



SCC BUSINESS INSTITUTE

Spring 2012 Credit and Non-Credit Schedule
by Course/Workshop Title and Date Only

Revised, Wednesday, November 2, 2011



Contact Michelle Rose to enroll or discuss
your spring schedule: 480.425.6911 or
michelle.rose@sccmail.maricopa.edu

Accounting

@ the Business Institute

ACC110		Understanding And Using Accounting Systems					3.0
34150	L+L	Online BI	TBA		1/23 -2/27	Staff	\$5
34151	L+L	Online BI	TBA		2/13 -3/26	Staff	\$5
34152	L+L	Online BI	TBA		4/2 -5/7	Staff	\$5
34225	L+L	BI Room 4	M	6:00 pm- 10:00 pm	1/30 -3/5	Staff	\$5
ACC121		Income Tax Preparation					3.0
41377	L+L	SCC AP293	R	6:30 pm- 9:30 pm	2/9 -4/5	Staff	\$0

General Business

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GBS120		Workplace Communication Skills					3.0
34153	L+L	Online BI	TBA		1/23 -2/27	Staff	\$5
34154	L+L	Online BI	TBA		2/13 -3/26	Staff	\$5
34155	L+L	Online BI	TBA		4/2 -5/7	Staff	\$5
34157	L+L	BI Room 3	Tu	6:00 pm- 10:00 pm	4/10 -5/8	Staff	\$5
GBS126		Writing Resumes					1.0
34159	L+L	Online BI	TBA		2/6 -2/27	Staff	\$5
35936	L+L	Online BI	TBA		4/9 -4/30	Staff	\$5
GBS131		Business Calculations					3.0
35937	LEC	Online BI	TBA		2/13 -4/16	Staff	\$3
GBS132		Personal And Family Financial Security					3.0
34160	LEC	Online BI	TBA		2/6 -4/9	Staff	\$5
GBS151		Introduction to Business					3.0
34161	LEC	Online BI	TBA		1/23 -3/26	Staff	\$3
34162	LEC	Online BI	TBA		2/13 -4/16	Staff	\$3
34163	LEC	Online BI	TBA		3/5 -5/7	Staff	\$3
35939	LEC	BI Room 3	MVW	9:00 am- 10:30 am	2/27 -4/25	Staff	\$3
34227	LEC	BI Room 3	Tu	6:30 pm- 9:30 pm	2/7 -4/3	Staff	\$3
GBS200		Understanding The Business Environment					3.0
34164	L+L	Online BI	TBA		1/23 -2/27	Staff	\$5
35673	L+L	Online BI	TBA		4/2 -5/7	Staff	\$5
GBS205		Legal, Ethical, and Regulatory Issues in Business					3.0
34166	LEC	Online BI	TBA		1/23 -2/27	Staff	\$3
34167	LEC	Online BI	TBA		2/13 -3/26	Staff	\$3
34168	LEC	Online BI	TBA		3/19 -4/23	Staff	\$3
34169	LEC	Online BI	TBA		4/2 -5/7	Staff	\$3
35943	LEC	BI Room 4	TuTh	10:45 am- 12:15 pm	2/21 -4/19	Staff	\$3
34228	LEC	BI Room 4	W	6:00 pm- 10:00 pm	2/8 -3/7	Staff	\$3
37008	LEC	AP 294	Th	6:00 pm- 10:00 pm	1/26 -2/23	Staff	\$3
34229	LEC	BI Room 3	Th	6:30 pm- 9:30 pm	3/1 -4/26	Staff	\$3
GBS233		Business Communication [L] *					3.0
34170	LEC	Online BI	TBA		1/23 -3/26	Staff	\$3
34171	LEC	Online BI	TBA		2/13 -4/16	Staff	\$3
34172	LEC	Online BI	TBA		3/5 -5/7	Staff	\$3
34230	LEC	BI Room 3	W	6:30 pm- 9:30 pm	2/22 -4/18	Staff	\$3
GBS261		Investments I					3.0
34282	LEC	Online BI	TBA		2/13 -4/16	Staff	\$3

International Business

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IBS201		International Studies For Business					3.0
34173	L+L	Online BI	TBA		3/19 -4/23	Staff	\$5
34231	L+L	BI TBA	W	6:00 pm- 10:00 pm	2/8 -3/7	Staff	\$5

