

## Description of Course Offerings – Technical Leadership BAS

**ACCT 110 Accounting for Supervisors** - (3 credits) - Provides mostly practical applications of accounting information useful to supervisory level personnel, with limited knowledge of the theoretical foundation. The course content presents a brief overview of financial statements and their components. The course provides an investigation into the use of managerial accounting, including topics such as cost accumulation, product costing, budgets, and evaluation procedures. Important to the supervisors are the influences on them and their subordinates resulting from the creation and use of accounting information.

**BUSED 333 Business Communication and Report Writing** - (3 credits) - Applies theories and principles of effective communication to solve common business problems. Psychological and organizational strategies are used in writing business reports and other documents. May be offered in a distance education format.

**BUSED 350 Valuing Diversity in Business** - (3 credits) - A study of the challenges and opportunities presented to businesses in the United States by an emerging multicultural society. Explores cultural heritage, values, beliefs and prejudices and the effects of privilege and oppression upon individuals organizations and businesses, as well as possible solutions.

**COMMSTUD 220 Intercultural Communication** - (3 credits) - Explores communication in cultural contexts. Students will be exposed to general principles for communication across cultures, both international and domestic, with the goal of becoming competent communicators. In addition to dealing with "international" contacts such as exchange programs and orientation to travel abroad, and or study abroad, the course will explore "co-cultural" variations—that is, similarities and differences of individuals within the United States, and cultural differences and similarities transnationally in race, gender, sexual orientation, age, and condition of disability.

**COMMSTUD 313 Conflict Management and Resolution** - (3 credits) - Analyzes the role of communication in the generation, process, and management of destructive and constructive conflict on interpersonal, small group, organizational, and societal levels.

**ITM 322 Project Management** - (3 credits) - Presents the student with an opportunity to use project management tools to design, implement and evaluate projects from a managerial perspective.

**ITM 175 Information Technology Management Applications** - (3 credits) - Presents an overview of information concepts through a variety of quantitative problem solving experiences using spreadsheet and database programs. Introductory business and statistical models are examined, as students identify appropriate ways to find, evaluate, and ethically use information in aid of decision-making. Examples may include budgeting, surveys, descriptive statistics, simple regression and correlation models, time value of money problems, and order entry and inventory models.

**INSTTECH 450 Instructional Design** - (3 credits) - Examines the systems approach for the design, development, and evaluation of instruction and training materials. Students conduct a needs assessment and instructional analysis, write objectives, develop instructional strategies, and develop a teacher's guide and student materials. Specific emphasis is given to applying instructional design techniques to the design and development of instructional products in print form.

**INSTTECH 465 Leading Co-Located and Virtual Teams** - (3 credits) - Provides skills needed to take a leadership role for project teams and work groups that are co-located (with all team members working in one location), “virtual” (using online tools and other systems to bring together team members who are separated by distance, time and culture) or “blended” (using a combination of both). Students will develop proficiency in the concepts and skills required to effectively deal with the unique issues that can arise in team communication, relationship building, collaboration and crisis management.

**INSTTECH 485 eLearning Concepts and Techniques** - (3 credits) - Provides students with knowledge and experiences in designing, developing and delivering e-learning courses. This course teaches how to design corporate based web instruction for delivery over a corporate intranet or internet. Students will experience participating in an instructional event as an on-line learning. Students will also identify the fundamental elements that make web-based instruction effective.

**INSTTECH 472 Introduction to Website Development** - (3 credits) - Examines the fundamental concepts of computer based learning and information systems. Specific emphasis is placed on the design, development, and authoring of interactive courseware using software such as Macromedia Dreamweaver, JavaScript and HTML. Emerging technologies and their potential impact upon education and training are also studied.

**INSTTECH 466 Technical Leadership Capstone I** - (3 credits) - Explores knowledge and methods used to improve self-management. This course utilizes a study of personality type preferences as a foundation for an exploration of communication, learning and decision-making styles. Students will also study and implement personal systems for managing information, time, activities and goals. Guest speakers will present current issues in technical leadership.

**INSTTECH 467 Technical Leadership Capstone II** - (3 credits) - Provides an opportunity for students to apply concepts and skills obtained in program courses to a team-based capstone project. This course will explore topics such as leadership styles, change and conflict management, training programs, program proposals and internal consulting. Guest speakers will help students relate these concepts to workplace demands and present current issues in technical leadership. Team projects will be presented to an Advisory Board of technical professionals at the end of the semester.

**INSTTECH 490 Technical Leadership Internship** - (3 credits) - Provides an opportunity for students to integrate concepts and skills obtained in courses with practical experience that includes projects, activities and assigned responsibilities in a professional workplace. Internship activities must be directly related to the general content of the Technical Leadership program and be supervised by a professional in the student’s field.

**NURSING 100 Personal Health: A Multi-Dimensional Perspective** - (3 credits) - Provides students with information and tools to maintain and improve their personal health through accountability for health behaviors and decision-making. Major themes include exploration of many dimensions of health; factors impacting the health and wellness of individuals; individual behaviors which promote change and improved health for self and others and; current health issues for individuals and society. This course is intended for students of all disciplines.