



# Scottsdale Community College **BUSINESS INSTITUTE**

14350 North 87th Street, Suite 185  
Scottsdale, AZ. 85260

**Accelerated Adult Education Without Compromise**

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480.425.6901  
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sccbi@sccmail.maricopa.edu

## Spring 2009 Class Schedule

### The Top Skills Employers Seek

Every employer is looking for a specific set of skills that match the skills necessary to perform a particular job. But beyond these job-specific technical skills, certain skills are nearly universally sought by employers.

In tough economic times, it is critical to demonstrate your value to the organization. Now is the time to evaluate your skill set and seek additional training to fill in the gaps.

Numerous studies have identified these critical employability "soft skills." Here's the list of skills most frequently mentioned.

**Communications Skills** [listening, verbal, written]. By far, the one skill mentioned most often by employers is the ability to listen, write, and speak effectively. Successful communication is critical in business.

**Analytical/Research Skills.** The ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed.

**Computer/Technical Literacy.** Almost all jobs now require some basic understanding of computer hardware and software, especially word processing, spreadsheets, and email.

**Flexibility/Adaptability/Managing Multiple Priorities.** The ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.

**Interpersonal Abilities.** The ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers is essential given the amount of time spent at work each day.



**Leadership/Management Skills.** While there is some debate about whether leadership is something people are born with, these skills deal with your ability to take charge and manage your co-workers.

**Multicultural Sensitivity.** There is possibly no bigger issue in the workplace than diversity, and job-seekers must demonstrate a sensitivity and awareness to other people and cultures.

**Planning/Organizing.** The ability to design, plan, organize, and implement projects and tasks within an allotted timeframe, also involves goal-setting.

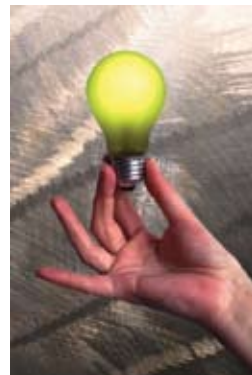
**Problem-Solving/Reasoning/Creativity.** Involves the ability to find solutions to problems using your creativity, reasoning, and past experiences along with the available information and resources.

**Teamwork.** Because so many jobs involve working in one or more work-groups, you must have the ability to work with others in a professional manner while attempting to achieve a common goal.

by Randall S. Hansen, Ph.D., and Katharine Hansen, Ph.D.  
Paraphrased from posting at [http://www.quintcareers.com/job\\_skills\\_values.html](http://www.quintcareers.com/job_skills_values.html)



**The Business Institute** offers accelerated, practical programs and coursework, which deliver immediate value on the job.



### The Guaranteed Schedule...

**Our VP says, "If a class is scheduled at the Business Institute, it runs!"**

We did our homework to create a terrific schedule of on-campus and online classes starting throughout the semester.

Enroll now in any of our online or on-campus classes and know that your schedule is set. No last-minute class cancellations. No scrambling to rework your entire schedule. But enroll early to guarantee your spot!

# Spring 2009 Class Schedule



## Business Express

Our most popular general business classes in a convenient 8-week online format. Ideal for the busy, motivated student, each class has assignments due weekly. All are 3 credits.

### GBS151 Introduction to Business

Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. **3 credits / 8 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/30 2/16-4/20	18098 18099	3/9-5/11	18100
ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
3/23-5/11	18795	Mon.	6:30-9:30P

### GBS205 Legal, Ethical, & Regulatory Environment of Business

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Includes overview of torts, cyberlaw, investor protection, regulatory agencies, court systems, criminal conduct, product liability, property law, business organization, environmental law, employment law. **3 credits.**

ONLINE			
See Business Fastrack for GBS205 5-week, online classes.			
ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
2/11-3/11 3/5-4/30	18797 18798	Wed. [5 wks.] Thr. [8 wks.]	6-10P 6:30-9:30P

### GBS233 Business Communication

Internal and external business communications including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of 'C' or better or permission of department. **3 credits / 8 weeks**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/30 2/16-4/20	18113 18114	3/9-5/11	18115
ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
2/23-4/20	18799	Mon.	6:30-9:30P

## Guaranteed Schedule!

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But don't wait to register. Short on tuition cash? Check out eCashier for convenient installment payments. [www.scottsdale.edu/ecashier/](http://www.scottsdale.edu/ecashier/)



### MGT101 Techniques of Supervision

Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating, and controlling presented. **3 credits / 8 weeks.**

