

LBS CPE Business Solutions

LBS 0021 Apprenticeship Train-The-Trainer (1-0) 1 cr.

Provides attendees with comprehensive training to serve as coaches for Harper College students enrolled in the Advanced Manufacturing program. Includes setting expectations for both industry trainers and student apprentices.

LBS 0022 Introduction to Accounting (3-0) 3 crs.

Provides students with a foundation in fundamental accounting procedures using the accounting cycle for both service and merchandising businesses, including adjustments, preparation of financial statements and closing procedures. Includes reconciliation of bank statements, petty cash and examination of fraud and internal controls. Is intended for students planning to take only one semester of accounting or for those who need preparation before enrolling in ACC101 or LBS0023.

LBS 0023 Principles of Financial Accounting (4-0) 4 crs.

Presents accounting as an information system that produces summary financial statements primarily for users external to a business. Emphasizes the reporting of the effect of transactions and other economic events on the financial condition and operating results of a business. Includes basic accounting concepts, financial statements, accrual and cash basis, the accounting cycle, monetary assets, inventories, fixed assets, current and long-term liabilities, and owner's equity. Assumes a corporate form of organization.

LBS 0024 Customer Service/Order Fulfillment (2-0) 2 crs.

Provides an introduction and overview of customer service and order fulfillment as part of the overall end to end (E2E) supply chain of an organization. Topics include 1) the overarching supply chain and logistics infrastructure, strategy and terminology; 2) the design of the service value stream to meet customer and consumer needs; 3) the order management and fulfillment cycle and how it drives success and revenue growth; 4) the role of the customer service professional and the importance of planning, strategy, and performance measures; and 5) the increasing role of technology to enable a customer-centric approach.

LBS 0026 Safety Director Credential I (3-0) 3 crs.

Introduces the responsibility of shippers, corporate entities, supervisors, material handlers and drivers to design and implement programs and policies that correct identified deficiencies to ensure safety compliance. Teaches how to administer drug and alcohol programs that meet federal requirements. Covers the development of programs to address issues of Comprehensive Safety Analysis (CSA).

LBS 0028 Emergency Dispatcher 1 (2-2) 3 crs.

Introduces students to the field of emergency services dispatching and provides an overview of its components and responsibilities. Provides the foundation for statewide competency as a public safety telecommunicator as outlined by the Illinois Law Enforcement Training and Standards Board (ILETSB).

LBS 0029 Safety Director Credential II (3-0) 3 crs.

Introduces issues of transportation as they relate to insurance, cargo security and securement, vehicle inspection and maintenance, and warehouse material handling and storage. Teaches concepts of liability issues and mitigation strategies; legal weights and dimensions, oversized/overweight routing and permits, and theft reduction. Examines proper vehicle inspection techniques and the identification of unsafe vehicle components and material handling equipment; proper storage including hazardous materials, food grade products, and overhead storage issues; and proper goods movement documentation.

LBS 0033 Emergency Dispatcher II (2-2) 3 crs.

Builds upon the foundation laid through EMG131 or LBS 8131 and provides students with specific knowledge required to professionally handle emergency as well as non-emergency calls for service in the public safety environment. Provides students with a basic understanding of the role, responsibility and equipment utilized by telecommunicators to accomplish their mission.

Prerequisite: EMG 131 or LBS 0027 with a grade of C or better.

LBS 8050 Professional Skills Intensive (1-0) 1 cr.

Gives students a well-rounded view of some of the professional skills needed in today's workforce. Covers topics to help students learn how to communicate well and manage time. Reviews the principles of equity and inclusion and how to collaborate with others with different points of view. Teaches students about leveraging technology, solving problems and the principles and practices of strategic innovation.

LBS 8113 Quickbooks Applications (1-2) 2 crs.

Provides students with applications of Quickbooks. Students apply accounting principles and manage accounting records like those used in small business.

LBS 8114 CPA Review: Business Environmental Concepts (1-0) 1 cr.

