



Scottsdale Community College **BUSINESS INSTITUTE**

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

Accelerated Adult Education Without Compromise

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Summer 2009 Class Schedule

Summer Savings Strategies

How to Save Money in a Tough Economy

When you worry about your money, you're not alone. In fact, millions of Americans are in the same shoes as you. Since every penny counts in today's world, it's important to know some of the few saving money tips that can save you a few dollars every month. Remember that every penny counts! Here are some steps you can take in order to start saving money.

The electric bill - If you don't have a digital thermostat, I suggest you get one. Once you get one, set your heat or air down to a low or high rate when you're at work. There's no reason to have the house at 70 degrees when you're working. Instead in the summer, have the house at 80 and turn on the air conditioning when you get home. The same goes in the winter; when you're not home or even sleeping, lower your heat and just pile up the blankets! This alone can save you a fortune during the month.

Use coupons - Every time you grocery shop, check online coupon websites and see how much you can save. Some grocery stores will even provide you with simple and cheap meal creating ideas. Your dinner meals can be made for less than \$10. Don't believe me? Do some research and find out for yourself!

Don't eat out - Eating out is fine but with a family of four, you're spending way too much. Instead, try and limit your eating out. If you only eat out once or twice a month compared to five times, you're already saving a hundred dollars. Sure, it can be convenient but if you want to save money, don't eat out, it's that simple.



Limit your driving - Gas prices aren't cheap today. Instead of making ten trips a week, condense to a few trips. Do all of your errands at once. So when you need to grocery shop and go to the doctor's office try and do it all in one day. This way you're saving on gas and you're save your car some troubles. It's always best to create a plan and stick with it.

Just watch your finances - Each month, write down everything you spend a dollar on. At the end of the month, look back and see what you're spending your money on. Are you eating out instead of packing a lunch? If so, cut that out. There are so many things you can cut out to save money on. There are many ways to have fun while saving money! Saving money is easy. It just takes discipline and action.

By Tom Tessin Platinum Paraphrased from posting at <http://ezinearticles.com/?How-to-Save-Money-in-a-Tough-Economy&id=1552393>



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

Economic Stimulus: Invest in yourself!



OUR CREDIT CLASSES AND NON-CREDIT WORKSHOPS DELIVER VALUE AND CONVENIENCE IN ACCELERATED FORMATS.

Tuition for our credit classes is only \$71 per credit. Compare that with other local universities charging \$200-\$475 per credit!

Many of our non-credit computer workshops are under \$150 which includes books and materials.

Short on tuition cash? Check out [eCashier](http://www.scottsdale.edu/ecashier/) for convenient installment payments. www.scottsdale.edu/ecashier/

Summer 2009 Online 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 Summer 09			
Dates	Class #	Dates	Class #
6/1-7/27	18982	6/15-8/10	18984

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 Summer 09			
Dates	Class #	Dates	Class #
6/1-7/27	19046	6/15-8/10	19090

GBS261 Investments

Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. **3 credits/8 weeks.**

ONLINE Summer 09	
Dates	Class #
6/1-7/27	20296

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 Summer 09	
Dates	Class #
6/1-7/27	19050

Now enrolling for Summer and Fall.
New students should contact Jessica at 480.425.6911. Continuing students can enroll online at www.My.Maricopa.edu.

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 Summer 09	
Dates	Class #
6/1-7/27	19058

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 Summer 09	
Dates	Class #
6/1-7/27	20298

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 Summer 09	
Dates	Class #
6/1-7/27	19066

Answers to Seven Commonly Asked Questions:

1) Is the Business Institute accredited?

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

2) How much do classes cost?

Tuition is the same as the Maricopa Community Colleges rate of \$71 a credit hour for most Arizona residents*. * Does not apply to residents of Apache, Greenlee, and Santa Cruz counties.

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 information, feedback on assignments, and are available to assist students with questions.

4) How do I start my online class?

Online students should familiarize themselves with the Business Institute web site, www.scbi.com. Detailed instructions for starting your online class including instructor contact information and links to the class web sites are found by clicking on 'Online Students Enter 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.

MKT263 Advertising Principles

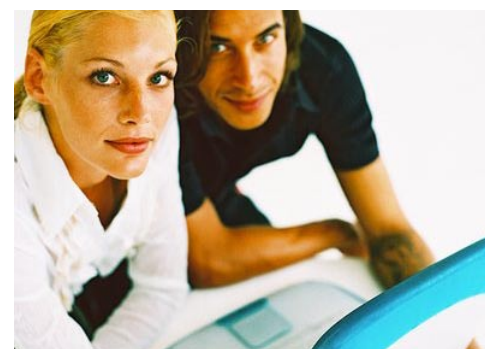
Introduces the advertising function within business including media study, creative strategies, and advertising campaigns. **3 credits / 8 weeks.**

ONLINE Summer 09	
Dates	Class #
6/1-7/27	20300

MKT268 Merchandising

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

ONLINE Summer 09	
Dates	Class #
6/1-7/27	20300



Business Topics Series

These accelerated, practical courses are designed for professional growth or personal interest. Scheduled for busy adults, 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 Summer 09	
Dates	Class #
6/8-6/29	19042

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 Summer 09	
Dates	Class #
6/8-8/3	19044

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 Summer 09	
Dates	Class #
6/8-7/13	20297

Summer 2009 Online 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. 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 study at your convenience. Each class is 5 weeks and 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	Developing 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 OR
MGT253	Owning and Operating a Small Business
MKT210	Applied Marketing Strategies

How do I get started?



