

**BUSINESS DEPARTMENT**

**404TEC/SSK TECHNOLOGY AND STUDY SKILLS (Fr) SEM 1 .5 credit**  
**TECHNOLOGY SKILLS IS REQUIRED FOR GRADUATION.**

This course has been designed to develop mastery of the alphabetic and numeric keys, introduce students to basic word processing functions and develop skills in accessing information from the Internet. A program of study skills has been incorporated into the course.

Student Activities: Complete self-paced keyboarding lessons along with exercises from the typing textbook; complete basic word processing units on developing knowledge and skills in formatting letters, reports, etc. And complete activities to develop skills in accessing information from the Internet.

Student Evaluation: Daily assignments on each of the various aspects of the course, unit tests, speed rates, completion of keyboarding lessons, and final exam.

**414INFPR INFORMATION PROCESSING (Fr) SEM 2 .5 credit**  
**INFORMATION PROCESSING IS REQUIRED FOR GRADUATION.**

Prerequisite: Technology Skills.

This course will review the word processing skills achieved in Technology Skills and introduce advanced word processing skills such as text alignment, enhancements, columns, tables, graphics and other features. Students will also develop skills in building spreadsheets and incorporating data into word processing files. Lastly, students will learn to create visual presentations.

Student Activities: Completing assignments designed to cover the various aspects of the course and learning to incorporate data from one program to another.

Student Evaluation: Daily assignments, unit tests, major projects, and final exam.

**415PRIBUS PRINCIPLES OF BUSINESS (Jrs, Srs) SEM 1 .5 credit**  
**416PRIBUS PRINCIPLES OF BUSINESS (Jrs, Srs) SEM 2 .5 credit**

This one semester course will help students learn the basic aspects of:

- Business in the global economy
- Business organization and management
- Business operations and technology

Student Activities: Textbook related assignments, internet projects, and group work.

Student Evaluation: Class assignment, projects, quizzes and final exam.

**417WPD WEB PAGE DESIGN (Sophs, Jrs, Srs) SEM 1 .5 credit**  
**418WPD WEB PAGE DESIGN (Sophs, Jrs, Srs) SEM 2 .5 credit**

Prerequisite: Technology Skills.

Students will be given an introduction to designing and creating Web pages using HTML codes and features available in Microsoft Office software.

Student Activities: Creating and completing activities related to Web page design.

Student Evaluation: Daily assignment, quizzes, projects, and final exam.

**420ACAPP ADVANCED COMPUTER APPLICATIONS (Jrs and Srs) SEM 1 .5 credit**  
**421ACAPP ADVANCED COMPUTER APPLICATIONS (Jrs and Srs) SEM 2 .5 credit**

Prerequisites: Technology Skills and Information Processing.

This course expands on the use of Excel (spreadsheets) and PowerPoint (presentations). During the first quarter, students will learn how to use spreadsheets from a review of the basic elements to the more advanced topics (cell formulas, linking files, graphing, macros). The beginning of the second quarter will be spent teaching students how to create presentations in PowerPoint. Students will learn how to make slides, use "builds" on slides, make graphs and charts, and run slide shows. Finally, students will learn how to integrate both programs by linking Excel files to PowerPoint presentations and by linking Excel and PowerPoint files to Word files.

Student Activities: Assignments to develop skills in using Excel and PowerPoint, researching and creating data to use in assigned projects.

Student Evaluation: Daily assignments, unit tests, projects, and final exam.

**427ACCT1 ACCOUNTING 1 (Jrs, Srs)****All Year****1 credit**

Prerequisite: NONE

This course is recommended for students planning to enter the business world and/or students expecting to major in the field of business in college. Accounting deals with keeping records of business transactions in terms of money values.

Student Activities: Accounting is concerned with the "bookkeeping" cycle, in which the student: 1) uses common business forms; 2) analyzes business transactions; 3) maintains journals and ledgers; 4) completes the end-of-cycle activities; and 5) prepares reports that reflect the financial condition of a business.

Student Evaluation: Daily assignments, textbook assignments, reinforcement activities, a business simulation, tests, and final exam.

**429\*ACT2 ACCOUNTING 2 (Srs) HC****All Year****1 credit**

Prerequisite: A minimum grade of "C" in Accounting 1 and consent of instructor.

The second year places emphasis on the learning process from a point that has been previously mastered in the first-year accounting course. Accounting theory will be covered in much greater detail. Issues of asset depreciation, notes payable/receivable, accrued revenue & expenses, issuing of stocks & bonds, and the area of cost accounting will be discussed.

Student Evaluation: Daily assignments, tests, class project and final exam.