ONLINE	
Dates	Class #
1/26-3/30	18120

### MGT175 Business Organization & Management

Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility. **3 credits / 8 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/30	18138	3/9-5/11	46150

### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
3/25-5/13	46152	Wed.	6:30-9:30P

### MGT251 Human Relations in Business

Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. **3 credits / 8 weeks.**

ONLINE	
Dates	Class #
2/16-4/20	18092

### MKT101 Introduction to Public Relations

Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. **3 credits / 8 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/30	18147	3/9-5/11	18148

### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
2/5-4/2	46160	Thr.	6:30-9:30P

### MKT263 Advertising Principles

Introduces the advertising function within business including media study, creative strategies, and advertising campaigns. **3 credits / 8 weeks.**

ONLINE	
Dates	Class #
1/26-3/30	18153

### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
2/10-4/7	46163	Tue.	6:30-9:30P

### MKT268 Merchandising

Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time, promotion, and quantity. **3 credits / 8 weeks.**

ONLINE	
Dates	Class #
2/16-4/20	18154



## Business Topics

These accelerated, practical courses are designed for professional growth or personal interest. Assignments are due weekly.

### GBS126 Writing Resumes

Planning, organizing, and writing a professional resume. Focus on presentation skills including format and language. **1 credit / 3 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
2/9-3/2	18095	3/23-4/13	18096

### GBS132 Personal & Family Financial Security

Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting and general principles of consumerism. **3 credits/8 weeks.**

ONLINE	
Dates	Class #
2/9-4/13	18097

### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
3/2-4/27	46050	Mon.	6:30-9:30P

### MGT122 Health Care Supervision

Initial course for health care supervisors who are technically competent in a health care field and who are responsible for supervision of other health care workers. **3 credits/5 weeks.**

ONLINE	
Dates	Class #
4/6-5/11	18127

### MGT275 Office Management & Procedures

Covers basic administrative office services and systems, including analysis and management of operations, information systems, human resources, and facilities design. **3 credits/5 weeks.**

ONLINE	
Dates	Class #
2/16-3/30	18146

### TQM200 Leadership for Front-Line Employees

Management concepts and their application for the front-line employee. Covers planning, goal-setting, problem-solving, motivation, time management, adaptability, flexibility and dependability. **2 credits / 4 weeks.**

ONLINE	
Dates	Class #
3/23-4/20	18159

# Spring 2009 Class Schedule



## Fastrack Entrepreneur

Stay focused on the bottom line with these 2- and 4-week small business courses. These accelerated classes provide practical and timely information to help small business owners and managers achieve success.

Whether starting a new company or increasing the value of an existing one, these classes take small business to the next level. Complete the entire certificate, or take a few classes a la carte—the choice is yours.

### Certificate in Small Business Management 24 credits

GBS120	Workplace Communication Skills [3]
GBS205	Legal, Ethical, & Regulatory Issues in Business [3]
MGT109	Developing Professional Skills & Standards [3]
MGT251	Human Relations in Business [3]
SBS200	Small Business Operations [2]
SBS202	Small Business Bookkeeping and Tax Prep [1]
SBS203	Financing & Cash Mgmt. for Small Business [1]
SBS204	Small Business Marketing and Advertising [2]
SBS213	Hiring and Managing Employees [1]
SBS214	Small Business Customer Relations [1]
SBS218	Establishing an Import/Export Business [1]
SBS220	Internet Marketing for Small Business [2]
Restricted Elective: Any SBS course 1 or 2 credits to complete 24 credits.	

### SBS200 Small Business Operations

In-depth analysis of, and individual plan development for, the "day-to-day" problems encountered in the operation of a small business. Includes the development of a business operations plan including finance, purchasing, production scheduling, maintenance, shipping / receiving, personnel management and insurance/risk management requirements. **2 credits / 4 weeks.**

#### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
1/29-2/19	18811	Thr.	6:30-9:30P
2/16-3/9	46184	Mon.	6:30-9:30P

### SBS202 Small Business Bookkeeping & Tax Prep.

Introduces accounting and record-keeping with emphasis on practical use of financial data for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and preparation. Designed for the non-financially oriented owner/manager. **1 credit / 2 weeks.**

#### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
2/3-2/10	18812	Tue.	6:30-9:30P
5/4-5/11	46187	Mon.	6:30-9:30P

