

## Business Technology and Service Division

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### OVERVIEW

Business Technology and Service Division (BTS) 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:

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

## **ADMISSION AND DEGREE REQUIREMENTS**

See the Admission and Related Information section of this catalog.

## **PROGRAM CHARACTERISTICS**

The instructional programs of the Division emphasize skills which are critical to functioning on the job. Instruction is based upon specific competencies and frequently allows students to progress through a course at their own pace.

Practical on-the-job experience gained through a supervised cooperative, practicum, internship, or clinical study is an integral part of each program.

## **BASIC SKILLS ASSISTANCE**

Students who desire to enter post-secondary programs but need to brush up on basic skills will be enrolled in basic academic course(s) as indicated by the COMPASS assessment. The basic academic courses include: Basic Reading, Basic English, and Basic Arithmetic. Assistance for basic skills may also be received from Adult Basic Education.

## **PRIOR LEARNING ASSESSMENT**

Students who have a strong background of work experience, or education, are encouraged to discuss the opportunity to challenge courses with program advisors.

## **CLASS ATTENDANCE**

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

## **DEGREES AND CERTIFICATES OFFERED AND STUDENT OUTCOMES**

Associate of Applied Science degrees and Bachelor of Applied Science degrees are offered in the following programs. Advanced Technical Certificates are offered in the programs marked with an \* (see the following pages for more detailed information).

- Administrative Assistant\*
- Administrative Medical Assistant\*
- Bookkeeping\*
- Business Management\*
- Dental Hygiene
- Early Childhood Development \*
- Fire Service Technology
- Graphic Design/Printing Technology\*
- Hospitality Management\*
- Legal Assistant \*
- Medical Assistant
- Paralegal
- Web Development

Technical certificate programs are offered in the following programs (see the following pages for more detailed information).

- Digital Imaging
- Early Childhood Development
- Food and Beverage Management

- Legal Office Technology
- Medical Biller/Coder
- Medical Receptionist
- Medical Transcription
- Office Technology
- Offset Press
- Paralegal
- Retailing
- Rooms Division Management
- Supervision

## **ASSOCIATE OF APPLIED SCIENCE DEGREES AND ADVANCED TECHNICAL CERTIFICATES**

### **ADMINISTRATIVE ASSISTANT**

The Administrative Assistant program combines a well-balanced academic program with expert administrative and computer instruction to give students the diversified educational training and background needed to hold office positions of responsibility and importance in many areas of the business world. On-the-job experience enhances the transition from the classroom to the real world of work. The administrative assistant has various job opportunities. These might be in travel, sports, or entertainment; banking, insurance, or real estate; technical, government, or foreign service; and public, private, or temporary agencies. Upon completion of the Administrative Assistant program, students will:

- Perform routine clerical skills
- Demonstrate proficiency in using word processing, spreadsheets, and database applications
- Demonstrate interpersonal, teamwork, leadership, organizational, and decision-making skills
- Communicate effectively as a writer, listener, and speaker in social and business settings
- Apply principles of accounting and math in office situations

### **ADMINISTRATIVE MEDICAL ASSISTANT**

The need for trained medical office personnel in doctors' offices, clinics, and hospitals continues to increase. This program provides advanced-level training to meet this growing employment need. Students will receive a significant part of their instruction in medical field experience in cooperation with local doctors' offices or other medical facilities.

Entry into Administrative Medical Assistant classes requires students to undergo a criminal background check before the beginning of the second semester or they will not be allowed to register. Instructions on how to initiate the background check procedure will be provided by the program advisor. Upon completion of the Administrative Medical Assistant program, students will:

- Demonstrate employability skills and habits
- Select and complete various medical documents
- Schedule appointments and activities
- Work effectively with a variety of medical professionals and agencies

### **BOOKKEEPING**

This major is for students who wish to specialize in bookkeeping functions. Graduates are able to enter employment as general bookkeepers, doing the analysis, recording, and other work necessary to keep a complete set of books for a small business; or they will be able to assist with the bookkeeping and accounting functions of a large business, industrial firm, or agency. Upon completion of the Bookkeeping program, students will:

