

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

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1216	62558	10101101	❖Financial Accounting 1	4	08/23/21	12/16/21	LADY	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1216	62556	10101105	❖Intermediate Accounting 1	4	08/23/21	12/16/21	LADY	Your Choice	MW	2:30	3:20
									TR	2:30	3:50
1216	62561	10101138	❖Budgeting and Cost Control	2	08/23/21	12/15/21	LADY	Your Choice	MW	12:00	12:50
1216	62567	10101176	❖Financial Accounting 1A	2	08/23/21	10/14/21	LADY	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1216	62559	10101177	❖Financial Accounting 1B	2	10/18/21	12/16/21	LADY	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1216	61668	10103106	◆MS PowerPoint	1	10/20/21	12/15/21	LADY	Flex	W	3:00	6:20
1216	61677	10103125	◆MS Outlook	1	10/20/21	12/15/21	LADY	Flex	W	3:00	6:20
1216	61648	10103146	◆MS Word A	1	08/25/21	10/13/21	LADY	Flex	W	3:00	6:20
1216	61660	10103151	◆MS Excel A	1	08/25/21	10/13/21	LADY	Flex	W	3:00	6:20
1216	62555	10104191	Customer Service Management	3	08/24/21	12/16/21	LADY	On Site	TR	12:30	1:50
1216	62562	10105123	❖*Business Skills	1	08/24/21	09/14/21	LADY	Your Choice	T	5:30	8:20
1216	62249	10106110	❖*Document Formatting	2	08/23/21	12/15/21	LADY	Your Choice	MW	9:00	10:20
1216	62259	10106146	❖*Proofreading for the Office	3	08/23/21	12/15/21	LADY	Your Choice	MW	10:30	11:20
1216	62557	10114125	❖Personal Finance	3	08/23/21	12/15/21	LADY	Your Choice	MW	10:00	11:20
1216	62560	10114192	❖Principles of Insurance	3	08/24/21	12/16/21	LADY	Your Choice	TWR	9:00	9:50
1216	61865	10116100	❖*Human Resource Management	3	08/23/21	10/11/21	LADY	Your Choice	M	5:30	8:20
1216	61911	10116104	❖*Recruitment and Selection	3	08/24/21	10/12/21	LADY	Your Choice	T	5:30	8:20
1216	64016	10116105	❖*Employee Relations & Labor Law	2	08/26/21	10/14/21	LADY	Your Choice	R	5:30	8:20
1216	63059	10116106	❖*Orientation and Training	3	10/21/21	12/16/21	LADY	Your Choice	R	5:30	8:20
1216	62564	10196108	❖*Customer Service	1	08/24/21	09/14/21	LADY	Your Choice	T	5:30	8:20
1216	62565	10196134	❖*Legal Issues for Supervisors	3	10/20/21	12/15/21	LADY	Your Choice	W	5:30	8:20
1216	61905	10196138	❖*Conflict Resolution and Confrontation Skills	1	11/16/21	12/14/21	LADY	Your Choice	T	5:30	8:20
1216	61893	10196145	❖Contemporary Business for Supervisors	2	09/21/21	12/14/21	LADY	Your Choice	T	5:30	8:20
1216	62566	10196188	❖*Project Management	3	10/21/21	12/16/21	LADY	Your Choice	R	5:30	8:20
1216	62563	10196190	❖*Leadership Development	3	08/23/21	10/11/21	LADY	Your Choice	M	5:30	8:20
1216	61894	10196191	❖*Supervision	3	10/18/21	12/13/21	LADY	Your Choice	M	5:30	8:20
1216	61895	10196199	❖*Ethics in Business	3	10/18/21	12/13/21	LADY	Your Choice	M	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!

*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](#)