Management

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MGT101 Techniques of Supervision							3.0
34175	LEC	Online BI	TBA		1/23 -3/26	Staff	\$3
35675	LEC	Online BI	TBA		3/5 -5/7	Staff	\$3
MGT109 Development Of Professional Skills And Standards							3.0
34176	L+L	Online BI	TBA		1/23 -2/27	Staff	\$5
34177	L+L	Online BI	TBA		2/13 -3/26	Staff	\$5
34178	L+L	Online BI	TBA		4/2 -5/7	Staff	\$5
34179	L+L	BI Room 4	Tu	6:00 pm- 10:00 pm	3/20 -4/17	Staff	\$5
MGT122 Health Care Supervision							3.0
34180	LEC	Online BI	TBA		4/2 -5/7	Staff	\$5
MGT126 Customer Service Skills and Strategies							3.0
34182	L+L	Online BI	TBA		3/19 -4/23	Staff	\$5
35948	L+L	Online BI	TBA		4/2 -5/7	Staff	\$5
MGT127 Managing And Leading For Competitive Advantage							3.0
34183	L+L	Online BI	TBA		2/13 -3/26	Staff	\$5
34273	L+L	BI Room 4	Tu	6:00 pm- 10:00 pm	2/7 -3/6	Staff	\$5
MGT175 Business Organization and Management							3.0
34187	LEC	Online BI	TBA		1/23 -3/26	Staff	\$3
34272	LEC	Online BI	TBA		3/5 -5/7	Staff	\$3
MGT179 Utilizing The Human Resources Department							3.0
34185	L+L	Online BI	TBA		3/19 -4/23	Staff	\$5
MGT251 Human Relations in Business							3.0
34156	LEC	Online BI	TBA		2/13 -4/16	Staff	\$3
MGT253 Owning and Operating a Small Business							3.0
34188	LEC	Online BI	TBA		1/23 -2/27	Staff	\$3
34189	LEC	Online BI	TBA		2/13 -3/26	Staff	\$3
34190	LEC	Online BI	TBA		3/19 -4/23	Staff	\$3
34191	LEC	Online BI	TBA		4/2 -5/7	Staff	\$3
36132	LEC	BI Room 1	MW	10:45 am- 12:30 pm	2/27 -4/25	Staff	\$3
37212	LEC	BI Room 4	W	6:00 pm- 10:00 pm	4/11 -5/9	Staff	\$3
34305	LEC	AP 294	Th	6:00 pm- 10:00 pm	3/1 -4/5	Staff	\$3
MGT275 Office Management And Procedures							3.0
34192	LEC	Online BI	TBA		2/20 -4/2	Staff	\$5

Marketing

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MKT101 Introduction to Public Relations							3.0
34193	LEC	Online BI	TBA		1/23 -3/26	Staff	\$3
34194	LEC	Online BI	TBA		3/5 -5/7	Staff	\$3
MKT109 Introduction to Fashion Merchandising							3.0
35951	LEC	Online BI	TBA		1/23 -3/26	Staff	\$3
37341	LEC	BI Room 3	TuTh	9:00 am- 10:30 am	2/21 -4/19	Staff	\$3
37213	LEC	BI TBA	Th	6:30 pm- 9:30 pm	3/22 -5/10	Staff	\$3
MKT151 Display and Visual Merchandising							3.0
35958	L+L	Online BI	TBA		2/13 -4/16	Staff	\$3
37332	L+L	BI Room 4	Th	6:30 pm- 9:30 pm	2/16 -4/12	Staff	\$3
MKT200 Retail Buying							3.0
35960	LEC	Online BI	TBA		3/5 -5/7	Staff	\$3
37343	LEC	BI TBA	M	6:30 pm- 9:30 pm	3/19 -5/7	Staff	\$3
MKT210 Applied Marketing Strategies							3.0
35683	L+L	Online BI	TBA		3/19 -4/23	Staff	\$5
34195	L+L	BI TBA	W	6:00 pm- 10:00 pm	3/21 -4/18	Staff	\$5

Marketing [continued]