- Demonstrate competency in accounting procedures for a merchandising business in a sole proprietorship, partnership, or corporate environment
- Demonstrate competency with computerized accounting software and spreadsheet applications
- Understand the timelines and procedures for payroll and reporting requirements
- Demonstrate knowledge of basic issues in business, collections, and small business management
- Communicate effectively as a writer, listener, and speaker in a social and business setting

### **BUSINESS MANAGEMENT**

The Business Management degree is for students who wish to work at the supervisory or management level in a retail or service business, or to prepare for small business ownership. The first level concentrates on entry-level skills, attitudes, and knowledge. The second level emphasizes supervisory and personal management skills as related to positions beyond those of entry-level in business, institutions, and public service. Courses allow for part-time employment in career-related jobs under the supervision of an instructor. The student organization, Collegiate DECA, is recommended as part of the program; this allows opportunity for practice and development of group participation and leadership skills similar to those found in successful entrepreneurs. Upon completion of the Business Management program, students will:

- Plan, organize, and communicate with team members
- Achieve both individual and team goals through planning and organization
- Communicate effectively in writing, listening, and speaking
- Supervise and manage daily operations in retailing
- Develop a business plan
- Demonstrate effective salesperson skills to enhance customer service
- Demonstrate understanding of sound financial decisions
- Understand the legal impact of the law with regard to small business ownership
- Use technology to increase efficiency

### **DENTAL HYGIENE**

Lane Community College (<http://www.lanecc.edu/fhc/dental/admissionsindex.htm>) offers a two year Associate's Degree in Dental Hygiene on the campus of Lewis-Clark State College. Pre-requisite courses are available through LCSC and must be completed prior to application to Lane CC. Dental Hygienists are licensed preventive oral health professionals who provide educational, clinical, and therapeutic services to support overall health through proper oral health. The [Bureau of Labor and Statistics](#) lists Dental Hygiene among the fastest growing occupations in the U.S., with excellent job prospects for the future.

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### **EARLY CHILDHOOD DEVELOPMENT**

The Early Childhood Development program prepares students with skills to be qualified as

lead teachers at Head Start, or instructional assistants in the public schools, or any other instructional or care-giving position in an early childhood organization. The program emphasizes the physical, mental, social, and emotional development of children ages 0-5. Early childhood educators/workers provide care and learning experiences for children in pre-school or day-care programs.

Entry into Early Childhood Development courses requires that students work with children. Students enrolling are required to undergo a criminal background check before beginning the second semester or they will not be allowed to register. Instructions on how to initiate the background check procedure will be provided by the program advisor. Upon completion of the Early Childhood Development program, students will:

- Establish and maintain a safe, healthy learning environment for young children
- Advance physical and intellectual competency in young children
- Support social and emotional development and provide positive guidance for young children
- Foster positive and productive relations with families
- Ensure well-run, purposeful programs responsive to participant needs
- Maintain a commitment to professionalism

### **FIRE SERVICE TRAINING**

Participants must be members of a paid or volunteer fire department. Technical skill courses are offered through fire departments under the coordination with Workforce Training. Upon completion of the technical Core and technical support classes, students may choose to complete the General Education Core classes and apply for an AAS degree in Fire Service. See the program plan area for the major requirements.

### **GRAPHIC DESIGN/PRINTING TECHNOLOGY**

The Graphic Design/Printing Technology program gives students a fundamental working knowledge of graphic design, digital imaging, film imposition, platemaking, offset presswork, and bindery processes. The Graphic Design/Printing Technology program has incorporated corrugated packaging classes into its curriculum. This program will be one of only a few corrugated programs located throughout the country. Students will enter the printing industry with skills needed to gain employment as an entry-level worker. Upon completion of the Graphic Design/Printing Technology AAS degree, students will:

- Have an understanding of the overall graphic arts production process
- Be able to work in a production, deadline-oriented environment
- Have an understanding for various pre-press software and its uses
- Be familiar with various layout, design methods, packaging structure and design
- Be familiar with various stripping and platemaking activities

\*NOTE: Students entering the Graphic Design/Printing Technology program must purchase an SLR camera.

