BUSINESS TECHNOLOGY AND SERVICE DIVISION

Contact Information

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The Business Technology and Service (BTS) Division 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 the BTS Division. Faculty are readily available to meet with students to offer their assistance whenever needed.

Our Division 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 that information with their faculty advisors and could have the opportunity to challenge some academic 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 students do not attend class, they may lose their class space to another student who is on a waiting list.

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

ACCPT-101 BASIC ACCOUNTING I 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. Cross-listed with GNBPT-101.

ACCPT-102 BASIC ACCOUNTING II 3.00 Credits

This course is a continuation of Basic Accounting I. Emphasis is on the accounting cycle, double-entry accounting, bad debts, merchandise inventory, fixed assets, depreciation, voucher system, departmental accounting, and manufacturing accounting in general 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. Pre-requisite: ACCPT-101 with a grade of 'C-' or higher.

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 AC-231.

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-214 COMPUTERIZED ACCOUNTING I 3.00 Credits

Introduction to computerized accounting using current accounting software. The course integrates the normal accounting cycle for a service and merchandise business into a computerized information system. Topics include accounts receivable, accounts payable, bank reconciliations, and end-of-period procedures. Pre-requisite: ACCPT-101 or equivalent.

ACCPT-215 COMP ACCOUNTING II 3.00 Credits

This course goes in depth teaching computer accounting with QuickBooks Online. This accounting information system will illustrate how to record accounting transactions for a service/merchandising company. The student will complete an in-depth practice set that will closely simulate the duties of a bookkeeper for a small business in the real world. Accounting topics covered are chart of accounts, accounts receivable, accounts payable, inventory, payroll, and financial statements. Pre-requisite: ACCPT-214 with a grade of 'C-' or higher.

ACCPT-231 PRINCIPLES OF ACCOUNTING I 3.00 Credits

Surveys accounting principles, practices, and decision making in organizations. Addresses topics of managerial, financial, not-for-profit, taxation, and international accounting. Develops and applies analytic accounting skills and techniques to management decision making. Continued in AC-232 Principles of Accounting II. Cross-listed with AC-231.

ACCPT-232 PRINCIPLES OF ACCOUNTING II 3.00 Credits

A continuation of AC-231. Pre-requisite: A grade of 'C-' or better in AC-231 or ACCPT-231. Crosslisted with AC-232.

ACCPT-234 MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY 3.00 Credits

This course is an introduction to basic financial accounting concepts and practice applicable to resort and hospitality organizations using the industry's uniform system of accounting. Key accounting concepts and the selective application of its most effective strategies and tactics are mission critical factors for most hospitality operations. Students participate in real-world, hands-on managerial accounting in a hospitality setting.

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-236 MANAGEMENT ACCOUNTING IN HEALTHCARE ORGANIZATIONS 3.00 Credits

This course focuses on the financial management of healthcare organizations and covers concepts in managerial accounting and finance that are critical to decision-making. These topics include evaluation of capital investment decisions, sources of financing, managerial accounting concepts (including cost behavior, profit analysis, and incremental analysis), reimbursement under various third-party payer environments, cost allocation and government program reporting. Pre-requisite: AC-231.

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-280 BASIC AUDIT SUPPORT 3.00 Credits
This course is designed to provide an introduction to basic auditing and audit support functions. The objectives include becoming familiar with principles and practices used by public accountants and internal auditors in examining financial statements and supporting data. Students will be studying the techniques available for gathering, summarizing, analyzing and interpreting the data presented in financial statements and procedures used in verifying the fairness of the information. Ethical and legal aspects and considerations are also emphasized. Pre-requisite: AC-232.

ACCPT-285 BASIC INCOME TAX PREPARATION 3.00 Credits
This course will provide students with the basic knowledge to prepare and file individual and business taxes, by using a step by step approach and real-world examples to reinforce their knowledge. The main focus of this class will be the individual income tax return and the sole proprietor business tax return including the schedule C. The tax return is broken down by tax entities and then by subject in order of the tax forms in easy to follow step-by-step instructions. Students will complete examples of returns using actual tax forms. Pre-requisite: ACCPT-101.

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 BOOKKEEPING 1.00-12.00 Credits
Internship in Bookkeeping.

ACCPT-294A INTERNSHIP IN BOOKKEEPING I 1.00-6.00 Credits
Internship in Bookkeeping.

ACCPT-294B INTERNSHIP IN BOOKKEEPING II 1.00-6.00 Credits
Continuation of ACCPT-294A as a 200-level Internship in Bookkeeping.

ACCPT-294C INTERNSHIP IN BOOKKEEPING III 1.00-6.00 Credits
Continuation of ACCPT-294B as an intermediate 200-level Internship in Bookkeeping.

ACCPT-294D INTERNSHIP IN BOOKKEEPING IV 1.00-6.00 Credits
Continuation of ACCPT-294C as an intermediate to advanced 200-level Internship in Bookkeeping.

ACCPT-299 BOOKKEEPING/ACCOUNTING CAPSTONE 3.00 Credits
This course is a required course for the Bookkeeping/Accounting program. Students will review and practice all the financial accounting skills learned throughout the program. In-depth study of the key accounting functions required for companies with up to 100 employees; includes adjustments and error correction, payroll and depreciation, inventory accounting, internal controls, and fraud prevention. This course helps prepare students for the American Institute of Professional Bookkeepers (AIPB) Professional Bookkeeping Certification and the AIPB independently graded practice tests will serve as the required Technical Skills Assessment (TSA). This is the final course in the Bookkeeping/Accounting program and should be taken during the student's last term.

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 ORGANIZTIONAL 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-108 INTRODUCTION TO COMPUTER SCIENCE 4.00 Credits
This course is an introduction to the basic concepts of Computer Science. You will learn how to program a computer using the Java language, the basic capabilities of a computer system, how to form and validate a hypothesis in computer science, and how computer science relates to other scientific endeavors and society at large. Programming concepts include objects, functions, conditionals, and recursion. This course is suitable both for the non-major and as an entry point into the Computer Science major. Cross-listed with CS-108.

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-112 FUNDAMENTALS OF COMPUTER PROGRAMMING 3.00 Credits
This course is an introduction to computer programming using contemporary programming logic methods and design practices. The focus of the course is to provide students with a strong foundation in programming principles. Fundamental topics include logic, expressions, operators, I/O, control and conditional structures, data types, containers, functions, programming errors, and events. Students will engage in hands-on programming development using JavaScript and command line interfaces in preparation for dependent courses in this degree program. Prerequisite: CITPT-111 or CITPT-311.

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-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-150 APPLICATIONS IN ELECTRONIC COMMERCE 3.00 Credits
This course is a thorough study and application of best practices of Electronic Commerce in a real-world setting, including the development and planning of an online store and an advertising campaign that utilizes social media platforms for promotion. Students demonstrate the installation and setup of an online store by developing a website proposal document, creating a business plan, controlling inventory systems, setting up payment information, and presenting their work. Students also create a social media plan for advertising the store by creating a strategy document, a calendar of media and web events, and a business presentation.

