



Cambridge College Fall 2023 Online Offerings

Fall Session 1 (Sept. 4 – Oct. 29) COURSES

ACC 201—Accounting I

3 credits | Prerequisite: None

The purpose of this course is to enable students to develop a basic understanding of fundamental accounting concepts and practices. The course focuses on basic accounting concepts and techniques needed to interpret and use financial information in managing and analyzing business operations.

Textbook Information:

Textbook & Connect Access code required- Please see the Course Announcement from your Instructor with a direct link to purchase (Approximate cost \$150)

BNK 201—Principles of Banking

3 credits | Prerequisite: None

This course provides students with an overview of the history, purpose, and functions of banking. The course focuses on how banks serve the financial needs of individuals, businesses, and government in today's competitive environment. Students will compare financial services offered through traditional banking institutions with other financial intermediaries. Topics will include: Introduction & Evolution of Banking, The Federal Reserve as the Central Bank of the U.S., Deposits, Negotiable Instruments/Payments, Customer Service & Sales, Non-Traditional Bank Products & Services, Lending, Bank Investments & Profitability Management, and Safeguarding Customer Assets.

Textbook Information:

There is no textbook required for this course, all readings are provided within the course.

COM 201—Business Writing and Communication

3 credits | Prerequisite: None

Business Writing and Communication is designed to help students understand the communication process in both personal and workplace settings. Content is organized to aid in the development of clear, concise, practical, and ethical business and real world communication pieces. Students walk through a case study to practice applying the skills of business writing and in the process utilize and select appropriate channels for communication, including email, memo, letters, reports, PowerPoint, websites, press releases and social media channels.

Textbook Information:

The textbook for this course can be found [here](#)



Cambridge College Fall 2023 Online Offerings

ENG 101—English Composition I

3 credits | Prerequisite: None

The purpose of this course is to provide students with a solid foundation in writing and research techniques. Students will learn and apply the steps of the writing process. They will identify essay components and learn to write compelling and grammatically correct paragraphs. Writing style, pattern types, as well as strategies and guidelines for writing an effective research paper will be evaluated. Students will write an effective and grammatically correct research paper as a final project in this course.

Textbook Information:

The textbook for this course can be found [here](#)

INF 101—Information Literacy for College Success

3 credits | Prerequisite: None but Required as First Course in All Undergraduate Programs

The purpose of this introductory course is to prepare students to be an online learner and an information literate individual in a technological world. The course provides an understanding of NECB's learning technologies, support services, and necessary skills for online student success. The primary function of this course is to provide students with the necessary skills of Information Literacy which prepare students to recognize what information is needed, when it is needed and how to locate, evaluate and use it effectively. Extensive practice in using the NECB eLibrary databases is integral in learning to be an information literate student at NECB. The course content aligns with the national standards as established by the American Library Association and the Association of College & Research Libraries.

Textbook Information:

The textbook for this course can be found [here](#)

MAT 205—College Algebra

3 credits | Prerequisite: None; Business Math Strongly Recommended

This course focuses on algebraic concepts essential for success in the workplace and other courses. Using real-world examples and applications, students practice fundamental operations with number systems, formulas, algebraic expressions, and linear equations. This course also explores problems involving factoring, inequalities, exponents, radicals, linear equations, functions, quadratic equations, and graphs.

Textbook Information:

Textbook & SOFIA Access Token required- Please see the Course Announcement from your Instructor with a direct link to purchase (Approximate cost \$30)



Cambridge College Fall 2023 Online Offerings

MGM 201—Principles of Management

3 credits | Prerequisites: None

This course investigates the way that managers perform their duties in an organization relying on the dynamic processes of strategic planning, business development, budgeting, and operations to move their organizations forward and achieve results. The concepts and skills needed to manage effectively under constantly changing conditions are identified. The course will review a manager's skill at influencing the direction and functioning of an organization and will develop students' appreciation of these management activities and their links to employee performance. Active involvement through lectures, discussion, videos, case studies, and group exercises is required of each student.

Textbook Information:

There is no textbook required for this course, all readings are provided within the course.

MKT 230—Principles of Public Relations

3 credits | Prerequisite: None; MKT210 Principles of Marketing Strongly Recommended

This class is designed to provide a basic overview of how to plan and carry out a multi-faceted public relations program. It offers practical experience in identifying publics and messages; developing and producing a broad variety of PR tools; understanding and working with the news media; and working with other professionals in graphics, photography, video, and printing. Students work as teams with organization of their choice throughout the semester, researching its policies, practices, needs, and using them as the basis of a series of team assignments.

Textbook Information:

The textbook for this course can be found [here](#)

PHI 101—Critical Thinking

3 credits | Prerequisite: None

The purpose of this course is to provide a basic knowledge of the art and discipline of critical thinking. Students will learn the various critical thinking standards and concepts including effective critical thinking, problem solving, logical reasoning, comparative reasoning, issue analysis and the application of critical thinking standards and strategies to determine and solve practical and theoretical problems. Students will explore the application of critical thinking concepts to real world situations in an effort to understand the critical thinking process. They will develop an ability to critically analyze the formulation and posing of questions to promote well-reasoned arguments on a variety of important topics.

Textbook Information:

There is no textbook required for this course, all readings are provided within the course.