Provides students with the tools necessary to understand, review, and practice for the Business Environmental Concepts (BEC) section of the CPA Exam. Topics listed in the outline constitutes a general understanding for minimum requirements.

LBS 8115 CPA Review: Audit and Attestation (1-0) 1 cr.

Provides students with the tools necessary to understand, review, and practice for the Audit and Attestation (AUD) section of the CPA Exam. Topics listed in the outline provides a general understanding that constitutes a minimum requirement.

LBS 8116 CPA Review – Financial Accounting and Reporting (1-0) 1 cr.

Provides the student with the tools necessary to understand, review, and practice for the Financial Accounting and Reporting (FAR) section of the CPA Exam. A general understanding of the topics listed in outline would constitute a minimum requirement.

LBS 8117 CPA Review - Regulation (1-0) 1 cr.

Provides the student with the tools necessary to understand, review, and practice for the Regulation (REG) section of the CPA Exam. A general understanding of the topics listed in outline would constitute a minimum requirement.

LBS 8136 Entrepreneurship Fundamentals (3-0) 3 crs.

Examines the benefits/drawbacks of entrepreneurship, understands the process of concept to new venture, avoids common mistakes, focuses on strategic management, and understands forms of business ownership & franchising, pricing strategies, financing, location selection, and human capital management. Discovers personal leadership traits and assesses personal entrepreneurial mindset.

LBS 8155 Introduction to Payroll Accounting (2-0) 2 crs.

Explains the preparation of payroll records including tax returns for old age benefits and employment insurance.

Prerequisite: ACC 100, ACC 101, LBS 8010 or LBS 8011

LBS 8200 Startup Strategies (3-0) 3 crs.

Investigates positives and negatives of entrepreneurship and the process of concept to new venture. Analyzes typical venture errors and focuses on strategic management. Evaluates business ownership and franchising, pricing strategies, financing, location selection and human capital management. Discovers personal leadership traits and assesses the personal entrepreneurial mindset.