CITPT-175 INTERACTIVE WEB SCRIPTING 3.00 Credits
Course provides a comprehensive overview of client-side scripting technologies and methods. Pre-requisites: CITPT-111 and CITPT-112.

CITPT-180 PORTFOLIO DESIGN 3.00 Credits
This course provides students with an opportunity to prepare themselves for the workplace. Students will prepare a portfolio comprised of completed web design and development projects. Lesson topics include portfolio research, logo creation, site specifications, project timelines, peer review and feedback, and call-to-action interactions. Successful students will finish a portfolio and will be capable of scaling it for future development and projects. Prerequisite: 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 TECHNOLOGY I 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-194B INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY II 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-194C INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY III 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-194D INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY IV 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-206 INTERACTIVE MEDIA PROGRAMMING 3.00 Credits
This course offers an in-depth approach to creating and debugging applications and techniques of implementation for web and game 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 of real-world applications. Students in the Web Design & Development program are encouraged to take CITPT-112 prior to enrolling in this course.

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-112.

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-112.

CITPT-226 SQL: STRUCTURED QUERY LANGUAGE 3.00 Credits
Introduces the basic concepts of relational database systems and the role of the Structured Query Language (SQL) in database development. It also covers SQL and its applications to the creation and maintenance of data in a Database Management System (DBMS). Emphasis is placed on using SQL for database querying. Cross-listed with CS-226. Pre-requisite: Completion of MATH-023 or MATH-025 or higher, excluding MTHPT-103P, MATH-153P and MATH-157P, or have satisfactory math placement scores.

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-112.

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 TECHNOLOGY I 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-294B INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY II 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-294C INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY III 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-294D INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY IV 1.00-6.00 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-312 FUNDAMENTALS OF COMPUTER PROGRAMMING 3.00 Credits
This course is an introduction to computer programming using contemporary programming logic methods and design practices. The focus of the course is to provide students with a strong foundation in programming principles. Fundamental topics include logic, expressions, operators, I/O, control and conditional structures, data types, containers, functions, programming errors, and events. Students will engage in hands-on programming development using JavaScript and command line interfaces in preparation for dependent courses in this degree program. Students in CITPT-312 will have an additional research project required of them. Prerequisite: CITP-111 or CITPT-311.

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-350 APPLICATIONS IN ELECTRONIC COMMERCE 3.00 Credits
This course is a thorough study and application of best practices of Electronic Commerce in a real-world setting, including the development and planning of an online store and an advertising campaign that utilizes social media platforms for promotion. Students demonstrate the installation and setup of an online store by developing a website proposal document, creating a business plan, controlling inventory systems, setting up payment information, and presenting their work. Students also create a social media plan for advertising the store by creating a strategy document, a calendar of media and web events, and a business presentation. Students in CITPT-350 must submit an additional research project.

CITPT-375 INTERACTIVE WEB SCRIPTING 3.00 Credits
Provides a comprehensive overview of client-side scripting technologies and methods. Pre-requisites: CITPT-111 and CITPT-112.

CITPT-380 PORTFOLIO DESIGN 3.00 Credits
This course provides students with an opportunity to prepare themselves for the workplace. Students will prepare a portfolio comprised of completed web design and development projects. Lesson topics include portfolio research, logo creation, site specifications, project timelines, peer review and feedback, and call-to-action interactions. Successful students will finish a portfolio and will be capable of scaling it for future development and projects. Students in CITPT-380 will have an additional research project required of them. Prerequisite: 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 TECHNOLOGY I 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-394B INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY II 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-394C INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY III 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-394D INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY IV 1.00-6.00 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-112.

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 TECHNOLOGY I 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-494B INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY II 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-494C INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY III 1.00-6.00 Credits
Internship in Computer Information Technology.

CITPT-494D INTERNSHIP IN COMPUTER INFORMATION TECHNOLOGY IV 1.00-6.00 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 INTRODUCTION TO EARLY CHILDHOOD EDUCATION 3.00 Credits
This course is an introduction to Early Childhood Education and includes an overview of key areas of professional knowledge in the field of early childhood education: developmentally appropriate practices, the role of the teacher, professionalism, observation and assessment, curriculum development, diversity and inclusive practices, partnerships with families, and child growth and development.

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-108 CHILD DEVELOPMENT 3.00 Credits
This course will provide students with an overview of child development theories and the principles of development for children ages pre-birth through adolescence. The interrelated nature of each of the areas of development for young children (physical, perceptual, cognitive, social and emotional, and language) will be covered, as well as, the role of adults in supporting and facilitating children's healthy growth and development in each of these domains.

ECDPT-109 THE EXCEPTIONAL CHILD II 1.00 Credit
Provides awareness of children with special needs and how to meet those needs.

ECDPT-112 INFANT TODDLER DEVELOPMENT 2.00 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-150 OBSERVATION AND ASSESSMENT 3.00 Credits
Students gain skills in using various methods of recording observations and reviewing child development leading toward developmentally appropriate and intentional teaching practices. Students collect and use information at their field placement site in order to strengthen their skills in developing curriculum and methods for teaching young children. Students must obtain a minimum grade of 2.0 in this course in order to pass. Pre-requisite: ECDPT-104.

ECDPT-155 CHILD FAMILIES AND COMMUNITIES 2.00 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-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 DEVELOPMENT I 1.00-6.00 Credits
Internship in Early Childhood Development.

ECDPT-194B INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT II 1.00-6.00 Credits
Continuation of ECDPT 194A as a 100-level internship in Early Childhood Development.

ECDPT-194C INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT III 1.00-6.00 Credits
Continuation of ECDPT 194B as an intermediate 100-level internship in Early Childhood Development.

ECDPT-194D INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT IV 1.00-6.00 Credits
Continuation of ECDPT 194C as an intermediate to advanced 100-level internship in Early Childhood Development.

ECDPT-200 COGNITIVE DEVELOPMENT 2.00 Credits
This course will introduce students to the methods of providing young children learning experiences in the areas of math and science. Emphasis is on the planning, implementation, and evaluation of developmentally appropriate math and science curriculum and activities. Utilizing the Idaho Early Learning Standards eGuidelines, students will develop math and science learning objectives and activities that are developmentally appropriate for preschool children. In addition, students will apply Bloom's Taxonomy as they learn about how to ask high-level questions which further support young children's thinking and cognitive development.

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 GUIDING YOUNG CHILDREN 2.00 Credits
This course provides students with skills and knowledge in knowing how to appropriately guide young children based on current theory and research. Emphasis on developing human potential by focusing on individual development and temperament, as well as family and cultural contexts when planning environments and activities for young children. Students will learn effective child guidance techniques, how to promote effective interactions, provide positive individual guidance, and enhance group experiences.

