

Think Dakota | Live Dakota
Office Technology

COURSE DESCRIPTIONS

**ACCT 200 – ELEMENTS OF ACCOUNTING I
(3 credits).**

Introduction to the basic principles of the complete accounting cycle to include the Generally Accepted Accounting Principles (GAAP). The theory of debits and credits; the accounting equation; transactions; journalizing and subsidiary ledgers; adjusting and closing entries; financial statements; assets and liabilities; systems, and inventories. Prerequisite: None. FA, SP

**ACCT 201 – ELEMENTS OF ACCOUNTING II
(3 credits).**

Continuation of Accounting 200. Topics included are partnerships and corporations, stock transactions, dividends, long-term liabilities, investments, financial statements and cash flows, and managerial accounting and budgeting. Prerequisite: ACCT 200. FA, SP, SU

**ACCT 212 – PAYROLL ACCOUNTING
(2 credits).**

An introductory course into the field of payroll accounting principles and practices. This course will prepare the student to function as part of a financial department in the area of payroll processing and reporting. Coverage includes payroll, wages and compensation, income taxes, transactions, and systems. Prerequisite: ACCT 200. FA

**BADM 202 – PRINCIPLES OF MANAGEMENT
(3 credits).**

Study of basic management and organization principles of American business firms and the global environment; developing managerial knowledge and skills including basic concepts and principles; focuses on the major functions of management: Planning, organizing, leading, and controlling. Prerequisite: None. FA, SP

Check for updates at www.littlehoop.edu

**BOTE 127 – INFORMATION PROCESSING
(3 credits).**

The student will learn an introduction to parts of the computer and use of computer operating systems, file management, word processing, spreadsheets, database, presentation, and internet use. Prepares students for the Internet and Computing Core Certification exams. Prerequisite: None. SP

BOTE 147 – WORD PROCESSING (3 credits).

Use of current word processing software to create professional business documents including letters, memos, reports, tables, forms, brochures, and graphic aids. Advanced features in printing, macros, and merging also practiced. Prerequisite: BOTE 102 or a minimum basic keyboarding skill of 25 wpm. SP

**BOTE 214 – BUSINESS REPORTS AND
COMMUNICATIONS (3 credits).**

This course focuses on communicating in a business environment. This communication will include writing letters, memorandums, e-mails, formal reports, as well as learning about other non-verbal forms of communication. In today's world as a student, employee, consumer, or business owner one is greatly advantaged to have the skills to communicate in the necessary format required. Often times, strong business communication skills are a major factor in career success and this course strives to develop and strengthen the student's skills in this area. Prerequisite: ENGL 110. SP

**BOTE 217 – RECORD MANAGEMENT
(3 credits).**

Study of the systematic control of business records, manuals and electronic applications. Records creation, distribution, utilization, retention, storage, protection, preservation, and final disposition are discussed. SP

**BOTE 247 – SPREADSHEET APPLICATIONS
(3 credits).**

Intermediate and advanced use of applications software for creation of spreadsheets, graphs, databases, and macros. Integration with other software applications is also reviewed. SP

BOTE 257 – DATABASE (3 credits).

A course to create, maintain and query a database using Microsoft Office Access. Upon completion of this course, the student will be able to create forms and reports, enhance the table's design, create custom reports, integrate Access with the web and other software programs and finally, manage and secure a database. This class prepares students to take the Access section of the Microsoft Office Specialist (MOS) exam. Prerequisite: None. FA, SP

**BOTE 275 – ADMINISTRATIVE OFFICE
PROCEDURES (3 credits).**

A course emphasizing duties, responsibilities and personal qualities of office personnel in today's automated office. Use of advanced computer applications and related office technologies are included. SP

**BVED 217 – FUNDAMENTALS OF
MANAGEMENT INFORMATION (3 credits).**

Designed to introduce issues relevant to management information systems and to assist in preparing students to become managers of business information systems. Students are exposed to methods of acquiring, organizing, monitoring, and controlling management problems using computerized information systems. Prerequisite: BOTE 247. SP

CIS 130 – POWERPOINT (3 credits).

This class provides hands-on production of researching, creating and delivering electronic business presentation projects using Microsoft PowerPoint for windows. Students should have keyboarding skills before enrolling in this class.



This class prepares students to take the Microsoft PowerPoint national certification exam. The exam is recommended and is available from the Information Technology department. Final grade is not based upon whether student passes or fails the exam. Prerequisite: None. FA