Contact our Program Advisor, Jessica Morris for more information or an appointment at 480.425.6911 or jessica.morris@scmail.maricopa.edu

ACC110 Understanding and 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 Summer 09			
Dates	Class #	Dates	Class #
5/18-6/22	22396	6/1-7/6	18976

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 Summer 09			
Dates	Class #	Dates	Class #
5/18-6/22	22397	6/1-7/6	19036

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 Summer 09	
Dates	Class #
6/15-7/20	18986

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 / 5 weeks.**

ONLINE Summer 09			
Dates	Class #	Dates	Class #
5/18-6/22	22399	6/1-7/6	19038
6/1-7/6	19038	6/15-7/20	19040

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 Summer 09	
Dates	Class #
6/15-7/20	19048

MGT109 Developing 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 Summer 09	
Dates	Class #
6/15-7/20	19052

MGT126 Customer Service Skills and 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 Summer 09	
Dates	Class #
6/15-7/20	19054

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 Summer 09	
Dates	Class #
6/15-7/20	19056

MGT179 Utilizing the Human Resource 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 Summer 09	
Dates	Class #
6/15-7/20	19060

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 Summer 09			
Dates	Class #	Dates	Class #
5/18-6/22	22400	6/1-7/6	19062

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 Summer 09	
Dates	Class #
6/15-7/20	19068

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 Summer 09	
Dates	Class #
6/1-7/6	19070

✦ We strongly suggest meeting with Jessica to:

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

✦ After selecting classes and building a schedule you can register online at my.maricopa.edu.

- * Pay tuition/fees and purchase required text from SCC Bookstore.

Scottsdale Community College Business Institute

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

An extension campus for Scottsdale Community College
9000 E. Chaparral Road, Scottsdale, AZ 85256



The Business Institute
specializes in accelerated
adult learning.

FASTRACK Computer Workshops

These non-credit workshops are ideal for adults seeking to develop or update their skills in a comfortable, professional, hands-on environment. Class size is limited and the price includes all workshop materials.

Computer Counseling Night Free
22048 5/18 Mon 6pm-7:30pm
A CTT instructor will present an overview of available courses and advise you of a recommended sequence.

Back to Work Computer Skills \$245
22060 5/20-28 Wed/Thu 8am-noon
22066 6/1-6/10 Mon/Wed 5:30pm-9:30pm
This class is designed to cover the basic entry level computer skills needed in today's workplace. Topics include Windows, Word, Excel, and PowerPoint.
(16 hour course)

Beginning Computers 101 \$135
22031 5/29 Fri 8am-9pm
22030 6/1-3 Mon/Wed 1pm-5pm
22072 6/22-24 Mon/Wed 5:30pm-9:30pm
An introduction to the computer and software applications. Topics include understanding hardware and software, Windows, working with programs and exploring the Internet.
(8 hour course)

Office Suite 2007 \$135
22082 6/15-17 Mon/Wed 8am-noon
An overview of the Microsoft Office 2007 software application. (8 hour course)

Beginning Excel 2003 \$135
22314 6/5-12 Fri 8am-noon
Beginning Excel 2007 \$135
22074 5/19-26 Tue 5pm-9pm
22315 6/6-10 Mon/Wed 8am-noon
22070 6/19-26 Fri 8am-noon
Fundamental spreadsheet features and functions. Learn the basics of creating a worksheet with text, numbers, and mathematical formulas. Explore techniques to edit, format and print workbooks.
(8 hour course)

Microsoft Project \$135
22319 6/27 Sat 8am-9pm
Learn to use Project to help you manage a full range of tasks and projects.
(8 hour course)

Beginning Word 2003 \$135
22313 6/2-4 Thu 8am-noon

Beginning Word 2007 \$135
22310 5/21-28 Thu 5pm-9pm
22316 6/11-18 Mon/Wed 8am-noon
22054 6/22-24 Mon/Wed 5:30pm-9:30pm
Designed for those with little or no knowledge of Word. You will learn to create, edit, format, save, and print documents. Discover how to copy and paste, use tabs, indents, bullets, numbers, headers and footers, and change document layout. (8 hour course)

Beginning PowerPoint 2007 \$135
22108 5/20-27 Wed 5pm-9pm
22086 6/23-29 Tue/Thu 1pm-5pm
Learn to use one of today's most popular programs for presentation graphics. Engage your audience through the power of technology.
(8 hour course)

Beginning Access 2003 \$135
22088 5/19-26 Tue 8am-noon
Beginning Access 2007 \$135
22318 6/15-17 Mon/Wed 5pm-9pm
Access can help you organize your address book, client base, mailing lists and various types of group files for home, business or both
(8 hour course)

Photoshop CS3 \$275
22312 5/30-5/6 Sat 8am-9pm
Learn this image-editing program that lets you retouch photographs, merge and edit color images, and create collages or original artwork. Windows experience preferred. (16 hour course)

Beginning QuickBooks 2007 \$195
22062 6/2-11 Tue/Thurs:30pm-8:30pm
22096 6/5-19 Fri 1pm-5pm
Learn the basics of this business accounting package. Covers inventory, invoices, accounts receivable/payable, payments, bank transactions, check register, reports, graphs, tracking sales tax, and payroll. (12 hour course)

Web Development using Dreamweaver \$275
22320 6/13-20 Sat 8am-9pm
Use a visual step-by-step approach for learning this popular graphic Website design package. Windows experience preferred. (16 hour course)

Buy and Sell with eBay: Beg \$135
22309 5/23 Sat 8am-9pm
22058 6/23-25 Tue/Thu 5:30pm-9:30pm
You will learn how to use eBay's website to register, search, bid, and sell items for fun & profit. Prior internet and/or using a computer is helpful. (8 hour course)

Intro to Publisher 2007 \$135
18831 5/22-5/23 Thu 5pm-9pm
Learn Publisher to create newsletters, Brochures, and web pages. (8 hour course)



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