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-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. Developmental domains, the research basis for a developmentally appropriate curricular approach and practical applications of teaching strategies within these domains are studied in order to explore the relationships between developmental theory, philosophy, practice, and development of curriculum based upon the needs and interests of children who are culturally, linguistically and ability diverse. Students must obtain a minimum final grade of 2.0 in order to pass. Pre-requisite: ECDPT-150 with a grade of 'C' or better 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. Students will also learn more about professionalism, what it means, implications for early childhood education, and explore advocacy opportunities. Students will present their completed Professional Portfolio at the end of the semester and before graduation from the program. Students must pass this course with a 2.0.

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 delays or disabilities and their families in a variety of settings. This course will cover information about services to infants, toddlers, preschoolers, and early primary children. Students will gain insight into the early intervention/early childhood special education field. Topics addressed include assessment, planning, curriculum, and service delivery. Information will also focus on designing, adapting, and organizing the learning environment and implementing instructional programs for young children with delays or disabilities. Students must have a completed and accepted Early Childhood Program application in order to register for this course. Pre-requisites: ECDPT-104 and ECDPT-150, or permission from the instructor.

ECDPT-250 PROGRAM ADMINISTRATION 3.00 Credits
This course focuses on effective and intentional management of early childhood development programs. Through the use of the National Association for the Education of Young Children's Early Childhood Program Administrator Competencies for NAEYC accreditation standards, students will learn personal and professional self awareness, legal and fiscal management of ECE programs, staff management and human relations, educational programming, program operations and facilities management, family support, marketing and public relations, leadership and advocacy, and oral and written communication. Pre-requisite: ECDPT-104, ECDPT-150, and a completed and approved Early Childhood Program Application packet, or by permission.

ECDPT-255 CURRICULUM DEVELOPMENT II 3.00 Credits
Curriculum Development II is a continuation of Curriculum Development I where students continue to strengthen their skills and knowledge related to the intentional teaching cycle for preschool age children, increase their understanding of the importance of emergent curriculum, and use project-based learning that is both individualized and developmentally appropriate. Students will learn how to observe and assess children's skills in all domains of development using early learning state standards, take into account children's specific skills, needs, and interests, and plan the learning environment and curriculum activities accordingly. This course must be passed with a grade of C- or higher to be applied towards an Early Childhood Education degree. Pre-requisite: ECDPT-208 with a minimum grade of C-.

ECDPT-270 CARING FOR SCHOOL-AGE CHILDREN 3.00 Credits
This course is designed to support students' knowledge of developmentally appropriate practices in group care settings for school-age children. Students will discover the characteristics and influence that those involved in school-age care have on the growth and development of children ages five to thirteen. Students will also examine developmental stages and how children grow and develop during this age in the learning domains of: physical, cognitive, and social/emotional learning. Program planning, environmental design, curriculum development, community resources and regulations are additional topics addressed in this course.

ECDPT-275 TRAUMA INFORMED CARE IN THE EARLY CHILDHOOD CLASSROOM 3.00 Credits
This course serves to increase students' ability to recognize, understand, and respond to the effects of trauma, and increase their understanding of the impact of trauma on the developing child. Students will learn how to create a framework of wellness through supportive relationships and positive environments that help to produce improved outcomes for children. Additionally, students will increase their understanding of the importance of how to create safe and trusting relationships in order for children to develop social intelligence and bond with others.

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 DEVELOPMENT I 1.00-6.00 Credits
Internship in Early Childhood Development.

ECDPT-294B INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT II 1.00-6.00 Credits
Continuation of ECDPT 294A as a 200-level internship in Early Childhood Development.

ECDPT-294C INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT III 1.00-6.00 Credits
Continuation of ECDPT 294B as an intermediate 200-level internship in Early Childhood Development.

ECDPT-294D INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT IV 1.00-6.00 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 DEVELOPMENT I 1.00-6.00 Credits
Internship in Early Childhood Development.

ECDPT-394B INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT II 1.00-6.00 Credits
Continuation of ECDPT 394A as a 300-level internship in Early Childhood Development.

ECDPT-394C INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT III 1.00-6.00 Credits
Continuation of ECDPT 394B as an intermediate 300-level internship in Early Childhood Development.

ECDPT-394D INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT IV 1.00-6.00 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 DEVELOPMENT I 1.00-6.00 Credits
Internship in Early Childhood Development.

ECDPT-494B INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT II 1.00-6.00 Credits
Continuation of ECDPT 494A as a 400-level internship in Early Childhood Development.

ECDPT-494C INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT III 1.00-6.00 Credits
Continuation of ECDPT 494B as an intermediate 400-level internship in Early Childhood Development.

ECDPT-494D INTERNSHIP IN EARLY CHILDHOOD DEVELOPMENT IV 1.00-6.00 Credits
Continuation of ECDPT 494C as an intermediate to advanced 400-level internship in Early Childhood Development.

FRSRV-100 FIRE TRAINING TECHNOLOGY 44.00 Credits
This course is designed to transcript the non-credit Idaho State Fire Fighters certification courses to 44 credits so that they can be utilized as the technical skills courses for the Fire Service Technology A.A.S degree. These courses are delivered through statewide fire departments. Graded P/F only.

FRSRV-101 FIREFIGHTER I 5.00 Credits
This course is designed to provide training to both volunteer and career firefighters. The course places an emphasis on the initial basic firefighter skills and provide the necessary information to develop and recruit firefighters. This will also allow those who complete this course to become a valuable and usable member of an organization, either as a volunteer or in a career. NFPA Standard 1001 was utilized to develop the course package. Upon completion of this course, the student will be eligible to take the state certification course.

FRSRV-102 HAZ-MAT AWARENESS 2.00 Credits
This class is designed to recognize a hazardous materials release and the risks involved. The student will learn how to identify the released material; how to use available resources, including the Emergency Response Guidebook; and how to notify the proper authorities in the event of a hazardous material incident. Upon completion of this course the student is eligible to take the state certification course.

FRSRV-103 HAZ-MAT OPERATIONS 2.00 Credits
The Hazardous Materials Operations (HAZMAT Ops) course is a five-day course that provides responders with the knowledge, skills, and abilities necessary to analyze, plan, and implement performance-defensive response actions for hazardous materials (HAZMAT) incidents. During this course, students receive instruction and hands-on experience in the knowledge, activities and responsibilities required of operations-level HAZMAT responders. Upon completion of this course the student is eligible to take the state certification course, however not required.

FRSRV-104 IFSTA BUILDING CONSTRUCTION 3.00 Credits
This course is a study of fundamentals of building construction and materials related to fire protection. Includes building plan layouts, conventional representations, symbols and abbreviations for building materials, methods of showing floor plans, elevations, section, and dimensions.

FRSRV-105 APPARATUS DRIVER OPERATION 3.00 Credits
This course is designed to acquaint firefighters, pump operators, and engineers with the following: characteristics of water flow, friction loss, engine pressure, multiple lines, unequal layouts, pump and pumpers, and field equations.

FRSRV-190 DIRECTED STUDY IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-191 WORKSHOP IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-192 SPECIAL TOPIC IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-201 FIREFIGHTER II 3.00 Credits
This course is designed to train the student to Level II as outlined in the Standard for Fire Fighters Professional Qualifications NFPA 1001. Subjects include details relating to fire behavior, portable extinguishers, water supplies, ropes, self-contained breathing apparatus, ladders, ventilation, forcible entry, hose, nozzles, appliances, fire streams, rescue, sprinkler systems, inspections first aid, salvage, overhaul and others. Upon completion of this course the student is eligible to take the state certification course.

