

BUAD 215 Principles of Management KRSN BUS2020**

Prerequisite: None

Credit Hours: 3

Principles of Management introduces the student to the functions of management: planning, organizing, leading and controlling. This includes concepts such as organizational cultures, ethics, decision making, dynamics of teams and leadership.

Business Administrative Technology

O TEC 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.

O TEC 103 (0739) Microcomputer Applications I

Prerequisite: None

Credit Hours: 3

This course will teach the student specific areas of expertise in the computer area.

O TEC 106 (0588) Formatting

Prerequisite: O TEC 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 mail ability. Applying written communication skills and demonstrating quality and efficiency in production are emphasized.

O TEC 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.

O TEC 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.

O TEC 119 (0530) Business Math

Prerequisite: Placed into MATH 100 Intermediate Algebra

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.

*Refer to the Placement Testing Procedure 3.22, page 26 **Refer to Course Transfer, page 20

OTEC 121 (0557) Office Procedures

Prerequisite: OTEC 102 College Keyboarding or equivalent

Credit Hours: 3

Office Procedures is the study and development of personal qualities, skills, and knowledge needed for success in office occupations. Students will identify soft skills needed in the workplace: business etiquette, ethical behavior, managing stress and time, and good communication techniques. Students will identify procedures for postal and shipping services, handling mail, planning meetings, creating travel itineraries, developing a resume, and organizing a procedures manual.

OTEC 122 (0536) Office Internship I

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

Credit Hours: 1

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 (if approved by the instructor) or by completing a minimum of 45 hours in an unpaid internship. Students are expected to demonstrate good workplace habits and will practice job-hunting skills..

OTEC 125 (5232) Advanced Medical Terminology

Prerequisite: HEAL 106 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

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 for- mats for medical reports, and medical terminology.

OTEC 133 (0609) Medical Coding ICD

Prerequisite: OTEC 125 Advanced Medical Terminology

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 healthcare administration management.

OTEC 136 (0574) Business Office Applications

Prerequisite: OTEC 106 Formatting

Credit Hours: 3

The student will gain practice in advanced computer applications including Microsoft PowerPoint, Microsoft Outlook, and Microsoft Access. In addition, the students will prepare a resume and an e-portfolio. In addition, the student will be asked to prepare a formal job description of a business administrative assistant.

OTEC 137 (0576) Medical Office Applications

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, and organizing patient files. 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: None

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**

Prerequisite: MATH 096 Beginning Algebra or higher

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 124 College Chemistry II, 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**

Prerequisite: MATH 100 Intermediate Algebra or higher

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, thermo-chemistry, atomic structure, periodicity, bonding, molecular structures, and bonding theory. (Fall Semester)

*Refer to the Placement Testing Procedure 3.22, page 26 **Refer to Course Transfer, page 20