### **HOSPITALITY MANAGEMENT**

Students enrolled in the Hospitality Management program will receive training in the areas of Food and Beverage Management and Rooms Division Management. This course work is certified by the American Hotel and Lodging Association and the National Restaurant Association. Upon completion of the Hospitality Management program, students will:

- Demonstrate proper compliance with FDA sanitation codes
- Understand methods of food and beverage operations and standards
- Demonstrate communication skills needed in working within the hospitality industry
- Demonstrate front office efficiency through machine-assisted and computer-based methods and functions

- Understand security issues and concerns for safety and security of guests, property, and employees
- Develop the ability to supervise and to train employees and oversee housekeeping operations

### **LEGAL ASSISTANT**

The Legal Assistant option provides training in legal transcription, office procedures, and the preparation of legal documents. Experience in a law-related office under the Legal Office Experience course is an integral part of the Legal Assistant curriculum. Upon completion of the Legal Assistant program, students will:

- Produce legal documents from draft, dictation, and forms
- Understand basic legal research skills and be able to function effectively in a standard law library
- Maintain office, court calendars, and understand basic office procedures
- Work effectively with a wide spectrum of legal professionals
- Maintain confidentiality
- Understand the importance of legal ethics
- Demonstrate knowledge and skill to run a variety of computer programs

### **MEDICAL ASSISTANT**

Medical Assistants are multi-skilled health professionals specifically educated to work in the ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serves as standards for entry into the profession. Duties of a medical assistant can include obtaining referral and surgery pre-authorizations, transcribing patient encounters, measuring vital signs, performing routine lab tests, operating X-ray and electrocardiograph equipment, assisting the doctor during exams, scheduling appointments and surgeries, preparing and maintaining medical records, and ordering supplies. The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board. MAERB, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350

Entry into Medical Assistant courses requires that students work with patients. Students enrolling in these courses are required to complete the Hepatitis B vaccinations series and to have a current (within one year) TB test. Students are also required to undergo a criminal background check before the beginning of the second semester or students will not be allowed to register. Instructions on how to initiate the background check procedure will be provided by the program advisor.

Students are responsible for obtaining any necessary health exams, immunizations, evidence of a TB test, titers, etc., which are necessary to meet OSHA requirements, and requirements by the College and affiliating clinical agencies. It is a policy that clinicals for Medical Assistants are non-paid. Upon completion of the Medical Assistant AAS degree, students will:

- Understand and apply hand washing, autoclaving, sterilization, disposing biohazardous materials, and practicing standard precautions techniques
- Perform specimen collection, diagnostic testing, and patient care
- Perform clerical functions
- Perform bookkeeping procedures
- Prepare special accounting entries
- Process insurance claims
- Be able to respond, initiate, and demonstrate communication skills

- Maintain confidentiality and understand legal concepts
- Explain procedures and instruct patients
- Maintain and inventory supplies and equipment

### **PARALEGAL**

The Paralegal program educates and trains students to perform substantive and procedural legal work under the supervision of a lawyer. Paralegals are non-lawyers who assist attorneys in their professional duties. Two options are available in the Paralegal program: a 96-credit AAS degree program and a 36-credit Certificate program. To be accepted into the AAS Paralegal program, students must first complete the AAS Legal Assistant program, or have prior legal office experience. Upon completion of the Paralegal AAS degree, students will:

- Be able to think critically
- Demonstrate organizational skills
- Work effectively with a variety of legal office professionals and clients
- Understand and apply legal ethics as required by law
- Demonstrate in-depth understanding of the legal system and its various agencies
- Demonstrate solid interviewing and investigation skills
- Draft legal documents and memoranda pertinent to specific areas of law
- Demonstrate excellent writing, listening, and speaking skills
- Demonstrate knowledge in legal research and writing skills
- Demonstrate knowledge and understanding of a variety of computer programs
- Maintain confidentiality

### **WEB DEVELOPMENT**

This program prepares students with the skills necessary for organization web development and management. Course work includes applying the most popular web authoring and information system application tools to web development and the study of professional website management strategies. In addition, current internet technologies, web-programming techniques, and electronic business practices will be studied. Successful students will be able to work in development teams and communicate in the web application arena. Upon completion of the Web Development program, students will:

- Display working knowledge of the Internet
- Understand the purchase and administration of domain names
- Have basic knowledge of Web servers and systems
- Demonstrate web page authoring in HTML and client-side scripting
- Demonstrate web page authoring and publishing using popular, graphical-user interface applications such as FrontPage
- Display web development team communication and collaboration
- Demonstrate electronic publishing in using Microsoft, Adobe, Macromedia, and other popular, development applications
- Build server-side and database-driven web sites