FRSRV-202 NIMS 100, 200, 700, 800 2.00 Credits
This course is designed to be taken as an online class with some practical skills during a class session. ICS-100 is an introduction to the Incident Command System, ICS-200 is ICS for Single Resources and Initial Attack Incidents, ICS-700 is the National Incident Management System Introduction, and ICS-800 is the National Response Framework Introduction.

FRSRV-203 IFSTA FIRE INVESTIGATION 3.00 Credits
This course is designed to introduce students to methods of determining point of origin, path of fire travel, and fire causes. Topics include motives and methods of fire setting, recognizing and preserving evidence, arson laws, types of arson fires, court testimony, reports and records.

FRSRV-204 FIREFIGHTING STRATEGIES & TACTICS 3.00 Credits
This course will prepare firefighters in the development of strategies and tactics that are used to function at emergency calls. The student will recognize the need for strategies and tactics to take control of an emergency incident. Students will also be required to participate in tabletop exercises designed to demonstrate taking control of various emergency scenarios.

FRSRV-205 INSPECTION & PREVENTION 3.00 Credits
This course is designed to introduce students to various inspection practices which include surveying and mapping procedures associated with the organization and functions of fire prevention. Also includes areas of legal responsibilities and fire hazard characteristics. Opportunity is provided to make at least one complete inspection and report on as an assignment at the end of the course.

FRSRV-206 RIT/FIREFIGHTER SURVIVAL 2.00 Credits
This lesson introduces the Rapid Intervention Teams course. The course is designed as an "operations-level" Rapid Intervention Teams training program. It combines both awareness- and operations-level training for participants who have minimal experience in RIT work.

FRSRV-220 WILDLAND FIREFIGHTER II S-130 1.00 Credit
This course is designed to provide entry-level firefighters skills. Field time is encouraged, and many of the units are set up so they can be taught in either the classroom or the field. The field exercise for Unit 12 is required. A version of L-180, Human Factors on the Fireline, has been included as part of this course.

FRSRV-221 WILDLAND FIREFIGHTER II S-190 1.00 Credit
This course provides instruction in the primary factors affecting the start and spread of wildfire and recognition of potentially hazardous situations. S-190 is typically taught in conjunction with or prior to Basic Firefighter Training, S-130. It is designed to meet the fire behavior training needs of a Firefighter Type 2 (FFT2) on an incident as outlined in the NIMS: Wildland Fire Qualification System Guide, PMS 310-1, and the position taskbook developed for the position.

FRSRV-222 WILDLAND URBAN INTERFACE S-215 2.00 Credits
Instructional units include firefighter safety in the interface, managing human factors in the interface, pre-incident planning, size-up and initial strategy, structure triage, structure protection overview, tactics in the interface, tactical operations and resource use in the interface, action assessment, plan update, and after action review.

FRSRV-225 IFSTA FIRE INSTRUCTOR I 3.00 Credits
A study of the knowledge and skills necessary to be a fire service instructor. Instructional techniques will be discussed and developed. At the conclusion of this course, students will be able to take the state certification exam for Fire Service Instructor I.

FRSRV-226 RESCUE TECHNIQUES 3.00 Credits
A course designed to provide technical knowledge and practical skills necessary to perform emergency rescue procedures. Content will include: auto extrication, water and ice rescue, rope rescue, cave rescue, trenching incidents, search and rescue, electrical emergencies, and proper use and care of equipment. This course is an overview of all the listed material. Students are encouraged to search out additional training in each area at the operational level on an individual basis for proficiency in each area.

FRSRV-227 BS FIRE ALARM & PROTECTION SYSTEMS 3.00 Credits
A study of modern fire protection including water supply and distribution systems, housing of equipment and personnel, private fire protection methods, chemical extinguishers, building construction and a study of the various types of fixed and portable fire detection and alarm systems.

FRSRV-290 DIRECTED STUDY IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-291 WORKSHOP IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-292 SPECIAL TOPIC IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-294 INTERNSHIP IN FIRE SERVICE TECHNOLOGY 3.00 Credits
Internship in fire service technology.

FRSRV-390 DIRECTED STUDY IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-391 WORKSHOP IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-392 SPECIAL TOPIC IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-490 DIRECTED STUDY IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-491 WORKSHOP IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-492 SPECIAL TOPIC IN FIRE SERVICE TECHNOLOGY 1.00-6.00 Credits

FRSRV-494 SPECIAL TOPIC IN FIRE SERVICE TECHNOLOGY 1.00-12.00 Credits

GAME-100 INTRODUCTION 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.

GAME-110 GAME HISTORY AND ANALYSIS 3.00 Credits
This course explores the history of games and its effect on culture through a hands-on approach. Students will be exposed to a broad range of game styles played throughout history while creating their own version of a game from the same period.

GAME-130 2D GAME DEVELOPMENT 3.00 Credits
This course provides a primer for students to get started in creating 2D games. Topics include assets, coordinates, 2D Physics, prefabs, scripting, user interfaces, and simple AI. Prerequisites: CITPT-206.

GAME-230 3D GAME DEVELOPMENT 3.00 Credits
This course is for experienced programmers who wish to learn about 3D game development. Students will explore various advanced programming concepts through multiple projects. Topics will include prototyping, programming camera-relative movements, 3D physics, animator controllers, animation states, skyboxes, audio controllers, coroutines, and connecting your game to the internet. Prerequisites: GAME-130.

GAME-250 INTRODUCTION TO GAME AI 3.00 Credits
In this course students will explore strategies commonly used in the gaming industry to solve game AI problems. Topics will include state machines, behavior trees, sensory systems, pathfinding, trigger systems, rule-based systems, agent awareness, and adaptation. Prerequisites: GAME-130.

GAME-280 GAME DEVELOPMENT PROJECT I 4.00 Credits
This project is divided into two courses (GAME-280 and GAME-281) where students will work in groups to create a simple game or simulation. Topics will include iterative development techniques, source control, testing, debugging, team communication, and game documentation. Prerequisites: GAME-230.

GAME-281 GAME DEVELOPMENT PROJECT II 4.00 Credits
This project is divided into two courses (GAME-280 and GAME-281) where students will work in groups to create a simple game or simulation. Students will work towards completing their game by focusing on adding final elements to their game. Additional topics introduced may include team dynamics, task prioritization, and other development practices. Prerequisites: GAME-280.

GAME-282 GAME DEVELOPMENT PROJECT III 4.00 Credits
This project is dedicated to adding to a game previously worked on by the student or a team of students, for the purpose of improving current features and/or implementing new features to the game. Prerequisite: GAME-230.

GAME-294 INTERNSHIP IN GAME DEVELOPMENT 12.00 Credits
Internship in Game 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-100 KEYBOARDING 1.00 Credit
Build basic keyboarding and ten-key speed and accuracy using the proper techniques.