- LBS 8201 Innovative Product Development (3-0)** 3 crs.
Investigates the importance of promoting and managing innovation and creativity in start-ups and existing firms. Explores successful frameworks, strategies, risks, profit-making and barriers when introducing break-through products and services. Masters the techniques for improving creativity, intellectual flexibility and leadership approaches used by managers and organizations to create and sustain innovation. Evaluates innovations and ideas for profit-making possibilities.
- LBS 8202 Funding Your Business (3-0)** 3 crs.
Investigates a variety of available resources for new venture and growth funding. Examines opportunities for capital including options of debt, equity, crowdsourcing, angel investors, friends, family plans, and grants. Designs the start-up pitch for funding. Creates the financial statements for a business canvas or plan.
- LBS 8203 Makerspace Experience: Ideashop (0-2)** 1 cr.
Provides practical experience in product production using up to three varieties of equipment and software at the MakerSpace and Entrepreneurship Center. This is a project-based course where students build skill sets over time from beginner, intermediate, advanced, and expert. This course may be repeated up to 3 times for a maximum of four credit hours.
- LBS 8204 Ideation and Prototyping (2-2)** 3 crs.
Uses current technologies in 2D and 3D design. Students will create and execute entrepreneurial product ideas. Products will be developed and fabricated from ideation to consumer prototypes.
- LBS 8205 Digital Marketing and CX (3-0)** 3 crs.
Presents techniques on how to design, maintain, and market effective digital storefronts. Focuses on communicating, selling, and providing content to Web-based stores and other Internet businesses.
- LBS 8206 Makerspace Build: 3D Printer (1-2)** 2 crs.
Teaches students how to design and build high-performance 3D printers. Students will build their own Voron V0 3D printer, an open-source printer that has a high value-to-price ratio, good mechanical design, and high-speed printing. Students will discover how the inner workings of the frame, motion system, motors, electronics, and firmware work together to produce parts. Students will learn how to build, fix, maintain and upgrade their own printers. This course has a supply fee of \$500 for the printer.
- LBS 8207 Future Founder Internship (0-5)** 1 cr.
Prerequisite: MGT 154 and 3 credit hours in MGT or MKT coursework with grades of D or better, or consent of program coordinator. Provides cooperative work experience working in an entrepreneurial venture or business. Credit is given for participation in a supervised work experience. The work must take place in a college-approved workstation. This course is repeatable twice for a total of three credit hours.
- LBS 8250 Human Resources Certification Preparation/ Foundation (1.5-0)** 1.5 crs.
Strengthens knowledge, advances skills, and increases recognition of the human resources global community. Integrates a well-rounded knowledge of the HRCI BoK and SHRM BoCK with an emphasis on operational and tactical application. Includes discussions and class participation throughout this course. Gains knowledge from a certified and experienced Human Resources professional, using discussions and practice exams to solidify learning. Students will have a solid foundation of the HRCI and SHRM core concepts required for industry certification exams.
- LBS 8251 Human Resources Certification Preparation/ Strategy and Scenarios (2.5-0)** 2.5 crs.
Incorporates HRCI SPHR and/or SHRM-SCP certification knowledge and strategic concepts. Strengthens leadership and strategic decision-making skills through real world case scenarios. Emphasis on the “bigger picture” in understanding how human resources supports overarching strategy for implementation in such positions as chief human resources officer or chief people officer.
- LBS 8255 Solar Photovoltaic Certification Preparation (1-0)** 1 cr.
Prepares students for the NABCEP Associate Exam, an industry-recognized credential for solar professionals. Provides instruction on photovoltaic applications, safety, electricity basics, solar energy, system components, as well as photovoltaic systems electrical and mechanical design. Covers key topics for certification preparation and gives an in-depth introduction to the field of solar energy.
- LBS 8256 Solar Business and Technical Sales (4.5-0)** 4.5 crs.
Addresses topics from the NABCEP PV Technical Sales job task analysis and is offered in partnership with Solar Energy International. Focuses on important technical considerations for PV sales professionals, including financial analysis and system financing. Covers technical details needed to assess potential residential PV sites and to create and present accurate sales proposals. Includes site safety, customer qualification, solar site analysis, creating conceptual design proposals, performance modeling, system costing, incentives and rebates, financial-benefit analyses, financing options, and the non-financial benefits of photovoltaic systems. This course is for students who are interested in, or who are working in, the business or sales side of the residential PV industry and are looking to improve their knowledge.
- LBS 8257 Solar Business and Technical Sales I (2-0)** 2 crs.
Addresses topics from the NABCEP PV Technical Sales job task analysis. Includes site safety, customer qualification, solar site analysis, creating conceptual design proposals, performance modeling, system costing, incentives and rebates, financial-benefit analyses, financing options, and the non-financial benefits of photovoltaic systems. Designed for students who are interested in, or who are working in, the business or sales side of the residential PV industry and are looking to improve their knowledge.
- LBS 8400 Drone Pilot Ground School (1-0)** 1 cr.
Provides knowledge about the regulations and procedures governing the legal operation of Small Unmanned Aerial Systems (sUAS) in the United States of America. Course content aligns with knowledge areas in the Federal Aviation Administration's (FAA's) Part 107 airman knowledge test for a Remote Pilot Certificate with a sUAS rating.
- LBS 8401 Introduction to Small Unmanned Aerial Systems sUAS (1-2)** 2 crs.
Introduces Small Unmanned Aerial Systems (sUAS) safety procedures, mission planning best practices, maintenance protocols, flight proficiency, and the fundamentals of sUAS image processing.
- LBS 8410 Foundations of Aviation (1-0)** 1 cr.
Provides an overview of the aviation industry and career paths for positions such as a pilot or aircraft mechanic, and many other roles that support flight. Covers the basics of flight, industry terminology, career pathways, and the requirements to help individuals prepare for specific roles in the field.

LBS 8600 Strategic Planning (1-0)

1 cr.

Provides students with the skills needed to develop a thorough understanding of the current and desired future state of an organization, its operational policies and practices and how it is viewed within the market. Includes assessing internal and external risk factors. Provides students with tools necessary to learn to develop mission and vision statements.