### SBS203 Financing/Cash Mgmt. for Small Business

Planning for and meeting the financial needs of the small business including cash flow planning, identification of financial needs and sources, equity and debt financing, and preparation of loan packages. Participants complete a financial plan, with cost controls, sales revenue, expense allocation, and inventory cost. **1 credit / 2 weeks.**

#### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
3/3-3/10	18813	Tue.	6:30-9:30P

### SBS204 Small Business Marketing & Advertising

Introduction to strategies and methods including business image, target market analysis, and customer buying behavior profile. Analysis and selection of advertising/business promotion methods and timing. Design an individual marketing/advertising/promotion plan. **2 credits/4 weeks.**

#### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
3/26-4/16	18814	Thr.	6:30-9:30P

### SBS210 Tax Planning and Preparation

Explores the areas of tax planning and preparation essential to small business operation. Includes tax requirements and forms, special tax topics affecting business decisions, tax planning techniques, and common tax problems for the small business. **1 credit / 2 weeks.**

#### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
2/17-2/24	46191	Tue.	6:30-9:30P

### SBS213 Hiring & Managing Employees

Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. **1 credit / 2 weeks.**

#### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
3/24-3/31	18815	Tue.	6:30-9:30P

### SBS214 Small Business Customer Relations

Developing / improving customer relations for the small business. Planning /delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. **1 credit / 2 weeks.**

#### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
2/26-3/5	18816	Thr.	6:30-9:30P

## Need more information?

Contact our Program Advisor,  
Jessica Morris

Phone: 480.425.6911 or e-mail  
jessica.morris@sccmail.maricopa.edu



### SBS215 Managing Stress in Small Business

Explores the common causes of stress related to the operation of a small business. Includes discussion of the physiological and psychological effects of stress, and specific methods for dealing with the small business owner or manager stresses in business and personal life. **1 credit / 2 weeks.**

#### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
4/21-4/28	46295	Tue.	6:30-9:30P

### SBS218 Establishing an Import/Export Business

Basic marketing and management techniques for exporting and importing. Includes researching viability of an import/export business, marketing an export or securing a product for import, and implementing the transaction. **1 credit / 2 weeks.**

#### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
4/7-4/14	18819	Tue.	6:30-9:30P

### SBS220 Internet Marketing for Small Business

Topics include: examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. **2 credits/4 weeks.**

#### ON-CAMPUS @ the Business Institute

Dates	Class #	Day	Time
4/23-5/14	18820	Thr.	6:30-9:30P

## Answers to Seven Commonly Asked Questions:

### 1) Is the Business Institute accredited?

The Business Institute is an extension of Scottsdale Community College which is accredited through the North Central Higher Learning Commission.

### 2) How much do classes cost?

Tuition at the Business Institute is \$71 per credit for Arizona residents. (Residents of Apache, Greenlee, and Santa Cruz counties pay the out-of-county tuition rate.)

### 3) How do online classes work?

The online class web site includes reading and assignment information. Students communicate with instructors through e-mail. Assignments are sent to instructors as e-mail attachments. Instructors provide additional class information, feedback on assignments, and are available to assist students with questions.

### 4) How do I start my online class?

Online students should start with the Business Institute web site, [www.sccbi.com](http://www.sccbi.com). Detailed instructions for starting online classes including instructor contact information and links to the class web sites are found by clicking on 'Online Classes Start Here' located on the left of the page.

### 5) Can I mix online and on-campus classes?

Definitely! You are welcome to take advantage of both offerings for increased flexibility.

### 6) Do the programs offered by the Business Institute transfer to the universities?

Yes! There are many transfer opportunities available to degree graduates.

### 7) Do classes require group work?

On-campus classes have group components that correlate with the materials. Online classes do not utilize groups but require students to work independently.

# Spring 2009 Class Schedule



## Business Fastrack

Fastrack is an accelerated series of 11 integrated, practical courses designed to develop the skills and aptitudes needed in today's competitive business environment. Both a one-year Certificate and a two-year Associate degree program are available.

We build on strengths and help you develop new skills which deliver immediate value at work. Instructors are chosen for their real-world expertise and facilitation skills. Project-based assignments have clear application on the job.

Classes are scheduled for adults. Each 5-week on-campus course meets once per week for 4 hours. Online courses are held entirely online for 5 weeks. Materials and assignments are posted for 24/7 access. Since there are no scheduled meetings to attend you can study at your convenience. Each class is 3 credits.

