Accounting/Administrative Office Technology/ Agriculture

2014-2015 Course Information
*Syllabus for each course applies to all sections unless otherwise specified.
**Spring course syllabi will be available at the beginning of the spring semester

ACCOUNTING

Transfer Courses

ACCT 2401  Principles of Financial Accounting
ACCT 2402  Principles of Managerial Accounting

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  Introduction to Word Processing
POFI 1349  Spreadsheets
POFI 2431  Desktop Publishing
POFT 1309  Administrative Office Procedures I
POFT 1325  Business Math Using Technology
POFT 1349  Administrative Office Procedures II
POFT 1364  Practicum – Administrative Assistant and Secretarial Science
POFT 1429  Beginning Keyboarding
POFT 2203  Speed and Accuracy Building
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 2317  Introduction to Agricultural Economics
AGRI 2321  Livestock Evaluation I
AGRI 2330  Wildlife Conservation & Management