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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 |

**OR**

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| **ACA-122\_2021FA** | **College Transfer Success** | **ACA-122** |

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| CIS Course ID | S25621 |
| Effective Term | Fall 2021 |
| 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), and the CAA appeals process. 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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| **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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| **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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| **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 Outcomes 1. Judge the reasonableness of results using estimation, logical processes, and a proper understanding of quantity 2. Utilize proportional reasoning to solve contextual problems and make conversions involving various units of measurement 3. Identify, interpret, and compare linear and exponential rates of growth to make predictions and informed decisions based on data and graphs 4. Differentiate between simple and compound interest and analyze the long-term effects of saving, investing, and borrowing 5. Describe, analyze, and interpret statistical information such as graphs, tables, and summarized data to draw appropriate conclusions when presented with actual statistical studies 6. Determine probabilities and expected values and use them to assess risk and make informed decisions 7. 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-098 Set 2: DMA-010, DMA-020, DMA-030, and ENG-002 Set 3: DMA-010, DMA-020, DMA-030, and BSP-4002 Set 4: DMA-025, and DRE-098 Set 5: DMA-025, and ENG-002 Set 6: DMA-025, and BSP-4002 Set 7: MAT-003 and DRE-098 Set 8: MAT-003 and ENG-002 Set 9: MAT-003 and BSP-4002 Set 10: BSP-4003 and DRE-098  Set 11: BSP-4003 and ENG-002 Set 12: BSP-4003 and BSP-4002 |

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| State Corequisites | Take MAT-043 |

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| **OST-122\_2017FA** | **Office Computations** | **OST-122** |

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| CIS Course ID | S24687 |
| 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 covers the keypad touch method using the electronic calculator (10-key) and mathematical functions used in office applications. Topics may include budgets, discounts, purchasing, inventory, and petty cash. Upon completion, students should be able to solve a wide variety of numerical problems commonly encountered in an office setting. |

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| State Prerequisites | None |

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| State Corequisites | None |

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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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| **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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| **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-112\_2014FA** | **Writing/Research in the Disc** | **ENG-112** |

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| CIS Course ID | S24024 |
| Effective Term | Fall 2014 |
| End Term |  |

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

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| This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. |

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| State Prerequisites | Take ENG-111 |

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| State Corequisites | None |

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| **OST-136\_2008FA** | **Word Processing** | **OST-136** |

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| CIS Course ID | S22144 |
| 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 introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. |

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| State Prerequisites | None |

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| State Corequisites | None |

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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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| **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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| **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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| **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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| **Humanities/Fine Arts Elective** |

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| **Major Program Elective** |

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| **Social/Behavioral Science Elective** |

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| **ACC-129\_2003FA** | **Individual Income Taxes** | **ACC-129** |

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| CIS Course ID | S20283 |
| Effective Term | Fall 2003 |
| End Term |  |

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

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| This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **ACC-140\_2018FA** | **Payroll Accounting** | **ACC-140** |

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| CIS Course ID | S24972 |
| Effective Term | Fall 2018 |
| End Term |  |

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| Class | 1 | Lab | 3 | Clinical | 0 | Work | 0 | Credit | 2 |

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| This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology. |

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| State Prerequisites | Take One: ACC-115 or ACC-120 |

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| State Corequisites | None |

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| **DBA-110\_2006SP** | **Database Concepts** | **DBA-110** |

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| CIS Course ID | S21017 |
| Effective Term | Spring 2006 |
| End Term |  |

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

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| This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. |

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| State Prerequisites | None |

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| State Corequisites | None |

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| **OST-166\_2006SP** | **Speech Recognition** | **OST-166** |

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| CIS Course ID | S21160 |
| Effective Term | Spring 2006 |
| End Term |  |

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

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| This course is designed to provide the skills needed to compose and edit documents using speech recognition technology. Emphasis is placed on specialized speech recognition features, intensive editing, and proofreading skills. Upon completion, students should be able to produce mailable business documents using speech recognition software. |

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| State Prerequisites | Take One: CIS-110, CIS-111, or OST-137 |

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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-164 Set 2: OST-136 and OST-164 |

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| State Corequisites | None |

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| **WBL-111\_2014FA** | **Work-Based Learning I** | **WBL-111** |

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| CIS Course ID | S23794 |
| Effective Term | Fall 2014 |
| End Term |  |

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| Class | 0 | Lab | 0 | Clinical | 0 | Work | 10 | Credit | 1 |

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| This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. |

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| State Prerequisites | None |

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| State Corequisites | None |

**MAJOR ELECTIVES**

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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-121\_1997SU** | **Business Math** | **BUS-121** |

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| CIS Course ID | S14289 |
| Effective Term | Summer 1997 |
| End Term |  |

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

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| This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. |

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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 |
| 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 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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| **OST-135\_2017FA** | **Adv Text Entry & Format** | **OST-135** |

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| CIS Course ID | S24688 |
| 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 incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation. |

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| State Prerequisites | Take OST-134 |

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| State Corequisites | None |

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| **OST-236\_2017FA** | **Adv Word Processing** | **OST-236** |

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| CIS Course ID | S24700 |
| 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 develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. |

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| State Prerequisites | Take OST-136 |

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| State Corequisites | None |