Accounting/Administrative Office Technology/Agriculture/Automotive Technology

2010-2011 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
ITSW 1401 Intro to Word Processing
ITSW 1407 Introduction to Database
ITSC 1409 Integrated Software Applications I
POFT 1309 Administrative Office Procedures I
POFT 1325 Business Math and Machine Applications
POFT 1349 Administrative Office Procedures II
POFT 1364 Practicum-Administrative Assistant & Secretarial
POFT 1364 Science, General
POFT 1429 Beginning Keyboarding
POFT 2312 Business Correspondence & Comm.
POFT 2401 Intermediate Keyboarding
POFI 1349 Spreadsheets
POFI 2431 Desktop Publishing for the Office
ACNT 1303 Introduction to Accounting I
ACNT 1304 Introduction to Accounting II

AGRICULTURE

Transfer Courses
AGRI 1131 The Agricultural Industry
AGRI 1325 Marketing of Agricultural Products
AGRI 1407 Agronomy
AGRI 1419 Introductory Animal Science
AGRI 2317 Introduction to Agricultural Economics
AGRI 2321 Livestock Evaluation I
AGRI 2330 Introduction to Agricultural Economics
AUTOMOTIVE TECHNOLOGY

Career and Technical Courses

AUMT 1367  Practicum-Auto. Mechanic/Tech.
AUMT 1407  Automotive Electrical Systems
AUMT 1410  Automotive Brake Systems
AUMT 1416  Steering and Suspension
AUMT 1419  Automotive Engine Repair
                Automotive Heating and Air
AUMT 1445  Conditioning
AUMT 1472  High Performance Modifications
AUMT 2366  Practicum-Auto. Mechanic/Tech.
AUMT 2367  Practicum-Auto. Mechanic/Tech.
AUMT 2417  Engine Performance Analysis
AUMT 2581  Co-Op Ed.-Auto. Mechanic/Tech