GNBPT-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. Cross-listed with ACCPT-101.

GNBPT-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.

GNBPT-112 EXCEL 3.00 Credits
This course is designed use advanced features of Excel and how they are used in business. Students will develop skills in advanced features, functions, and capabilities of Microsoft Excel as it is used in business. Pre-requite: GNBPT-110.

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 BUSINESS 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: ENGL-101 with a grade of C or better.

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 1.00-6.00 Credits
Internship in General Business.

GNBPT-194B INTERNSHIP IN GENERAL BUSINESS II 1.00-6.00 Credits
Continuation of GNBPT 194A as a 100-level internship in General Business.

GNBPT-194C INTERNSHIP IN GENERAL BUSINESS III 1.00-6.00 Credits
Continuation of GNBPT 194B as an intermediate 100-level internship in General Business.

GNBPT-194D INTERNSHIP IN GENERAL BUSINESS IV 1.00-6.00 Credits
Continuation of GNBPT 194C as an intermediate to advanced 100-level internship in General Business.

GNBPT-200 BUSINESS DOCUMENT PROCESSING 3.00 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 GNBPT-100.

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-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 various publishing systems. Pre-requisite: GNBPT-110.

GNBPT-222 BUSINESS EDITING 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: GNBPT-185.

GNBPT-223 PROOFREADING FOR GRAPHIC DESIGN 3.00 Credits
Provides training in proofreading in the graphic design and advertising filed as well as realistic practice to apply skill. Increases abilities to spell, punctuate, and use words and numbers correctly.

GNBPT-233 OFFICE PROCEDURES 3.00 Credits
Teaches technical office skills (filing, telephone techniques, mailing procedures, etc.). Prepares students to project a professional image.

GNBPT-235 ADMINISTRATIVE OFFICE MANAGEMENT 3.00 Credits
This course is designed to give students the basic principles of office management including the areas of supervising and promoting office personnel, problem solving, decision making, communication, leadership, working in groups and teams.

GNBPT-245 BUSINESS WRITING 3.00 Credits
Development of skills in written communications, emphasis on writing business letters and reports. Pre-requisites: GNBPT-110, GNBPT-122, and two credits of GNBPT-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 1.00-6.00 Credits
Internship in General Business.

GNBPT-294B INTERNSHIP IN GENERAL BUSINESS II 1.00-6.00 Credits
Continuation of GNBPT 294A as a 200-level internship in General Business.

GNBPT-294C INTERNSHIP IN GENERAL BUSINESS III 1.00-6.00 Credits
Continuation of GNBPT 294B as an intermediate 200-level internship in General Business.

GNBPT-294D INTERNSHIP IN GENERAL BUSINESS IV 1.00-6.00 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 1.00-6.00 Credits
Internship in General Business.

GNBPT-394B INTERNSHIP IN GENERAL BUSINESS II 1.00-6.00 Credits
Continuation of GNBPT 394A as a 300-level internship in General Business.

GNBPT-394C INTERNSHIP IN GENERAL BUSINESS III 1.00-6.00 Credits
Continuation of GNBPT 394B as an intermediate 300-level internship in General Business.

GNBPT-394D INTERNSHIP IN GENERAL BUSINESS IV 1.00-6.00 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 1.00-6.00 Credits
Internship in General Business.

GNBPT-494B INTERNSHIP IN GENERAL BUSINESS II 1.00-6.00 Credits
Continuation of GNBPT 494A as a 400-level internship in General Business.

GNBPT-494C INTERNSHIP IN GENERAL BUSINESS III 1.00-6.00 Credits
Continuation of GNBPT 494B as an intermediate 400-level internship in General Business.

GNBPT-494D INTERNSHIP IN GENERAL BUSINESS IV 1.00-6.00 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
Introduces students to the complexities of human interaction within contemporary organizations, offering strategies for coping and succeeding by utilizing perspective-taking while examining reality-based situations existing in today's workplace. Four major units within this course deal with: team-building, leading, conflict management (including how to deal with hostile work environment issues such as sexual harassment), and change management (both organizationally and individually) and how these issues impact organizational culture and individual behavior. Cross-listed with SS-185.

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 WITH SERVSAFE CERTIFICATION 3.00 Credits
This course is an introduction and overview of the primary facets of the Hospitality Travel & Tourism industry. It is to provide students with an understanding of the world of hospitality, travel and tourism and particularly to business as it applies to the industry. The business practices have been transformed by the intensity of competition, health safety, and redesign in all segments of the industry. Those charged with working in, owning, creating and managing hospitality businesses must understand the market dynamics and be adept at understanding, analyzing, actions on said analysis, and staying ahead of the trends. These are exciting times to enter the hospitality industry and this course will outline the opportunities available and begin to prepare you for the industry with tools and foundation required to function proficiently in your chosen profession. This course will also expose you to the important regulations, safety standards, and sanitation practices that are implemented within this industry. Using industry standards you will understand, demonstrate and apply principles of food safety and sanitation and, activities and all applications pertaining to food preparation and storage. By the end of the course students will understand national, state and local agencies responsible for both safety and sanitation. Students will also learn how these practices apply to other hospitality industries such as hotel, events, catering and more. A passing score of 70% or higher on the National Restaurant Association of America's-ServSafe Manger Certification exam is required to pass this course and receive the ServSafe Manager Certification.

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 MANAGEMENT I 1.00-6.00 Credits
Internship in Hospitality Management.

HSMPT-194B INTERNSHIP IN HOSPITALITY MANAGEMENT II 1.00-6.00 Credits
Continuation of HSMPT 194A as a 100-level internship in Hospitality Management.

HSMPT-194C INTERNSHIP IN HOSPITALITY MANAGEMENT III 1.00-6.00 Credits
Continuation of HSMPT 194B as an intermediate 100-level internship in Hospitality Management.

HSMPT-194D INTERNSHIP IN HOSPITALITY MANAGEMENT IV 1.00-6.00 Credits
Continuation of HSMPT 194C as an intermediate to advanced 100-level internship in Hospitality Management.

HSMPT-210 FOOD AND BEVERAGE MANAGEMENT 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 WITH EXECUTIVE HOUSE KEEPING 3.00 Credits
Front Office management will help you to understand, organize, perform, and evaluate the Front Office functions that are critical to a hotel's success. This course details information about aspects of Front Office operations and management. It examines complex relationships between hotel departments, technological advancements, and unique Front Office strategies. Executive Housekeeping and Front Office Management are synonymous when it comes to sending a message of professionalism and quality. The Executive Housekeeping knowledge of this course is designed to provide important technical information for students to understand the day to day complexities of the housekeeping profession-from planning and organizing, to budgeting, to supervising and performing the work itself. The intended purpose of including Executive Housekeeping is to promote the importance of how these two segments of the hotel industry must coexist in order to function properly.

