

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 KRSN CHM1030/1031/1032**

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

Credit Hours: 5

This course provides a basic foundation in general chemistry. Course content includes nomenclature, acids and bases, nuclear chemistry, bonding, molecular structures, biological molecules, unit conversions, and solution chemistry. This course is recommended for students in health and science fields, for students preparing for CHEM 126 College Chemistry I, and students fulfilling general education requirements. The overall objectives to the course are as follows: To provide a body of knowledge concerning transformations and processes in chemistry. To provide insights into the nature of matter. To develop problem solving skills. To understand how the microscopic (atoms and molecules) effects the macroscopic (the visible world). To develop a sense of chemistry's societal importance, especially its impact on the environment, industry, and technology.

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

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

Recommended: CHEM 120 Introduction to Chemistry or 1 year High School Chemistry.

Credit Hours: 5

First course of a two-semester study of general chemistry. Course content includes nomenclature, stoichiometry, acids and bases, oxidation-reduction reactions, gas laws, thermochemistry, atomic structure, periodicity, bonding, molecular structures, and bonding theory. (Fall Semester)

CHEM 126 (1962) College Chemistry II KRSN CHM1020/1021/1022**

Prerequisites: CHEM 124 College Chemistry I and MATH 115 College Algebra

Credit Hours: 5

A continuation of College Chemistry I with course content including kinetics, equilibrium thermodynamics, acid-base theories, electrochemistry, and nuclear chemistry. (Spring Semester)

CHEM 204 (1972) Organic Chemistry I

Prerequisite: CHEM 124 College Chemistry I

Recommended Prerequisite: CHEM 126 College Chemistry II

Credit Hours: 5

First course of a two-semester study of the principles of organic chemistry. Course content includes organic nomenclature, reaction mechanisms elimination and substitution, and stereochemistry. Classes of compounds include alkanes, alkenes, ethers, alcohols and thiols. (Fall Semester)

CHEM 207 (1995) Organic Chemistry II

Prerequisite: Organic Chemistry I

Credit Hours: 5

Continuation of CHEM 204 Organic Chemistry I with course content extending into aldehydes, ketones, carboxylic acids and derivatives, aromatics, amines, and other classes of compounds, reaction mechanisms, and spectroscopy.

*Refer to the Placement Testing Procedure 3.22, page 25 ** Refer to Course Transfer, page 20