

# BUSINESS TECHNOLOGY AND SERVICE DIVISION

## Contact Information

**Chair:** Joni Mina, Ph.D.

**E-mail:** [bts@lcsc.edu](mailto:bts@lcsc.edu)

**Office:** SGC 200

**Phone:** 208-792-2466

**FAX:** 208-792-2856

**Web:** <http://www.lcsc.edu/business-technology/>

The Division of Business Technology & Service is a community of professionals whose mission is to empower students to learn what they want to do and how to do it well. The BTS faculty and staff accomplish this by:

- Creating a student-centered atmosphere
- Providing work-relevant learning environments
- Developing knowledge, skills, and professional attitudes
- Providing work-based training through internships, live shop, and clinical experiences
- Creating life-long learners
- Continually upgrading applied curriculum
- Utilizing active, career-specific advisory committees
- Providing in-depth advising and mentoring.

### Program Admission and Degree Requirements

The division's instructional programs emphasize education AND training. Our industry-trained faculty teach skills that are critical to functioning on the job. Instruction is based upon specific competencies that are derived from the faculty's collaboration with industry partners. As a result, students are given timely and relevant information to prepare them for the workplace.

In addition to fun, hands-on coursework, students are given practical on-the-job experience gained through a supervised internship, practicum, or clinical study. Advising of students is a high priority in Business Technology & Service. Faculty are readily available to meet with students to offer their assistance whenever needed.

The Business Technology & Service programs have the following entrance requirements:

Program Name	Writing Placement Exam	ALEKS Math
Administrative Assistant	1	14
Administrative Medical Assistant	1	14
Applied Accounting	1	14
Business Management & Marketing	1	14
Early Childhood Development	1	14
Graphic Communications	1	14
Hospitality Management	1	14
Legal Support Programs	1	14
Medical Assistant	1	14
Web Design & Development	1	14

**Prior Learning Assessment:** Students who have a strong background of work experience or education are encouraged to discuss with their advisors the opportunity to challenge courses.

**Class Attendance:** Because attendance is important in the workplace, it will be emphasized as a class requirement. Many classes have limited spaces or equipment available; therefore, if a student does not attend class, he/she may lose his/her class space to another student who is on a waiting list.

**Basic Skills Assistance:** Students who desire to enter post-secondary programs but need to brush up on basic skills will be enrolled in basic academic courses(s) as indicated by their SAT/ACT scores or other placement assessment. The basic academic courses include: Basic Reading (GNBPT 096), Basic English (GNBPT 097), and Basic Arithmetic (MTHPT 010).

**Technical Skill Assessment:** All candidates for any Business Technology & Service program degree or certificate are required to complete a Technical Skill Assessment specific to their program.

Student Clubs: Students are encouraged to assist in the development of new clubs in coordination with their program advisors.

### **BTS Student Leadership Club**

#### **ACCPT-101 BASIC ACCOUNTING 3.00 Credits**

This course is an introduction to accounting procedures for individual proprietorship businesses. Emphasis is on the accounting cycle, double-entry accounting, payroll, and procedures for handling transactions associated with both service and merchandising businesses. Students will practice proper accounting procedures manually and/or on spreadsheet software. It is also helpful to those who want to upgrade business skills for improved employability.

#### **ACCPT-105 PAYROLL ACCOUNTING 3.00 Credits**

Payroll accounting systems, procedures, and time-keeping methods to comply with current laws and regulations. A comprehensive 'real-life' project will play a significant role in this course. Pre-requisite: ACCPT-101 or equivalent.

#### **ACCPT-106 CREDIT AND COLLECTIONS 3.00 Credits**

This course is an introduction to credit and its role in the economy. Topics to be covered will include understanding consumer and business credit, management and analysis of consumer and business credit, international trade credit, and collection management and control. Focus will be on decision making in granting credit and collection policies and procedures including current laws affecting collections.

#### **ACCPT-190 DIRECTED STUDY IN ACCOUNTING 1.00-6.00 Credits**

#### **ACCPT-191 WORKSHOP IN ACCOUNTING 1.00-6.00 Credits**

#### **ACCPT-192 SPECIAL TOPICS IN ACCOUNTING 1.00-6.00 Credits**

#### **ACCPT-194 INTERNSHIP IN ACCOUNTING 1.00-12.00 Credits**

#### **ACCPT-194A INTERNSHIP IN ACCOUNTING I 6.00 Credits**

Internship in Accounting.

#### **ACCPT-194B INTERNSHIP IN ACCOUNTING II 6.00 Credits**

Continuation of ACCPT-194A as a 100-level Internship in Accounting.

#### **ACCPT-194C INTERNSHIP IN ACCOUNTING III 6.00 Credits**

Continuation of ACCPT-194B as an intermediate 100-level Internship in Accounting.

#### **ACCPT-194D INTERNSHIP IN ACCOUNTING IV 6.00 Credits**

Continuation of ACCPT-194C as an intermediate to advanced 100-level Internship in Accounting.

#### **ACCPT-219 GOVERNMENT AND NOT-FOR-PROFIT ACCOUNTING 3.00 Credits**

The primary purpose of this course is to introduce the student to accounting principles and procedures unique to federal, state, and local governments, and not-for-profit organizations. The course will cover financial statements and reports prepared for each type of entity, fund, and account group and explore the role of the Governmental Accounting Standards Board (GASB), Federal Accounting Standards Advisory Board (FASAB), and the Financial Accounting Standards Board (FASB) in establishing accounting standards and disclosure requirements for governments and not-for-profit organizations. For the 300 level course, students must complete two computerized practice sets, one dealing with governments and the other with not-for-profit organizations. Pre-requisite: ACCPT-232 or AC-232 with a grade of C or better.

#### **ACCPT-231 PRINCIPLES OF ACCOUNTING I 3.00 Credits**

Introduction to financial accounting principles, practices, and decision making. Covers the accounting cycle, financial statements, merchandise, plant and equipment, inventories, intangibles, natural resources, and payroll.

#### **ACCPT-232 PRINCIPLES OF ACCOUNTING II 3.00 Credits**

Continuation of ACCPT-231 covering accounting for partnerships, corporations, bonds payable and investments, cash flow analysis, managerial accounting concepts, manufacturing, cost accounting, and budgeting. Pre-requisite: ACCPT-231.

#### **ACCPT-235 COST ACCOUNTING 3.00 Credits**

This course provides a study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. It includes an introduction to alternative costing methods such as activity based and just-in-time costing as well as historical cost systems, work in process inventories, material and labor control, multiple products, budgeting, applying overhead, standard costs, direct costs, evaluating profit performance, and distribution costs. These courses are offered at the 200 level with an option to take at the 300 level with a research project in addition to the 200 level course load. Prerequisite: ACCPT-231.

#### **ACCPT-245 FRAUD EXAMINATION 3.00 Credits**

This course will cover the major methods employees use to commit occupational fraud. Students will learn how and why occupational fraud is committed, how to assess where an organization is at the greatest risk for fraud, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. These courses are offered at the 200 level with an option to take at the 300 level with a research project in addition to the 200 level course load.

#### **ACCPT-250 ACCOUNTING ETHICS 3.00 Credits**

This course will introduce students to the concepts of ethical reasoning, integrity, objectivity, independence, core values, and professional issues in accounting. Students will apply the concepts and theories to accounting cases. These courses are offered at the 200 level with an option to take at the 300 level with a research project in addition to the 200 level course load.

**ACCPT-260 ACCOUNTING INFORMATION SYSTEMS 3.00 Credits**

The objective of this course is to become familiar with how accounting information systems should function, regardless of the particular software used. This course emphasizes the practical application of accounting information systems concepts and will lead to understanding accounting information systems risks and controls so that you are capable of helping to solve issues related to the system or assist in implementing a new system. Quickbooks and Excel are an integral part of this course. During the course of the semester, students will engage in hands on problem solving through the use of technology as an analytical tool. These courses are offered at the 200 level with an option to take at the 300 level with a research project in addition to the 200 level course load. Prerequisite: ACCPT-231.

**ACCPT-290 DIRECTED STUDY IN ACCOUNTING 1.00-6.00 Credits****ACCPT-291 WORKSHOP IN ACCOUNTING 1.00-6.00 Credits****ACCPT-292 SPECIAL TOPICS IN ACCOUNTING 1.00-6.00 Credits****ACCPT-294 INTERNSHIP IN ACCOUNTING 1.00-12.00 Credits****ACCPT-294A INTERNSHIP IN ACCOUNTING I 6.00 Credits**

Internship in Accounting.

**ACCPT-294B INTERNSHIP IN ACCOUNTING II 6.00 Credits**

Continuation of ACCPT-294A as a 200-level Internship in Accounting.

**ACCPT-294C INTERNSHIP IN ACCOUNTING III 6.00 Credits**

Continuation of ACCPT-294B as an intermediate 200-level Internship in Accounting.

**ACCPT-294D INTERNSHIP IN ACCOUNTING IV 6.00 Credits**

Continuation of ACCPT-294C as an intermediate to advanced 200-level Internship in Accounting.

**ACCPT-319 GOVERNMENT AND NOT-FOR-PROFIT ACCOUNTING 3.00 Credits**

The primary purpose of this course is to introduce the student to accounting principles and procedures unique to federal, state, and local governments, and not-for-profit organizations. The course will cover financial statements and reports prepared for each type of entity, fund, and account group and explore the role of the Governmental Accounting Standards Board (GASB), Federal Accounting Standards Advisory Board (FASAB), and the Financial Accounting Standards Board (FASB) in establishing accounting standards and disclosure requirements for governments and not-for-profit organizations. For the 300 level course, students must complete two computerized practice sets, one dealing with governments and the other with not-for-profit organizations. Pre-requisite: ACCPT-232 or AC-232 with a grade of 'C' or better.

**ACCPT-335 COST ACCOUNTING 3.00 Credits**

This course provides a study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. It includes an introduction to alternative costing methods such as activity based and just-in-time costing as well as historical cost systems, work in process inventories, material and labor control, multiple products, budgeting, applying overhead, standard costs, direct costs, evaluating profit performance, and distribution costs. Students taking this course at the 300 level are required to do a final research project. These courses are offered at the 200 level with an option to take at the 300 level with a research project in addition to the 200 level course load. Prerequisite: ACCPT-231.

**ACCPT-345 FRAUD EXAMINATION 3.00 Credits**

This course will cover the major methods employees use to commit occupational fraud. Students will learn how and why occupational fraud is committed, how to assess where an organization is at the greatest risk for fraud, how fraudulent conduct can be deterred, and how allegations of fraud should be investigated and resolved. Students taking this course at the 300 level will be required to do a final research project. These courses are offered at the 200 level with an option to take at the 300 level with a research project in addition to the 200 level course load.

**ACCPT-350 ACCOUNTING ETHICS 3.00 Credits**

This course will introduce students to the concepts of ethical reasoning, integrity, objectivity, independence, core values, and professional issues in accounting. Students will apply the concepts and theories to accounting cases. Students taking this course at the 300 level will be required to complete a final research project. These courses are offered at the 200 level with an option to take at the 300 level with a research project in addition to the 200 level course load.

**ACCPT-360 ACCOUNTING INFORMATION SYSTEMS 3.00 Credits**

The objective of this course is to become familiar with how accounting information systems should function, regardless of the particular software used. This course emphasizes the practical application of accounting information systems concepts and will lead to understanding accounting information systems risks and controls so that you are capable of helping to solve issues related to the system or assist in implementing a new system. Quickbooks and Excel are an integral part of this course. During the course of the semester, students will engage in hands on problem solving through the use of technology as an analytical tool. Students taking this course at the 300 level are required to complete a final research project. These courses are offered at the 200 level with an option to take at the 300 level with a research project in addition to the 200 level course load. Prerequisite: ACCPT-231.

**ACCPT-390 DIRECTED STUDY IN ACCOUNTING 1.00-6.00 Credits**

**ACCPT-391 WORKSHOP IN ACCOUNTING 1.00-6.00 Credits**

**ACCPT-392 SPECIAL TOPICS IN ACCOUNTING 1.00-6.00 Credits**

**ACCPT-394 INTERNSHIP IN ACCOUNTING 1.00-12.00 Credits**

**ACCPT-394A INTERNSHIP IN ACCOUNTING I 6.00 Credits**

Internship in Accounting.

**ACCPT-394B INTERNSHIP IN ACCOUNTING II 6.00 Credits**

Continuation of ACCPT-394A as a 300-level Internship in Accounting.

**ACCPT-394C INTERNSHIP IN ACCOUNTING III 6.00 Credits**

Continuation of ACCPT-394B as an intermediate 300-level Internship in Accounting.

**ACCPT-394D INTERNSHIP IN ACCOUNTING IV 6.00 Credits**

Continuation of ACCPT-394C as an intermediate to advanced 300-level Internship in Accounting.

**ACCPT-422 INTEGRATED ACCOUNTING 3.00 Credits**

Generic journal-based computerized accounting for service and merchandising businesses formed as sole proprietorships, partnerships, and corporations. Concepts covered include the accounting cycle, bank reconciliation, voucher systems, budgeting, purchase orders, sales orders, inventories, fixed assets, payroll, financial statement analysis, and departmentalized accounting. Additional projects focus on integrating the accounting information with word processing and spreadsheet software. Students taking this course will be required to complete one additional project. Pre-requisites: ACCPT-101, ACCPT-102, and CITPT-110 or permission of instructor.

**ACCPT-490 DIRECTED STUDY IN ACCOUNTING 1.00-6.00 Credits**

**ACCPT-491 WORKSHOP IN ACCOUNTING 1.00-6.00 Credits**

**ACCPT-492 SPECIAL TOPICS IN ACCOUNTING 1.00-6.00 Credits**

**ACCPT-494 INTERNSHIP IN ACCOUNTING 1.00-12.00 Credits**

**ACCPT-494A INTERNSHIP IN ACCOUNTING I 6.00 Credits**

Internship in Accounting.

**ACCPT-494B INTERNSHIP IN ACCOUNTING II 6.00 Credits**

Continuation of ACCPT-494A as a 400-level Internship in Accounting.

