

## **Administrative Support**

<u>Course</u>	<u>Course Description</u>
ACCT 201	Introduction to Financial Accounting
ACCT 202	Introduction to Managerial Accounting
ACCT 301	Intermediate Accounting I
ACCT 302	Intermediate Accounting II
ACCT 303	Intermediate Accounting III
ACCT 333	Accounting Information Systems
ADOS 100	Beginning Keyboarding/Typewriting
ADOS 101	Intermediate Keyboarding/Typewriting
ADOS 201	Word Processing I
ADOS 420(G)	Office Systems Management
BLAW 310	The Legal Environment of Business
BLAW 420	Business Law I
BLAW 421	Business Law II
BSAT 205	Microcomputer Applications in Business
BSAT 303	Information Systems
BSAT 306	Advanced Microcomputer Applications in Business
BSAT 311	Multimedia Presentations for Business
BSAT 321	Desktop Publishing
BSAT 335	Database Management and Design
BSAT 335	Database Management and Design
BSAT 430	Data Management and Retrieval
CMCN 210	Interpersonal Communication
CMCN 301	Organizational Communication
CMCN 304	Group Process and Problem Solving
CMCN 310	Public Speaking
CMCN 338	Internet Communication
CMPS 150	Introduction to Computer Science
CMPS 207	Computers in Organizations
CMPS 260	Introduction to Data Structures with Software Design
CMPS 261	Advanced Data Structures and Software Engineering
CMPS 300	Computer Literacy
CMPS 310	Computers in Society (*2 credits)
CMPS 415(G)	Computer Graphics
CODI 101	Manual Communication 1
CODI 102	Manual Communication 2
ENGL 101	Introduction to Academic Writing
ENGL 102	Writing and Research About Culture
ENGL 365	Technical Writing
HLTH 312	Wellness
ITEC 268	General Safety and Accident Prevention
MATH 100	College Algebra Fundamentals
MATH 105	College Algebra
MATH 109	Pre-calculus Algebra

MATH 110	Pre-calculus Trigonometry and Function Theory
MATH 206	Mathematics of Finance
MATH 250	Survey of Calculus
MGMT 300	Organizational Communication
MGMT 320	Management of Behavior and Organizations
QMET 251	Fundamentals of Business Statistics
STAT 214	Elementary Statistics