

# **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
	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

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## **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