### Integrated Skill Development

- Effective communication skills: oral and written.
- Leadership development and team building.
- Efficient use of Microsoft Office software.
- Effective time management and prioritization.
- Enhanced critical thinking and problem-solving.
- Increased self-confidence and creativity.

### Business Fastrack Certificate 33 credits

ACC110 Understanding and Using Accounting Systems
GBS120 Workplace Communication Skills
GBS200 Understanding the Business Environment
GBS205 Legal, Ethical, & Regulatory Environment of Business
IBS201 International Studies for Business
MGT109 Development of Professional Skills and Standards
MGT126 Customer Service Skills and Strategies
MGT127 Managing and Leading for Competitive Advantage
MGT179 Utilizing the Human Resources Department
MGT206 Business Research Project QR
MGT253 Owning and Operating a Small Business
MKT210 Applied Marketing Strategies



### On-Demand Education Direct to Your Desktop.

Our online classes start every few weeks with materials posted online for 24/7 access at home or on the road. No set meeting times so you can study at your convenience.

### ACC110 Understanding & Using Accounting Systems

Develops basic accounting skills including analyzing and journalizing transactions, comprehension of the balance sheet, income statement, and equity and cash flow statements. Explores usage of specialized journals and subsidiary ledgers in a computerized system. Studies the impact of various transactions on an enterprise, including payroll, receivables, payables, inventory, cash and credit card receipts. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2 2/16-3/30	18084 18085	3/23-4/27	18086

ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
2/11-3/11 4/9-5/7	18789 18790	Wed. Thr.	6-10 PM 6-10 PM

### GBS120 Workplace Communication Skills

Reviews planning, organization, development, and evaluation of written/oral communication in business settings, including informative and persuasive messages. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2 2/16-3/30	18089 18090	3/23-4/27 4/6-5/11	18091 18093

ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
3/3-4/7	18094	Tue.	6-10 PM

### GBS200 Understanding the Business Environment

Provides an overview of the external environmental factors affecting business policies and decisions; economic, legal, regulatory, political, social, cultural, and ethical. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2	18102	3/23-4/27	18103

ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
2/4-3/4	18106	Wed.	6-10 PM

### GBS205 Legal, Ethical, & Regulatory Environment of Business

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Includes overview of torts, cyberlaw, investor protection, regulatory agencies, court systems, criminal conduct, product liability, property law, business organization, environmental law, and employment law. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2 2/16-3/30	18107 18108	3/23-4/27 4/6-5/11	18109 18110

ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
2/11-3/11 3/5-4/30	18797 18798	Wed. [5 wks.] Thr. [8 wks.]	6-10 PM 6:30-9:30P

### IBS201 International Studies for Business

Provides an overview of the major issues faced by managers in international business. Focuses on cultural sensitivity issues and applying concepts of real-world business situations through case studies and experiential exercises. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2	18116	3/23-4/27	18117

ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
3/25-4/22	18800	Wed.	6-10 PM

### MGT109 Development Professional Skills & Standards

Explores the skills and qualities necessary to develop and maintain a successful professional life. Topics include management/leadership skill development, effective job search, image development, career advancement, gender issues, professional conduct, time/financial management, and human relations. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2 2/16-3/30	18122 18123	3/23-4/27	18124

ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
1/27-2/24	18802	Tue	6-10 PM

### MGT126 Customer Service Skills & Strategies

Explores strategies to help improve job performance and develop a service-oriented philosophy. Uses practical training concepts and techniques to demonstrate how superior customer service can lead to competitive advantage and profitability in business. Focuses on both internal and external customers. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2	18128	3/23-4/27	18129

ON-CAMPUS			
Dates	Class #	Day	Time
1/29-2/26 3/26-4/23	18130 @ BI *46153 @ main campus	Thr. Thr.	6-10 PM 6-10 PM

### MGT127 Managing/Leading for Competitive Advantage

Practical training in the development of skills and expertise necessary to achieve organizational goals, with and through people. Examines functions and work activities that result in a more productive and harmonious workforce. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2	18132	3/23-4/27	18133

ON-CAMPUS			
Dates	Class #	Day	Time
4/14-5/12 2/12-3/12	18134 @ BI *46154 @ main campus	Tue. Thr.	6-10 PM 6-10 PM

# Spring 2009 Class Schedule

## MGT179 Utilizing the Human Resources Department

Provides the opportunity to learn how to appropriately utilize the human resources department within an organization in order to improve job performance. Topics include staffing, training and development, manpower planning, compensation and benefits, federal labor laws and why people seek outside representation. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2	18136	3/23-4/27	18137

ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
4/14-5/12	18140	Tue.	6-10 PM

## MGT253 Owning & Operating a Small Business

Starting, organizing and operating a small business, including location, finance, management processes, advertisement and promotion, credit, inventory control and ethics. **3 credits / 5 weeks**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2	18141	3/23-4/27	18143
2/16-3/30	18142	4/6-5/11	18144

## MKT210 Applied Marketing Strategies

Examines the principles and terminology utilized in the marketing/function and their value and application in the day-to-day operation of a business. Focuses on marketing planning, market segmentation, positioning, targeting and aspects of international marketing. Reviews product development, pricing, promotion and distribution and explores careers in marketing. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2	18149	3/23-4/27	18150

ON-CAMPUS @ the Business Institute			
Dates	Class #	Day	Time
3/25-4/22	18809	Wed.	6-10 PM

## SBU200 Society and Business [G/SB]

The study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical, and public issues and analysis of the social impact of business responses. **3 credits / 5 weeks.**

ONLINE			
Dates	Class #	Dates	Class #
1/26-3/2	18155	3/23-4/27	18157
2/16-3/30	18156		



## **Guaranteed Schedule!**

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[www.scottsdale.edu/ecashier/](http://www.scottsdale.edu/ecashier/)



## **Starting Classes...**

### **New students:**

#### **Advisement:**

All new students are strongly urged to contact our Program Advisor, Jessica Morris to:

- \* Provide an overview of the collegiate process.
- \* Develop a plan to reach educational and life goals.
- \* Share class and program information.
- \* Complete all necessary paperwork.



Schedule-building and registration assistance is also available by appointment. Please call 480-425-6911 or e-mail [jessica.morris@sccmail.maricopa.edu](mailto:jessica.morris@sccmail.maricopa.edu)

#### **Complete admission paperwork:**

New SCC students must complete the Student Information form on page 6. Make a copy of appropriate residency documentation. For more information on residency see <http://www.maricopa.edu/prop300/> Fax forms and documentation to 480-425-6901. A representative will contact you within 48 hours to verify your information has been received.

#### **Build a schedule and register for classes:**

Once your student information is in the system, review the class schedules at [www.sccbi.com](http://www.sccbi.com) to select classes. Complete the Registration Form on page 7 and fax to the Business Institute. Or register for classes online directly from [sccbi.com](http://sccbi.com) or at [www.My.Maricopa.edu](http://www.My.Maricopa.edu).

#### **Pay Tuition and Fees:**

You have access to your account information at [www.my.maricopa.edu](http://www.my.maricopa.edu). View charges due and make payments electronically.

#### **Purchase Textbooks:**

Textbooks are required for all classes at the Business Institute. Books are available at the SCC Bookstore at the SCC main campus [9000 E. Chaparral Rd.] or order from the SCC web site [www.scottsdalecc.edu](http://www.scottsdalecc.edu). Click on the 'Students' link, then 'Bookstore'. You may also choose to buy from online vendors if allowances are made for shipping time.

### **Continuing students:**

#### **Fax:**

Continuing students may complete the Registration Form on page 7. Fax form to 480-425-6901. A representative will contact you within 48 hours to verify your information has been received.

#### **Online:**

Online admission and registration is available at [www.my.maricopa.edu](http://www.my.maricopa.edu). Click on 'First Time Users Start Here'. Set up your MEID and Student ID number. Keep this information for your records. For assistance contact the SCC Help Desk 480.423.6274.

#### **Pay Tuition and Fees:**

You have access to your account information at [www.my.maricopa.edu](http://www.my.maricopa.edu). View charges due and make payments electronically.

#### **Purchase Textbooks:**

Textbooks are required for all classes at the Business Institute. Books are available at the SCC Bookstore at the SCC main campus [9000 E. Chaparral Rd.] or order from the SCC web site [www.scottsdalecc.edu](http://www.scottsdalecc.edu). Click on the 'Students' link, then 'Bookstore'. You may also choose to buy from online vendors if allowances are made for shipping time.



#### **Starting your online class:**

Instructions for starting your online class are at [www.sccbi.com](http://www.sccbi.com). Click on 'Online Classes Enter Here' located at the left of the screen. One week prior to your course start date, follow all instructions including contacting your instructor by e-mail. Contact Jessica with any questions at 480-425-6911.

