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**ACCT 1100 PRINCIPLES OF ACCOUNTING, PART I (2-1-3)**

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This course covers fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at close of the fiscal period using the cash basis for a service enterprise.

**PREREQUISITES:** None

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**ACCT 1200 PRINCIPLES OF ACCOUNTING, PART II (2-1-3)**

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This course covers fundamental accounting principles relating to sales and receipts, purchases and payments, cash, and payroll; accrual accounting for a merchandising business including the periodic summary, adjustments, and end-of-period closing procedures.

**PREREQUISITES:** ACCT 1100

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**BUSE 1050 BUSINESS COMMUNICATIONS (3-0-3)**

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This course is a concentrated study of English grammar and its usage as applied to business documents and applications. The course is focused on the concepts and methods of business communications. The importance of accuracy in writing business letters, memos, emails, and both informal and formal business reports. Business proposals and presentations are explored as well.

**PREREQUISITES:** Satisfactory completion of all required Developmental Education English/Writing courses.

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**BUSI 1000 BUSINESS LAW (3-0-3)**

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This course is an analysis of the legal environment and its impact upon business. Constitutional law, administrative law, governmental regulations, securities law, discrimination law, environmental law, public policy, social issues, and business ethics are integrated into a treatment of specific legal topics: contracts, sales, agency, and employment.

**PREREQUISITES:** None

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**BUSM 1050 BUSINESS MATH (2-1-3)**

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A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator.

**PREREQUISITES:** Satisfactory completion of all required Developmental Education Math courses.

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**CPTR 1005 COMPUTER LITERACY AND APPLICATIONS (3-0-3)**

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This one-semester course is intended as a practical, hands-on guide to help you understand the basic computer skills required during your college education and when pursuing a career. This course will cover basic computer hardware and software and productivity applications such as word processing software, spreadsheet software, and presentation software. This course also covers the Internet and emerging technologies. The course is delivered online utilizing the PLATO software and assignments in CANVAS. This course has 20 lessons organized into five units, plus five Unit Activities and one or more Lesson Activities per unit. The Unit Activities (submitted to instructor) and Lesson Activities (self-checked) are major components of the course as well as other assessment components such as pre- and post-tests and end-of-semester test.

**PREREQUISITES:** None

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**CPTR 1310 DATABASE MANAGEMENT (2-1-3)**

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This course covers basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels.

**PREREQUISITES:** CPTR 1002

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**CPTR 1320 SPREADSHEETS (1-2-3)**

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This course focuses on the basic fundamentals of producing spreadsheets and graphs.

**PREREQUISITES:** CPTR 1002

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**CPTR 1700 PRESENTATION AND PUBLISHING (2-1-3)**

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This course includes basic concepts in creating documents containing graphics and text. Current versions of popular word processing/graphics software are incorporated. The student will study the use of presentation software. The course will focus on design and proper technique for developing and presenting a presentation. Current options on various programs such as Prezi and Present Me will also be introduced.

**PREREQUISITES:** Discretion of instructor

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**CSRV 1000 CUSTOMER SERVICE (3-0-3)**

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This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

**PREREQUISITES:** Consent of instructor

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**ISYS 1440 WORD PROCESSING (2-1-3)**

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This course provides hands-on experience of word processing techniques and functions with emphasis on features and commands using a current version of word processing software.

**PREREQUISITES:** KYBD 1010 or CPTR 1002

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**JOBS 2450 JOB SEEKING SKILLS (2-0-2)**

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This course is required of all Technical Diploma and Associate Degree students and should be taken during their last semester of enrollment prior to completion of diploma/degree requirements. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job.

**Prerequisites:** Successful completion of 15 Hours in a major program.

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**KYDB 1200 KEYBOARDING (3-0-3)**

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This course covers the development and application of introductory to intermediate keyboard techniques combined with basic word processing techniques and functions. Emphasis is also placed on keyboarding terminology, an increase in speed, accuracy, and correct keyboard techniques.

**PREREQUISITES:** None

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**ORNT 1000 STUDENT COLLEGE/CAREER SUCCESS SEMINAR (1-0-1)**

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This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources. Career development including career research and personal/career assessments are also activities included in this course.

**PREREQUISITES:** None

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**OSYS 1100 RECORDS MANAGEMENT (3-0-3)**

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This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval, and disposal, compliance with freedom of information laws and Privacy Act.

**PREREQUISITES:** None

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**OSYS 2530 OFFICE PROCEDURES (3-0-3)**

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This course focuses on understanding the role of the office professional in today's changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development.

**PREREQUISITES:** BUSE 1030 and (KYBD 1111 or ISYS 1440)