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-256 HOSPITALITY LAB/SKILLS DEVELOPMENT 3.00 Credits
This 3-credit lab provides a food appreciation experience where students will examine the different preparation and service methods of commercial food operations. Students will gain an understanding of the standards, preparation, and the techniques and skills associated with commercial establishments. It will address the language of a professional kitchen to students who seek to become managers. Topics covered include tool skills, industry trends, management applications, property applications, shopping/inventories, creating menus, and mathematical applications. Students will participate in two-part modules that comprise theory (learning) and application (hands-on training); they will complete the modules with a "live" guest review of the food and course concepts. This course follows the passing of CULPT 101-01 Culinary Skills I in the "Semester of Exploration".

HSMPT-257 HOSPITALITY LAB/SKILLS DEVELOPMENT 3.00 Credits
This 3-credit lab is the continuation of a food appreciation experience where students will examine the different preparation and service methods of commercial food operations. Students will continue to gain an understanding of the standards, preparation, and the techniques and skills associated with commercial establishments. It will build on the skills acquired in previous Lab/Skills courses to enhance the professional students who seek to Understand the foods industry. Topics covered include tool skills, industry trends, management applications, property applications, shopping/inventories, creating menus, and mathematical applications. Students will participate in two-part modules that comprise theory (learning) and application (hands-on training); they will complete the modules with a "live" guest review of the food and course concepts. This will be the final Lab class for in all designated pathways minus the Culinary Arts pathway. Pre-requisites: CULPT-101 and HSMPT-256.

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-280 TECHNOLOGY IN HOSPITALITY, TRAVEL & TOURISM 3.00 Credits
Technology in Hospitality, Travel & Tourism introduces students to the basic concept of technologies and automation seen in the industry. The industry continues to see significant changes in all facets of business due to changing customer expectations, transitions in delivery systems, new and cheaper technology, need of creativity and organization, and a challenging labor market. The result of these forces has lead the Hospitality, Travel & Tourism industry to increasingly turn to automation of basic job tasks to stay competitive and meet the needs of customers, clients and management. This course examines the new technologies shaping the hospitality industry and how industry leaders are taking advantage of these new technologies to improve efficiency and service.

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 MANAGEMENT I 1.00-6.00 Credits
Internship in Hospitality Management.

HSMPT-294B INTERNSHIP IN HOSPITALITY MANAGEMENT II 1.00-6.00 Credits
Continuation of HSMPT 294A as a 200-level internship in Hospitality Management.

HSMPT-294C INTERNSHIP IN HOSPITALITY MANAGEMENT III 1.00-6.00 Credits
Continuation of HSMPT 294B as an intermediate 200-level internship in Hospitality Management.

HSMPT-294D INTERNSHIP IN HOSPITALITY MANAGEMENT IV 1.00-6.00 Credits
Continuation of HSMPT 294C as an intermediate to advanced 200-level internship in Hospitality Management.

HSMPT-356 HOSPITALITY LAB/SKILLS DEVELOPMENT II 3.00 Credits
This 3-credit lab expands upon the skills and learning that students acquired in HSMPT-256. It provides a food appreciation experience where students will further examine the different preparation and service methods of commercial food operations. They will prepare and evaluate traditional and other restaurant menus for quality standards. Students will participate in two-part modules that comprise theory (learning) and application (hands-on training); they will complete the modules with a "live" guest review of the food and course concepts. Prerequisite: HSMPT-256.

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 1.00-6.00 Credits
Internship in Law.

LAWPT-194B INTERNSHIP IN LAW II 1.00-6.00 Credits
Continuation of LAWPT 194A as a 100-level internship in Law.

LAWPT-194C INTERNSHIP IN LAW III 1.00-6.00 Credits
Continuation of LAWPT 194B as an intermediate 100-level internship in Law.

LAWPT-194D INTERNSHIP IN LAW IV 1.00-6.00 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: GNBPT-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 1.00-6.00 Credits
Internship in Law.

LAWPT-294B INTERNSHIP IN LAW II 1.00-6.00 Credits
Continuation of LAWPT 294A as a 200-level internship in Law.

LAWPT-294C INTERNSHIP IN LAW III 1.00-6.00 Credits
Continuation of LAWPT 294B as an intermediate 200-level internship in Law.

LAWPT-294D INTERNSHIP IN LAW IV 1.00-6.00 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.

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. Pre-requisite: LAWPT-274.

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 265 or LAWPT 365 or BUS 365 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: LAWPT-224 or LAWPT-230, 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 1.00-6.00 Credits
Internship in Law.

LAWPT-394B INTERNSHIP IN LAW II 1.00-6.00 Credits
Continuation of LAWPT 394A as a 300-level internship in Law.

LAWPT-394C INTERNSHIP IN LAW III 1.00-6.00 Credits
Continuation of LAWPT 394B as an intermediate 300-level internship in Law.

LAWPT-394D INTERNSHIP IN LAW IV 1.00-6.00 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 1.00-6.00 Credits
Internship in Law.

LAWPT-494B INTERNSHIP IN LAW II 1.00-6.00 Credits
Continuation of LAWPT 494A as a 400-level internship in Law.

LAWPT-494C INTERNSHIP IN LAW III 1.00-6.00 Credits
Continuation of LAWPT 494B as an intermediate 400-level internship in Law.

LAWPT-494D INTERNSHIP IN LAW IV 1.00-6.00 Credits
Continuation of LAWPT 494C as an intermediate to advanced 400-level internship in Law.

MEDPT-170 MEDICAL INSURANCE 3.00 Credits
The goal of this class is to provide students with the appropriate skills and knowledge needed to understand the many aspects of medical insurance in a medical setting and to increase efficiency and streamline administrative procedures for one of the most complex tasks of the physician's business, which is insurance coding and billing.

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-173.

MEDPT-185 MED ASST PROFESSION & FOUNDATIONS 3.00 Credits
This course provides students with both an introduction to and survey of the Medical Assistant profession, as well as skills that serve as the foundation to the profession. Course will cover theoretical concepts including (but not limited to) scope of practice, communication, ethics-law, and professionalism, along with introductory foundational skills such as vital signs and medial asepsis. Pre-Requisite: MEDPT-173, with a grade of C or better.

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 1.00-6.00 Credits
Internship in Medical.

MEDPT-194B INTERNSHIP IN MEDICAL II 1.00-6.00 Credits
Continuation of MEDPT 194A as a 100-level internship in Medical.

MEDPT-194C INTERNSHIP IN MEDICAL III 1.00-6.00 Credits
Continuation of MEDPT 194B as an intermediate 100-level internship in Medical.

MEDPT-194D INTERNSHIP IN MEDICAL IV 1.00-6.00 Credits
Continuation of MEDPT 194C as an intermediate to advanced 100-level internship in Medical.

MEDPT-240 PHARMACOLOGY FOR HEALTH PROFESSIONS 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, BIOL-175 or BIOL-227 & 228, ENGL 101 all with grade of C or better.