#### **Financial Aid:**

Financial aid is available for qualified students. Visit [www.scottsdalecc.edu/financial/index.html](http://www.scottsdalecc.edu/financial/index.html) for more information.



Visit our web site at [www.sccbi.com](http://www.sccbi.com) for current class schedules, course descriptions and program news. While you're there, check out the other accelerated business programs offered by the Business Institute.

**Maricopa Community Colleges has a new system to assist new and continuing students with managing their records, registration and schedule building.**



# Scottsdale Community College Business Institute Student Information Form

14350 N. 87th St., #185,  
Scottsdale, AZ 85260  
[www.sccbi.com](http://www.sccbi.com)  
480.425.6910 PHONE  
480.425.6901 FAX

<p><b>Have you ever applied to any Maricopa Community College?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide your Maricopa Student ID _____</p> <p><b>TERM OF ENROLLMENT</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 1 <input type="checkbox"/> Summer 2 Year _____</p> <p><b>LEGAL NAME</b> (Last, First, Middle) _____</p> <p><b>BIRTHDATE</b> _____ / _____ / _____ MONTH DAY YEAR</p> <p><b>GENDER **</b> <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p><b>SOCIAL* SECURITY NUMBER</b> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p><b>INFORMATION RELEASE:</b> Do you give permission for the college to release directory information relative to your enrollment (as per the Family Education Rights and Privacy Act of 1974)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>ETHNICITY **</b>  <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Hispanic  <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> White, not of Hispanic origin  <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Other</p> <p><b>ADDRESS</b> _____ <b>APT#</b> _____</p> <p><b>CITY, STATE</b> _____ <b>ZIP CODE</b> _____</p> <p><b>TELEPHONE NUMBER</b> <b>HOME</b> _____ <b>CELL</b> _____</p> <p><b>E-MAIL ADDRESS</b> _____</p> <p><b>CITIZENSHIP STATUS</b> These questions are asked for the purpose of determining tuition and fees. State law now requires that a person who is not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to A.R.S. Section 15-1802 or entitled to classification as a county resident pursuant to A.R.S. Section 15-1802.01. Failure to answer the following questions may result in being classified as out-of-state for tuition and fee purposes. The responsibility of registering under the proper residency classification is placed upon the student. Any student who falsifies his/her residency may be subject to dismissal from the college and/or criminal action. Refer to the college catalog for residency guidelines.</p> <p><input type="checkbox"/> United States Citizen</p> <p><input type="checkbox"/> Legal Immigrant/Permanent Resident Date of Issue _____ and Expiration Date _____ and Alien Registration Number _____</p> <p><input type="checkbox"/> Lawful Refugee or Asylee Date of Issue _____ and Expiration Date _____ and Alien Registration Number _____</p> <p><input type="checkbox"/> Legal Nonimmigrant:  <ul style="list-style-type: none"> <li>• Specify visa or status _____ and</li> <li>• Date of Expiration of I-94 _____ and</li> <li>• Alien Registration Number or I-94 Number _____</li> </ul> </p> <p><input type="checkbox"/> Do Not Qualify for Any of the Above</p> <p><input type="checkbox"/> Country of Citizenship _____</p> <p><input type="checkbox"/> AZ Department of Motor Vehicle License or ID Number _____ Date of Issue _____ and Date of Expiration _____</p> <p><input type="checkbox"/> Do not possess an AZ Department of Motor Vehicle License or ID Number</p>	<p><b>FIRST GENERATION COLLEGE STUDENT</b> Are you a first generation college student? <input type="checkbox"/> Yes <input type="checkbox"/> No (You are a first generation student if both parents or guardians (parent or guardian if only living with one) did not complete a bachelor's degree.)</p> <p><b>LANGUAGE BACKGROUND</b> What was the first language you spoke as a child? _____ What languages were spoken in your home when you were growing up? _____ What language do you speak most often now? _____ Do you wish assistance with English fluency skills? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please check one or more if you need help with...  <input type="checkbox"/> Financial Aid <input type="checkbox"/> Writing Skills <input type="checkbox"/> Health Problem  <input type="checkbox"/> Finding Work <input type="checkbox"/> Math Skills <input type="checkbox"/> Commuter information  <input type="checkbox"/> Learning English <input type="checkbox"/> Personal Concerns <input type="checkbox"/> Work Experience Credit  <input type="checkbox"/> Reading Skills <input type="checkbox"/> Learning Disability ** <input type="checkbox"/> Daycare information  <input type="checkbox"/> Study Skills <input type="checkbox"/> Physical Disability ** <input type="checkbox"/> Mentoring  <input type="checkbox"/> Other <input type="checkbox"/> Choosing a Major or Career</p> <p>** If you require assistance or accommodation to participate fully as a student, please contact Disability Resources and Services (DRS).