Course Information Form (CIF)

Course Code: ABE 017

Course Title: ABE Bridge to Business, Management, and Administration

Department: Adult Education and Workforce Development
Effective Date: Summer 2026
PCS Code: 1.7 - Adult Basic Skills
CIP Code: 32.0111
Repeatability: 3

Credit Hours

Catalog Notation: 1-0-1 through 15-0-15
Credit Hour Distribution:

Lecture: 15	Lab: 0	Clinical: 0	**Total: 15**

General Course Information

Catalog Description

This course is for adult basic education learners intending to pursue a career in business, management, and administration. Simultaneous preparation for HSE tests and entrance to post-secondary business, management, and administration training via the Computers in Business or Office Assistant programs will be provided.

General Course Objectives

This course will provide a core of basic skill and GED instruction contextualized around the business, management, and administration theme.

Minimum Placement Levels

English	Reading	Math
None	None	None

Prerequisites

None

Methods of Evaluation

Attendance, completion of assignments, class participation, performance during class role plays and practices, portfolio completion, pre- and post-CASAS and Official GED Practice Tests.

Instructional Materials and Additional Supplies

None.

Course Content

General Learning Outcomes (GLOs)

- Communication: Students will demonstrate the ability to read, write, listen, and speak effectively.
- Reasoning and Inquiry: Students will demonstrate the ability to solve problems using deductive reasoning and logic, quantitative reasoning, or the scientific method.
- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

1 credit hour option

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Self Exploration	1. Identify skill levels and needs, learning style, career interests, values, and aptitudes. Apply these to learning and career planning.	15	0	0

2 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Reading and Writing Skill Development	1. Apply reading and writing skills needed to comprehend entry level work in the business, management, and administration field.	15	0	0

3 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Math and Financial Literacy Skill Development	1. Apply math skills needed to comprehend entry level work in business, management, and administration field. 2. Demonstrate competency in basic financial literacy skills.	15	0	0

4 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Communication Skills	1. Show active listening and interpersonal communication skills needed for college and the workplace. Demonstrate these in role play and class.	15	0	0

5 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Computer Literacy	1. Apply skills in email, internet research, word processing, and touch typing to 25 wpm.	15	0	0

6 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Career Exploration	1. Examine office careers in detail; develop project including interviews, observation, research, and analysis of impact on student's life.	15	0	0

7 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Career Planning	1. Develop career and education plan, including support service needs and how to meet those needs.	15	0	0

8 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Job Skills	1. Practice job skills in role plays, simulations, discussions, and writings.	15	0	0

9 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
College Transition	1. Demonstrate knowledge of Parkland systems, terminology, processes, and culture; complete application process.	15	0	0

10 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
College Success skills	1. Develop career and education plan, including support service needs and how to meet those needs.	15	0	0

11 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
GED Skill Development	1. Apply knowledge and skills needed to pass the GED Tests.	15	0	0

12 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Office Assistant Course Preparation	1. Transfer vocabulary, math, and background knowledge needed to comprehend the office assistant texts and courses.	15	0	0

13 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Accuplacer Test Preparation	1. Develop and apply reading and writing skills required to place in CCS 099 or higher.	15	0	0

14 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Team Work	1. Develop teamwork skills and demonstrate them through in class projects.	15	0	0

15 credit hour option

Meet requirements from previous credit hour group plus:

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
On-site Work-based Learning	1. Integrate course knowledge and skills in on-site work-based learning experiences.	15	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
225	0	0