MEDPT-245 PHLEBOTOMY FOR HEALTH PROFESSIONS 2.00 Credits
Provides knowledge and skills needed to perform phlebotomy procedures commonly used in health care setting and facilities. The fundamentals of blood drawing and testing will be taught utilizing aseptic technique and universal precautions as standard for all procedures. Students will be performing venous and capillary blood withdrawal techniques and will be trained in blood testing that is commonly used in health care facilities. Phlebotomy and laboratory quality control measures will be emphasized throughout this course. Pre-requisite: MEDPT-255 with a 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 BLS Healthcare Provider CPR certification PRIOR to field placement, and have permission of instructor.

MEDPT-255 MEDICAL ASSISTING I 5.00 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. Students must complete and pass all pre-requisite courses with a C or higher to be considered for placement into the Medical Assistant program. Pre-requisites: MEDPT-173, MTHPT-130, BIOL-175 or BIOL-227 & 228, ENGL 101 all with grade of C or better.

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 5.00 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. Students are required to obtain and/or provide proof of CURRENT BLS 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. Pre-requisite: MEDPT-255 with grade of C or better.

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 resourses as prepared by the American Medical Association, latest edition. Pre-requisites: MEDPT-173.

MEDPT-285 MEDICAL CODING II 3.00 Credits
This course is designed to help students master the complexity of medical coding. Using the Current Procedural Terminology (CPT), the Healthcare Common Procedure Coding System (HCPCS), the International Classification of Diseases, Clinical Modification (ICD-10-CM) coding books, students will convert written descriptions of diseases, injuries, and procedures into numeric designations. This course will go into further detail of all coding. Exercises will cover all of the medical specialties, and will deal with the common coding problems encountered in the real medical world environment. Skill emphasis is placed on knowledge of coding theories and practical coding applications. Pre-requisites: MEDPT-173 and MEDPT-275.

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 1.00-6.00 Credits
Internship in Medical.

MEDPT-294B INTERNSHIP IN MEDICAL II 1.00-6.00 Credits
Continuation of MEDPT 294A as a 200-level internship in Medical.

MEDPT-294C INTERNSHIP IN MEDICAL III 1.00-6.00 Credits
Continuation of MEDPT 294B as an intermediate 200-level internship in Medical.

MEDPT-294D INTERNSHIP IN MEDICAL IV 1.00-6.00 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 1.00-6.00 Credits
Internship in Medical.

MEDPT-394B INTERNSHIP IN MEDICAL II 1.00-6.00 Credits
Continuation of MEDPT 394A as a 300-level internship in Medical.

MEDPT-394C INTERNSHIP IN MEDICAL III 1.00-6.00 Credits
Continuation of MEDPT 394B as an intermediate 300-level internship in Medical.

MEDPT-394D INTERNSHIP IN MEDICAL IV 1.00-6.00 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 1.00-6.00 Credits
Internship in Medical.

MEDPT-494B INTERNSHIP IN MEDICAL II 1.00-6.00 Credits
Continuation of MEDPT 494A as a 400-level internship in Medical.

MEDPT-494C INTERNSHIP IN MEDICAL III 1.00-6.00 Credits
Continuation of MEDPT 494B as an intermediate 400-level internship in Medical.

MEDPT-494D INTERNSHIP IN MEDICAL IV 1.00-6.00 Credits
Continuation of MEDPT 494C as an intermediate to advanced 400-level internship in Medical.

MGTPT-101 INTRODUCTION TO BUSINESS 3.00 Credits
Increases student awareness of business functions and the business environment. Crosslisted with BUS-101.

MGTPT-190 DIRECTED STUDY IN MANAGEMENT 1.00-6.00 Credits

MGTPT-191 WORKSHOP IN MANAGEMENT 1.00-6.00 Credits

MGTPT-192 SPECIAL TOPICS IN MANAGEMENT 1.00-6.00 Credits

MGTPT-194 INTERNSHIP IN MANAGEMENT 1.00-12.00 Credits

MGTPT-194A INTERNSHIP IN MANAGEMENT I 1.00-6.00 Credits
Internship in Management.

MGTPT-194B INTERNSHIP IN MANAGEMENT II 1.00-6.00 Credits
Continuation of MGTPT 194A as a 100-level internship in Management.

MGTPT-194C INTERNSHIP IN MANAGEMENT III 1.00-6.00 Credits
Continuation of MGTPT 194B as an intermediate 100-level internship in Management.

MGTPT-194D INTERNSHIP IN MANAGEMENT IV 1.00-6.00 Credits
Continuation of MGTPT 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-270 BUSINESS ETHICS 3.00 Credits
This course introduces basic business ethical concepts, principles, and examples. Topics focus on solving moral dilemmas and introduce the stakeholder and issues management methods as a strategic and practical way for applying ethical reasoning in the workplace. Emphasis is placed on establishing solid decision criteria, moral creativity, and responsibility in ethical reasoning. This course also fosters an awareness of corporate responsibility in advertising, product safety and liability, and the environment. Timely ethical issues such as globalization, discrimination, sexual harassment, and whistle-blowing will be discussed as they relate to the workplace.

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 1.00-6.00 Credits
Internship in Management.

MGTPT-294B INTERNSHIP IN MANAGEMENT II 1.00-6.00 Credits
Continuation of MGTPT 294A as a 200-level internship in Management.

MGTPT-294C INTERNSHIP IN MANAGEMENT III 1.00-6.00 Credits
Continuation of MGTPT 294B as an intermediate 200-level internship in Management.

MGTPT-294D INTERNSHIP IN MANAGEMENT IV 1.00-6.00 Credits
Continuation of MGTPT 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 1.00-6.00 Credits
Internship in Management.

MGTPT-394B INTERNSHIP IN MANAGEMENT II 1.00-6.00 Credits
Continuation of MGTPT 394A as a 300-level internship in Management.

MGTPT-394C INTERNSHIP IN MANAGEMENT III 1.00-6.00 Credits
Continuation of MGTPT 394B as an intermediate 300-level internship in Management.

MGTPT-394D INTERNSHIP IN MANAGEMENT IV 1.00-6.00 Credits
Continuation of MGTPT 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 1.00-6.00 Credits
Internship in Management.

MGTPT-494B INTERNSHIP IN MANAGEMENT II 1.00-6.00 Credits
Continuation of MGTPT 494A as a 400-level internship in Management.

MGTPT-494C INTERNSHIP IN MANAGEMENT III 1.00-6.00 Credits
Continuation of MGTPT 494B as an intermediate 400-level internship in Management.

MGTPT-494D INTERNSHIP IN MANAGEMENT IV 1.00-6.00 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-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-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 students 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 organizations 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-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 FINITE MATHEMATICS 3.00 Credits
Systems of linear equations and inequalities, elementary matrix algebra, introduction to linear programming, elementary discrete probability and statistics. Emphasis on applications to business, economics and social sciences. Pre-requisite: MATH-025, or MTHPT-103, with a grade of 'C' or better, or have satisfactory Math placement score.

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.

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

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-102 INTRO/GRAPHIC COMMUNICATIONS 3.00 Credits
Graphic Communications is the process of communicating visually using typography and images to present information. Graphic design practice embraces a range of cognitive skills, aesthetics, and crafts, including typography, visual arts, and page layout. Like other forms of design, graphic communications often refers to both the process (designing) by which the communication is created and the products (designs) which are generated. We will learn various techniques and processes on how to disseminate such information.