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MKT263		Advertising Principles					3.0
34196	LEC	Online BI	TBA		2/13 -4/16	Staff	\$3
34275	LEC	BI TBA	Tu	6:30 pm- 9:30 pm	3/20 -5/8	Staff	\$3
MKT267		Principles Of Salesmanship					3.0
35953	LEC	Online BI	TBA		3/5 -5/7	Staff	\$3
37338	LEC	BI Room 3	M	6:30 pm- 9:30 pm	3/19 -5/7	Staff	\$3
MKT268		Merchandising					3.0
34197	LEC	Online BI	TBA		3/5 -5/7	Staff	\$3

Small Business Management

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SBS200		Small Business Operations					2.0
35686	LEC	BI Room 4	M	6:30 pm- 9:30 pm	3/19 -4/9	Staff	\$3
34233	LEC	BI Room I	Tu	6:30 pm- 9:30 pm	1/31 -2/21	Staff	\$3
SBS202		Small Business Bookkeeping And Tax Preparation					1.0
34234	LEC	BI Room I	Th	6:30 pm- 9:30 pm	2/2 -2/9	Staff	\$1
SBS203		Financing And Cash Management For A Small Business					1.0
37214	LEC	BI Room 4	M	6:30 pm- 9:30 pm	4/16 -4/23	Staff	\$1
34235	LEC	BI Room I	Th	6:30 pm- 9:30 pm	3/1 -3/8	Staff	\$1
SBS204		Small Business Marketing And Advertising					2.0
34236	LEC	BI Room I	Tu	6:30 pm- 9:30 pm	3/20 -4/10	Staff	\$2
SBS210		Tax Planning And Preparation					1.0
34277	LEC	BI Room I	Th	6:30 pm- 9:30 pm	2/16 -2/23	Staff	\$1
SBS213		Hiring and Managing Employees					1.0
34237	LEC	BI Room I	Th	6:30 pm- 9:30 pm	3/22 -3/29	Staff	\$1
SBS214		Small Business Customer Relations					1.0
34238	LEC	BI Room I	Tu	6:30 pm- 9:30 pm	2/28 -3/6	Staff	\$1
SBS215		Managing Stress In Small Business					1.0
34280	LEC	BI Room I	Th	6:30 pm- 9:30 pm	4/19 -4/26	Staff	\$1
SBS218		Establishing An Import/Export Business					1.0
34239	LEC	BI Room I	Th	6:30 pm- 9:30 pm	4/5 -4/12	Staff	\$1
SBS220		Internet Marketing For Small Business					2.0
34240	LEC	BI Room I	Tu	6:30 pm- 9:30 pm	4/17 -5/8	Staff	\$3

Society And Business

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SBU200		Society and Business [G, SB] *					3.0
34198	LEC	Online BI	TBA		1/23 -2/27	Staff	\$3
34199	LEC	Online BI	TBA		3/19 -4/23	Staff	\$3
35687	LEC	Online BI	TBA		4/2 -5/7	Staff	\$3
34200	LEC	AP 294	Th	6:00 pm- 10:00 pm	4/12 -5/10	Staff	\$3

Total Quality Management

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TQM200		Leadership For Front-Line Employees					2.0
34201	LEC	Online BI	TBA		3/19 -4/16	Staff	\$5

Non-Credit Workshops

@ the Business Institute Fees include books/materials.

