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| **ACA-111\_1997SU** | **College Student Success** | **ACA-111** |

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| CIS Course ID | S13509 |
| Effective Term | Summer 1997 |
| End Term |  |

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| Class | 1 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 1 |

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| This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **ACA-122\_2014SU** | **College Transfer Success** | **ACA-122** |

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| CIS Course ID | S24018 |
| Effective Term | Summer 2014 |
| End Term |  |

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| Class | 0 | Lab | 2 | Clinical | 0 | Work | 0 | Credit | 1 |

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| This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. |

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| Competencies |
| 1. Develop a strategic plan for completing community college academic goals, including certificates, diplomas, and/or associate degrees. 2. Develop a strategic plan for transferring to a university and preparing for a new career. 3. Identify the rights and responsibilities of transfer students under the Comprehensive Articulation Agreement (CAA), including Universal General Education Transfer Component (UGETC) designated courses, the Transfer Assured Admissions Policy (TAAP), the CAA appeals process, and university tuition surcharge. 4. Evaluate learning strategies, including note-taking, test-taking, information processing, time management, and memorization techniques, and identify strategies for improvement. 5. Identify essential college resources, including financial aid, advising, registration, tutoring, library services, computer labs, and counseling services and recognize the importance of these resources on student success. 6. Identify essential college policies and procedures, including academic integrity such as avoiding plagiarism; calculating a GPA, and maintaining satisfactory academic progress for financial aid eligibility and/or good academic standing. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **ACC-120\_2003FA** | **Prin of Financial Accounting** | **ACC-120** |

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| CIS Course ID | S20278 |
| Effective Term | Fall 2003 |
| End Term |  |

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| Class | 3 | Lab | 2 | Clinical | 0 | Work | 0 | Credit | 4 |

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| This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **BUS-110\_2015FA** | **Introduction to Business** | **BUS-110** |

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| CIS Course ID | S24149 |
| Effective Term | Fall 2015 |
| End Term |  |

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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. |

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| Competencies |
| ·Student Learning Outcomes 1. Identify various forms of business organizations. 2. Define business vocabulary. 3. Describe the basics of business ethics. 4. Explain basic management principles. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **BUS-115\_2015FA** | **Business Law I** | **BUS-115** |

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| CIS Course ID | S24153 |
| Effective Term | Fall 2015 |
| End Term |  |

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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. |

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| Competencies |
| ·Student Learning Outcomes 1. Identify the elements of a contract. 2. Describe the structure of the U.S. court system. 3. Identify laws, conditions and regulations in national and international work environments. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **BUS-135\_1997SU** | **Principles of Supervision** | **BUS-135** |

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| CIS Course ID | S12738 |
| Effective Term | Summer 1997 |
| End Term |  |

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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **BUS-137\_2015FA** | **Principles of Management** | **BUS-137** |

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| CIS Course ID | S24151 |
| Effective Term | Fall 2015 |
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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. |

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| Competencies |
| ·Student Learning Outcomes 1. Explain strategic management in business operations. 2. Define management, quality management, and project management. 3. Identify relevant issues in human resource management. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **BUS-151\_1997SU** | **People Skills** | **BUS-151** |

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| CIS Course ID | S11800 |
| Effective Term | Summer 1997 |
| End Term |  |

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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **BUS-240\_1997SU** | **Business Ethics** | **BUS-240** |

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| CIS Course ID | S14002 |
| Effective Term | Summer 1997 |
| End Term |  |

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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **BUS-260\_2014SP** | **Business Communication** | **BUS-260** |

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| CIS Course ID | S23621 |
| Effective Term | Spring 2014 |
| End Term |  |

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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. |

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| State Prerequisites | Take One: ENG-110 or ENG-111 |

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| State Corequisites | None |

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| **CIS-110\_2006SP** | **Introduction to Computers** | **CIS-110** |

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| CIS Course ID | S21058 |
| Effective Term | Spring 2006 |
| End Term |  |

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| Class | 2 | Lab | 2 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. |

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| Competencies |
| 1. Identify the basic elements required in a computer system. 2. Produce electronic documents using various software applications. 3. Illustrate the role of the computer for personal and professional uses. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **ECO-251\_1997SU** | **Prin of Microeconomics** | **ECO-251** |

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| CIS Course ID | S11774 |
| Effective Term | Summer 1997 |
| End Term |  |

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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course introduces economic analysis of individual, business, and industry in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **ECO-252\_1997SU** | **Prin of Macroeconomics** | **ECO-252** |

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| CIS Course ID | S11710 |
| Effective Term | Summer 1997 |
| End Term |  |

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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **ENG-111\_2020FA** | **Writing and Inquiry** | **ENG-111** |

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| CIS Course ID | S25433 |
| Effective Term | Fall 2020 |
| End Term |  |

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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. |

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| Competencies |
| Student Learning Outcomes 1. Demonstrate writing as a recursive process. 2. Demonstrate writing and inquiry in context using different rhetorical strategies to reflect, analyze, explain, and persuade in a variety of genres and formats. 3. Students will reflect upon and explain their writing strategies. 4. Demonstrate the critical use and examination of printed, digital, and visual materials. 5. Locate, evaluate, and incorporate relevant sources with proper documentation. 6. Compose texts incorporating rhetorically effective and conventional use of language. 7. Collaborate actively in a writing community. |

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| State Prerequisites | Take One Set: Set 1: DRE-097 Set 2: ENG-002 Set 3: BSP-4002 |

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| State Corequisites | Take ENG-011 |

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| **MKT-120\_2015FA** | **Principles of Marketing** | **MKT-120** |

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| CIS Course ID | S24159 |
| Effective Term | Fall 2015 |
| End Term |  |

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| Class | 3 | Lab | 0 | Clinical | 0 | Work | 0 | Credit | 3 |

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| This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making. |

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| Competencies |
| ·Student Learning Outcomes 1. Define the role of marketing in business. 2. Explain the role of selling, customer relations and product management in marketing. 3. Describe marketing. 4. Define pricing and channel management strategies. |

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| State Prerequisites | None |

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| State Corequisites | None |