

BIOL 122 (0404) Environmental Life Science KRSN BIO1040**

Prerequisite: None

Credit Hours: 5

The natural science course provides an overview of life science with emphasis placed on basic principles and unifying concepts of environmental science. This course includes general biology concepts in relation to human interaction with the world around them. Students will gain the scientific foundation and tools needed to apply critical thought to contemporary environmental issues.

BIOL 128 Principles of Biology I KRSN BIO1020**

Prerequisite: A semester of College Chemistry is strongly recommended.

Credit Hours: 5

A course organized around concepts fundamental to the better understanding of living organisms for the biology majors who will take advanced biology courses, and for those entering the medical and related fields. Content covered will include nature of science, basic chemistry, biochemistry, cellular structure and function, metabolism, energy transfer, cell division, Mendelian and molecular genetics, and gene expression. Laboratory experiments are selected to complement the material covered in lecture to enhance student understanding.

BIOL 129 Principles of Biology II KRSN BIO1030**

Prerequisite: BIOL 128 Principles of Biology I, or permission of instructor.

Credit Hours: 5

A course specifically designed for the biology majors. The course is organized around concepts fundamental to an understanding of the principles of organism biology. Topics of Classification, taxonomy, evolution, evolutionary relationships, kingdoms, phyla, life cycles, plant anatomy and physiology, animal anatomy and physiology, biological basis of behavior, and ecological interactions are discussed in the course. Laboratory studies include the culture and growth of bacteria and examine their ubiquity, different protists, fungi, plant structures, and animal dissection.

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

Recommended Prerequisite: BIOL 120 General 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 120 General Biology (5 credit hour) or BIOL 130 Anatomy & Physiology (5 credit hour)

Credit Hours: 5

This course presents a study of microorganisms along with their morphological, physiological, and biochemical characteristics. It offers a comprehensive study of prokaryotic cell structure, microbial metabolism, microbial growth, methods of disinfection and sterilization, microbial genetics, classification, principles of disease and epidemiology, microbial mechanisms of pathogenicity, innate and adaptive immunity, and antimicrobial drugs. Though the main emphasis is on bacteria and virus, but protozoans, fungi and algae are also discussed. Fundamental theories and laboratory techniques related to bacterial cell morphology, bacterial growth in different culture media, isolation, pure culture techniques, staining, and identification are illustrated throughout the semester.

Business Administration

BUAD 101 (0501) Introduction to Business KRSN BUS1020**

Prerequisite: None

Credit Hours: 3

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

A study of different aspects of the business world such as marketing, production, finance, and human resource management.

BUAD 104 (0505) Business Law I

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 106 Principles of Leadership KRSN BUS2010**

Prerequisite: None

Credit Hours: 3

Principles of Leadership is designed to provide students with an introduction to leadership styles, theories, and principles. By exploring these areas, students will have the opportunity to develop and improve their leadership skills.

BUAD 110 (0545) Business Communications

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.

BUAD 205 Personal Finance KRSN BUS 1010**

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

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.

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