**ACCPT-494C INTERNSHIP IN ACCOUNTING III 6.00 Credits**

Continuation of ACCPT-494B as an intermediate 400-level Internship in Accounting.

**ACCPT-494D INTERNSHIP IN ACCOUNTING IV 6.00 Credits**

Continuation of ACCPT-494C as an intermediate to advanced 400-level Internship in Accounting.

**AHLTH-105 INFECTION PREVENTION 2.00 Credits**

This course is an introduction to concepts regarding infection/prevention and control with major emphasis on the blood-borne pathogens HIV and Hepatitis B. Modes of transmission, prevention and OSHA standards for blood-borne pathogens, basic pathophysiology of HIV and Hepatitis B, and current treatments will be defined. Psychosocial, legal, and ethical issues about these diseases will also be discussed.

**AHLTH-110 OVER THE COUNTER/HERBAL MEDICATIONS 2.00 Credits**

This course provides an overview of the significance of over the-counter (OTC) and herbal drug therapy in our society. The role of the pharmacy technician in selling and providing information about OTC and herbal therapy will be reviewed. Therapeutic drug classifications, indications, dosage forms, major ingredients, common side effects, and significant drug interactions will be covered for OTC drugs. For herbal medications, students will learn to associate the names of herbal medications with common uses, recognize potential adverse effects, and be aware of potential drug interactions between herbs and conventional medication. Federal regulation of OTC and herbal medications will be reviewed.

**AHLTH-130 INTRODUCTION TO ALLIED HEALTH 2.00 Credits**

This course introduces students to careers in health care. Course content includes: characteristics of health care personnel, personal assessment as a health care worker, levels of education required for various occupations, certification, and licensing, health care systems, health care terms, philosophy and continuity of care, overview of medical law and ethics, employment rights and responsibilities, current issues and trends in health care, and legislative and economic influences in the delivery of health care services.

**AHLTH-139 NURSING ASSISTANT 3.00 Credits**

Classroom and clinical instruction involving the roles and responsibilities of providing basic nursing care to clients. Successful completion qualifies the student to take the Nursing Assistant skills and written examinations, which are required for placement on the Idaho Nursing Assistant Registry.

**AHLTH-144 PHLEBOTOMY 3.00 Credits**

Learn the skills of drawing blood for transfusion, diagnosis, or experiment. Covers the responsibility of communication, human relations, and safety.

**AHLTH-145 PHLEBOTOMY 5.00 Credits**

Learn the skills of drawing blood for transfusion, diagnosis, or experiment. Covers the responsibility of communication, human relations, and safety.

**AHLTH-182 OCCUPATIONAL THERAPY AIDE/LAB 3.00 Credits**

Instruction is the basic skills needed to function in this role. Covers responsibilities of the OT Aide, communication, human relations and safety.

**AHLTH-183 PHYSICAL THERAPY AIDE AND LAB 3.00 Credits**

Provides instruction in basic skills needed to function in this role. Covers responsibilities of the PT Aide, communication, human relations and safety.

**AHLTH-190 DIRECTED STUDY IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-191 WORKSHOP IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-192 SPECIAL TOPIC IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-220 EMERGENCY MEDICAL TECHNICIAN 6.00 Credits**

This course will prepare the student to meet the EMT-Basic level in order to work effectively as part of the healthcare team. The course provides didactic knowledge so that the student can efficiently and effectively provide emergency medical care at the basic life support level with an ambulance service or other specialized agency or department. Students will learn to recognize the nature and seriousness of a scene and emergency victims, assess the extent of injuries or illness, administer appropriate emergency medical care based on that assessment, move or position the patient to minimize further injury or discomfort and transport the patient to the appropriate medical facility. Additionally, students will learn the philosophies and systems of emergency medical services as well as effective strategies for communication with patients, bystanders, families of victims and other healthcare and rescue personnel.

**AHLTH-251 ALLIED HEALTH ORGANIZATIONAL LEADRSHP I 1.00 Credit**

This course provides students the opportunity to develop skills in leadership, public speaking, health teaching and various service projects at the local, state and national levels. Active participation in the Health Occupations Students of America (HOSA) chapter is required. Students learn to apply Robert's Rules of Order and Parliamentary procedure. Students may earn one credit per year based on HOSA advisor's evaluation and may be repeated four times.

**AHLTH-252 ALLIED HEALTH ORGANIZATIONAL LEADRSHP II 1.00 Credit**

Current enrollment in AHLTH-251 is required. Enrollment is subject to advisor approval and limited to officers in Health Occupations Students of America (HOSA). Students may earn one credit per year based on HOSA advisor's evaluation of performance and may be repeated four times.

**AHLTH-290 DIRECTED STUDY IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-291 WORKSHOP IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-292 SPECIAL TOPIC IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-390 DIRECTED STUDY IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-391 WORKSHOP IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-392 SPECIAL TOPIC IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-490 DIRECTED STUDY IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-491 WORKSHOP IN ALLIED HEALTH 1.00-6.00 Credits****AHLTH-492 SPECIAL TOPIC IN ALLIED HEALTH 1.00-6.00 Credits****CITPT-101 INTRODUCTION TO WEB DESIGN & DEVELOPMEN 3.00 Credits**

A contemporary and comprehensive introduction to web design/development technologies and subjects.

**CITPT-102 COMPUTERIZED TEN-KEY 1.00 Credit**

Builds speed and accuracy using the numeric keypad on a computer. Develops data entry skills based on industry standards. This is a self-paced course that does not meet regularly with the instructor.

**CITPT-106 INTRODUCTION TO COMPUTER PROGRAMMING 3.00 Credits**

Introduction to computer programming logic and design with an emphasis on web application development.

**CITPT-110 BUSINESS COMPUTER SKILLS 3.00 Credits**

Comprehensive computer course incorporating Windows, Word, Excel, Access, and PowerPoint using practical business and personal applications. Pre-requisite: Student must be able to type 28 wpm or take WRPPT-100.

**CITPT-111 WEB DEVELOPMENT BASICS 3.00 Credits**

Provides a foundation in web development and design through a comprehensive study and hands-on application of contemporary Hyper Text Markup Language (HTML) and Cascading Style Sheets (CSS).

**CITPT-117 WEB DESIGN FUNDAMENTALS 3.00 Credits**

An introduction to design theory in websites and the use of industry development tools. Students will learn and apply standards related to site specifications, layout, navigation, organization, color, typography, and content development. Students will focus on the importance of a user-centered design that meets the expectations of a client or customer.

**CITPT-120 INTRO TO GAME DEVELOPMENT 3.00 Credits**

Course provides a hands-on comprehensive overview of roles within the video game development studio. Students will learn about the Scrum software development framework and how different roles interact with each other within an indie and AAA gaming studio. No prior programming experience is required.

**CITPT-144 MULTIMEDIA WEB APPLICATIONS 3.00 Credits**

Explores contemporary instances of web application software designed to enhance websites with more dynamic content. This class has a hands-on approach and students will be expected to work through activities step-by-step and then take the basic competencies to create more advanced, original web application content. Cross-listed with CITPT-344.

**CITPT-175 INTERACTIVE WEB SCRIPT 3.00 Credits**

Course provides a comprehensive overview of client-side scripting technologies and methods. Pre-requisite: CITPT-106 and CITPT-111 or CITPT-311.

**CITPT-189 DIRECTED WEB AUTHORING PROJECT 1.00-3.00 Credits**

Requires field experience on a team-based, organizational website project.

**CITPT-190 DIRECTED STUDY IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-191 WORKSHOPS IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-192 SPECIAL TOPICS IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-194 INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY 1.00-12.00 Credits**

**CITPT-194A INTERNSHIP IN COMPUTER INFORMATION I TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-194B INTERNSHIP IN COMPUTER INFORMATION II TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-194C INTERNSHIP IN COMPUTER INFORMATION III TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-194D INTERNSHIP IN COMPUTER INFORMATION IV TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-206 INTERMEDIATE COMPUTER PROGRAMMING 3.00 Credits**

An in-depth approach to creating and debugging object-oriented applications and techniques of implementation for web applications. Topics include classes and objects, inheritance, polymorphism, namespaces, assemblies, exception handling, debugging, data collections, and event driven programming. Emphasis is on software design and development and real-world applications. Requires Microsoft Windows. Pre-requisite: CITPT-106.

**CITPT-212 SPREADSHEETS AND DATABASES IN BUSINESS 3.00 Credits**

Instruction reviewing basic features and utilizing advanced features, functions, and capabilities of spreadsheets and databases. Pre-requisite: CITPT-110 or permission of instructor.

**CITPT-213 WEB DATABASE TECHNOLOGIES 3.00 Credits**

Expands basic database skills into the web environment and enterprise level applications. This course covers database design theory and advanced database application topics in contemporary, multi-user environments. Pre-requisite: CITPT-106. Cross-listed with CITPT-413.

**CITPT-214 DESKTOP PUBLISHING 3.00 Credits**

Teaches skills in page layout software to produce professional, high-quality documents containing text, graphics, and scanned images, using a desktop publishing system. Pre-requisite: CITPT-110.

**CITPT-217 ADVANCED WEB DESIGN 3.00 Credits**

A comprehensive study of various web design concepts and skills. Students will learn and apply concepts in a project-based manner. Special emphasis will be placed on learning and applying advanced web design techniques on real-world projects. Pre-requisite: CITPT-117 or CITPT-317.

**CITPT-225 WEB FRAMEWORKS 3.00 Credits**

A skill-based study of popular server-side web application frameworks. Students will learn how to build interactive and dynamic web site components. Pre-requisite: CITPT-206 with a grade of 'C' or better.

**CITPT-227 WEB APPLICATION DEVELOPMENT 3.00 Credits**

A hands-on study of web development for dynamic, data-driven web applications using contemporary technologies and development software. Pre-requisite: CITPT-106.

**CITPT-265 IMAGE EDITING AND ILLUSTRATION 3.00 Credits**

Comprehensive experience in image editing, drawing, painting, and typography.

**CITPT-275 WEB AUTHORING SYSTEMS 3.00 Credits**

A comprehensive study in web content management systems and when/how to use them properly. Topics include CMS installation and maintenance, website management, theme design, and extension development. Pre-requisites: CITPT-111 or CITPT-311.

**CITPT-280 WEB DEVELOPMENT CAPSTONE 3.00 Credits**

The web development capstone course provides web design and development students with the opportunity to integrate knowledge gained across the curriculum. Students will develop personal portfolios, data-driven web or mobile applications, and work in teams to apply knowledge to real-world situations. Students will work to identify client needs, develop a project proposal and specification, and implement the proposed specification. Lecture topics include web hosting setup, website optimization, accessibility, and user experience. Pre-requisite: CITPT-117 or CITPT-317 and CITPT-175 or CITPT-375.

**CITPT-290 DIRECTED STUDY IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-291 WORKSHOP IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-292 SPECIAL TOPICS IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-294 INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY 1.00-12.00 Credits**

**CITPT-294A INTERNSHIP IN COMPUTER INFORMATION I TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-294B INTERNSHIP IN COMPUTER INFORMATION II TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-294C INTERNSHIP IN COMPUTER INFORMATION III TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-294D INTERNSHIP IN COMPUTER INFORMATION IV TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-311 WEB DEVELOPMENT BASICS 3.00 Credits**

Provides a foundation in web development and design through a comprehensive study and hands-on application of contemporary Hyper Text Markup Language (HTML) and Cascading Style Sheets (CSS).

**CITPT-317 WEB DESIGN FUNDAMENTALS 3.00 Credits**

An introduction to design theory in websites and the use of industry development tools. Students will learn and apply standards related to site specifications, layout, navigation, organization, color, typography, and content development. Students will focus on the importance of a user-centered design that meets the expectations of a client or customer.

**CITPT-344 MULTIMEDIA WEB APPLICATIONS 3.00 Credits**

Explores contemporary instances of web application software designed to enhance websites with more dynamic content. This class has a hands-on approach and students will be expected to work through activities step-by-step and then take the basic competencies to create more advanced original web application content. Cross-listed with CITPT-144.

**CITPT-375 INTERACTIVE WEB SCRIPT 3.00 Credits**

Provides a comprehensive overview of client-side scripting technologies and methods. Pre-requisite: CITPT-106 and CITPT-111 or CITPT-311.

**CITPT-390 DIRECTED STUDY IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-391 WORKSHOP IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-392 SPECIAL TOPICS IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-394 INTERNSHIP IN WEB DEVELOPMENT 1.00-12.00 Credits**

**CITPT-394A INTERNSHIP IN COMPUTER INFORMATION I TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-394B INTERNSHIP IN COMPUTER INFORMATION II TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-394C INTERNSHIP IN COMPUTER INFORMATION III TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-394D INTERNSHIP IN COMPUTER INFORMATION IV TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-413 WEB DATABASE TECHNOLOGIES 3.00 Credits**

Expands basic database skills into the web environment and enterprise level applications. This course covers database design theory and advanced database application topics in contemporary, multi-user environments. Pre-requisite: CITPT-106. Cross-listed with CITPT-213.

**CITPT-417 ADVANCED WEB DESIGN 3.00 Credits**

A comprehensive study of various web design concepts and skills. Students will learn and apply concepts in a project-based manner. Special emphasis will be placed on learning and applying advanced web design techniques on real-world projects. Students enrolled in CITPT-417 will have an additional research project to complete for this course. Prerequisite: CITPT-117 or CITPT-317.

**CITPT-465 IMAGE EDITING AND ILLUSTRATION 3.00 Credits**

Comprehensive experience in image editing, drawing, painting, and typography.

**CITPT-475 WEB AUTHORING SYSTEMS 3.00 Credits**

A comprehensive study in web content management systems and when/how to use them properly. Topics include CMS installation and maintenance, website management, theme design, and extension development. Pre-requisites: CITPT-111 or CITPT-311.