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SCI 281—Environmental Science & Lab

3 credits | Prerequisite: None

The objective of this course is to develop an understanding of how the natural world works, how it affects us as humans and how we influence it. Through this study, students will increase their understanding of the major environmental issues impacting the world today and our future generations.

Textbook Information:

There is no textbook required for this course, all readings are provided within the course.



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For Fall Session II courses, please continue on to page 5.**

Fall Session 2 (Oct. 30 – Dec. 22) COURSES

ENG 201—English Composition II

3 credits | Prerequisite: AP English, Upper level high school English, Intro Level College English

The purpose of this course is to build upon writing and research skills learned in English Composition I. Students will apply research strategies and methods for finding information and implement the steps of the writing process and appropriate research and citation methods to write research essays and papers. Students will learn to further utilize the APA Style in writing research essays and papers.

Textbook Information:

Textbook access for this course can be purchased directly through the course. (Approximate cost \$70)

FLS 101—Financial Literacy

3 credits | Prerequisites: None

This course presents key aspects of financial literacy necessary for lifelong success. A practical approach is followed. Topics covered include: the impact of credit on personal finances and employment opportunities, identifying and avoiding financial fraud, the importance of financial decision making, the impact of income taxes, the use of insurance as a risk management tool, retirement planning, and determining whether or not to file personal bankruptcy.

Textbook Information:

There is no textbook required for this course, all readings are provided within the course.

INF 101—Information Literacy for College Success

3 credits | Prerequisite: None but Required as First Course in All Undergraduate Programs

The purpose of this introductory course is to prepare students to be an online learner and an information literate individual in a technological world. The course provides an understanding of NECB's learning technologies, support services, and necessary skills for online student success. The primary function of this course is to provide students with the necessary skills of Information Literacy which prepare students to recognize what information is needed, when it is needed and how to locate, evaluate and use it effectively. Extensive practice in using the NECB eLibrary databases is integral in learning to be an information literate student at NECB. The course content aligns with the national



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standards as established by the American Library Association and the Association of College & Research Libraries.

Textbook Information:

The textbook for this course can be found [here](#)

MAT 103—Business Math

3 credits | Prerequisite: None

This course applies math fundamentals to business applications. Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and other business topics.

Textbook Information:

Textbook & SOFIA Access Token required- Please see the Course Announcement from your Instructor with a direct link to purchase (Approximate cost \$30)

MGM 201—Principles of Management

3 credits | Prerequisites: None

This course investigates the way that managers perform their duties in an organization relying on the dynamic processes of strategic planning, business development, budgeting, and operations to move their organizations forward and achieve results. The concepts and skills needed to manage effectively under constantly changing conditions are identified. The course will review a manager's skill at influencing the direction and functioning of an organization and will develop students' appreciation of these management activities and their links to employee performance. Active involvement through lectures, discussion, videos, case studies, and group exercises is required of each student.

Textbook Information:

There is no textbook required for this course, all readings are provided within the course.

MGM 210—Quality Customer Service

3 credits | Prerequisite: MGM201 Principles of Management.

This course introduces the student to the theory, concepts, and methodologies that contribute to quality customer service. Emphasis is on behavioral, technological and management of service criteria to deliver quality, inter-industry service in the global business environment.

Textbook Information:

There is no textbook required for this course, all readings are provided within the course.



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MGM 250—Business Ethics

3 credits | Prerequisite: MGM201 Principles of Management.

The purpose of this course is to develop critical thinking and reasoning about moral issues of business. In addition to a study of public issues such as mergers, management versus stockholders' interests, the changing nature of stockholders, you will explore typical ethical dilemmas that confront investors, managers, analysts, brokers, and others involved in the business marketplace. This course emphasizes the ethical dimensions of employees who work within organizations. Case analysis, research and group discussion of current events will be used.

Textbook Information:

There is no textbook required for this course, all readings are provided within the course.

MKT 210—Principles of Marketing

3 credits | Prerequisite: None

This course focuses on how to collect, analyze, and use primary and secondary data in order to make more effective marketing decisions. Traditional marketing resources are introduced as well as up-to-date techniques for collecting primary data. Students will analyze information and make recommendations pertinent to the marketing plan.

Textbook Information:

The textbook for this course can be found [here](#)

PHI 101—Critical Thinking

3 credits | Prerequisite: None

The purpose of this course is to provide a basic knowledge of the art and discipline of critical thinking. Students will learn the various critical thinking standards and concepts including effective critical thinking, problem solving, logical reasoning, comparative reasoning, issue analysis and the application of critical thinking standards and strategies to determine and solve practical and theoretical problems. Students will explore the application of critical thinking concepts to real world situations in an effort to understand the critical thinking process. They will develop an ability to critically analyze the formulation and posing of questions to promote well-reasoned arguments on a variety of important topics.

Textbook Information:

There is no textbook required for this course, all readings are provided within the course.



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SCI 301—Anatomy and Physiology

3 credits | Prerequisites: None

This course provides the student with a comprehensive examination of the human body. Emphasis is on how the body is organized, its support and maintenance system, control, and continuity. The course is a survey of the structure and function of the human organ systems.

Textbook Information:

There is no textbook required for this course, all readings are provided within the course.

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