### **TECHNICAL CERTIFICATES**

#### **DIGITAL IMAGING**

The Digital Imaging Technical Certificate option prepares students with skills needed for entry-level employment in a pre-press environment. The courses in the pre-press curriculum are designed to teach students both the use and proper application/integration of hardware and software used in the graphic design industry. This Certificate can be incorporated into the Graphic Design/Printing Technology AAS degree. Upon completion of the Digital Imaging Technical Certificate, students will:

- Have an understanding of the overall graphic arts production process

- Be able to work in a production, deadline-oriented environment
- Have an understanding for various pre-press software and its uses
- Be familiar with various layout and design methods
- Be familiar with various stripping and plate-making activities

### **EARLY CHILDHOOD DEVELOPMENT**

The Early Childhood Development program prepares students with skills that pertain to careers in early childhood with children ages 0-5, such as program managers, program directors, or caregivers, and parenting. The program emphasizes the physical, mental, social, and emotional development of children. Early childhood educators/workers provide care and learning experiences for children in pre-school or day-care programs.

Entry into Early Childhood Development Courses require that students work with children in practicum settings. Students enrolling in these courses are required to undergo a criminal background check before the beginning of the second semester or students will not be allowed to register. Instructions on how to initiate the background check procedure will be provided by the program advisor. Upon completion of the Early Childhood Development Technical Certificate, students will:

- Establish and maintain a safe, healthy learning environment
- Advance physical and intellectual competence
- Support social and emotional development and provide positive guidance
- Establish positive and productive relationships with families
- Ensure well-run, purposeful programs responsive to participant needs
- Maintain professionalism

### **FOOD/BEVERAGE MANAGEMENT OR ROOMS DIVISION MANAGEMENT**

Students enrolling in either of these Technical Certificate options under the Hospitality Management Program will receive training specific to either restaurant management or hotel management. Participation in cooperative work study is required of all students in this program. This coursework is certified by the American Hotel and Lodging Association and the National Restaurant Association. Upon completion of the Food and Beverage Management Technical Certificate, students will:

- Develop the ability to supervise and train employees in all aspects of Food and Beverage Operation
- Demonstrate understanding of the communication process needed in working within the hospitality industry
- Develop the ability to oversee bar and beverage operations
- Demonstrate proper compliance with FDA sanitation codes
- Perform and demonstrate all aspects of delivering exceptional guest service

Upon completion of the Rooms Division Management Technical Certificate, the student will:

- Demonstrate front office efficiency through machine-assisted and computer-based methods and functions
- Demonstrate understanding of the communications process needed in working within the hospitality industry
- Understand security issues and concerns for safety and security of guests, property, and employees
- Develop the ability to supervise and train employees and to oversee housekeeping operations

### **LEGAL OFFICE TECHNOLOGY**

Provides students with entry level skills to work in a law-related office. These courses will apply to the AAS Legal Assistant and Paralegal programs. Upon completion of the Legal Office Technology Technical Certificate, the student will:

- Demonstrate employability skills and habits
- Perform routine clerical skills, which include telephone, filing, records management, mail handling, reprographic, and information processing activities
- Demonstrate interpersonal, teamwork, leadership, and decision-making skills
- Apply knowledge of legal terms used in various law-related activities
- Demonstrate basic understanding of local, state, and federal court systems

### **MEDICAL BILLER/CODER**

The Medical Biller/Coder Technical Certificate prepares students for entry-level positions related to insurance billing or fee slip coding and documentation. Students will learn basic coding techniques, insurance preparation (with particular focus on Medicare), medical terminology, and batch data entry skills. Upon completion of the Medical Biller/Coder Technical Certificate, students will:

- Apply ICD-9 codes to diagnoses following proper American Hospital Association guidelines
- Apply CPT codes to procedures following proper American Hospital Association guidelines
- Prepare insurance forms for various payers, including Medicaid, Medicare, Workman's Compensation, and Blue Cross
- Demonstrate basic knowledge of medical billing software, including batch data entry for charges and remittances, as well as end of day reporting procedures
- Understand basic medical terminology
- Understand HIPPA regulations and the importance of medical ethics and medical record responsibilities