**CITPT-480 WEB DEVELOPMENT CAPSTONE 3.00 Credits**

The web development capstone course provides web design and development students with the opportunity to integrate knowledge gained across the curriculum. Students will develop personal portfolios, data-driven web or mobile applications, and work in teams to apply knowledge to real-world situations. Students will work to identify client needs, develop a project proposal and specification, and implement the proposed specification. Lecture topics include web hosting setup, website optimization, accessibility, and user experience. Pre-requisite: CITPT-117 or CITPT-317 and CITPT-175 or CITPT-375.

**CITPT-490 DIRECTED STUDY IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-491 WORKSHOP IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-492 SPECIAL TOPICS IN COMPUTER INFORMATION TECHNOLOGY 1.00-6.00 Credits**

**CITPT-494 INTERNSHIP IN COMPUTER INFORMATION SYSTEMS 1.00-12.00 Credits**

**CITPT-494A INTERNSHIP IN COMPUTER INFORMATION I TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-494B INTERNSHIP IN COMPUTER INFORMATION II TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-494C INTERNSHIP IN COMPUTER INFORMATION III TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**CITPT-494D INTERNSHIP IN COMPUTER INFORMATION IV TECHNOLOGY 6.00 Credits**

Internship in Computer Information Technology.

**ECDPT-100 HEALTH, SAFETY AND NUTRITION 3.00 Credits**

This course will provide students with a comprehensive understanding of the nutrition, health and safety needs of young children from birth into school age. This course is intended to provide students with a strong understanding of wellness concepts, equipping them to implement healthful practices and teach young children ways to contribute to their own wellness.

**ECDPT-101 THE EXCEPTIONAL CHILD I 1.00 Credit**

Provides awareness of children with special needs and how to meet those needs.

**ECDPT-102 LEARNING ENVIRONMENT 2.00 Credits**

Involves organizing indoor and outdoor areas that encourage play and exploration, selecting and arranging materials and equipment that foster growth and learning, and planning and implementing a schedule.

**ECDPT-103 PHYSICAL DEVELOPMENT 2.00 Credits**

Provides a variety of equipment, activities, and opportunities to promote the physical development of children.

**ECDPT-104 INTRO TO EARLY CHILDHOOD 3.00 Credits**

Provides an introduction to Early Childhood Education. Includes the eight key areas of professional knowledge: Child Growth and Development; Health, Nutrition and Safety; Developmentally Appropriate Practices; Guidance; Family and Community Relationships; Diversity; Professionalism; Administration and Supervision. Focuses on ages birth through age five.

**ECDPT-105 FAMILIES 2.00 Credits**

Provides knowledge and skills to exchange important information between home and childcare centers.

**ECDPT-106 CURRICULUM DEVELOPMENT AND PROGRAM MANAGEMENT 2.00 Credits**

Provides the early childhood educator or caregiver with skills to analyze how they structure their goals, policies, and procedures as well as maintain positive communication throughout the entire program.

**ECDPT-107 PROFESSIONALISM IN CHILDCARE 3.00 Credits**

Provides for the heightened awareness of the many areas of professionalism, including growth, conduct, communications, and ethics.

**ECDPT-109 THE EXCEPTIONAL CHILD II 1.00 Credit**

Provides awareness of children with special needs and how to meet those needs.

**ECDPT-110 OBSERVATION AND ASSESSMENT 2.00 Credits**

Students will learn various techniques for observing and recording the behavior of children in the classroom setting. Students use information and records to develop curriculum and methods for teaching children. Assessment techniques and instruments are discussed. Study Skills are covered and anti-bias curriculum is introduced. Collect and record observation and assessment data in order to plan for and support the child the family, the group and the community. Practice reflection techniques, summarizing conclusions and communicating findings. Pre-requisite: ECDPT-104 or permission from the instructor.

**ECDPT-111 INFANT TODDLER DEVELOPMENT 3.00 Credits**

This course examines the unique developmental needs of infants and toddlers. Students will study the role of the caregiver, relationships with families, developmentally appropriate practices, nurturing environments for infants and toddlers, and culturally relevant care.



**ECDPT-190 DIRECTED STUDY IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits****ECDPT-191 WORKSHOPS IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits****ECDPT-192 SPECIAL TOPICS IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits****ECDPT-194 INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT 1.00-12.00 Credits****ECDPT-194A INTERNSHIP IN EARLY CHILDHOOD I DEVELOPMENT 6.00 Credits**

Internship in Early Childhood Development.

**ECDPT-194B INTERNSHIP IN EARLY CHILDHOOD II DEVELOPMENT 6.00 Credits**

Continuation of ECDPT 194A as a 100-level internship in Early Childhood Development.

**ECDPT-194C INTERNSHIP IN EARLY CHILDHOOD III DEVELOPMENT 6.00 Credits**

Continuation of ECDPT 194B as an intermediate 100-level internship in Early Childhood Development.

**ECDPT-194D INTERNSHIP IN EARLY CHILDHOOD IV 6.00 Credits**

Continuation of ECDPT 194C as an intermediate to advanced 100-level internship in Early Childhood Development.

**ECDPT-200 COGNITIVE DEVELOPMENT 2.00 Credits**

Provides information for techniques and methods to enhance cognitive development in children.

**ECDPT-201 COMMUNICATION 2.00 Credits**

Provides the student with the skills to enhance communication in young children.

**ECDPT-203 SELF-CONCEPT DEVELOPMENT 2.00 Credits**

Provides the skills to understand development as it relates to self-esteem and provides an environment which develops and supports self-image.

**ECDPT-204 SOCIAL SKILLS DEVELOPMENT 2.00 Credits**

Provides the skills to understand developmental levels of social growth and strategies to support/enhance social interaction.

**ECDPT-205 GUIDANCE AND DISCIPLINE 2.00 Credits**

Provides the knowledge of basic development and strategies to enhance self-management of children.

**ECDPT-206 CREATIVE DEVELOPMENT 2.00 Credits**

Provides the student with the tools necessary to examine their own creativity and strategies to enhance creativity in children.

**ECDPT-207 CHILD FAMILIES AND COMMUNITIES 3.00 Credits**

Course focuses on the impact of family, school and community on the diverse needs of children. Interactions and relationships will be examined between diverse cultures, lifestyles, abilities, language and communication with the role of the early childhood environment and other community institutions. Students will gain understanding of their professional role in supporting practices that strengthen respectful, collaborative family/child partnerships through effective use of community and family resources.

**ECDPT-208 CURRICULUM DEVELOPMENT 3.00 Credits**

This course focuses on a comprehensive approach to conceptualizing, planning, implementing and evaluating curriculum for children ages 3 to 8 years old. Developmentally appropriate curricular approaches, coupled with practical applications of early childhood teaching strategies, are studied in order to explore the relationship between developmental theory, philosophy, and practice. Students will learn how developmentally appropriate curriculum is based upon the needs and interests of children observing individual ability, culture, and linguistic abilities. Pre-requisite: ECDPT-110 or permission from the instructor.

**ECDPT-209 PROFESSIONALISM 3.00 Credits**

Students gain knowledge in professional preparation for career development by learning how to create a professional portfolio for early childhood career development applications, develop a deeper knowledge and understanding of the NAEYC Code of Ethical Conduct for working with children, families, other professionals, and the community. Students will explore career options in the field of Early Childhood.

**ECDPT-210 LANGUAGE AND LITERACY 3.00 Credits**

Course explores the connection between language acquisition and emergent literacy skills and how this supports later literacy skills. Students will learn effective assessment and instructional approaches for fostering language learning and emergent literacy skills in typically developing children as well as those at risk for language delays.

**ECDPT-211 EXCEPTIONAL CHILD 3.00 Credits**

This course is intended to provide the early childhood development educator or caregiver with an overview and introduction for working with children with exceptionalities and their families in a variety of settings. Topics covered include assessment, planning, curriculum, designing & adapting the learning environment, and implementing instructional programs for young children with exceptionalities. Students will be required to select to spend 1 hour per week in a developmental classroom in addition to in-class time. Pre-requisite: ECDPT-104 and ECDPT-110 or permission from the instructor.

**ECDPT-290 DIRECTED STUDY IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits**

**ECDPT-291 WORKSHOP IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits**

**ECDPT-292 SPECIAL TOPICS IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits**

**ECDPT-294 INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT 1.00-12.00 Credits**

**ECDPT-294A INTERNSHIP IN EARLY CHILDHOOD I DEVELOPMENT 6.00 Credits**

Internship in Early Childhood Development.

**ECDPT-294B INTERNSHIP IN EARLY CHILDHOOD II DEVELOPMENT 6.00 Credits**

Continuation of ECDPT 294A as a 200-level internship in Early Childhood Development.

**ECDPT-294C INTERNSHIP IN EARLY CHILDHOOD III DEVELOPMENT 6.00 Credits**

Continuation of ECDPT 294B as an intermediate 200-level internship in Early Childhood Development.

**ECDPT-294D INTERNSHIP IN EARLY CHILDHOOD IV 6.00 Credits**

Continuation of ECDPT 294C as an intermediate to advanced 200-level internship in Early Childhood Development.

**ECDPT-390 DIRECTED STUDY IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits**

**ECDPT-392 SPECIAL TOPICS IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits**

**ECDPT-394 INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT 1.00-12.00 Credits**

**ECDPT-394A INTERNSHIP IN EARLY CHILDHOOD I DEVELOPMENT 6.00 Credits**

Internship in Early Childhood Development.

**ECDPT-394B INTERNSHIP IN EARLY CHILDHOOD II DEVELOPMENT 6.00 Credits**

Continuation of ECDPT 394A as a 300-level internship in Early Childhood Development.

**ECDPT-394C INTERNSHIP IN EARLY CHILDHOOD III DEVELOPMENT 6.00 Credits**

Continuation of ECDPT 394B as an intermediate 300-level internship in Early Childhood Development.

**ECDPT-394D INTERNSHIP IN EARLY CHILDHOOD IV 6.00 Credits**

Continuation of ECDPT 394C as an intermediate to advanced 300-level internship in Early Childhood Development.

**ECDPT-490 DIRECTED STUDY IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits**

**ECDPT-491 WORKSHOP IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits**

**ECDPT-492 SPECIAL TOPICS IN EARLY CHILDHOOD DEVELOPMENT 1.00-6.00 Credits**

**ECDPT-494 INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT 1.00-12.00 Credits**

**ECDPT-494A INTERNSHIP IN EARLY CHILDHOOD I DEVELOPMENT 6.00 Credits**

Internship in Early Childhood Development.

**ECDPT-494B INTERNSHIP IN EARLY CHILDHOOD II DEVELOPMENT 6.00 Credits**

Continuation of ECDPT 494A as a 400-level internship in Early Childhood Development.

**ECDPT-494C INTERNSHIP IN EARLY CHILDHOOD III DEVELOPMENT 6.00 Credits**

Continuation of ECDPT 494B as an intermediate 400-level internship in Early Childhood Development.

**ECDPT-494D INTERNSHIP IN EARLY CHILDHOOD IV 6.00 Credits**

Continuation of ECDPT 494C as an intermediate to advanced 400-level internship in Early Childhood Development.

**GNBPT-096 BASIC READING 3.00 Credits**

A one-semester, pre-program level course designed to enhance the reading skills of learners, and promote reading as the essential building block for future learning.

**GNBPT-097 BASIC ENGLISH 3.00 Credits**

Prepares students for success in other Business Technology & Service English classes. Test scores and/or recommendation of faculty will determine course placement. The primary focus will be on sentence structure.

**GNBPT-122 BUSINESS ENGLISH 3.00 Credits**

In this course, students will develop effective language usage with emphasis on correct grammar, punctuation, sentence structure, and the mechanics of writing business communication through the use of online office tools. Pre-requisite: Satisfactory placement score.

**GNBPT-185 APPLIED WRITTEN COMMUNICATION 3.00 Credits**

Helps students become better writers of letters, memos, and other business documents. Includes principles of the English language, including correct grammar, spelling, punctuation, and word usage. Pre-requisite: Successful completion of ENGL-101.

**GNBPT-190 DIRECTED STUDY IN GENERAL BUSINESS 1.00-6.00 Credits****GNBPT-191 WORKSHOP IN GENERAL BUSINESS 1.00-6.00 Credits****GNBPT-192 SPECIAL TOPICS IN GENERAL BUSINESS 1.00-6.00 Credits****GNBPT-194 INTERNSHIP IN GENERAL BUSINESS 1.00-12.00 Credits****GNBPT-194A INTERNSHIP IN GENERAL BUSINESS I 6.00 Credits**

Internship in General Business.

**GNBPT-194B INTERNSHIP IN GENERAL BUSINESS II 6.00 Credits**

Continuation of GNBPT 194A as a 100-level internship in General Business.

**GNBPT-194C INTERNSHIP IN GENERAL BUSINESS III 6.00 Credits**

Continuation of GNBPT 194B as an intermediate 100-level internship in General Business.

**GNBPT-194D INTERNSHIP IN GENERAL BUSINESS IV 6.00 Credits**

Continuation of GNBPT 194C as an intermediate to advanced 100-level internship in General Business.

**GNBPT-202 FINANCIAL BUSINESS APPLICATIONS 3.00 Credits**

Fundamental arithmetic processes applied to business activities including banking, equations, discounts, payroll, interest, notes, annuities, installment buying, depreciation, inventory, taxes, insurance, stocks, bonds, and business statistics. Pre-requisite: MATH-023, MATH-025, or MTHPT-103, with a grade of 'C' or better, or have satisfactory Math placement scores.

**GNBPT-210 BUSINESS PROFESSIONALS OF AMERICA 1.00-2.00 Credits**

Enhance professional development of students interested in careers in business. This student organization will focus on leadership skills, parliamentary procedure, interpersonal communication, and occupational skills. Students may participate in business-oriented community and campus projects along with state and national leadership conferences and competition. This course may be repeated for a maximum of 4 credits.

**GNBPT-222 PROOFREADING 3.00 Credits**

Provides training in proofreading as well as realistic practice to apply skill. Increases abilities to spell, punctuate, and use words and numbers correctly. Pre-requisite: A grade of 'B' or better in GNBPT-122.

