

PROFESSIONAL-TECHNICAL NEWS

Lewis-Clark State College | September 2009

The Business Technology and Service Division at Lewis-Clark State College houses eleven programs which currently have over 5,600 job openings throughout the Pacific Northwest (careerbuilder.com). These positions have starting annual salaries ranging from \$30,000-\$100,000 depending on the field of study and geographic location. The abundance of job openings as well as high pay makes the one, two, three, and four year programs offered in the BTS Division at LCSC very smart choices. To find out more information on these programs please visit www.lcsc.edu/ptp/ or call 208.792.2378.

Sincerely,

Shane Andrews
Enrollment Specialist
Office of New Student Recruitment

What's New?

There are two significant changes in the BTS Division for the 2009-2010 academic year. Graphic Arts/Printing Technology is now Graphic Design/Printing Technology. The other significant change comes in the addition of a Pre-Law minor. These changes come in an effort to eliminate confusion and to service more students.

ADMINISTRATIVE ASSISTANT

Students completing the Administrative Assistant program will possess skills to enable them to function in the rapidly developing and ever-changing field of office technology through on the job training, which enhances the transition from classroom to the real world. In Idaho graduates with this degree can earn up to \$35,000/year!

ADMINISTRATIVE MEDICAL ASSISTANT

Graduates of the Medical Office Administrative Assistant program are prepared to work in the front office (administrative area) in a variety of settings including medical offices and insurance offices by developing skills in patient recordkeeping, reception, diagnostic coding, transcription and use of medical accounting software.

BOOKKEEPING

The Bookkeeping program offers students the training and background needed to obtain jobs as general bookkeepers in both small and large businesses. The Bachelors of Applied Science in Bookkeeping exposes students to almost every aspect of accounting.

BUSINESS MANAGEMENT

Business Management is designed for students who wish to work at the supervisory/management level in retail or service business. Students will learn how to own a small business by concentrating on entry level skills, attributes, and knowledge.

PARALEGAL

A graduate of the Paralegal program is qualified to perform substantive and procedural legal work; including drafting legal documents, assisting in trial preparation by conducting legal research and summarizing depositions, interrogations, and testimony.

EARLY CHILDHOOD DEVELOPMENT

The Early Childhood Development program allows students to enter fields ranging from teacher assistants to nannies by providing basic concepts and social skills to young children. This program is unique as it is also offered one-hundred percent online.

GRAPHIC DESIGN/PRINTING TECHNOLOGY

Through a unique "live shop" instruction students in the Graphic Arts and Printing Technology program receive fundamental working knowledge of the entire printing process from graphic design to the bindery process. The combination of the graphic design work and the technical knowledge developed in the shop work increases the hire ability of the graduates.

HOSPITALITY MANAGEMENT

The Hotel/Restaurant Management program offers a unique feature through use of a bed and breakfast "live lab" that is completely operated by Hospitality Management students. Students also receive training in Room Division and Food and Beverage Management.

LEGAL ASSISTANT

This program offers an intense two years of skills training, combined with general education courses, to give the students a basic understanding of substantive and procedural law, computer knowledge, and communication.

MEDICAL ASSISTANT

The Medical Assistant program prepares students to care for patients as well as the day to day function of the clinical setting. Graduates perform many tasks including scheduling, measuring vital signs, and assisting the doctor during exams (depending on the state in which they seek employment).

WEB DEVELOPMENT

The Web Development program is designed to prepare students with the skills to design, develop, and manage professional web sites in this dynamic growing field. Employees with these skills are in high demand with the widespread use of websites in all businesses.

Visit Us!

At LCSC, our campus visitation program is specifically designed to meet the student's interests and goals. During a visit, students have the opportunity to:

- Tour campus and residence halls
- Meet with an enrollment advisor
- Meet with a professor
- Enjoy a complimentary meal in the Student Union Building
- Stay overnight in a residence hall
- Participate in a student shadow (Technical & Industrial programs only)

To schedule a visit, contact the Office of New Student Recruitment.

Office of New Student Recruitment
1.800.933.5272 ext. 2378
208.792.2378
www.lcsc.edu/admissions
recruitment@lcsc.edu

