

**Descriptions – Botany and Plant Pathology
of
Courses**

920. Advanced Plant Taxonomy
Spring of even-numbered years. 4(4-0)
BOT 824, ZOL 441.
Consideration of the recent scientific developments affecting plant classification.

930. Advanced Plant Ecology
Winter of odd-numbered years; Summer of even-numbered years. Given at W.K. Kellogg Biological Station summer term. 3(2-4) Approval of department.
Fundamental theories and modern research horizons.

952. Plant Physiology and Biochemistry I
Winter of odd-numbered years. 3(3-0)
Approval of department. Interdepartmental with and administered by the Department of Biochemistry.
Selected topics concerning photosynthesis and related processes.

955. Plant Physiology and Biochemistry II
Winter of even-numbered years. 3(3-0)
Approval of department. Interdepartmental with and administered by the Department of Biochemistry
Metabolic pathways of unique significance to plants.

956. Advanced Plant Physiology IV
Spring of even-numbered years. 3(3-0)
Approval of department.
Factors influencing vegetative and reproductive physiology.

999. Research
Fall, Winter, Spring, Summer. Variable credit. Approval of department.
Research for dissertation at the doctor's degree level in one of the following fields: anatomy, cytology, ecology, genetics, lichenology, morphology, mycology, paleobotany, pathology, phycology, physiology, and taxonomy.

BUILDING CONSTRUCTION

See Agricultural Engineering

**BUSINESS LAW AND OFFICE
ADMINISTRATION BOA**

(Name change effective December 15, 1976. Formerly Business Law, Insurance and Office Administration.)

College of Business

201. Shorthand I
Fall, Winter, Spring, Summer. 3(4-0)
BOA 234 or 1 term typewriting.
Gregg shorthand theory, dictation and transcription for students with no previous training.

202. Shorthand II
Fall, Winter, Spring, Summer. 3(3-1)
BOA 201, BOA 234, or 1 term shorthand and typewriting.
Development of theory and transcription competency, speed building.

234. Typewriting I
Fall, Winter, Spring, Summer. 2(2-2)
Approval of department.
Mastery of keyboard; building speed and accuracy; elementary typewriting problems.

235. Typewriting II
Fall, Winter, Spring. 2(2-2) BOA 234 or approval of department.
Improvement of speed and accuracy; arrangement of business letters, tabulation and manuscripts; production typewriting.

236. Advanced Typewriting
Fall, Winter, Spring, Summer. 3(3-1)
BOA 235 or 1-112 to 2 years typewriting
Instruction in specialized typewriting problems to develop high-level competency.

304. Advanced Shorthand
Fall, Winter, Spring. 3(3-1) May reenroll for a maximum of 6 credits. BOA 202, BOA 235.
Continuation of BOA 202.

308. Secretarial Administration I
Winter, Spring. 4(4-0) BOA 236, BOA 304. Sophomores.
Development of proficiency in transcription skills.

309. Secretarial Administration II
Fall, Winter, Spring. 4(4-2) BOA 236. Sophomores.
Machine dictation-transcription, duplication and copying processes; machine calculations; records management.

341. Survey of Business Law
Fall, Winter, Spring. 4(4-0) Juniors. Not open to business administration students.
Historical development of the law; courts, court procedures and civil remedies, torts, crimes; contracts, agency, sales, negotiable instruments, real and personal property, including bailments and liens. Textbook and lecture rather than case approach.

370. Administrative Office Management
Fall, Winter, Spring, Summer. 3(3-0)
Juniors.
Analysis of office function and relationship to business organization; information handling and data processing; office design and layout; responsibilities of office administrators.

400H. Honors Work
Fall, Winter, Spring, Summer. 1 to 15 credits. Approval of department.
Independent and informal study in law, office administration or business communications.

416. Secretarial Administration III: Seminar
Winter, Spring. 4(4-0) Seniors or approval of department.
Analysis of the role of the executive secretary.

440. Law and Society
Fall, Winter, Spring, Summer. 3(3-0)
Seniors or approval of department.
Legal reasoning and legal institutions., Court systems and court procedures. Relationships of citizen and businessman to governmental agencies. Torts, crimes.

441. Contracts and Sales
Fall, Winter, Spring, Summer. 3(3-0)
BOA 440.
Contracts, including concept of freedom of contract and limitations. Sales. Case study method.

442. Agency, Partnerships and Corporations
Winter. 3(3-0) BOA 441.
The law dealing with agency and business organizations. Case study method.

443. Negotiable Instruments, Secured Transactions, Property
Spring. 3(3-0) BOA 441.
The law of negotiable instruments, secured transactions, and property. Case study method.

447. Hotel Law
Winter, Spring. 4(4-0) BOA 440.
Legal aspects of the hospitality industry.

468. Field Studies
Fall, Winter, Spring, Summer. Variable credit. May reenroll for a maximum of 8 credits. Approval of department.
Planned program of observation and work in selected business firms. Analysis and reports.

848. The Legal Environment of Business
Fall, Summer. 4(4-0)
Critical examination of the environment in which business operates. Analysis of the component elements of the legal environment of business and the structural framework in which law functions.

849. Legal Environment of International Business
Spring, Summer. 4(4-0)
Commercial and financial transactions in international business, foreign agencies, branches, subsidiaries. Aspects of labor relations, antitrust, taxation, and transportation as related to foreign operations. Litigation and arbitration in the international business community.

871. Seminar: Office Administration
Winter, Summer. 3 credits. May reenroll for a maximum of 6 credits. Approval of department.
Problems, practices, and policies involved in office administration. Methods of establishing, analyzing, standardizing, and controlling administrative systems and procedures in the office.

878A. Seminar in Business Law
(878.) Winter. 4(4-0) BOA 848 or approval of department.
Contracts, sales, secured transactions and consumer legislation viewed from the judicial, legislative and executive vantage points.

878B. Seminar in Business Law
Spring. 4(4-0) BOA 848 or approval of department.
Agency, partnerships and corporations, viewed from legislative, judicial and executive vantage points, as they affect entrepreneurial decision making.

890. Special Problems
Fall, Winter, Spring, Summer. Variable credit. Approval of department.