**GNBPT-223 PROOFREADING FOR GRAPHIC DESIGN 3.00 Credits**

Provides training in proofreading in the graphic design and advertising field as well as realistic practice to apply skill. Increases abilities to spell, punctuate, and use words and numbers correctly.

**GNBPT-245 BUSINESS WRITING 3.00 Credits**

Development of skills in written communications, emphasis on writing business letters and reports. Pre-requisites: CITPT-110, GNBPT-122, and two credits of WRPPT-200.

**GNBPT-290 DIRECTED STUDY IN GENERAL BUSINESS 1.00-6.00 Credits****GNBPT-291 WORKSHOP IN GENERAL BUSINESS 1.00-6.00 Credits****GNBPT-292 SPECIAL TOPICS IN GENERAL BUSINESS 1.00-6.00 Credits****GNBPT-294 INTERNSHIP IN GENERAL BUSINESS 1.00-12.00 Credits****GNBPT-294A INTERNSHIP IN GENERAL BUSINESS I 6.00 Credits**

Internship in General Business.

**GNBPT-294B INTERNSHIP IN GENERAL BUSINESS II 6.00 Credits**

Continuation of GNBPT 294A as a 200-level internship in General Business.

**GNBPT-294C INTERNSHIP IN GENERAL BUSINESS III 6.00 Credits**

Continuation of GNBPT 294B as an intermediate 200-level internship in General Business.

**GNBPT-294D INTERNSHIP IN GENERAL BUSINESS IV 6.00 Credits**

Continuation of GNBPT 294C as an intermediate to advanced 200-level internship in General Business.

**GNBPT-390 DIRECTED STUDY IN GENERAL BUSINESS 1.00-6.00 Credits****GNBPT-391 WORKSHOP IN GENERAL BUSINESS 1.00-6.00 Credits****GNBPT-392 SPECIAL TOPICS IN GENERAL BUSINESS 1.00-6.00 Credits****GNBPT-394 INTERNSHIP IN GENERAL BUSINESS 1.00-12.00 Credits****GNBPT-394A INTERNSHIP IN GENERAL BUSINESS I 6.00 Credits**

Internship in General Business.

**GNBPT-394B INTERNSHIP IN GENERAL BUSINESS II 6.00 Credits**

Continuation of GNBPT 394A as a 300-level internship in General Business.

**GNBPT-394C INTERNSHIP IN GENERAL BUSINESS III 6.00 Credits**

Continuation of GNBPT 394B as an intermediate 300-level internship in General Business.

**GNBPT-394D INTERNSHIP IN GENERAL BUSINESS IV 6.00 Credits**

Continuation of GNBPT 394C as an intermediate to advanced 300-level internship in General Business.

**GNBPT-490 DIRECTED STUDY IN GENERAL BUSINESS 1.00-6.00 Credits**

**GNBPT-491 WORKSHOP IN GENERAL BUSINESS 1.00-6.00 Credits**

**GNBPT-492 SPECIAL TOPICS IN GENERAL BUSINESS 1.00-6.00 Credits**

**GNBPT-494 INTERNSHIP IN GENERAL BUSINESS 1.00-12.00 Credits**

**GNBPT-494A INTERNSHIP IN GENERAL BUSINESS I 6.00 Credits**

Internship in General Business.

**GNBPT-494B INTERNSHIP IN GENERAL BUSINESS II 6.00 Credits**

Continuation of GNBPT 494A as a 400-level internship in General Business.

**GNBPT-494C INTERNSHIP IN GENERAL BUSINESS III 6.00 Credits**

Continuation of GNBPT 494B as an intermediate 400-level internship in General Business.

**GNBPT-494D INTERNSHIP IN GENERAL BUSINESS IV 6.00 Credits**

Continuation of GNBPT 494C as an intermediate to advanced 400-level internship in General Business.

**HRPT-184 DIVERSITY IN ORGANIZATIONS 3.00 Credits**

This course is designed to increase awareness and appreciation for the diversity that exists in contemporary American organizations. Students will explore historical and contemporary experiences from perspectives of both women and men of diverse races, ethnicities, social class, religions, sexual orientation, ages and abilities focusing on how those perspectives effect human relations in the workplace. Students will be encouraged to develop a critical consciousness and explore ways to eliminate negative stereotyping and discrimination that often leads to unequal treatment in organizations. Cross-listed with SS-184.

**HRPT-185 HUMAN RELATIONS IN ORGANIZATIONS 3.00 Credits**

Introductory course designed to introduce students to the complexities within 21st century organizations and offers strategies for coping and succeeding within those complex organizations. Course material will deal with reality-based problems that exist in organizations such as conflict, change, teamwork, leadership and self-management.

**HRPT-190 DIRECTED STUDY IN HUMAN RELATIONS 1.00-6.00 Credits**

**HRPT-191 WORKSHOP IN HUMAN RELATIONS 1.00-6.00 Credits**

**HRPT-192 SPECIAL TOPIC IN HUMAN RELATIONS 1.00-6.00 Credits**

**HRPT-270 HUMAN RELATIONS: CONFLICT MANAGEMENT 3.00 Credits**

This course will first identify the difference between disagreement and conflict, and put into context those differences: disagreement can be resolved while conflict can only be managed. The primary focus of this course will be on understanding the nature of conflict (and how it differs from disagreement), learning how to manage it, and if possible, to de-escalate it in both personal and professional situations.

**HRPT-275 THE DARK SIDE OF HUMAN RELATIONS 3.00 Credits**

This course is designed to investigate how individuals cope with difficult, problematic, distressing, and disruptive social interaction. The topics in this course are the hidden and forbidden aspects of interpersonal communication often examined within only one specific discipline. With the prime focus on the communicative dynamics of these social interactions this course will take an interdisciplinary perspective that spans communication, psychology, sociology, and other cognate disciplines; and will shine the light on the complexities, both moral and functional, involved in close relationship processes.

**HRPT-290 DIRECTED STUDY IN HUMAN RELATIONS 1.00-6.00 Credits**

**HRPT-291 WORKSHOP IN HUMAN RELATIONS 1.00-6.00 Credits**

**HRPT-292 SPECIAL TOPIC IN HUMAN RELATIONS 1.00-6.00 Credits**

**HRPT-390 DIRECTED STUDY IN HUMAN RELATIONS 1.00-6.00 Credits**

**HRPT-391 WORKSHOP IN HUMAN RELATIONS 1.00-6.00 Credits**

**HRPT-392 SPECIAL TOPIC IN HUMAN RELATIONS 1.00-6.00 Credits**

**HRPT-470 HUMAN RELATIONS: CONFLICT MANAGEMENT 3.00 Credits**

The primary focus of this course will be to understand the nature of conflict (and how it differs from disagreement), learning how to manage it, and if possible, to de-escalate it in both personal and professional situations. Cross-listed with COMM-470.

**HRPT-475 THE DARK SIDE OF HUMAN RELATIONS 3.00 Credits**

Will investigate how individuals cope with difficult, problematic, distressing, and disruptive social interaction. The topics in this course are the hidden and forbidden aspects of interpersonal communication often examined within only one specific discipline. With the prime focus on the communicative dynamics of these social interactions this course will take an interdisciplinary perspective that spans communication, psychology, sociology, and other cognitive disciplines; and will shine a light on the complexities, both moral and functional, involved in close relationship processes. Cross-listed with COMM-475.

**HRPT-490 DIRECTED STUDY IN HUMAN RELATIONS 1.00-6.00 Credits****HRPT-491 WORKSHOP IN HUMAN RELATIONS 1.00-6.00 Credits****HRPT-492 SPECIAL TOPIC IN HUMAN RELATIONS 1.00-6.00 Credits****HSMPT-101 INTRODUCTION TO HOSPITALITY 3.00 Credits**

This course lays the groundwork for understanding Hospitality and Tourism by tracing the industry's growth and development both nationally and internationally. The course explores industry operations, opportunities and future trends.

**HSMPT-190 DIRECTED STUDY IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits****HSMPT-191 WORKSHOP IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits****HSMPT-192 SPECIAL TOPICS IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits****HSMPT-194 INTERNSHIP IN HOSPITALITY MANAGEMENT 1.00-12.00 Credits****HSMPT-194A INTERNSHIP IN HOSPITALITY MNGT I 6.00 Credits**

Internship in Hospitality Management.

**HSMPT-194B INTERNSHIP IN HOSPITALITY MNGT II 6.00 Credits**

Continuation of HSMPT 194A as a 100-level internship in Hospitality Management.

**HSMPT-194C INTERNSHIP IN HOSPITALITY MNGT III 6.00 Credits**

Continuation of HSMPT 194B as an intermediate 100-level internship in Hospitality Management.

**HSMPT-194D INTERNSHIP IN HOSPITALITY MNGT IV 6.00 Credits**

Continuation of HSMPT 194C as an intermediate to advanced 100-level internship in Hospitality Management.

**HSMPT-201 FOOD SANITATION (SERVSAFE MANAGER) 3.00 Credits**

This course covers critical food safety principles including personal hygiene, cross contamination, time and temperature, receiving and storage, and food safety management systems. Students scoring 75% or higher on the ServSafe exam will receive the ServSafe Manager Certification.

**HSMPT-210 FOOD AND BEVERAGE SERVICE 3.00 Credits**

Teaches to successfully manage food and beverage operations found in lodging properties including coffee shops, gourmet dining rooms, room service, banquets, lounges, and entertainment/show rooms.

**HSMPT-220 HOSPITALITY SUPERVISION 3.00 Credits**

Emphasizes the supervisor position through the communication process, motivation techniques, business ethics, total quality management, procedures for conflict resolutions, and leadership development in the hospitality industry.

**HSMPT-221 FRONT OFFICE MANAGEMENT 3.00 Credits**

Teaches to increase front office efficiency through computer-based and machine-assisted methods/functions. Demonstrates how front office functions influence other departments and impact management.

**HSMPT-230 BAR AND BEVERAGE MANAGEMENT 3.00 Credits**

Covers how to balance marketing and control objectives, plan the business, select and train employees, and establish and maintain control systems. In-depth material on responsible alcohol service and range of beverage products.

**HSMPT-243 HOSPITALITY MARKETING 3.00 Credits**

Provides students with a basic understanding of marketing in the hospitality industry.

**HSMPT-251 HOTEL/MOTEL OPERATIONS 3.00 Credits**

Provides students with an understanding of the functions of Security and Housekeeping Departments in hotels and motels. Demonstrates how these two departments influence each other and impact management.

**HSMPT-255 HOSPITALITY LAB 2.00 Credits**

Provides a food appreciation laboratory experience where students will examine the different preparation and service methods of commercial food operations. Traditional restaurant menus will be prepared and evaluated for quality standards. Uniform fee. May be repeated once for credit (up to total of 6 credits).

**HSMPT-267 INTERNSHIP IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits**

Students will be placed in a variety of food and beverage operations and lodging properties. Gainful employment in the industry is encouraged early in the program.

**HSMPT-273 EVENTS MANAGEMENT 3.00 Credits**

This course will examine the anatomy of an event to establish the different layers of an event experience and the general process of professional event coordination.

**HSMPT-290 DIRECTED STUDY IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits**

**HSMPT-292 SPECIAL TOPICS IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits**

**HSMPT-294 INTERNSHIP IN HOSPITALITY MANAGEMENT 1.00-12.00 Credits**

**HSMPT-294A INTERNSHIP IN HOSPITALITY MNGT I 6.00 Credits**

Internship in Hospitality Management.

**HSMPT-294B INTERNSHIP IN HOSPITALITY MNGT II 6.00 Credits**

Continuation of HSMPT 294A as a 200-level internship in Hospitality Management.

**HSMPT-294C INTERNSHIP IN HOSPITALITY MNGT III 6.00 Credits**

Continuation of HSMPT 294B as an intermediate 200-level internship in Hospitality Management.

**HSMPT-294D INTERNSHIP IN HOSPITALITY MNGT IV 6.00 Credits**

Continuation of HSMPT 294C as an intermediate to advanced 200-level internship in Hospitality Management.

**HSMPT-343 HOSPITALITY MARKETING 3.00 Credits**

This course is designed to provide students with a basic understanding of marketing in the hospitality industry.

**HSMPT-355 HOSPITALITY LAB 2.00 Credits**

Provides a food appreciation laboratory experience where students will examine the different preparation and service methods of commercial food operations. Traditional restaurant menus will be prepared and evaluated for quality standards. Uniform fee.

**HSMPT-373 EVENTS MANAGEMENT 3.00 Credits**

This course will examine the anatomy of an event to establish the different layers of an event experience and the general process of professional event coordination.

**HSMPT-390 DIRECTED STUDY IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits**

**HSMPT-391 WORKSHOP IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits**

**HSMPT-392 SPECIAL TOPICS IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits**

**HSMPT-394 INTERNSHIP IN HOSPITALITY MANAGEMENT 1.00-12.00 Credits**

**HSMPT-394A INTERNSHIP IN HOSPITALITY MNGT I 6.00 Credits**

Internship in Hospitality Management.

**HSMPT-394B INTERNSHIP IN HOSPITALITY MNGT II 6.00 Credits**

Continuation of HSMPT 394A as a 300-level internship in Hospitality Management.

**HSMPT-394C INTERNSHIP IN HOSPITALITY MNGT III 6.00 Credits**

Continuation of HSMPT 394B as an intermediate 300-level internship in Hospitality Management.

**HSMPT-394D INTERNSHIP IN HOSPITALITY MNGT IV 6.00 Credits**

Continuation of HSMPT 394C as an intermediate to advanced 300-level internship in Hospitality Management.

**HSMPT-455 HOSPITALITY LAB 2.00 Credits**

Provides a food appreciation laboratory experience where students will examine the different preparation and service methods of commercial food operations. Traditional restaurant menus will be prepared and evaluated for quality standards. Uniform fee.