</p> <p><b>EMPLOYMENT HOURS</b> planned per week while enrolled **  <input type="checkbox"/> 1-10 <input type="checkbox"/> 16-20 <input type="checkbox"/> 31 or more  <input type="checkbox"/> 11-15 <input type="checkbox"/> 21-30 <input type="checkbox"/> None</p> <p><b>MILITARY</b> Are you currently a member of the US Armed Forces stationed in AZ pursuant to military orders? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a dependent of a member of the US Armed Forces stationed in AZ pursuant to military orders? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a Veteran of the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>RESIDENCY</b> Final residency decisions for tuition purposes will be made in accordance with A.R.S. 15-1801 and regulations of the Maricopa Community Colleges Governing Board. Will you reside in Arizona at the time of attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No What date did your present stay in Arizona begin? _____ What was your most recent state of residence prior to moving to Arizona? _____ In what Arizona county do you reside? _____ If Maricopa, what date did you move to this county? _____ What Arizona county did you reside in prior to moving to Maricopa county? _____</p> <p>Are you seeking admission under the Western Undergraduate Exchange program? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in which state do you currently reside? _____</p>
<p><b>PREVIOUS EDUCATION</b></p> <p><b>SAIS NUMBER</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Arizona Department of Education (ADE) Student Accountability Information System (SAIS) number</p> <p><b>High School Status (Check one box)</b>  <input type="checkbox"/> High school diploma HS Name _____ State _____ Month _____ Day _____ Year _____</p> <p><input type="checkbox"/> GED certificate Month _____ Day _____ Year _____</p> <p><input type="checkbox"/> Currently Enrolled  <input type="checkbox"/> High school HS Name _____ State _____ Expected completion date _____</p> <p><input type="checkbox"/> Home taught Expected completion date _____</p> <p><input type="checkbox"/> No diploma or GED and <b>under</b> age 18</p> <p><input type="checkbox"/> No diploma or GED and <b>over</b> age 18</p> <p><i>Note: Students under age 18 require special permission to enroll. Contact Admissions &amp; Records.</i></p> <p><b>Previous College (Check highest level completed)</b>  <input type="checkbox"/> Associate Degree <input type="checkbox"/> No college or university  <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Some college or university, no degree  <input type="checkbox"/> Master Degree or higher</p>	<p><b>HOW DID YOU HEAR ABOUT THIS COLLEGE?</b> _____</p> <p><b>EDUCATIONAL PLAN</b> Primary Reason for attending this college:  <input type="checkbox"/> Improve my career skills <input type="checkbox"/> Prepare for employment  <input type="checkbox"/> Learn new career skills <input type="checkbox"/> Transfer to University/College  <input type="checkbox"/> Personal Interest/Self-improvement <input type="checkbox"/> Transfer within MCCCD  <input type="checkbox"/> Prepare for a career change</p> <p>Transfer to University/MCCCD College:          _____          Name of Transfer Institution Area of Study</p> <p><b>VEHICLE EMISSIONS</b> <input type="checkbox"/> Car meets emission standards <input type="checkbox"/> Will not park on campus</p> <p><b>ACADEMIC PLAN</b> What academic plan do you intend to earn from this college? Degree _____ Certificate _____</p> <p>I certify that the answers on this Student Information Form are true, correct and complete.</p> <p>_____ Signature of Student Date</p> <p><b>All of the information on this form is confidential and in compliance with the Family Education Rights and Privacy Act of 1974. The Act's provisions are explained in the General Catalog.</b></p> <p><i>*Your Social Security Number will not be used as your primary student identification number and will be kept confidential. Providing a Social Security Number will ensure that your educational records are complete and correct and will allow the fullest services. Any individuals that wish to gain full access to Maricopa's secure online self-services resources must provide both the Social Security Number and date of birth. Students should be aware that a correct Social Security Number must be on file for reporting information pertaining to potential tax credit, and must be used by applicants for federal and state aid, and Veteran Administration benefits. Failure to provide a correct Social Security Number may preclude the determination of eligibility for in-state residents, resulting in out-of-state tuition.</i></p> <p><i>** Voluntary information used to comply with Federal Reporting and has no effect on admission to the college. This information will not be used for any discriminatory purpose.</i></p>



STUDENT NUMBER or (SS#)		TERM OF ENROLLMENT	YEAR:
LEGAL NAME (Last, First, Middle)		<input type="checkbox"/> Fall <input type="checkbox"/> Summer 1 <input type="checkbox"/> Spring <input type="checkbox"/> Summer 2	20____

Do you give permission for the college to release directory information relative to your enrollment as per the Family Rights and privacy Act of 1974? (Unanswered will be treated as YES.)

