

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