**HSMPT-490 DIRECTED STUDY IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits**

**HSMPT-491 WORKSHOP IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits**

**HSMPT-492 SPECIAL TOPICS IN HOSPITALITY MANAGEMENT 1.00-6.00 Credits**

**HSMPT-494 INTERNSHIP IN HOSPITALITY MANAGEMENT 1.00-12.00 Credits**

**HSMPT-494A INTERNSHIP IN HOSPITALITY MNGT I 6.00 Credits**

Internship in Hospitality Management.

**HSMPT-494B INTERNSHIP IN HOSPITALITY MNGT II 6.00 Credits**

Continuation of HSMPT 494A as a 400-level internship in Hospitality Management.

**HSMPT-494C INTERNSHIP IN HOSPITALITY MNGT III 6.00 Credits**

Continuation of HSMPT 494B as an intermediate 400-level internship in Hospitality Management.

**HSMPT-494D INTERNSHIP IN HOSPITALITY MNGT IV 6.00 Credits**

Continuation of HSMPT 494C as an intermediate to advanced 400-level internship in Hospitality Management.

**LAWPT-190 DIRECTED STUDY IN LAW 1.00-6.00 Credits****LAWPT-191 WORKSHOP IN LAW 1.00-6.00 Credits****LAWPT-192 SPECIAL TOPIC IN LAW 1.00-6.00 Credits****LAWPT-194 INTERNSHIP IN LAW 1.00-12.00 Credits****LAWPT-194A INTERNSHIP IN LAW I 6.00 Credits**

Internship in Law.

**LAWPT-194B INTERNSHIP IN LAW II 6.00 Credits**

Continuation of LAWPT 194A as a 100-level internship in Law.

**LAWPT-194C INTERNSHIP IN LAW III 6.00 Credits**

Continuation of LAWPT 194B as an intermediate 100-level internship in Law.

**LAWPT-194D INTERNSHIP IN LAW IV 6.00 Credits**

Continuation of LAWPT 194C as an intermediate to advanced 100-level internship in Law.

**LAWPT-219 LEGAL TERMINOLOGY 3.00 Credits**

Looks at multiple areas of law and the legal terminology relevant to each area.

**LAWPT-221 LEGAL TRANSCRIPTION 1.00-3.00 Credits**

Instruction and intensive practice in transcription procedures. Students will produce mailable legal documents and correspondence from voice transcribers. May be repeated up to 3 credits.

**LAWPT-223 LEGAL SUPPORT FUNDAMENTALS AND ETHICS 3.00 Credits**

A survey of the history, description, and role of legal assistants and paralegals and the professional rules of conduct that govern their work with lawyers.

**LAWPT-224 INTRODUCTION TO LAW 3.00 Credits**

An introduction to the American legal system and the role the law plays in society. Course will focus on the following areas: Foundation of American Law, Dimensions of Public Law, and Dimensions of Private Law.

**LAWPT-230 LEGAL RESEARCH AND WRITING I 3.00 Credits**

Students will learn to identify, locate, and properly cite primary and secondary authority. The course will examine both on-line sources and sources available in a law library. Recommended pre-requisite: ENGL 101 or GNBPT 122 or permission of instructor.

**LAWPT-233 BANKRUPTCY LAW AND PROCEDURES 3.00 Credits**

Study of Bankruptcy Act relating to filing and completion of bankruptcy and wage earner proceedings.

**LAWPT-253 LEGAL OFFICE EXPERIENCE 1.00-6.00 Credits**

Field experience in a local law-related office providing supervised training in legal tasks.

**LAWPT-265 BUSINESS LAW I 3.00 Credits**

Course includes an introduction to the American legal system and contract, consumer, personal, criminal, real and personal property law, torts, the court system, and contemporary legal problems in the business environment.

**LAWPT-274 LEGAL PROCEDURES 3.00 Credits**

Develop technical skills required for working in the legal profession. Instruction includes legal terminology, document format and preparation in various areas of law, and procedures that are specific to a legal office or practice. Pre-requisite: OFFPT-233.

**LAWPT-290 DIRECTED STUDY IN LAW 1.00-6.00 Credits****LAWPT-291 WORKSHOP IN LAW 1.00-6.00 Credits****LAWPT-292 SPECIAL TOPICS IN LAW 1.00-6.00 Credits****LAWPT-294 INTERNSHIP IN LAW 1.00-12.00 Credits****LAWPT-294A INTERNSHIP IN LAW I 6.00 Credits**

Internship in Law.

**LAWPT-294B INTERNSHIP IN LAW II 6.00 Credits**

Continuation of LAWPT 294A as a 200-level internship in Law.

**LAWPT-294C INTERNSHIP IN LAW III 6.00 Credits**

Continuation of LAWPT 294B as an intermediate 200-level internship in Law.

**LAWPT-294D INTERNSHIP IN LAW IV 6.00 Credits**

Continuation of LAWPT 294C as an intermediate to advanced 200-level internship in Law.

**LAWPT-321 REAL ESTATE LAW AND PROCEDURES 3.00 Credits**

The principles and theories of the law of real estate will be studied. In addition, the students will have a "hands-on" opportunity to study the procedures and documents necessary to apply such theory to assist a lawyer practicing in the field of Real Estate. Pre-requisite: LAWPT-274 or permission from the instructor.

**LAWPT-322 PARALEGAL PROCEDURES FOR CRIMINAL LAW 3.00 Credits**

Students will study the principles of criminal law, criminal procedures, the criminal justice system, and the US Constitution and how they relate to one another. Also, students will gain an understanding of the importance in representing and/or prosecuting the criminal client.

**LAWPT-323 CIVIL LITIGATION 3.00 Credits**

In-depth study of the first phases of the civil litigation process from the legal system through filing a civil lawsuit and conducting investigations. Overviews of trial and post-trial procedures are also provided. Throughout the course the students will build proficiency in the specific competencies required of them as a member of the legal team.

**LAWPT-324 ADVANCED CIVIL LITIGATION 3.00 Credits**

The course continues the students' in-depth education in the civil litigation process from motions practice through post-trial procedure. Throughout the course the students will build proficiency in the specific competencies required of them as a member of the legal team. Pre-requisite: LAWPT-323.

**LAWPT-331 LEGAL RESEARCH AND WRITING II 3.00 Credits**

Continuation of LAWPT-230 with an emphasis in legal writing. Pre-requisite: LAWPT-230 or permission of instructor.

**LAWPT-332 WILLS, TRUSTS, AND ESTATES 3.00 Credits**

Designed to give students an overview of the theory and principles in this area of the law. The course will look at the requirements and formalities of drafting and executing wills and trusts and will provide students with an understanding of the probate process.

**LAWPT-341 BUSINESS ORGANIZATIONS 2.00 Credits**

Study of the substantive and procedural law surrounding the five major business structures: sole proprietorships, general partnerships, limited partnerships, limited liability companies, and corporations. Emphasis is placed on organizational structure and the manner in which business organizations are formed, operated, maintained, and dissolved. Pre-requisite: LAWPT-230 or permission of instructor.

**LAWPT-342 FAMILY LAW 3.00 Credits**

This course examines the area of family law, including divorce, separation, custody, adoption, guardianship, and court procedures. In addition, students will prepare a variety of legal documents necessary in working with a family law attorney.

**LAWPT-345 TORT LAW 3.00 Credits**

Introduces students to the law of torts. This area of the law is concerned with an individual's rights with regard to civil wrongs. Pre-requisite: ENGL-101 or GNBPT-122 or permission of instructor.

**LAWPT-365 BUSINESS LAW II 3.00 Credits**

Course includes an introduction to the American legal system and contract, consumer, personal, criminal, real and personal property law, torts, the court system, and contemporary legal problems in the business environment. Students enrolled in this course will be required to complete more complex topic exercises in addition to a final research project.

**LAWPT-367 INTERNSHIP IN LAW 1.00-6.00 Credits**

Field experience working as a paralegal in local law offices or other law-related environment. Pre-requisite: permission of instructor.

**LAWPT-390 DIRECTED STUDY IN LAW 1.00-6.00 Credits**

**LAWPT-391 WORKSHOP IN LAW 1.00-6.00 Credits**

**LAWPT-392 SPECIAL TOPICS IN LAW 1.00-6.00 Credits**

**LAWPT-394 INTERNSHIP IN LAW 1.00-12.00 Credits**

**LAWPT-394A INTERNSHIP IN LAW I 6.00 Credits**

Internship in Law.

**LAWPT-394B INTERNSHIP IN LAW II 6.00 Credits**

Continuation of LAWPT 394A as a 300-level internship in Law.

**LAWPT-394C INTERNSHIP IN LAW III 6.00 Credits**

Continuation of LAWPT 394B as an intermediate 300-level internship in Law.

**LAWPT-394D INTERNSHIP IN LAW IV 6.00 Credits**

Continuation of LAWPT 394C as an intermediate to advanced 300-level internship in Law.

**LAWPT-490 DIRECTED STUDY IN LAW 1.00-6.00 Credits**

**LAWPT-491 WORKSHOP IN LAW 1.00-6.00 Credits**

**LAWPT-492 SPECIAL TOPICS IN LAW 1.00-6.00 Credits**

**LAWPT-494 INTERNSHIP IN LAW 1.00-12.00 Credits**

**LAWPT-494A INTERNSHIP IN LAW I 6.00 Credits**

Internship in Law.

**LAWPT-494B INTERNSHIP IN LAW II 6.00 Credits**

Continuation of LAWPT 494A as a 400-level internship in Law.

**LAWPT-494C INTERNSHIP IN LAW III 6.00 Credits**

Continuation of LAWPT 494B as an intermediate 400-level internship in Law.



**LAWPT-494D INTERNSHIP IN LAW IV 6.00 Credits**

Continuation of LAWPT 494C as an intermediate to advanced 400-level internship in Law.

**MEDPT-173 MEDICAL TERMINOLOGY 3.00 Credits**

This course provides students with a working knowledge of the language of medicine. This includes combining of roots, prefixes, and suffixes to form medical terms; linking medical terms, anatomy, and physiology in order to effectively communicate in a medical facility.

**MEDPT-175 ADMINISTRATIVE MEDICAL ASSISTING I 3.00 Credits**

Medical office personnel responsibilities in administration, financial management, and medical record keeping; plus ethical and legal obligations of the staff in a medical facility. Recommended co-requisite: MEDPT 172.

**MEDPT-190 DIRECTED STUDY IN MEDICAL 1.00-6.00 Credits****MEDPT-191 WORKSHOP IN MEDICAL 1.00-6.00 Credits****MEDPT-192 SPECIAL TOPICS IN MEDICAL 1.00-6.00 Credits****MEDPT-194 INTERNSHIP IN MEDICAL 1.00-12.00 Credits****MEDPT-194A INTERNSHIP IN MEDICAL I 6.00 Credits**

Internship in Medical.

**MEDPT-194B INTERNSHIP IN MEDICAL II 6.00 Credits**

Continuation of MEDPT 194A as a 100-level internship in Medical.

**MEDPT-194C INTERNSHIP IN MEDICAL III 6.00 Credits**

Continuation of MEDPT 194B as an intermediate 100-level internship in Medical.

**MEDPT-194D INTERNSHIP IN MEDICAL IV 6.00 Credits**

Continuation of MEDPT 194C as an intermediate to advanced 100-level internship in Medical.

**MEDPT-240 PHARMACOLOGY FOR MEDICAL ASSISTING 3.00 Credits**

Gain the principles of pharmacology for people who are preparing to work in an ambulatory medical care setting. Will include general aspects of pharmacology, mathematics for pharmacology and dosage calculations, medication administration, pharmacology for multisystem application and medications related to body systems. Pre-requisite: MEDPT-173, MTHPT-130 (or other accepted core math by advisor), BIOL-175, or A&P I, all with grade of 'C' or better.

**MEDPT-250 MEDICAL ASSISTING I 3.00 Credits**

Provides basic knowledge and skills needed to perform the job duties of a medical assistant. Provides theory and practice in clinical procedures for the medical assistant student who will work as a member of the health care team in ambulatory settings such as medical offices and clinics. Pre-requisites: MEDPT-173, BIOL-175, or A&P I, all with grade of 'C' or better.

**MEDPT-251 MEDICAL TRANSCRIPTION I 3.00 Credits**

Techniques and transcription procedures for all forms of medical dictation. Recommended Pre-requisites: MEDPT 172, WRPPT 200, GNBPT 222.

**MEDPT-252 CLINICAL EXPERIENCE 1.00-6.00 Credits**

Field experience in local doctor's office or medical facility. This is a variable credit course and will require an advising component prior to enrollment, however, course credits equaling 180 hours will be required in the field. In addition students will be required to meet on campus for lecture, skills review, discussion, paperwork submission, documentation and reporting, as well as CMA Exam preparation. Pre-requisite: Must obtain and/or provide proof of CURRENT Basic First Aid/CPR/AED or Healthcare Provider CPR certification PRIOR to field placement, and have permission of instructor.

**MEDPT-258 COMPUTER APPS FOR A MEDICAL OFFICE 1.00 Credit**

Hands-on computer applications for medical and financial records in medical facility. Pre-requisites: CITPT-110 and MEDPT-173 or permission of instructor.

**MEDPT-259 PATIENT RECORD SYSTEMS 3.00 Credits**

Provides instruction in formatting and maintaining patient financial records in a medical facility. Utilizes a computer software program.

**MEDPT-260 MEDICAL ASSISTING II 4.00 Credits**

Provides theory and practice in clinical assisting including specialty exams and procedures, e.g. minor office surgery, diagnostic imaging and electrocardiography, urinalysis, specimen collection and preparation, venipuncture, and medication administration. Pre-requisite: MEDPT-250 including all pre-requisites given, MTHPT-130 (or other accepted core math by advisor), all with grade of 'C' or better. Students are required to obtain and/or provide proof of CURRENT Basic First Aid/CPR/AED or Healthcare Provider CPR certification PRIOR to the MEDPT-252 Clinical Experience course. Students who have not already obtained said certification must complete requirement concurrently with this course.

**MEDPT-261 MEDICAL TRANSCRIPTION II 3.00 Credits**

Continuation of transcription techniques and procedures required for all forms of medical dictation. Recommended pre-requisite: MEDPT 251.

