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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 Outcomes1. 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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| **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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| **MAT-143\_2020FA** | **Quantitative Literacy** | **MAT-143** |

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| CIS Course ID  | S25430 |
| Effective Term  | Fall 2020 |
| End Term  |  |

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

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| This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. |

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| Competencies |
| ·Student Learning Outcomes1. Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity2. Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement3. Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed decisions based on data and graphs4. Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing5. Describe, analyze, and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies6. Determine probabilities and expected values and use them to assess risk and make informed decisions7. Analyze civic and/or societal issues and critique decisions using relevant mathematics |

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| State Prerequisites | Take One Set:Set 1: DMA-010, DMA-020, DMA-030, and DRE-098Set 2: DMA-010, DMA-020, DMA-030, and ENG-002Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002Set 4: DMA-025, and DRE-098Set 5: DMA-025, and ENG-002Set 6: DMA-025, and BSP-4002Set 7: MAT-003 and DRE-098Set 8: MAT-003 and ENG-002Set 9: MAT-003 and BSP-4002Set 10: BSP-4003 and DRE-098 Set 11: BSP-4003 and ENG-002Set 12: BSP-4003 and BSP-4002 |

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| State Corequisites | Take MAT-043 |

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| **OST-131\_1997SU** | **Keyboarding** | **OST-131** |

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| CIS Course ID  | S13790 |
| Effective Term  | Summer 1997 |
| End Term  |  |

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

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| This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **OST-164\_2017FA** | **Office Editing** | **OST-164** |

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| CIS Course ID  | S24696 |
| Effective Term  | Fall 2017 |
| End Term  |  |

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

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| This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. |

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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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| **CTS-130\_2016FA** | **Spreadsheet** | **CTS-130** |

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| CIS Course ID  | S24366 |
| Effective Term  | Fall 2016 |
| End Term  |  |

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

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| This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. |

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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 Outcomes1. 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-097Set 2: ENG-002Set 3: BSP-4002 |

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| State Corequisites | Take ENG-011 |

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| **OST-134\_2008FA** | **Text Entry & Formatting** | **OST-134** |

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| CIS Course ID  | S22142 |
| Effective Term  | Fall 2008 |
| End Term  |  |

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

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| This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **OST-184\_2008FA** | **Records Management** | **OST-184** |

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| CIS Course ID  | S22114 |
| Effective Term  | Fall 2008 |
| End Term  |  |

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

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| This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **OST-284\_1999FA** | **Emerging Technologies** | **OST-284** |

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| CIS Course ID  | S10158 |
| Effective Term  | Fall 1999 |
| End Term  |  |

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

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| This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **OST-289\_2017FA** | **Office Admin Capstone** | **OST-289** |

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| CIS Course ID  | S24710 |
| Effective Term  | Fall 2017 |
| End Term  |  |

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

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| This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment. |

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| State Prerequisites | Take One Set:Set 1: OST-134 and OST-164Set 2: OST-136 and OST-164 |

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| State Corequisites | None |