

**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.

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

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\*\*

Placement Test Level: General Education Course Placement\*

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

Placement Test Level: General Education Course Placement\*

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

Placement Test Level: General Education Course Placement\*

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.

## Communication

COMM 101 (1560) Fundamentals of Speech KSRN COM1010\*\*

Placement Test Level: General Education Course Placement\*

Prerequisite: None

Credit Hours: 3

A basic study of communication theory and its practical application at all levels: intrapersonal (understanding the self), interpersonal (one-to-one relationships and small group interaction), and public speaking. Students examine factors that influence the development of the self-concept and interpersonal relationships, participate in problem-solving panel discussions, deliver informative and persuasive speeches, and improve their critical listening and thinking skills.

COMM 103 (0635) Introduction to Advertising

Prerequisite: None

Credit Hours: 3

This course examines strategies, techniques, and principles behind effective advertising including planning, targeting, media selection and buying, strategy and design.

COMM 105 (0637) Introduction to Public Relations

Prerequisite: None

Credit Hours: 3

This course introduces students to the public relations industry from management and practitioner standpoints. It focuses on developing skills and knowledge required to be a successful public relations practitioner.

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