**MEDPT-275 MEDICAL CODING 3.00 Credits**

Prepares students for insurance billing in a medical facility. Completion of insurance claim forms and the governing regulations will be covered in-depth. Students will also learn how to code chart notes, radiology, laboratory, and surgical procedures through the use of ICD-10, CPT and HCPCS resources as prepared by the American Medical Association, latest edition. Pre-requisites: MEDPT-173.

**MEDPT-290 DIRECTED STUDY IN MEDICAL 1.00-6.00 Credits**

**MEDPT-291 WORKSHOP FOR MEDICAL 1.00-6.00 Credits**

**MEDPT-292 SPECIAL TOPICS IN MEDICAL 1.00-6.00 Credits**

**MEDPT-294 INTERNSHIP IN MEDICAL 1.00-12.00 Credits**

**MEDPT-294A INTERNSHIP IN MEDICAL I 6.00 Credits**

Internship in Medical.

**MEDPT-294B INTERNSHIP IN MEDICAL II 6.00 Credits**

Continuation of MEDPT 294A as a 200-level internship in Medical.

**MEDPT-294C INTERNSHIP IN MEDICAL III 6.00 Credits**

Continuation of MEDPT 294B as an intermediate 200-level internship in Medical.

**MEDPT-294D INTERNSHIP IN MEDICAL IV 6.00 Credits**

Continuation of MEDPT 294C as an intermediate to advanced 200-level internship in Medical.

**MEDPT-390 DIRECTED STUDY IN MEDICAL 1.00-6.00 Credits**

**MEDPT-391 WORKSHOP IN MEDICAL 1.00-6.00 Credits**

**MEDPT-392 SPECIAL TOPICS IN MEDICAL 1.00-6.00 Credits**

**MEDPT-394 INTERNSHIP IN MEDICAL 1.00-12.00 Credits**

**MEDPT-394A INTERNSHIP IN MEDICAL I 6.00 Credits**

Internship in Medical.

**MEDPT-394B INTERNSHIP IN MEDICAL II 6.00 Credits**

Continuation of MEDPT 394A as a 300-level internship in Medical.

**MEDPT-394C INTERNSHIP IN MEDICAL III 6.00 Credits**

Continuation of MEDPT 394B as an intermediate 300-level internship in Medical.

**MEDPT-394D INTERNSHIP IN MEDICAL IV 6.00 Credits**

Continuation of MEDPT 394C as an intermediate to advanced 300-level internship in Medical.

**MEDPT-490 DIRECTED STUDY IN MEDICAL 1.00-6.00 Credits**

**MEDPT-491 WORKSHOP IN MEDICAL 1.00-6.00 Credits**

**MEDPT-492 SPECIAL TOPICS IN MEDICAL 1.00-6.00 Credits**

**MEDPT-494 INTERNSHIP IN MEDICAL 1.00-12.00 Credits**

**MEDPT-494A INTERNSHIP IN MEDICAL I 6.00 Credits**

Internship in Medical.

**MEDPT-494B INTERNSHIP IN MEDICAL II 6.00 Credits**

Continuation of MEDPT 494A as a 400-level internship in Medical.

**MEDPT-494C INTERNSHIP IN MEDICAL III 6.00 Credits**

Continuation of MEDPT 494B as an intermediate 400-level internship in Medical.

**MEDPT-494D INTERNSHIP IN MEDICAL IV 6.00 Credits**

Continuation of MEDPT 494C as an intermediate to advanced 400-level internship in Medical.

**MGTP-101 INTRODUCTION TO BUSINESS 3.00 Credits**

The purpose of this course is to explore the concepts of economics, global business, ethics, entrepreneurship, management, marketing, accounting, finance, and much more. The course demonstrates how the core business areas are interrelated with one another. This is an applied class in which students will engage in the process of making business decisions through a wide range of activities. In addition, this course will provide you with basic skills and knowledge to begin your career and help you succeed.

**MGTP-190 DIRECTED STUDY IN MANAGEMENT 1.00-6.00 Credits**

**MGTP-191 WORKSHOP IN MANAGEMENT 1.00-6.00 Credits**

**MGTP-192 SPECIAL TOPICS IN MANAGEMENT 1.00-6.00 Credits**

**MGTP-194 INTERNSHIP IN MANAGEMENT 1.00-12.00 Credits**

**MGTP-194A INTERNSHIP IN MANAGEMENT I 6.00 Credits**

Internship in Management.

**MGTP-194B INTERNSHIP IN MANAGEMENT II 6.00 Credits**

Continuation of MGTP 194A as a 100-level internship in Management.

**MGTPT-194C INTERNSHIP IN MANAGEMENT III 6.00 Credits**

Continuation of MGTPPT 194B as an intermediate 100-level internship in Management.

**MGTPT-194D INTERNSHIP IN MANAGEMENT IV 6.00 Credits**

Continuation of MGTPPT 194C as an intermediate to advanced 100-level internship in Management.

**MGTPT-205 SMALL BUSINESS MANAGEMENT 3.00 Credits**

Studies basic factors involved in initiating and managing a business enterprise. Emphasis on business objectives, failure and success factors, problems of a new business, locations, facilities, staffing, planning, and financing. Students will relate these factors to local business operations and will develop a business plan.

**MGTPT-220 SUPERVISION 3.00 Credits**

Prepares students for a role as a front line supervisor. It is intended to be a capstone course for any business-type program. Concept applications include employee motivation, hiring, firing, development, mentoring, organization, and other contemporary issues.

**MGTPT-240 STORE MANAGEMENT & OPERATIONS 3.00 Credits**

This course intends to present the day-to-day activities and responsibilities of managing a store. It covers topics not specifically offered in textbooks but are commonly used in daily store operations. These topics include but are not limited to: responsive supply chains, merchandise assortment planning, pricing, online retailing, emerging and changing market expectations, use of retailing software and technology, and links between decisions and financial performance. Successful students will build specific skills involved with those topics and create the mind of a manager usable in future careers. The course utilizes a school-based store as a laboratory to learn and test ideas that can apply to other businesses. Students work as a management team on most assignments. Pre-requisite: MKTPT-130; MKTPT-207.

**MGTPT-275 INTRO HUMAN RESOURCE MANAGEMENT 3.00 Credits**

The course is an introductory course in the principles of planning, directing and controlling people functions in an organization. Emphasis is on the effective implementation of a comprehensive human resources program, including the recruitment, development, evaluation, and motivation of employees. The curriculum is designed to provide a basic understanding as well as appreciation of the importance of human resource management in today's competitive business environment, as well as the HR information students will need to be effective managers in either a large or small company setting. The course will also examine the impact of human resource management practices and decisions on both organizational and individual performance.

**MGTPT-290 DIRECTED STUDY IN MANAGEMENT 1.00-6.00 Credits****MGTPT-291 WORKSHOP IN MANAGEMENT 1.00-6.00 Credits****MGTPT-292 SPECIAL TOPICS IN MANAGEMENT 1.00-6.00 Credits****MGTPT-294 INTERNSHIP IN MANAGEMENT 1.00-12.00 Credits****MGTPT-294A INTERNSHIP IN MANAGEMENT I 6.00 Credits**

Internship in Management.

**MGTPT-294B INTERNSHIP IN MANAGEMENT II 6.00 Credits**

Continuation of MGTPPT 294A as a 200-level internship in Management.

**MGTPT-294C INTERNSHIP IN MANAGEMENT III 6.00 Credits**

Continuation of MGTPPT 294B as an intermediate 200-level internship in Management.

**MGTPT-294D INTERNSHIP IN MANAGEMENT IV 6.00 Credits**

Continuation of MGTPPT 294C as an intermediate to advanced 200-level internship in Management.

**MGTPT-390 DIRECTED STUDY IN MANAGEMENT 1.00-6.00 Credits****MGTPT-391 WORKSHOP IN MANAGEMENT 1.00-6.00 Credits****MGTPT-392 SPECIAL TOPICS IN MANAGEMENT 1.00-6.00 Credits****MGTPT-394 INTERNSHIP IN MANAGEMENT 1.00-12.00 Credits****MGTPT-394A INTERNSHIP IN MANAGEMENT I 6.00 Credits**

Internship in Management.

**MGTPT-394B INTERNSHIP IN MANAGEMENT II 6.00 Credits**

Continuation of MGTPPT 394A as a 300-level internship in Management.

**MGTPT-394C INTERNSHIP IN MANAGEMENT III 6.00 Credits**

Continuation of MGTPPT 394B as an intermediate 300-level internship in Management.

**MGTPT-394D INTERNSHIP IN MANAGEMENT IV 6.00 Credits**

Continuation of MGTPPT 394C as an intermediate to advanced 300-level internship in Management.

**MGTPT-490 DIRECTED STUDY IN MANAGEMENT 1.00-6.00 Credits**

**MGTPT-491 WORKSHOP IN MANAGEMENT 1.00-6.00 Credits**

**MGTPT-492 SPECIAL TOPICS IN MANAGEMENT 1.00-6.00 Credits**

**MGTPT-494 INTERNSHIP IN MANAGEMENT 1.00-12.00 Credits**

**MGTPT-494A INTERNSHIP IN MANAGEMENT I 6.00 Credits**

Internship in Management.

**MGTPT-494B INTERNSHIP IN MANAGEMENT II 6.00 Credits**

Continuation of MGTPT 494A as a 400-level internship in Management.

**MGTPT-494C INTERNSHIP IN MANAGEMENT III 6.00 Credits**

Continuation of MGTPT 494B as an intermediate 400-level internship in Management.

**MGTPT-494D INTERNSHIP IN MANAGEMENT IV 6.00 Credits**

Continuation of MGTPT 494C as an intermediate to advanced 400-level internship in Management.

**MKTPT-130 INTRODUCTION TO MARKETING 3.00 Credits**

This course covers various topics related to marketing and its applications in business and society. The course focuses on key concepts including assessing, understanding, and targeting the market place. The creation of value, pricing, channel selection and integrated marketing communications will also be explored.

**MKTPT-190 DIRECTED STUDY IN MARKETING 1.00-6.00 Credits**

**MKTPT-191 WORKSHOP IN MARKETING 1.00-6.00 Credits**

**MKTPT-192 SPECIAL TOPICS IN MARKETING 1.00-6.00 Credits**

**MKTPT-194 INTERNSHIP IN MARKETING 1.00-12.00 Credits**

**MKTPT-207 RETAILING 3.00 Credits**

This class is designed to provide students with the necessary skills to make efficient and productive decisions in the retailing and service industries. Topics include m-commerce, e-commerce, human resources, operations, merchandising, supply-chain management, and of course, customer service.

**MKTPT-211 BUSINESS ACCOUNTING 3.00 Credits**

Survey of accounting with emphasis on basic accounting principles, use of accounting data, presentation, and analysis as related to business decision-making using computerized, small business software.

**MKTPT-235 CAREER SKILLS 3.00 Credits**

This course presents practical strategies that prepare students to confirm an appropriate career, to conduct a successful job search and to lay the foundation for successful career development. Emphasis is on Career Action assignments to assess skills and interests, to research prospective employers, to learn about current application requirements, to prepare resumes and cover letters, to practice meeting with business people in a targeted career field and to practice interviewing. These assignments polish job search and career management skills so students can apply them directly to achieving immediate and future career goals. This is a capstone course, intended mostly for graduating students.

**MKTPT-253 ORGANIZATIONAL LEADERSHIP II 2.00 Credits**

This intermediate leadership course builds on the skills and knowledge gained from a basic leadership class such as MKTPT 251. This course focuses on an individual's use of leadership skills and techniques to work effectively within an organization. Successful students will learn how to work with, for, and through others. Some topics covered are: Parliamentary Procedure, effective use of committees, communications, and presentations, decision-making, civic and social responsibilities, goal setting, planning, and strategizing.

**MKTPT-255 ORGANIZATIONAL LEADERSHIP 3.00 Credits**

This course is designed to offer students many opportunities of interaction to achieve the goals of an organization. Instruction will focus first on each student's personal knowledge, skills, and attitudes of organizational leadership and leadership examples. The purpose in learning about organizational leaders and leadership is to enable each student to become a better leader and follower. The objective is to provide a forum for the development of analysis, strategies, skills and techniques that promote successful leadership within organizations. As students develop the effective leadership skills, the course will focus on how that individual can effectively work within an organization's mission, structure and culture, members roles, rules, dynamics, and meeting management. Most of the focus will be on membership organizations.

**MKTPT-270 APPLIED MARKETING 3.00 Credits**

This course is designed to provide an avenue in which students will apply their broader business skills and training to a narrower, more detailed area of expertise. The content includes critical thinking, planning and strategy implementation, presentation skills and management decision-making. Course curriculum integrates curriculum and criteria of Delta Epsilon Chi competitive events including, Sports and Entertainment Marketing, Design, Sales Representatives, Advertising Campaign, and Web Site Development. Students may choose to enter their final project in DEC's annual conferences and competitions.

**MKTPT-277 ELECTRONIC COMMERCE 3.00 Credits**

This course will cover capabilities of the Internet to support and enable electronic commerce; effective website design and implementation; and managerial issues. This course breaks away from traditional EC methods and focuses on emerging technology and student skill with planning, designing, implementing, and controlling EC on the Internet and with Intranets and Extranets.

