OFFICE ADMINISTRATION

105.   Business Communication (3)

Prerequisite: 3 units of English composition and junior standing. Business communication theory; analysis of communication alternatives; effective business writing and dictating; case studies.

190.   Independent Study (1-3; max see reference)

See *General Information—Independent Study* in *General Catalog.*

QUANTITATIVE METHODS

21B.   Quantitative Analysis (3) (Former Bus Ad 21, 21A-B)

Prerequisite: B A 21A or equivalent. Applications of selected tools of mathematical analysis and continuous probability models in the quantitative formulation and solution of problems of modern management.

60.   Computer Concepts (3) (Former B A 60)

Introduction to computer hardware and software systems, and to several basic computer languages. Discussion of the social impact of computers and automation.

65.   Statistical Analysis (3) (Former B A 65)

Not open to students with credit in BA 102. Prerequisite: Math 51 or 71 or Q M 21A or equivalent; Econ 1A-B recommended. Measures of central tendency; distributions; variations; time series analysis; seasonal variations; index numbers; joint, marginal and conditional probabilities; the Bayes theorem; discrete probability distributions.

103.   Advanced Statistical Analysis (3) (Former B A 103)

Prerequisite: Q M 65, Math 71, or Q M 21A recommended. Continuous probability distributions; theory of sampling; sampling distributions; point and interval estimations; significance tests; Bayesian statistics; the Chi-square and analysis of variance tests; regression and correlation models; use of computer statistical packages to solve business problems.

190.   Independent Study (1–3; max total see reference)

See *General Information—Independent Study* in *General Catalog.*

BUSINESS

200.   Seminar in Business Research (3)

Methods of research; applications to business problems.

290.   Independent Study (1–3; max see reference)

See *General Information—Independent Study* in *General Catalog.*

299.   Thesis (2–4; max total 4)

Prerequisite: Bus 200, 220, 223, 261, or permission of instructor. See *Master's Degree—Thesis Requirement* in *General Catalog.* Preparation, completion, and submission of an acceptable thesis for the master's degree.

Chemistry

(School of Natural Sciences)

1B.   General Chemistry and Qualitative Analysis (5)

Chem 1A not open to students with credit in Chem 2A-B. Prerequisite: high school chemistry or physics; advanced algebra or Math 29. Fundamental principles of chemistry; properties of common elements and their compounds; application of the principles of chemical equilibrium to separation and indentification of ions.