

Suggested Program Course List - Business Offerings, Ladysmith Outreach, Spring 2021

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1212	24133	10101101	✦Financial Accounting 1	4	01/18/21	05/13/21	LADY	Your Choice	MWR	9:30	10:20
									T	9:30	11:20
1212	23633	10101103	✦Financial Accounting 2	4	01/18/21	05/13/21	LADY	Your Choice	MWR	12:30	1:20
									T	12:30	2:20
1212	24134	10101107	✦Intermediate Accounting 2	4	01/18/21	05/13/21	LADY	Your Choice	MT	9:00	9:50
										9:00	10:20
1212	24135	10101121	✦Cost and Managerial Accounting	4	01/18/21	05/12/21	LADY	Your Choice	MW	10:30	12:20
										10:30	11:20
1212	24316	10101123	✦Income Tax Accounting (Accounting Associate Degree ONLY)	4	01/18/21	05/12/21	LADY	Your Choice	MW	10:30	12:20
1212	24137	10101138	✦Budgeting and Cost Control	2	01/19/21	05/13/21	LADY	Your Choice	TR	2:30	3:20
1212	23753	10101176	✦Financial Accounting 1A	2	01/18/21	03/11/21	LADY	Your Choice	MWR	9:30	10:20
									T	9:30	11:20
1212	24318	10101177	✦Financial Accounting 1B	2	03/22/21	05/13/21	LADY	Your Choice	MWR	9:30	10:20
									T	9:30	11:20
1212	23646	10103106	◆MS PowerPoint	1	01/20/21	05/12/21	LADY	Flex/Web Conferencing	W	3:00	6:20
1212	23852	10103125	◆MS Outlook	1	01/20/21	05/12/21	LADY	Flex/Web Conferencing	W	3:00	6:20
1212	23862	10103146	◆MS Word A	1	01/20/21	05/12/21	LADY	Flex/Web Conferencing	W	3:00	6:20
1212	23774	10103151	◆MS Excel A	1	01/20/21	05/12/21	LADY	Flex/Web Conferencing	W	3:00	6:20
1212	23611	10114103	✦Money and Banking	3	01/18/21	05/12/21	LADY	Your Choice	MW	12:30	1:50
1212	23604	10114107	✦Principles of Finance	3	01/18/21	05/12/21	LADY	Your Choice	MW	2:30	3:50
1212	24138	10114150	✦Investments	3	01/18/21	05/12/21	LADY	Your Choice	MW	11:00	12:20
1212	24139	10116100	✦*Human Resource Management	3	01/18/21	03/08/21	LADY	Your Choice	M	5:30	8:20
1212	23798	10116101	✦*Introduction to Payroll and HRIS	3	01/19/21	03/09/21	LADY	Your Choice	T	5:30	8:20
1212	23791	10116102	✦*Employment Law	3	03/25/21	05/13/21	LADY	Your Choice	R	5:30	8:20
1212	23807	10116106	✦*Orientation and Training	3	01/21/21	03/11/21	LADY	Your Choice	R	5:30	8:20
1212	24140	10116107	✦*Benefit Administration	3	03/22/21	05/10/21	LADY	Your Choice	M	5:30	8:20
1212	23818	10196136	✦*Safety in the Workplace	3	03/25/21	05/13/21	LADY	Your Choice	R	5:30	8:20
1212	24141	10196164	✦*Personal Skills for Supervisors	3	01/19/21	03/09/21	LADY	Your Choice	T	5:30	8:20
1212	24142	10196168	✦*Organizational Development	3	01/18/21	03/08/21	LADY	Your Choice	M	5:30	8:20
1212	24143	10196189	✦*Teambuilding and Problem Solving	3	01/19/21	05/11/21	LADY	Your Choice	T	2:30	3:50
1212	23639	10196189	✦*Teambuilding and Problem Solving	3	03/23/21	05/11/21	LADY	Your Choice	T	5:30	8:20
1212	24144	10196191	✦Supervision	3	01/19/21	05/13/21	LADY	Your Choice	TR	12:30	1:50
1212	23835	10196192	✦*Managing for Quality	3	03/23/21	05/11/21	LADY	Your Choice	T	5:30	8:20

✦ 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.

Due to COVID, Your Choice classes will be delivered in real time using web conferencing, and not on campus. Classes can be completed live, with an instructor and classmates, at the days/times scheduled using web conferencing or online, but all courses are off site to maintain safety for all our students and staff.

\*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](#)