CIRCLE ONE      (YES)      (NO)

MAILING ADDRESS \_\_\_\_\_ APT# \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE (Area Codes Required) \_\_\_\_\_ ALTERNATE PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**STUDENT EMISSIONS TESTING AFFIDAVIT**

In accordance with Arizona Revised Statutes 15-1444 and 15-1449, I hereby certify (check one):

That my vehicle, as required by Arizona Revised Statutes 49-542, has passed its vehicle emissions test.  
 That A.R.S. 49-542 is not applicable to a motor vehicle or a motorcycle I drive.  
 That I do not park a vehicle on college property.

Unless eligible for waiver, I understand that if I fail to comply with the requirements of the emissions inspection program, I am prohibited from parking on college property and that my vehicle is subject to being towed away at my expense.

**MAJOR EMPHASIS OF YOUR EDUCATIONAL PROGRAM**  
 (Select one degree program and enter one major code from the indicated list of codes where requested. See reverse side for list of educational/interest area codes.)

Not seeking a degree or certificate (7154)  
 Take classes then transfer to a university \_\_\_\_\_ (Choose major code from List 3)  
 Undecided (7142)

Select Community College degree type:

Applied Science (AAS) \_\_\_\_\_ (Choose major code from List 1)  
 Occupational Certificate (CCL) \_\_\_\_\_ (Choose major code from List 2)  
 General Studies (AGS) (2000)

**NOTE: Students applying for financial aid must be pursuing an eligible degree or certificate program.**

Arizona General Education Curriculum (AGEC): (indicate one)

AGECE-A (8001) (liberal arts and other majors)  
 AGECE-B (8002) (business majors)  
 AGECE-S (8003) (math and science majors)

University transfer programs: (indicate degree pathway)

AA (8400)                                       AAFA-Art (8105)  
 AS (8600)                                       AAFA-Dance (8103)  
 AA-Elementary Education (8101)         AAFA-Theatre (8107)  
 ABUS-General Requirements (8900)  
 ABUS-Special Requirements (8800)  
 AA Transfer Partnership \_\_\_\_\_ (Choose major code from List 1)

Subject Area	Catalog Number	Class Number	Credit Hours	Time and Day Class Meets							Advisor's Signature
				M	T	W	R	F	S		
ENG	101	35070	3	1:30P		1:30P		1:30P			SAMPLE

Advisor's comments: \_\_\_\_\_

Maricopa Community Colleges abide by all state and federal nondiscrimination and equal opportunity requirements. All of the information on this form is confidential and in compliance with the Family Education Rights and Privacy Act of 1974. The Act's provisions are explained in the college catalog.

I have completed all prerequisite and assessment requirements for the courses I am registering for and understand that I may be withdrawn if I cannot provide proof of completion, if required to do so.

\_\_\_\_\_  
**Student's Signature Required** \_\_\_\_\_  
**Date**



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**Consider accelerated classes if...**

- You are a motivated self-starter who needs the flexibility to study on your own schedule.
- You need additional education to qualify for promotion or want to take classes for personal interest.
- You have found other business education programs too expensive.
- You want to save the time and gas used commuting to campus for a traditional 16-week class.
- You feel very comfortable using the Internet, e-mail, and Microsoft Office software.

**Business Institute classes are...**

- **Affordable**-Tuition is only \$71 per credit for Arizona residents. [Apache, Greenlee, and Santa Cruz counties are considered out-of-county] Compare this with state and private universities...a savings from 300-700%! Financial aid is available for qualified students.
- **Available**-New classes start every few weeks. Check our web site [www.scobi.com](http://www.scobi.com) for schedules.
- **Effective**-Business professionals facilitate learning and direct real-world projects which give immediate value on the job.
- **Efficient**-Accelerated, accredited classes from two to eight weeks in duration.



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