**MKTPT-290 DIRECTED STUDY IN MARKETING 1.00-6.00 Credits****MKTPT-291 WORKSHOP IN BUSINESS 1.00-6.00 Credits****MKTPT-292 SPECIAL TOPICS IN MARKETING 1.00-6.00 Credits****MKTPT-294 INTERNSHIP IN MARKETING 1.00-12.00 Credits****MKTPT-390 DIRECTED STUDY IN MARKETING 1.00-6.00 Credits****MKTPT-391 WORKSHOP IN MARKETING 1.00-6.00 Credits****MKTPT-392 SPECIAL TOPICS IN MARKETING 1.00-6.00 Credits****MKTPT-394 INTERNSHIP IN MARKETING 1.00-12.00 Credits****MKTPT-490 DIRECTED STUDY IN MARKETING 1.00-6.00 Credits****MKTPT-491 WORKSHOP IN MARKETING 1.00-6.00 Credits****MKTPT-492 SPECIAL TOPICS IN MARKETING 1.00-6.00 Credits****MKTPT-494 INTERNSHIP IN MARKETING 1.00-12.00 Credits****MTHPT-010 ARITHMETIC /PRE-ALGEBRA 3.00 Credits**

This course is designed to provide students with a solid foundation in those areas of arithmetic and pre-algebra that will be encountered in MTHPT-103: Applied Algebra. While this course is specifically designed to meet the needs of students enrolled in the Technical & Industrial and the Business Technology & Service programs, students in other programs are welcome, space permitting. The course utilizes algebraic concepts to review the basic operations with the learning process adapted to the adult learner. Major topics include a review of arithmetic, fractions; decimals; percents; signed numbers; scientific notation, introduction to unit conversions, and an introduction to algebra. The emphasis will be on working problems that have practical applications in the real workplace.

**MTHPT-103 APPLIED ALGEBRA 3.00 Credits**

Provides students with a review of pre-algebra, and includes problem-solving techniques, estimating, measurement, data handling, and the use of algebraic formulas to solve problems in the workplace. Additional mathematical topics include quadratic equations, systems of linear equations, geometry and geometric solids, as well as right and oblique triangle trigonometry. Pre-requisite: A grade of 'C' or better in MTHPT-010, MTHPT-012, or MATH-015 or satisfactory math placement. Course fee.

**MTHPT-103P SUPPLEMENTAL INSTRUCTION FOR MTHPT 103 1.00 Credit**

This course is designed to support students in those areas of pre-algebra and algebra that will be encountered in MTHPT-103: Applied Algebra. Possible topics are a review of arithmetic, fractions, decimals, percents, signed numbers, scientific notation, unit conversions, and an introduction to algebra. Pre-requisite: This course must be taken concurrently with MTHPT-103.

**MTHPT-130 MATH FOR BUSINESS ANALYSIS 4.00 Credits**

This course fulfills the skills component of the General Education core and is designed to provide students with a solid foundation in those areas of algebra and statistics which are currently pervasive in both business and society. This course is intended to demonstrate the application of algebra and statistics in various areas of business, industry, economics, and life and social sciences. Major topics include the use of function notation; the construction and interpretation of linear and quadratic business models; the development and application of exponential and logarithmic models used in finance; systems of linear equations, matrices and matrix algebra; set theory, counting techniques, and probability; measures of central tendency and dispersion, and the normal distribution. Pre-requisite: A grade of 'C' or better in MATH-025 or MTHPT-103 or satisfactory math placement. Cross-listed with MATH-130.

**MTHPT-137 MATH FOR TECHNOLOGY 4.00 Credits**

This course fulfills the skills component of the General Education core and provides students with a solid foundation in those areas of algebra, geometry, and trigonometry which are currently pervasive in technical and industrial technologies. Mathematical topics include Cartesian coordinate system, representations of lines, and functions of one or more independent variables, polynomial, radical, exponential, and logarithmic equations, matrix algebra, and systems of equations, radian and degree measure, right-angle trigonometry, law of sines and cosines, and vectors in applied settings, probability theory, and statistics. This course will emphasize technical applications. Pre-requisite: A grade of 'C' or better in MATH-025, MTHPT-103 or satisfactory math placement.

**MTHPT-153 STATISTICAL REASONING 3.00 Credits**

This course introduces students to problem solving and decision making using single and multivariable statistical models. The course focuses on conceptual understanding of randomness, variability, statistical models, and inference through exploration of data. The use of technology for analysis of data is integrated throughout. Topics include descriptive statistics, probability, hypothesis testing, confidence intervals, likelihood ratios, correlation, and regression. Pre-requisite: A grade of 'C' or better in MATH-023, MATH-025, or MTHPT-103 or satisfactory math placement. Cross-listed with MATH-153.

**MTHPT-154 STATISTICAL REASONING LAB 1.00 Credit**

This course is the lab component of MTHPT-153. It introduces students to problem solving and decision making using single and multivariable statistical models through experiential learning with the assistance of a computer lab. Topics include descriptive statistics, probability, hypothesis testing, confidence intervals, likelihood ratios, correlation, and regression. Pre-requisite: This course must be taken concurrently with MTHPT-153.

**MTHPT-190 DIRECTED STUDY IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-191 WORKSHOP IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-192 SPECIAL TOPIC IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-290 DIRECTED STUDY IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-291 WORKSHOP IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-292 SPECIAL TOPIC IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-390 DIRECTED STUDY IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-391 WORKSHOP IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-392 SPECIAL TOPIC IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-490 DIRECTED STUDY IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-491 WORKSHOP IN MATHEMATICS 1.00-6.00 Credits**

**MTHPT-492 SPECIAL TOPIC IN MATHEMATICS 1.00-6.00 Credits**

**OFFPT-190 DIRECTED STUDY IN OFFICE TECHNOLOGY 1.00-6.00 Credits**

**OFFPT-191 WORKSHOP IN OFFICE TECHNOLOGY 1.00-6.00 Credits**

**OFFPT-192 SPECIAL TOPICS IN OFFICE TECHNOLOGY 1.00-6.00 Credits**

**OFFPT-194 INTERNSHIP IN OFFICE TECHNOLOGY 1.00-12.00 Credits**

**OFFPT-194A INTERNSHIP IN OFFICE TECHNOLOGY I 6.00 Credits**

Internship in Office Technology.

**OFFPT-194B INTERNSHIP IN OFFICE TECHNOLOGY II 6.00 Credits**

Continuation of OFFPT 194A as a 100-level Internship in Office Technology.

**OFFPT-194C INTERNSHIP IN OFFICE TECHNOLOGY III 6.00 Credits**

Continuation of OFFPT 194B as an intermediate 100-level internship in Office Technology.

**OFFPT-194D INTERNSHIP IN OFFICE TECHNOLOGY IV 6.00 Credits**

Continuation of OFFPT 194C as an intermediate to advanced 100-level Internship in Office Technology.

**OFFPT-233 OFFICE PROCEDURES 3.00 Credits**

Teaches technical office skills (filing, telephone techniques, mailing procedures, etc.). Prepares students to project a professional image.

Recommended Pre-requisite: WRPPT 200, 1 credit.

**OFFPT-254 TRANSCRIPTION 3.00 Credits**

Instruction and intensive practice in transcription procedures of mailable business copy from voice transcribers. Pre-requisites: WRPPT-200 (minimum 3 cr.) and GNBPT-122.

**OFFPT-290 DIRECTED STUDY IN OFFICE 1.00-6.00 Credits**

**OFFPT-291 WORKSHOP IN OFFICE TECHNOLOGY 1.00-6.00 Credits**

**OFFPT-292 SPECIAL TOPICS IN OFFICE TECHNOLOGY 1.00-6.00 Credits**

**OFFPT-294 INTERNSHIP IN OFFICE TECHNOLOGY 1.00-12.00 Credits**

**OFFPT-294A INTERNSHIP IN OFFICE TECHNOLOGY I 6.00 Credits**

Internship in Office Technology.

**OFFPT-294B INTERNSHIP IN OFFICE TECHNOLOGY II 6.00 Credits**

Continuation of OFFPT 294A as a 200-level Internship in Office Technology.

**OFFPT-294C INTERNSHIP IN OFFICE TECHNOLOGY III 6.00 Credits**

Continuation of OFFPT 294B as an intermediate 200-level Internship in Office Technology.

**OFFPT-294D INTERNSHIP IN OFFICE TECHNOLOGY IV 6.00 Credits**

Continuation of OFFPT 294C as an intermediate to advanced 200-level internship in Office Technology.

**OFFPT-297 ADMINISTRATIVE ASSISTANT SIMULATION 3.00 Credits**

Students nearing completion of the A.A.S degree in Administrative Assistant will have an opportunity to synthesize their knowledge of document preparation and retrieval, keying from rough draft, internal communications, databases and spreadsheet applications, transcription as well as other office activities. Upon completion students will demonstrate practical and working ability in completing tasks learned from individual courses required for a degree in Administrative Assistant.

**OFFPT-390 DIRECTED STUDY IN OFFICE TECHNOLOGY 1.00-6.00 Credits****OFFPT-391 WORKSHOP IN OFFICE TECHNOLOGY 1.00-6.00 Credits****OFFPT-392 SPECIAL TOPICS IN OFFICE TECHNOLOGY 1.00-6.00 Credits****OFFPT-394 INTERNSHIP IN OFFICE TECHNOLOGY 1.00-12.00 Credits****OFFPT-394A INTERNSHIP IN OFFICE TECHNOLOGY I 6.00 Credits**

Internship in Office Technology.

**OFFPT-394B INTERNSHIP IN OFFICE TECHNOLOGY II 6.00 Credits**

Continuation of OFFPT 394A as a 200-level Internship in Office Technology.

**OFFPT-394C INTERNSHIP IN OFFICE TECHNOLOGY III 6.00 Credits**

Continuation of OFFPT 394B as an intermediate 200-level Internship in Office Technology.

**OFFPT-394D INTERNSHIP IN OFFICE TECHNOLOGY IV 6.00 Credits**

Continuation of OFFPT 394C as an intermediate to advanced 200-level internship in Office Technology.

**OFFPT-490 DIRECTED STUDY IN OFFICE TECHNOLOGY 1.00-6.00 Credits****OFFPT-491 WORKSHOP IN OFFICE TECHNOLOGY 1.00-6.00 Credits****OFFPT-492 SPECIAL TOPICS IN OFFICE TECHNOLOGY 1.00-6.00 Credits****OFFPT-494 INTERNSHIP IN OFFICE TECHNOLOGY 1.00-12.00 Credits****OFFPT-494A INTERNSHIP IN OFFICE TECHNOLOGY I 6.00 Credits**

Internship in Office Technology.

**OFFPT-494B INTERNSHIP IN OFFICE TECHNOLOGY II 6.00 Credits**

Continuation of OFFPT 494A as a 200-level Internship in Office Technology.

**OFFPT-494C INTERNSHIP IN OFFICE TECHNOLOGY III 6.00 Credits**

Continuation of OFFPT 494B as an intermediate 200-level Internship in Office Technology.

**OFFPT-494D INTERNSHIP IN OFFICE TECHNOLOGY IV 6.00 Credits**

Continuation of OFFPT 494C as an intermediate to advanced 200-level internship in Office Technology.

**PITPT-101 INTRODUCTION TO PRINTING TECHNOLOGY 3.00 Credits**

Introduces students to Graphic Arts/Printing Technology. Includes a short history of communication followed by a general overview of prepress and preparation basics, printing processes, digital imaging, finishing and binding, workflow, publishing, new media, typography, and design. Students will also look at the future of communications, new issues in the field, and current industry trends.

**PITPT-115 DIGITAL IMAGE PREPARATION 3.00 Credits**

This course presents the concept of high end printing utilizing Adobe PageMaker. Printed materials need to be laid out for press production and finishing procedures-students will "work backwards" with the total printing production in mind. Students will understand crop marks, document size, press sheet size, among other basic needs in the print world. Pre-requisites: PITPT-101 and CITPT-110 or permission of instructor.

**PITPT-119 ADOBE INDESIGN 3.00 Credits**

Students will explore and use Adobe InDesign in a print production workflow with special attention to prepress activities. Whether switching from other page layout programs, or learning layout for the first time, this course will cover all the basics used in the real-world process of creating documents, working with text and objects, applying formatting and styles, placing images, managing color, and outputting files.

**PITPT-129 ADOBE ILLUSTRATOR 3.00 Credits**

Adobe Illustrator is a sophisticated graphics program capable of creating complex and attractive illustrations with type effects, including logos, advertisements and other illustrations. Students will learn basic drawing, coloring, and editing. The student will then advance to transparency, type, advanced path tools, special effects and more.

**PITPT-131 OFFSET PRESS I 7.00 Credits**

Introductory offset presswork and pressroom procedures, including feeding and delivery systems, press adjustments, chemistry, papers, and ink.

**PITPT-133 FINISHING AND BINDING 3.00 Credits**

Theory and practice in basic bindery and finishing operations including cutting, folding, drilling, stitching, binding, scoring and perforating.

**PITPT-134 OFFSET LITHOGRAPHIC TECHNOLOGY 4.00 Credits**

This course will provide a hands on approach to the fundamentals of Offset Lithographic Technology, from the early stage of conception and planning, to the technical stages of manufacturing and off-press processing. Structured around the graphic print production flow, essential material will be taught for all aspects of the process, including coverage of computers, color management, layouts, digital images, image editing, prepress, paper, printing, finishing and binding, legal issues, environmental issues, and much more.

**PITPT-139 ADOBE PHOTOSHOP 3.00 Credits**

Students will explore and use Adobe Photoshop for photo editing. Instruction includes an overview of the software, including simple functions such as managing documents and palettes, then moving on to cover more specific topics such as image adjustment and manipulation, tonal and color correction, brush settings, cloning, healing, and other advanced tools, layers, masks, type, blending modes, filters, layer effects, and much more.

**PITPT-154 PRINT PRODUCTION TECHNIQUES 3.00 Credits**

This course will sharpen students' print production skills with definitive resources created specifically for design professionals who need to create files using the Adobe Creative Suite applications, including InDesign, Photoshop, Illustrator and Acrobat. Instruction will be an overview for hands-on techniques to prepare files, edit photos and graphics and prevent common problems without missing a deadline. Course instruction will also consist of a more in-depth study of the physical requirements of the printing process.

**PITPT-190 DIRECTED STUDY IN PRINTING 1.00-6.00 Credits****PITPT-191 WORKSHOP IN PRINTING TECHNOLOGY 1.00-6.00 Credits****PITPT-192 SPECIAL TOPICS IN PRINTING TECHNOLOGY 1.00-6.00 Credits****PITPT-194 INTERNSHIP IN PRINTING TECHNOLOGY 1.00-12.00 Credits****PITPT-194A INTERNSHIP IN PRINTING TECHNOLOGY I 6.00 Credits**

Internship in Printing Technology.

