

COURSE DESCRIPTIONS

Section Ten

General – The following list of courses shows the responsible academic division, course number, course title, number of semester hours credit, course description, prerequisite, if any, and frequency of offering. The courses are arranged alphabetically followed by the course number.

1. **Symbols** – Course numbers (Example: ENGL 1101) are in two distinct parts. The department code (ENGL) is derived from the name of the instructional department, usually the letters from the name. In the course number (1101) the first digit of the number signifies first or second year level. Applied Music course numbers are constructed individually; an explanation of how they are constructed can be found in the introductory remarks for those courses. The number in parentheses following the course title specifies the amount of credit, in semester hours, which the course will yield upon successful completion.
2. **Transferability of Courses** – The Core Curriculum of the University System of Georgia provides for the transferability of those courses which are part of the Core Curriculum Plan. The courses developed for the one- and two-year career programs have been designed to give the student the best possible background needed for employment in the career. Therefore, some of the following do not offer comparable programs and courses. If in doubt, students should discuss the matter with the advisor or the other institution involved.
3. **Learning Support Prerequisites** – Students who are placed in Learning Support courses because of their scores on the Admission and Placement Tests will be required to satisfy specific developmental requirements before they can enroll in the college level courses (courses numbered 1000 or higher). The minimum developmental level required for admission into any college level course is listed as a prerequisite in the course description.

ACED 1100 Introduction to Business (3-0-3)

An overview of business principles and practices. Emphasis on awareness of banking, marketing, finance, insurance and organizational design. Will include human relations issues.

Restricted to BS-OAT plans of study.

ACED 2050 Communications for the Workplace - eMajor Only (3-0-3)

Principles of effective oral and written communications. A thorough review of grammar, sentence and paragraph construction, punctuation and writing techniques. Emphasis on the job-getting process.

ACED 2400 Computer Technology Education – eMajor Only (3-0-3)

Computer applications for development of analytical and problem-solving workplace skills. Topics include word processing, databases, spreadsheets, communications, and presentations, hardware, networks, social and ethical concepts.

Restricted to BS-OAT plans of study.