

Fundamental principles and processes of animal life including relationships, morphology, life history, ecology, genetics, and evolution. This course is open to anyone interested; however, it is directed toward students with a biology concentration. Laboratory exercises accompany lecture.

BIOL 130 (0412) Anatomy and Physiology KRSN BIO2020\*\*

Placement Test Level: General Education Course Placement\*

Recommended Prerequisite: High School Biology with an A or B, BIOL 101 Biology (3 credit hour) or BIOL 120 Biology (5 credit hour)

Credit Hours: 5

This course is designed for one semester and is a comprehensive discipline of Biology. Anatomy and Physiology (A&P) involves both lecture and laboratory study of the human body. The course covers the competencies for anatomy and physiology at the college level as set forth by the State of Kansas Core Competency Committee. The course will integrate the structure and function of the human body. This course meets the requirements for those interested in nursing, respiratory therapy, radiography, physical education, biology majors, minors, and for other health sciences. Lectures and labs are presented in a logical sequence by body systems

BIOL 201 (0411) Microbiology

Recommended as a Prerequisite: BIOL 101 Biology (3 credit hour) or BIOL 120 Biology (5 credit hour) or BIOL 130 Anatomy & Physiology (5 credit hour)

Credit Hours: 5

This course presents a study of microorganisms and their morphological, physiological, and biochemical characteristic response to the environment as well as their influence on the surroundings. Their relationship to the anatomy and physiology of the human body, aspects of parasitism, infection state, body defenses, and methods of control and prevention of infections will also be studied. Laboratory experiments will be conducted relating to bacterial growth, isolation and pure culture techniques as well as physiological characteristics of different microorganisms.

## Business Administration

BUAD 101 (0501) Introduction to Business

Placement Test Level: General Education Course Placement\*

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

Placement Test Level: General Education Course Placement\*

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

Placement Test Level: General Education Course Placement\*

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.

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\* Refer to Course Transfer, page 18

## BUAD 205 Personal Finance

Placement Test Level: General Education Course Placement\*

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.

## OTEC 111 (0551) Records Management &amp; Database Applications

Prerequisite: None

Credit Hours: 3

This course is designed to present knowledge and skills that are needed in records management work. This course emphasizes the basic principles and procedures used in alphabetic, numeric, and subject filing methods for manual and automated records systems. Practice in application of filing rules is provided through the use of records management projects. Students will gain practice in document management and file management using Access database.

## OTEC 113 (0523) Business Accounting

Prerequisite: None

Credit Hours: 3

Elementary accounting procedures including theory and practice associated with double-entry bookkeeping are introduced. Special emphasis is placed on the use of journal entries, accounting for and control of cash, and payroll accounting.

## OTEC 119 (0530) Business Math

Prerequisite: Placement test scores equivalent to MATH 106 Applied Mathematics

Credit Hours: 3

Business decision-making usually involves business math. Business Math provides a background of general and specific knowledge of business math concepts for those students who plan to enter business programs. Students will develop skills using a 10-key adding machine by touch and using the numeric keypad of a computer.

## OTEC 121 (0557) Office Procedures

Prerequisite: OTEC 102 College Keyboarding or one or more units of keyboarding in high school.

Credit Hours: 3

\*Refer to the Placement Testing Procedure 3.22, page 24 \*\* Refer to Course Transfer, page 18