

Suggested Program Course List - Business Offerings, Ladysmith Outreach, Fall 2020

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1206	62766	10104191	Customer Service Management	3	08/25/20	12/17/20	LADY	Web Conferencing	TR	12:30	1:50
1206	62767	10101105	❖ Intermediate Accounting 1	4	08/24/20	12/17/20	LADY	Your Choice	MW	2:30	3:20
									TR	2:30	3:50
1206	62768	10114125	❖ Personal Finance	3	08/24/20	12/16/20	LADY	Your Choice	MW	10:00	11:20
1206	62769	10101101	❖ Financial Accounting 1	4	08/24/20	12/17/20	LADY	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1206	62770	10101177	❖ Financial Accounting 1B	2	10/19/20	12/17/20	LADY	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1206	61925	10103146	◆ MS Word A	1	08/26/20	12/16/20	LADY	Flex/Web Conferencing	W	3:00	6:20
1206	61942	10103151	◆ MS Excel A	1	08/26/20	12/16/20	LADY	Flex/Web Conferencing	W	3:00	6:20
1206	61994	10103106	◆ MS PowerPoint	1	08/26/20	12/16/20	LADY	Flex/Web Conferencing	W	3:00	6:20
1206	62195	10103125	◆ MS Outlook	1	08/26/20	12/16/20	LADY	Flex/Web Conferencing	W	3:00	6:20
1206	62771	10114192	❖ Principles of Insurance	3	08/25/20	12/17/20	LADY	Your Choice	TWR	9:00	9:50
1206	62772	10101138	❖ Budgeting and Cost Control	2	08/24/20	12/16/20	LADY	Your Choice	MW	12:00	12:50
1206	62773	10105123	❖ *Business Skills	1	08/25/20	09/15/20	LADY	Your Choice	T	5:30	8:20
1206	62774	10196145	❖ Contemporary Business for Supervisors	2	09/22/20	12/15/20	LADY	Your Choice	T	5:30	8:20
1206	62775	10196190	❖ *Leadership Development	3	08/24/20	10/12/20	LADY	Your Choice	M	5:30	8:20
1206	62776	10196191	❖ *Supervision	3	10/19/20	12/14/20	LADY	Your Choice	M	5:30	8:20
1206	62778	10196108	❖ *Customer Service	1	08/25/20	09/15/20	LADY	Your Choice	T	5:30	8:20
1206	62779	10196134	❖ *Legal Issues for Supervisors	3	08/27/20	10/15/20	LADY	Your Choice	R	5:30	8:20
1206	62780	10196138	❖ *Conflict Resolution and Confrontation Skills	1	11/17/20	12/15/20	LADY	Your Choice	T	5:30	8:20
1206	62781	10196188	❖ *Project Management	3	10/22/20	12/17/20	LADY	Your Choice	R	5:30	8:20
1206	62782	10101176	❖ Financial Accounting 1A	2	08/24/20	10/15/20	LADY	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1206	62783	10116100	❖ *Human Resource Management	3	08/24/20	10/02/20	LADY	Your Choice	M	5:30	8:20
1206	62784	10196199	❖ *Ethics in Business	3	10/19/20	12/14/20	LADY	Your Choice	M	5:30	8:20
1206	62785	10116104	❖ *Recruitment and Selection	3	08/25/20	10/12/20	LADY	Your Choice	T	5:30	8:20
1206	62786	10116103	❖ *Compensation Management	3	10/22/20	12/17/20	LADY	Your Choice	R	5:30	8:20
1206	62787	10116105	❖ *Employee Relations & Labor Law	2	10/20/20	12/15/20	LADY	Your Choice	T	5:30	8:20
1206	62788	10106110	❖ *Document Formatting	2	08/24/20	12/16/20	LADY	Your Choice	MW	9:00	10:20
1206	62789	10106146	❖ *Proofreading for the Office	3	08/24/20	12/16/20	LADY	Your Choice	MW	10:30	11:20

❖ This class is offered in the "Your Choice" format for which you may choose to attend class in person, complete the class online, or a combination of the two.

You can expect the following from the class:

- Class attendance is not required.
- There are lectures from the instructor that will be uploaded to Blackboard for online viewing.
- You will be responsible for work team collaboration throughout the course as scheduled.
- Assignments are submitted online through Blackboard unless otherwise required by the instructor.
- There are strict deadlines and assignment requirements.
- Your instructor will support your efforts throughout your learning experience.
- You determine your own level of success!

If your plan is to complete your coursework at a campus, choose Your Choice.

If your plan is to complete your coursework without attending at a campus, choose Your Choice Online.

\*This class requires a specified amount of time online in addition to regularly scheduled face-to-face classroom hours.

Actual online class participation is determined by you based on your schedule or as communicated by your instructor.

◆ The Flex method of instruction allows the student to customize class hours within the operational hours of the lab and have an instructor present at set times to offer face-to-face help and guidance. Although there will be no large group lectures or presentations, students will be provided with a variety of learning tools. Students will work at their own pace while meeting assignment and exam due dates to ensure successful course completion. Students are not required to attend all scheduled class times; however, students are required to attend a course orientation before beginning the course.

Please be advised that low enrollment class sections may be cancelled.

You will be contacted by Student Services with information on other class sections available in alternate formats.

[For the most up-to-date course listing, go to the WITC Homepage and click on 'Find a Class'](#)

[To view your curriculum checklist, click here](#)