law, commercial paper, bailments, and agency agreements. Prerequisites: BA 226, or instructor approval.

BA 239 3 Credits

PRINCIPLES OF ADVERTISING

Quarters: Winter

Examines in detail the purpose, preparation, placement, and analysis of various types of advertisements within each of the media. Analyzes and compares the relative merits of the media on local and national advertising.

BA 243 (P/T) 3 Credits

CONSUMER BEHAVIOR

Quarters: Spring

Introduces the dynamic interaction of affect and cognition, behavior, and the environment by which people conduct the exchange aspects of their lives.

BA 249 3 Credits

RETAIL MANAGEMENT

Quarters: Fall

Presents the principles of retail strategy and structures, emphasizing trading area analysis, consumer behavior, store location, and pricing in retailing.

BA 250 3 Credits

SMALL BUSINESS MANAGEMENT

Quarters: Winter, Spring

Presents the fundamentals of owning and managing a small business, including organizational, financial, marketing, and management concepts. Studies the dominant impact of small business. Prerequisites: BA 211, BA 206, and BA 223.

BA 255 3 Credits

PERSONNEL SUPERVISION

Quarters: Winter

Introduces the supervisor's special place in management and the essential skills that all managers have in common. Focuses on the unique problems of being a supervisor in any kind of organization, and closely examines the special skills, responsibilities, roles and attributes required of supervisors.

BA 280 1 Credit

BUSINESS MGT COOP WORK EXP

Quarters: Summer, Fall, Winter, Spring

Designed to give students an opportunity to acquire actual work experience in their chosen field. An on-site supervisor will supervise and evaluate the work experience student. Instructor approval of work setting and placement is required. For each credit earned, the student will need to document 36 hours at the work site. Some sections may have a no-cost text book option.

Business Technology

BT 101 (P/T) 3 Credits

KEYBOARDING I

Quarters: Summer, Fall, Winter, Spring

Emphasizes proper techniques of keyboarding through meaningful practice and speed development. Does not include word processing concepts. Lab included.

BT 102 (P/T) 3 Credits

KEYBOARDING II

Quarters: Fall, Winter, Spring

Applies drills specific to speed building and achieving 60 wpm or better. Does not include word processing concepts. Lab included.

Prerequisites: Minimum typing speed of 35 wpm.

BT 105 (P/T) 1 Credit

PRESENTATION APPLICATIONS

Quarters: Summer, Fall, Winter, Spring

Introduces presentation software with an emphasis on designing and formatting business-related presentations. Learn how to create a business presentation using electronic presentation, create an initial outline and slides, format and proof text, utilize animation, print a presentation and create and run a presentation. Prerequisites: BA 131/CS 101

BT 210 (P/T) 2 Credits

EMAIL AND PRODUCTIVITY APPLICATIONS

Quarters: Winter

Introduces the basic features of various email applications (including MS Outlook) to send and receive email, organize schedules and events, and maintain contact lists, to-do lists, and tasks. Emphasizes the email and productivity software skills necessary in business environments.

BT 221 (P/T) 3 Credits

WORD PROCESSING PROCEDURES I

Quarters: Summer, Fall, Winter, Spring

Uses Microsoft Word to create and format Word documents using various formatting tools. Covers the skill needed for MOS certification.

Lab included. Prerequisites: Keyboarding skills

BT 222 (P/T) 3 Credits

WORD PROCESSING PROCEDURES II

Quarters: Summer, Spring

Presents advanced features in Microsoft Word to efficiently produce professional documents. Covers the skills necessary for MOS certification. Lab included. Prerequisites: BT 221, or instructor approval.

BT 232 4 Credits

SPREADSHEET APPLICATIONS

Quarters: Summer, Fall, Winter, Spring

Presents the features in Microsoft Excel needed to efficiently produce spreadsheets and supporting documents. Provides the skills necessary for MOS certification. Prepares students to create, edit, and format spreadsheets, create formulas, use certain functions, create charts, do business related analysis, work with data lists, create and edit macros, create pivot tables and charts, and display worksheets on the web. Prerequisites: BA 131, CS 101, CS 160, or instructor permission.

BT 242 4 Credits

DATABASE APPLICATIONS

Quarters: Fall, Spring

Introduces microcomputer database systems, including their application, design, and construction. Begins with basic tables, forms, queries, reports, and relational database concepts, and progresses to more advanced concepts and skills, including creating modules, macros and advanced forms and reports. Prerequisites: BA 131, or CS 101 or 160, or instructor approval.

BT 251 3 Credits

COMPUTER-ASSISTED ACCOUNTING I

Quarters: Fall

Examines methods of performing accounting functions and solving accounting problems using popular computer software, including collection, organizing, and reporting large amount of information.

BT 252 (P/T) 3 Credits

COMPUTER ASSISTED ACCOUNTING II

Quarters: Winter

Introduces methods of performing accounting functions using accounting software currently utilized by business firms. Prerequisites: BA 200 or BA 211

BT 290 (P/T) 3 Credits
INTEGRATED OFFICE APPLICATIONS
Quarters: Spring
Provides in-depth, hands on projects with integrated applications and internet research, including importing/exporting functions of technology and software as they relate to business documents. Emphasizes technical skills and the ability to work in teams. Provides the culmination activity (capstone course) at the end of the associate degree program for Office Administration majors. Lab included.
Prerequisites: OA 201, CS 125SS, CS 125A