

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 & 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

This course is the study and development of personal qualities, skills, and knowledge needed for success in clerical occupations, including how to find and "land" the right office position, writing letters, using postal and shipping services, handling mail, filing, using the telephone, transmitting business messages, using banking and credit services, and handling financial transactions.

OTEC 122 (0536) Office Internship I

Prerequisite: Enrollment in an Business Administrative Technology Program **or** permission of instructor

Credit Hours: 1-3

This course is designed to offer the student the opportunity to receive on-the-job training in office-related career occupations. Students may receive training through paid employment (part-time or full-time), or an unpaid internship (3-5 hours a week).

OTEC 123 (0537) Office Internship II

Prerequisite: Enrollment in an Business Administrative Technology Program **or** permission of instructor

Credit Hours: 3

This course is designed to offer the student the opportunity to receive on-the-job training in office-related career occupations. Students may receive training through paid employment (part-time or full-time), or an unpaid internship (3-5 hours a week).

OTEC 124 (5231) Medical Terminology

Prerequisite: None

Credit Hours: 3

Presents basic concepts and elements of medical terms pertaining to the study of the human body, and assists in the development of the ability to read and understand the language of medicine. This course will introduce the basic elements of medical terminology such as prefixes, suffixes, word roots, and combining forms. Commonly used abbreviations will also be addressed.

OTEC 125 (5232) Advanced Medical Terminology

Prerequisite: OTEC 124 Medical Terminology

Credit Hours: 3

This course will build on the knowledge gained in the previous Medical Terminology course. The course will again be outlined by body systems focusing on terminology associated with disease processes, related procedures and pharmaceutical treatment methods. Strong emphasis will be placed on the correct usage and spelling of terms. The student should already have a firm base knowledge of suffixes, prefixes and root words.

OTEC 128 (0607) Medical Transcription

Prerequisite: OTEC 102 College Keyboarding, or one or more units of keyboarding in high school; OTEC 140 Business English recommended.

Credit Hours: 2

Provides an overview of the medical transcription environment, the responsibilities of the transcriptionist, and the skills required. Focuses on the mechanics of transcription including transcription tools, the style and form of the transcriptionist, the various formats for medical reports, and medical terminology.

OTEC 133 (0609) Medical Coding ICD

Prerequisite: OTEC 125 Medical Terminology **or** Medical Training

Credit Hours: 3

This course is designed to introduce the basic concepts of ICD-10-CM diagnosis coding. The class will provide hands-on experience in the application of diagnosis codes while following the official coding rules and guidelines. The student will gain an understanding of how to analyze clinical data for the purposes of coding and reimbursement.

OTEC 134 (0610) Medical Coding CPT

Prerequisite: OTEC 133 Medical Coding ICD **or** instructor permission

Credit Hours: 3

This course is designed to study the concepts of Current Procedural Terminology (CPT Coding) along with HCPCS coding. This course is designed to provide practical application of the coding process using health documentation from patient charts. The student will gain an in-depth understanding of the wide variety of functions that these coding methods serve in the medical community and in health care administration management.

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

OTEC 136 (0574) Business Office Applications

Prerequisite: OTEC 106 Formatting

Credit Hours: 3

Through a realistic job simulation, the student is introduced to secretarial duties performed as an administrative assistant to a top executive. The student will make decisions, set priorities, maintain a tickler file, prepare tables and graphs, and compose correspondence. In addition, the student will be asked to prepare a formal job description of an executive assistant.

OTEC 137 (0576) Medical Office Application

Prerequisite: OTEC 106 Formatting

Credit Hours: 3

Through a realistic job simulation, the student is introduced to the administrative routines of a doctor's office and will perform various activities including preparing patients' charts, taking telephone messages, scheduling appointments, organizing patient files, and transcribing medical tapes. In addition, the student will be asked to prepare a formal job description of a medical office assistant.

OTEC 138 (0575) Legal Office Applications

Prerequisite: OTEC 106 Formatting

Credit Hours: 3

Through a realistic job simulation, the student is introduced to secretarial duties performed in a small law firm. The student will produce and format various legal documents, become familiar with terminology used in the legal profession, machine transcribe legal correspondence, and get an overall view of the day-to-day operating procedures of a legal office. In addition, the student will be asked to prepare a formal job description of a legal assistant.

OTEC 140 (0507) Business English

Prerequisite: None

Credit Hours: 3

This course will emphasize the rules and accepted practices of English grammar in the contemporary business office. Emphasis will be on word choice, number style, capitalization, proofreading, abbreviations, and editing documents.

OTEC 155 (0535) Word Processing (Microsoft Word)

Prerequisite: OTEC 102 College Keyboarding

Credit Hours: 3

Word Processing (Microsoft Word) is a comprehensive hands-on course that provides users with the fundamentals (both conceptual and applied) they need to use word processing software. Students learn the basics and advanced features of Microsoft Word. They will use and develop the tools needed to apply this technology to business applications.

Chemistry

All 5 Credit Hour Chemistry courses include a Lab.

CHEM 120 (1951) Introduction to Chemistry

Placement Test Level: General Education Course Placement*

Prerequisite: MATH 96 Beginning Algebra, or MATH 106 Applied Mathematics, or High School Algebra

Credit Hours: 5

Lecture and laboratory. Lecture content includes unit conversions, acid-base reactions, and oxidation-reduction reactions, nomenclature, bonding, biochemistry, nuclear chemistry, gases, concentration units, and colligative properties. The laboratory supports the lecture and provides general lab techniques. Recommended for students in health and science fields, preparation for CH EM 124 College Chemistry I, and meets general education requirements.

CHEM 124 (1961) College Chemistry I KRSN CHM1010/1011/1012**

Placement Test Level: General Education Course Placement*

Prerequisite: MATH 100 Intermediate Algebra or 1 ½ years of High School Algebra.

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