### **MEDICAL RECEPTIONIST**

The Medical Receptionist Technical Certificate prepares students for entry-level positions in medically related fields. The courses cover telephone skills, scheduling, basic insurance preparation, medical office records and organization, physician chart note transcription, and medical terminology. Upon completion of the Medical Receptionist Technical Certificate, students will:

- Apply English and word processing skills to transcribe physician dictation accurately
- Demonstrate basic knowledge of medical billing software, including electronic patient scheduling, and initial data entry information
- Understand basic medical terminology
- Apply basic ICD-9 and CPT rules to procedures and diagnoses
- Prepare insurance forms for various payers, including Medicaid, Medicare, Workman's Compensation, and Blue Cross
- Understand HIPPA regulations and the importance of medical ethics and medical record responsibilities

### **MEDICAL TRANSCRIPTION**

The Medical Transcription program provides short term training needs specific to medical transcription positions around the region. Students will become proficient at medical and hospital transcription and will learn hospital software specific to this area. Students will need strong English, grammar, punctuation, and spelling skills and accurate word processing abilities.

Entry into Medical Transcription Courses requires students to undergo a criminal background check before the beginning of the second semester or students will not be allowed to register. Instructions on how to initiate the background check procedure will be provided by the program advisor. Upon completion of the Medical Transcription Technical Certificate, students will:

- Demonstrate employability skills and habits
- Select and complete medical documents, including office correspondence and chart

transcription, using appropriate format

- Demonstrate competency in word processing
- Apply knowledge of medical terms used in medically related careers
- Demonstrate advanced medical transcription skills using correct grammar, mechanics, and proofreading skills

### **OFFICE TECHNOLOGY**

The Office Technology Technical Certificate provides students with skills and knowledge to be successful in a general office/clerical position. Students will gain hands-on experience using written and oral communications; business computer applications such as spreadsheets, databases, and word processing; office procedures; and bookkeeping.

Employment opportunities after completing this certificate may include general office/clerical positions performing duties such as operating office machines, answering the telephone, greeting visitors, and performing other related office activities. Upon completion of the Office Technology Technical Certificate, students will:

- Demonstrate employability skills and habits
- Perform routine clerical skills that include telephone, filing, records management, mail, and reprographic activities
- Demonstrate proficiency in using word processing, spreadsheet, and database applications
- Demonstrate interpersonal teamwork, leadership, organizational, and decision-making skills necessary to function in an office environment
- Communicate effectively as a writer, listener, and speaker in social and business settings

### **OFFSET PRESS**

The Offset Press Technical Certificate prepares students with skills for entry-level employment in a press and bindery environment. Courses in the press and bindery area are designed to prepare students with a good working knowledge of basic production skills necessary to be proficient in the printing industry. This certificate may be incorporated into the Graphic Design/Printing Technology AAS degree program. Upon completion of the Offset Press Technical Certificate, the student will:

- Have an understanding of the overall graphic design production process
- Be able to work in a production, deadline-oriented environment
- Have an understanding for various pre-press software and its uses
- Be familiar with various layout and design methods
- Be familiar with various stripping and plate-making activities

### **PARALEGAL**

The Paralegal Technical Certificate program consists of 36 credits of specific law-related courses designed to provide advanced training for those individuals who are currently employed in a law-related office or who have previous law-related experience. Prior to the issuance of a Paralegal Certificate, students must complete specified courses and, in addition, meet at least one of the criteria listed below:

1. Graduation from an accredited Legal Assistant program and three (3) years work experience in a law-related office
2. Have a PLS (Professional Legal Secretary) Certificate
3. Have five (5) years of recent continuous employment experience in a law-related office (See program advisor for a complete list of required courses.)

Upon completion of the Paralegal Technical Certificate, the student will:

- Be able to think critically
- Demonstrate organizational skills
- Work effectively with a variety of legal office professionals and clients
- Understand and apply legal ethics as required by law
- Demonstrate in-depth understanding of the legal system and its various agencies

- Demonstrate solid interviewing and investigation skills
- Draft legal documents and memoranda pertinent to specific areas of law
- Demonstrate excellent writing, listening, and speaking skills
- Demonstrate knowledge in legal research and writing skills
- Demonstrate knowledge and understanding of a variety of computer programs
- Maintain confidentiality