PITPT-111 INTRODUCTION TO PACKAGING 3.00 Credits
This course will introduce students to the packaging industry with an emphasis on corrugated packaging. Content will explore various substrates used in packaging, common industry practices, and the production process from raw materials to structural design and printing. Students will get the opportunity to view production processes first-hand with field trips to regional packaging facilities. Content will be delivered via a combination of lecture, demonstration, and industry-provided web-based resources.

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 GNBPT-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 GRAPHIC COMMUNICATIONS I 3.00 Credits
This course will provide a hands on approach to the fundamentals of designing for print and digital production, from the early stage of conception and planning, to the technical stages of file and color management, with a focus on critical thinking and realistic application of projects. Structured around the graphic communications print and digital production flow, essential material will be taught for all aspects of the process, including coverage of computers, color management, layouts, file format optimization, designing for digital and print production, designing with accessibility in mind, ethical and legal issues, and much more. Pre-requisite: PITPT-129.

PITPT-135 GRAPHIC COMMUNICATIONS II 3.00 Credits
This course will be a continuation of Graphic Communications I, and build more extensively upon prepress post-press and finishing/binding processes. The course will include theory and practice in basic bindery and finishing operations, including cutting, folding, drilling, stitching, binding, scoring, and perforating. Students will learn and gain knowledge of paper types related to their grain directions, cutting, folding and binding characteristics. This course will also build upon skills learned in other Graphic Communications courses, and students will be able to turn their designs into actual production from concept to delivery, using a hands on approach. Pre-Requisite: PITPT-134.

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 grpahics 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 1.00-6.00 Credits
Internship in Printing Technology.

PITPT-194B INTERNSHIP IN PRINTING TECHNOLOGY II 1.00-6.00 Credits
Continuation of PITPT 194A as a 100-level internship in Printing Technology.

PITPT-194C INTERNSHIP IN PRINTING TECHNOLOGY III 1.00-6.00 Credits
Continuation of PITPT 194B as an intermediate 100-level internship in Printing Technology.

PITPT-194D INTERNSHIP IN PRINTING TECHNOLOGY IV 1.00-6.00 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 GRAPHIC COMMUNICATIONS III 6.00 Credits
This course will build upon skills learned in previous Graphic Communications courses to provide a hands on learning approach in a real world environment. Students will apply knowledge and skills learned in previous GC courses to produce printed projects and build a portfolio to present for future employment opportunities. The student will spend a specified amount of time in each of the following areas: 1) Digital Image Preparation, which includes concept development, design and layout, 2) Digital Image Assembly and Prepress, 3) Press Operations, and 4) Finishing and binding. Pre-requisite: PITPT-135.

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-220 ADOBE PREMIER 3.00 Credits
Get started with Adobe Premiere Pro. This beginning-level course takes you through the basic ins and outs of Premiere Pro CC. Using a project-based approach, you will learn editing by blending technical and aesthetic instruction. Tour the interface, and then go through the entire post-production process-including ingest, organization, editing, refining, audio editing, basic effects, color correction, titling, output, and more.

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 PACKAGING STRUCTURAL DESIGN 3.00 Credits
A key position in the Packaging field is the Structural Designer. These are the people responsible for creating the packaging structure to appropriately fit, protect, and ship certain products, as well as recommending the appropriate materials. Students will learn to use CAD software specific to the Packaging industry (Arden Impact) to create many common packaging styles, as well as 3D virtual mock-ups. Custom containers will also be created to meet the specific needs of a given product. Students will create working prototypes of their designs out of corrugated board, folding carton, or paperboard using the Kongsberg sample table. Pre-requisites: PITPT-129.

PITPT-285 POINT OF PURCHASE DISPLAYS 3.00 Credits
This course explores the structures commonly used in creating POP and promotional displays. Students will create original display designs using packaging CAD software and create the artwork to be printed on those displays using Adobe Illustrator. Students will produce these displays using a flatbed or wide format printer in combination with a Kongsberg sample table for cutting and creasing the structure prior to final assembly. Pre-requisites: PITPT 129 Exploring Adobe Illustrator, MTHPT 130 Finite Mathematics OR MTHPT 137 Math for Technology, PITPT 281/381 Packaging Structural Design, PITPT289/389 Packaging Graphics.

PITPT-288 PACKAGING OPTIMIZATION 3.00 Credits
Students will learn to use palletizing software to prepare a shipping plan for packages, and conversely, packages to meet the needs of a particular shipping plan. Students will learn to optimize use of pallet space and utilize package strength to ensure stacking stability and to most efficiently and safely ship packaged products. Packaging safety, shipping rules and regulations, and materials testing will also be covered. Pre-requisites: MTHPT 130 Finite Mathematics OR MTHPT 137 Math for Technology, PITPT 281/381 Packaging Structural Design.

PITPT-289 PACKAGING GRAPHICS 3.00 Credits
This course covers the other side of packaging design. Once the physical packaging style/structure and material are decided upon, graphics need to be created to inform about or help sell the contents inside. Students will create artwork to be printed on or applied to standard and custom containers, including corrugated and paperboard boxes and glass bottles. Students will learn to consider multiple factors in creating effective package design, such as target audiences, potential printing limitations, and retail space display. Pre-requisites: 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 1.00-6.00 Credits
Internship in Printing Technology.

PITPT-294B INTERNSHIP IN PRINTING TECHNOLOGY II 1.00-6.00 Credits
Continuation of PITPT 294A as a 200-level internship in Printing Technology.

PITPT-294C INTERNSHIP IN PRINTING TECHNOLOGY III 1.00-6.00 Credits
Continuation of PITPT 294B as an intermediate 200-level internship in Printing Technology.

PITPT-294D INTERNSHIP IN PRINTING TECHNOLOGY IV 1.00-6.00 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 1.00-6.00 Credits
Internship in Printing Technology.

PITPT-394B INTERNSHIP IN PRINTING TECHNOLOGY II 1.00-6.00 Credits
Continuation of PITPT 394A as a 300-level internship in Printing Technology.

PITPT-394C INTERNSHIP IN PRINTING TECHNOLOGY III 1.00-6.00 Credits
Continuation of PITPT 394B as an intermediate 300-level internship in Printing Technology.

PITPT-394D INTERNSHIP IN PRINTING TECHNOLOGY IV 1.00-6.00 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 PRITING 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 1.00-6.00 Credits
Internship in Printing Technology.

PITPT-494B INTERNSHIP IN PRINTING TECHNOLOGY II 1.00-6.00 Credits
Continuation of PITPT 494A as a 400-level internship in Printing Technology.

PITPT-494C INTERNSHIP IN PRINTING TECHNOLOGY III 1.00-6.00 Credits
Continuation of PITPT 494B as an intermediate 400-level internship in Printing Technology.

PITPT-494D INTERNSHIP IN PRINTING TECHNOLOGY IV 1.00-6.00 Credits
Continuation of PITPT 494C as an intermediate to advanced 400-level internship in Printing Technology.