WRKDEV700-0PHRM		Pharmacy Technician					non-credit
35809	LEC BI Room 1	Mo/We	6:00 pm- 9:00 pm	1/30-4/30	Staff	\$915	
35810	LEC BI Room 1	Tu/Th	9:00 am- 12:00 pm	2/14-5/10	Staff	\$915	
WRKDEV700-40000		Keep In Touch With Social Media					non-credit
37405	LEC BI Room 2	Wed	5:00 pm- 9:00 pm	2/22	Staff	\$55	
36183	LEC BI Room 2	Thr	8:00 am- 12:00 pm	4/5	Staff	\$55	
WRKDEV700-40001		Digital Photography: From Camera to Computer & Beyond					non-credit
37407	LEC BI Room 2	Tue	6:00 pm 9:00 pm	2/28-3/6	Staff	\$55	
33682	LEC BI Room 2	Wed	5:00 pm- 8:00 pm	4/4 -4/11	Staff	\$55	
WRKDEV700-40002		Marketing Your Business With Social Media					non-credit
37406	LEC BI Room 2	Mon	5:00 pm- 9:00 pm	3/19	Staff	\$195	
36191	LEC BI Room 2	Wed	8:00 am- 12:00 pm	4/18	Staff	\$195	
WRKDEV700-40003		Computer Fundamentals					non-credit
37367	LEC BI Room 2	Tu/Th	8:00 am- 1:00 pm	1/17-1/19	Staff	\$135	
37368	LEC BI Room 2	Mo/We	6:00 pm- 8:30 pm	2/6-2/15	Staff	\$135	
37369	LEC BI Room 2	Mo/We	8:00 am- 1:00 pm	3/19-3/21	Staff	\$135	
WRKDEV700-40004		Computer Applications: Level 1					non-credit
37397	LEC BI Room 2	Mo/We	8:00 am- 1:00 pm	1/23-2/1	Staff	\$245	
37398	LEC BI Room 2	Tu	8:00 am- 1:00 pm	2/14-3/6	Staff	\$245	
36180	LEC BI Room 2	Tu/Th	12:00 pm 5:00 pm	4/17-4/26	Staff	\$245	
WRKDEV700-40005		Computer Applications: Level 2					non-credit
37403	LEC BI Room 2	Mo/We	8:00 am- 1:00 pm	2/6-2/15	Staff	\$245	
36196	LEC BI Room 2	Tu	8:00 am- 1:00 pm	3/20-4/10	Staff	\$245	
36181	LEC BI Room 2	Tu/Th	12:00 pm- 5:00 pm	5/1-5/10	Staff	\$245	
WRKDEV700-40006		QuickBooks 2010: Level 1					non-credit
36102	LEC BI Room 2	Tu/Th	6:00 pm- 9:00 pm	1/31 -2/9	Staff	\$165	
36192	LEC BI Room 2	Mo/We	9:00 am- 12:00 pm	3/26 -4/4	Staff	\$165	
36193	LEC BI Room 2	Mo/We	8:00 am- 11:00 am	4/23 -5/2	Staff	\$165	
WRKDEV700-40007		QuickBooks 2010: Level 2					non-credit
37404	LEC BI Room 2	Tu/Th	6:00 pm- 10:00 pm	2/14 -2/16	Staff	\$125	
36194	LEC BI Room 2	Mo/We	8:00 am- 12:00 pm	5/7 -5/9	Staff	\$125	
WRKDEV700-40008		Outlook 2007					non-credit
36103	LEC BI Room 2	Tu/Th	8:00 am- 12:00 pm	2/7 -2/9	Staff	\$125	
WRKDEV700-40009		Real Estate Sales Licensing					non-credit
36103	LEC BI TBA	MTWRF	8:00 am- 6:00 pm	2/27 -3/8	Staff	\$299	
WRKDEV700-40010		Arizona General Contractor Licensing					non-credit
37363	LEC BI TBA	MTWR	4:00 pm- 10:00 pm	2/13 -2/16	Staff	\$299	
WRKDEV700-40011		Arizona Property & Casualty Insurance License Exam					non-credit
37364	LEC BI TBA	TWR	8:00 am- 5:00 pm	2/14 -2/16	Staff	\$149	
WRKDEV700-40012		Arizona Life & Health Insurance License Exam					non-credit
37364	LEC BI TBA	TWR	8:00 am- 5:00 pm	2/21 -2/23	Staff	\$149	
WRKDEV700-40011		Arizona Property & Casualty Insurance License Exam					non-credit
37364	LEC BI TBA	TWR	8:00 am- 5:00 pm	2/14 -2/16	Staff	\$149	
WRKDEV700-EX7L1		Excel 2007: Level 1					non-credit
37382	LEC BI Room 2	Tu/Th	5:00 pm- 9:00 pm	3/20-3/22	Staff	\$125	
WRKDEV700-EX7L2		Excel 2007: Level 1					non-credit
37383	LEC BI Room 2	Tu/Th	5:00 pm- 9:00 pm	3/27-3/29	Staff	\$125	