**PITPT-194B INTERNSHIP IN PRINTING TECHNOLOGY II 6.00 Credits**

Continuation of PITPT 194A as a 100-level internship in Printing Technology.

**PITPT-194C INTERNSHIP IN PRINTING TECHNOLOGY III 6.00 Credits**

Continuation of PITPT 194B as an intermediate 100-level internship in Printing Technology.

**PITPT-194D INTERNSHIP IN PRINTING TECHNOLOGY IV 6.00 Credits**

Continuation of PITPT 194C as an intermediate to advanced 100-level internship in Printing Technology.

**PITPT-201 ADVANCED DIGITAL IMAGE PREPARATION 4.00 Credits**

Advanced digital preparation methods, emphasizing system and file management, file compression and conversion, and network operating systems. This course teaches the function and usage of digital imagesetters and to identify and compare digital proofing systems. Students will demonstrate the ability to preflight and apply file repair procedures. Pre-requisite: PITPT-115 or permission of instructor.

**PITPT-202 ADOBE PHOTOSHOP 3.00 Credits**

This class is designed for students who need to learn the fundamentals of Adobe Photoshop. The class will begin with an overview of the software, including simple functions such as managing documents and palettes. More specific topics will then be covered, such as image adjustment and manipulation, tonal and color correction, brush settings, cloning, healing and other advanced tools along with layers, masks, type, blending modes, filters, and layer effects.

**PITPT-209 TYPOGRAPHY 3.00 Credits**

Typography is the cornerstone of graphic design, but many beginning (and even experienced) graphic designers still have difficulties selecting the right type for the job. Students will learn how to choose, size, color and integrate type into their designs. Student will need the following to successfully complete the course: computer with broadband Internet connection; Adobe Illustrator (or equivalent vector-based drawing program) or Adobe InDesign (or equivalent layout program); and digital camera (cell-phone is okay). Pre-requisite: PITPT 119 and PITPT 129 or be concurrently enrolled in PITPT 129 with instructor's permission.

**PITPT-211 ADVANCED PRINTING TECHNIQUES 6.00 Credits**

Application of knowledge and skills learned in previous courses to produce printed projects. Specialization in areas of offset press, typesetting and paste-up, or camera.

**PITPT-219 PRINCIPLES OF ADVERTISING 3.00 Credits**

Introduces the student to an overview of the global advertising industry, providing the fundamentals for developing, creating and implementing advertising campaigns based on strategic marketing principles and planning. The ongoing development and evolution of brand advertising and integrated marketing communications strategies with tactical executions will be examined, including: public relations, word of mouth, guerilla, experiential, online, viral and blog marketing.

**PITPT-221 PRINTING MANAGEMENT 3.00 Credits**

Application of knowledge and skills learned in previous courses to manage all printshop functions; computer estimating program based on cost centers is assembled and tested.

**PITPT-228 TECHNICAL LAYOUT AND IMPOSITION 3.00 Credits**

The importance of imposition and trapping will be emphasized in this course that is intended to be used as a bridge between the digital techniques used for imposition today and the traditional photomechanical approach used for most of the 20th century. The course material will lead students through the vocabulary, tools, and processes of image assembly, presenting the details of this vanishing profession while illuminating the ways in which these historic techniques connect to the computer-based workflow of today. Students will learn imposition and trapping standards, both conventional and digital, and know that they are dictated by press and bindery. Included will be an introduction to current digital imposition and digital trapping software.

**PITPT-229 PRINCIPLES OF DESIGN I 3.00 Credits**

This course will introduce students to the basic principles of design. The focus will be on hierarchy and the organization of text and images. Students will create solutions to various design problems by completing a series of projects throughout the semester. There will be a combination of lectures and hands-on activities.



**PITPT-245 BUSINESS SIDE OF CREATIVITY 3.00 Credits**

Every year the market for creative services expands, but the competition is increasing even faster. Today, success hinges not on talent alone, but on a thorough understanding of the business side of creativity. This course will give students a comprehensive look at what it takes to run a small graphic design or communications business. There will be a particular focus on practical applications such as contracts, pricing, and tax issues.

**PITPT-254 PHOTOSHOP PHOTOGRAPHY 3.00 Credits**

Students will explore and use Adobe Photoshop to enhance digital photography. This class follows a photographer's digital workflow, starting with essential color management decisions and organizing images with Adobe Bridge. Students will then move on to processing Camera RAW files, enhancing tone and color as well as correcting imperfections. Students will learn how to prepare the images for output and client reviews. Required Materials: CAMERA-use of a 5 megapixel or higher resolution digital SLR capable of shooting Camera RAW is required. Camera must be capable of fully manual exposure and focus. No point-and-shoots or cell phone cameras. Camera use is not provided by class/instructor. SOFTWARE: Use of Photoshop CS4 or higher is required. Pre-requisite: PITPT 139 or permission of instructor.

**PITPT-281 INTRODUCTION TO ARTIOSCAD 3.00 Credits**

The packaging career field involves the use of materials, methods, design concepts and machinery to develop and produce the packages that protect and preserve a product, help market the product and instruct the consumer in its proper use. Virtually every product, whether grown or manufactured, must be packaged so that it reaches the consumer in an acceptable condition. With the quantity and variety of products produced in the world, it is easy to understand that packaging is a dynamic, multibillion dollar industry in need of well-educated men and women. This class will serve as an introduction to corrugated packaging. We will conceptualize, design, and produce various pieces using ArtiosCAD, Adobe Illustrator, and the Esko XL-24 cutting table. Pre-requisite: PITPT-129.

**PITPT-289 DIGITAL PACKAGE DESIGN 3.00 Credits**

The packaging career field involves the use of materials, methods, design concepts and machinery to develop and produce the packages that protect and preserve a product, help market the product and instruct the consumer in its proper use. Virtually every product, whether grown or manufactured, must be packaged so that it reaches the consumer in an acceptable condition. With the quantity and variety of products produced in the world, it is easy to understand that packaging is a dynamic, multibillion dollar industry in need of well-educated men and women. This packaging course will focus on using Adobe Illustrator and Esko's Studio 10 to create realistic digital packaging prototypes. Pre-requisite: PITPT-129.

**PITPT-290 DIRECTED STUDY IN PRINTING 1.00-6.00 Credits****PITPT-291 WORKSHOP IN PRINTING TECHNOLOGY 1.00-6.00 Credits****PITPT-292 SPECIAL TOPICS IN PRINTING 1.00-6.00 Credits****PITPT-294 INTERNSHIP IN PRINTING TECHNOLOGY 1.00-12.00 Credits****PITPT-294A INTERNSHIP IN PRINTING TECHNOLOGY I 6.00 Credits**

Internship in Printing Technology.

**PITPT-294B INTERNSHIP IN PRINTING TECHNOLOGY II 6.00 Credits**

Continuation of PITPT 294A as a 200-level internship in Printing Technology.

**PITPT-294C INTERNSHIP IN PRINTING TECHNOLOGY III 6.00 Credits**

Continuation of PITPT 294B as an intermediate 200-level internship in Printing Technology.

**PITPT-294D INTERNSHIP IN PRINTING TECHNOLOGY IV 6.00 Credits**

Continuation of PITPT 294C as an intermediate to advanced 200-level internship in Printing Technology.

**PITPT-329 PRINCIPLES OF DESIGN II 3.00 Credits**

Students will continue exploring the principles of design. The knowledge and confidence gained in Principles of Design I will allow students to take on more sophisticated projects. Pre-requisite: PITPT-229.

**PITPT-381 INTRODUCTION TO ARTIOSCAD 3.00 Credits**

The packaging career field involves the use of materials, methods, design concepts and machinery to develop and produce the packages that protect and preserve a product, help market the product and instruct the consumer in its proper use. Virtually every product, whether grown or manufactured, must be packaged so that it reaches the consumer in an acceptable condition. With the quantity and variety of products produced in the world, it is easy to understand that packaging is a dynamic, multibillion dollar industry in need of well-educated men and women. This class will serve as an introduction to corrugated packaging. We will conceptualize, design, and produce various pieces using ArtiosCAD, Adobe Illustrator, and the Esko XL-24 cutting table. Pre-requisite: PITPT-129.

**PITPT-389 DIGITAL PACKAGE DESIGN 3.00 Credits**

The packaging career field involves the use of materials, methods, design concepts and machinery to develop and produce the packages that protect and preserve a product, help market the product and instruct the consumer in its proper use. Virtually every product, whether grown or manufactured, must be packaged so that it reaches the consumer in an acceptable condition. With the quantity and variety of products produced in the world, it is easy to understand that packaging is a dynamic, multibillion dollar industry in need of well-educated men and women. This packaging course will focus on using Adobe Illustrator and Esko's Studio 10 to create realistic digital packaging prototypes. Pre-requisite: PITPT-129.

**PITPT-390 DIRECTED STUDY IN PRINTING 1.00-6.00 Credits**

**PITPT-391 WORKSHOP IN PRINTING TECHNOLOGY 1.00-6.00 Credits**

**PITPT-392 SPECIAL TOPICS IN PRINTING 1.00-6.00 Credits**

**PITPT-394 INTERNSHIP IN PRINTING TECHNOLOGY 1.00-12.00 Credits**

**PITPT-394A INTERNSHIP IN PRINTING TECHNOLOGY I 6.00 Credits**

Internship in Printing Technology.

**PITPT-394B INTERNSHIP IN PRINTING TECHNOLOGY II 6.00 Credits**

Continuation of PITPT 394A as a 300-level internship in Printing Technology.

**PITPT-394C INTERNSHIP IN PRINTING TECHNOLOGY III 6.00 Credits**

Continuation of PITPT 394B as an intermediate 300-level internship in Printing Technology.

**PITPT-394D INTERNSHIP IN PRINTING TECHNOLOGY IV 6.00 Credits**

Continuation of PITPT 394C as an intermediate to advanced 300-level internship in Printing Technology.

**PITPT-454 PHOTOSHOP PHOTOGRAPHY 3.00 Credits**

Students will explore and use Adobe Photoshop to enhance digital photography. This class follows a photographer's digital workflow, starting with essential color management decisions and organizing images with Adobe Bridge. Students will then move on to processing Camera RAW files, enhancing tone and color as well as correcting imperfections. Students will learn how to prepare the images for output and client reviews. Required Materials: Camera-Use of a 5 megapixels or higher resolution digital SLR capable of shooting Camera RAW is required. Camera must be capable of fully manual exposure and focus. No point-and-shoots or cell phone cameras. Camera use is not provided by class/instructor. Software: Use of Photoshop CS4 or higher is required. Pre-requisite: PITPT-139 or permission of instructor.

**PITPT-490 DIRECTED STUDY IN PRINTING 1.00-6.00 Credits**

**PITPT-491 WORKSHOP IN PRINTING TECHNOLOGY 1.00-6.00 Credits**

**PITPT-492 SPECIAL TOPICS IN PRINTING 1.00-6.00 Credits**

**PITPT-494 INTERNSHIP IN PRINTING TECHNOLOGY 1.00-12.00 Credits**

**PITPT-494A INTERNSHIP IN PRINTING TECHNOLOGY I 6.00 Credits**

Internship in Printing Technology.

**PITPT-494B INTERNSHIP IN PRINTING TECHNOLOGY II 6.00 Credits**

Continuation of PITPT 494A as a 400-level internship in Printing Technology.

**PITPT-494C INTERNSHIP IN PRINTING TECHNOLOGY III 6.00 Credits**

Continuation of PITPT 494B as an intermediate 400-level internship in Printing Technology.

**PITPT-494D INTERNSHIP IN PRINTING TECHNOLOGY IV 6.00 Credits**

Continuation of PITPT 494C as an intermediate to advanced 400-level internship in Printing Technology.

**WRPPT-100 KEYBOARDING 1.00 Credit**

Build basic keyboarding speed and accuracy using the proper techniques.

**WRPPT-190 DIRECTED STUDY IN WORD PROCESSING 1.00-6.00 Credits**

**WRPPT-191 WORKSHOP IN WORD PROCESSING 1.00-6.00 Credits**

**WRPPT-192 SPECIAL TOPICS IN WORD PROCESSING 1.00-6.00 Credits**

**WRPPT-194 INTERNSHIP IN WORD PROCESSING 1.00-12.00 Credits**

**WRPPT-200 BUSINESS DOCUMENT PROCESSING 1.00-6.00 Credits**

In this course, students will develop proficiency using word processing software to create and format documents according to current business standards. Pre-requisite: Student must be able to type 28 wpm or take WRPPT 100. May be repeated up to 6 credits.

**WRPPT-202 WORD PROCESSING II 1.00-3.00 Credits**

This course will teach advanced word processing functions to format documents according to current standards. Continued building of keyboarding speed and accuracy will be required. Pre-requisite: WRPPT 200.

WRPPT-290 DIRECTED STUDY IN WORD PROCESSING 1.00-6.00 Credits  
WRPPT-291 WORKSHOP IN WORD PROCESSING 1.00-6.00 Credits  
WRPPT-292 SPECIAL TOPICS IN WORD PROCESSING 1.00-6.00 Credits  
WRPPT-294 INTERNSHIP IN WORD PROCESSING 1.00-12.00 Credits  
WRPPT-390 DIRECTED STUDY IN WORD PROCESSING 1.00-6.00 Credits  
WRPPT-391 WORKSHOP IN WORD PROCESSING 1.00-6.00 Credits  
WRPPT-392 SPECIAL TOPICS IN WORD PROCESSING 1.00-6.00 Credits  
WRPPT-394 INTERNSHIP IN WORD PROCESSING 1.00-12.00 Credits  
WRPPT-490 DIRECTED STUDY IN WORD PROCESSING 1.00-6.00 Credits  
WRPPT-491 WORKSHOP IN WORD PROCESSING 1.00-6.00 Credits  
WRPPT-492 SPECIAL TOPICS IN WORD PROCESSING 1.00-6.00 Credits  
WRPPT-494 INTERNSHIP IN WORD PROCESSING 1.00-12.00 Credits