

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

**891. Selected Topics in Botany**

Fall, Winter, Spring. 2 to 5 credits.  
May reenroll for a maximum of 6 credits if different topics are taken. Approval of department.

Topics may be selected from ecology, systematics, evolution, physiology, cytology, mycology, bryology, phycology, lichenology, anatomy, morphology, genetics, and others.

**899. Master's Thesis Research**

Fall, Winter, Spring, Summer. Variable credit. Approval of department.

Research in anatomy, bryology, cytology, ecology, genetics, lichenology, morphology, mycology, paleobotany, pathology, phycology, physiology, and taxonomy.

**918. Advanced Genetics**

Winter of odd-numbered years. 3(3-0)  
Approval of department.

Role of the gene in differentiation and development, with special emphasis upon the genetic mechanisms responsible for the control of phenogenesis.

**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.

**999. Doctoral Dissertation Research**

Fall, Winter, Spring, Summer. Variable credit. Approval of department.

Research in anatomy, bryology, cytology, ecology, genetics, lichenology, morphology, mycology, paleobotany, pathology, phycology, physiology, and taxonomy.

**BUILDING CONSTRUCTION**

See Agricultural Engineering.

**BUSINESS LAW AND OFFICE  
ADMINISTRATION BOA**

**College of Business**

**201. Shorthand I**

Fall, Winter, Spring. 3(4-0) BOA 234 or 1 term typewriting.

Gregg shorthand theory, dictation and transcription for students with no previous training.

**234. Typewriting I**

Fall, Winter, Spring. 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. 3(3-1) BOA 235 or 1-1/2 to 2 years typewriting.

Instruction in specialized typewriting problems to develop high-level competency.

**304. Shorthand II**

Fall, Winter, Spring. 3(3-1) May reenroll for a maximum of 6 credits. BOA 201, BOA 235.

Development of theory and transcription competency, speed building.

**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, Spring. 4(4-2) BOA 236. Sophomores.

Machine dictation-transcription; duplication and copying processes; machine calculations; records management.

**336. Introduction to Information Processing**

Winter. 3(2-2) Juniors, BOA 236.

The fundamentals of information processing, including administrative support. Use of text-editing equipment.

**341. Survey of Business Law**

Fall, Winter, Spring. 4(4-0) Juniors.  
Not open to students with majors in the College of Business.

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, Spring. 3(3-0) BOA 441.

The law dealing with agency and business organizations. Case study method.

**443. Negotiable Instruments, Secured Transactions, Property**

Winter, 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.

**805. Business Ethics**

Spring. 4(4-0) Graduate student in the College of Business or approval of instructor. Interdepartmental with and administered by the Department of Philosophy.

Ethical dimensions of such topics as corporate responsibility, preferential hiring, profit and taxation, deception and bribery, self-regulation versus government regulation, 'whistleblowing', and advertising. Readings from philosophical and business sources.

**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.

**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.