

Accounting/Administrative Office Technology/ Agriculture/Automotive Technology

2012-2013 Course Information

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

ACCOUNTING

Transfer Courses

ACCT 2401	Principles of Accounting I - Financial
ACCT 2402	Principles of Accounting II – Managerial

ADMINISTRATIVE OFFICE TECHNOLOGY

Career and Technical Courses

ACNT 1303	Introduction to Accounting I
ACNT 1304	Introduction to Accounting II
ITSC 1409	Integrated Software Applications I
ITSW 1401	Intro to Word Processing
POFI 1349	Spreadsheets
POFI 2431	Desktop Publishing
POFT 1309	Administrative Office Procedures I
POFT 1325	Business Math and Machine Applications
POFT 1349	Administrative Office Procedures II
POFT 1429	Beginning Keyboarding
POFT 2312	Business Correspondence and Communications
POFT 2401	Intermediate Keyboarding

AGRICULTURE

Transfer Courses

AGRI 1131	The Agricultural Industry
ARGI 1325	Marketing of Agricultural Products
AGRI 1407	Agronomy
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 1410	Automotive Brake Systems
AUMT 1416	Automotive Suspension & Steering

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

AUMT 1419	Automotive Engine Repair
AUMT 1445	Automotive Climate Control Systems
AUMT 1472	High Performance Modification: Theory & Execution
AUMT 2310	Automotive Service Consultant
AUMT 2417	Automotive Engine Performance Analysis