### **RETAILING**

The objectives of this professional-technical education program are to provide the student with a foundation for either full-time employment in some phase of distribution or for further study at a more advanced level. Students will develop the skills and knowledge required to effectively sell or distribute products and/or services to consumers. The student also may explore career offerings in varied kinds of business operations. Participation in work-based learning is required of all students in this program. Upon completion of the Retailing Technical Certificate, students will:

- Supervise and manage daily operations of retailing
- Demonstrate effective salesperson skills to enhance customer service
- Use store operating procedures and policies
- Apply effective personal selling techniques
- Effectively merchandise presentations

### **SUPERVISION**

In this Certificate program students develop the skills and attitudes associated with being a successful supervisor. Contemporary topics and issues will be used to present theories and practices in front-line supervision. Upon completion of the Supervision Technical Certificate, students will:

- Supervise front-line daily operations and activities
- Develop and analyze measurements of productivity
- Communicate both with and for employees
- Communicate both with and for organization administrators
- Recruit, hire, develop and discipline personnel
- Schedule work shifts and assignments
- Manage organization assets and holdings

### **ASSESSMENT**

Every Business Technology and Service instructional program goes through program review every five years. In addition, a follow-up assessment is performed at year end to determine the employment status of graduates.

### **ADVISING**

Advising of students is a high priority in Business Technology and Service. Faculty are readily available to meet with students to offer their assistance whenever needed.

### **MINOR**

#### **PRE-LAW**

While there is no single major or pathway that will prepare a student for law school, there are important skills and bodies of knowledge that a student can acquire that will provide a strong foundation for a legal education and a successful career in law. The pre-law minor explores the study of law from an interdisciplinary perspective. Students take a core of required classes that will enhance their critical thinking and analytical abilities as well as provide a better understanding of the law. In addition, students will select elective courses, with the assistance of their advisor, that will further develop their analyzing and problem-

solving skills, critical reading ability, communication skills including, written, oral, and listening abilities, research skills, and organization and management skills. The minor is designed for students who plan to attend law school, or for those who desire a career in a closely related legal profession.

## **CLUBS**

Student clubs are active in many of the Business Technology and Service instructional programs and play a major role in the students' learning experience. Students are encouraged to assist in development of new clubs in coordination with their program advisors.

### **BUSINESS PROFESSIONALS OF AMERICA (BPA)**

BPA is designed to enhance professional development of students interested in careers in business. The club focuses on leadership skills, parliamentary procedures, interpersonal communication, and occupational skill enhancement. Business-oriented community and campus projects and state and national leadership conferences and competition will increase student competence.

### **COLLEGIATE DECA**

Collegiate DECA is a local chapter of the international organization for college students preparing for a variety of career areas. The local chapters and state/provincial/territorial associations are a division of DECA Inc. Delta Epsilon Chi is currently active throughout the US, its territories and Canada. Activities promoted by Delta Epsilon Chi integrate with and enhance the student's college curriculum. In addition, the organization's close ties with the business community provide both opportunities for members and an appreciation of the free enterprise system. Delta Epsilon Chi membership is an effective resource for future professionals who will benefit from marketing, management and entrepreneurial skills and knowledge.

### **LEWIS-CLARK STATE COLLEGE GRAPHIC DESIGN CLUB (LCMYK)**

This is the official club of the Graphic Design students and promotes activities that enhance the student's education in the design/printing fields.

### **WEB DEVELOPMENT AND COMPUTING CLUB**

This club promotes computer related activities that enhance student's education process in the fields of Web Development, computer science, information systems analysis, software engineering and computer engineering. The club provides opportunities to gather and collaborate on trends in the industry, to participate in real-world projects, to promote computer technology solutions, to have fun with multiplayer gaming and networking, and to influence LCSC programs of instruction.

## **COMPASS PLACEMENT TEST**

Scores Recommended for Business Technology & Service Program Entry

<b>Program</b>	<b>Reading</b>	<b>Writing</b>	<b>Pre-Algebra</b>
Administrative Assistant	73	68	46
Administrative Medical Assistant	73	68	46
Bookkeeping	73	68	46

Business Management	73	68	46
Early Childhood Development	73	68	46
Fire Service	73	68	46
Graphic Design/Printing Technology	73	68	46
Hospitality Management	73	68	46
Legal Assistant	73	68	46
Medical Assistant	73	68	46
Paralegal	73	68	46
Web Development	73	68	46