

# **Accounting/Administrative Office Technology/ Agriculture/Automotive Technology**

## **2011-2012 Course Information**

\*Syllabus for each course applies to all sections unless otherwise specified.

### **ACCOUNTING**

#### Transfer Courses

ACCT 2401 Principles of Accounting I - Financial

### **ADMINISTRATIVE OFFICE TECHNOLOGY**

#### Career and Technical Courses

ACNT 1303 Introduction to Accounting I  
ITSC 1409 Integrated Software Applications I  
ITSW 1401 Intro to Word Processing  
POFT 1309 Administrative Office Procedures I  
POFT 1325 Business Math and Machine Applications  
POFT 1429 Beginning Keyboarding  
POFI 1349 Spreadsheets

### **AGRICULTURE**

#### Transfer Courses

AGRI 1131 The Agricultural Industry  
AGRI 1419 Introductory Animal Science  
AGRI 2321 Livestock Evaluation I

### **AUTOMOTIVE TECHNOLOGY**

#### Career and Technical Courses

AUMT 1267 Practicum-Auto. Mechanic/Tech.  
AUMT 1407 Automotive Electrical Systems  
AUMT 1416 Steering and Suspension  
AUMT 1419 Automotive Engine Repair  
AUMT 2267 Practicum-Auto. Mechanic/Tech.  
AUMT 2310 Automotive Service Consultant