



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

*Changing Lives,
Creating Futures*

Monty Sullivan
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Community
& Technical
College System

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APPROVED

 10.12.22
LCTCS BOARD OF SUPERVISORS

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. Wendi Palermo 
Chief Education and Training Officer

FROM: William Tulak 
Director of Institutional Effectiveness

DATE: September 19, 2022

SUBJECT: Program requests at Northwest Louisiana Technical Community College

FOR BOARD ACTION

Recommendation: Staff recommends the Board approve the following program request listed below.

Program Modifications

1. Associate of Applied Science (AAS) in Business Office Administration (CIP 52.0101 change from 52.0401) - **4 STARS**
 - a. Technical Diploma (TD) in Business Office Technology (CIP 52.0101 change from 52.0401) - **4 STARS**
 - b. Certificate of Technical Studies (CTS) in Internet Business Specialist (CIP 52.0101 change from 52.0401) - **4 STARS**
 - c. Certificate of Technical Studies (CTS) in Accounting Office Specialist (CIP 52.0101 change from 52.0401) - **4 STARS**
 - d. Certificate of Technical Studies (CTS) in Medical Office Specialist (CIP 52.0101 change from 52.0401) - **4 STARS**
 - e. Career and Technical Certificate (CTC) in Customer Service Specialist (CIP 52.0101 change from 52.0401) with an Industrial Based Certification in Customer Service - **3 STARS**

Program Addition

1. Career and Technical Certificate (CTC) in Office Computer Specialist (CIP 52.0101) with an Industrial Based Certification in Microsoft Office Specialist - **3 STARS**

Background: Northwest Louisiana Technical Community College is modifying the program to improve program efficiency. The modifications will provide an additional CTC exit point and will increase industry-based certification opportunities which will make students more marketable in the workforce.

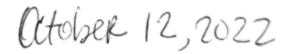
Fiscal Impact: The administrative structure and allocation of departmental funds will be unchanged, unless otherwise noted.

History of Prior Actions: There is a history of revising and creating new programs to meet student and workforce needs.

Benefits to the System: These requests will allow NLTCC to better meet student and workforce needs.



Approved for Recommendation to the Board
Dr. Monty Sullivan



Date

Business Office Administration - 09/16/2022

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : Business Office Administration

AWARD LEVEL(S)	
<p>For Board of Regents and LCTCS Review:</p> <p>Associate of Applied Science (A.A.S.)</p> <p>Name:</p>	<p>For LCTCS Review:</p> <p>Technical Diploma (T.D.)</p> <p>Certificate of Technical Studies (C.T.S.)</p> <p>Career and Technical Certificate (C.T.C)</p> <p>TCA - For Archive Purpose Only</p>

NAME OF PROGRAM(S) and AWARD LEVEL(S)						
Stars : 5 Stars						
Name: Business Office Administration				Program Delivery Mode: Online		
CIP: 520101	Credit Hours: 60.00		Contact Hours: 1575.00		Associate of Applied Science (A.A.S.)	
IBC: IC3	Issuing Body: Certiport-Pearson VUE	Course Title: Computer Literacy & Applications	Course Prefix: CPTR	Course Number: 1002	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required
IBC: Microsoft Office Specialist--Word	Issuing Body: Certiport-Pearson VUE	Course Title: Business Computer Applications	Course Prefix: CPTR	Course Number: 1103	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required
IBC: Microsoft Office Specialist--Excel	Issuing Body: Certiport-Pearson VUE	Course Title: Spreadsheets	Course Prefix: CPTR	Course Number: 1320	Credits Awarded: 3.00	IBC Awarded upon Completion? : No-Test is Required

IBC: Customer Service	Issuing Body: National Retail Federation	Course Title: Customer Service	Course Prefix: CSRV	Course Number: 1000	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: QuickBooks	Issuing Body: Certipoint-Pearson VUE	Course Title: Computerized Accounting	Course Prefix: ACCT	Course Number: 1500	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: IT Fundamentals	Issuing Body: CompTIA	Course Title: Desktop Support	Course Prefix: INTE	Course Number: 2261	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: CIW Internet Business Associate	Issuing Body: CIW	Course Title: Operating Systems	Course Prefix: INTE	Course Number: 1200	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: CIW Site Development	Issuing Body: CIW	Course Title: Web Page Design	Course Prefix: INTE	Course Number: 1900	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: CIW Network Technology	Issuing Body: CIW	Course Title: Internet Applications	Course Prefix: INTE	Course Number: 1300	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: ICD-10-CM	Issuing Body: American Academy of Professional Coders (AAPC)	Course Title: Coding	Course Prefix: BOTH	Course Number: 1240	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Certified Professional Biller	Issuing Body: American Academy of Professional Coders (AAPC)	Course Title: Insurance Billing	Course Prefix: BOTH	Course Number: 1230	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
Stars : 5 Stars						
Name: Business Office Technology				Program Delivery Mode: Online		
CIP: 520101		Credit Hours: 48.00		Contact Hours: 1443.00		Technical Diploma (T.D.)

IBC: IC3	Issuing Body: Certiport- Pearson VUE	Course Title: Computer Literacy & Applications	Course Prefix: CPTR	Course Number: 1002	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Microsoft Office Specialist-- Word	Issuing Body: Certiport- Pearson VUE	Course Title: Business Computer Applications	Course Prefix: CPTR	Course Number: 1103	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Microsoft Office Specialist-- Excel	Issuing Body: Certiport- Pearson VUE	Course Title: Spreadsheets	Course Prefix: CPTR	Course Number: 1320	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Customer Service	Issuing Body: National Retail Federation	Course Title: Customer Service	Course Prefix: CSRV	Course Number: 1000	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: QuickBooks	Issuing Body: Certiport- Pearson VUE	Course Title: Computerized Accounting	Course Prefix: ACCT	Course Number: 1500	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: IT Fundamentals	Issuing Body: CompTIA	Course Title: Desktop Support	Course Prefix: INTE	Course Number: 2261	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: CIW Internet Business Associate	Issuing Body: CIW	Course Title: Operating Systems	Course Prefix: INTE	Course Number: 1200	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: CIW Site Development	Issuing Body: CIW	Course Title: Web Page Design	Course Prefix: INTE	Course Number: 1900	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: CIW Network Technology	Issuing Body: CIW	Course Title: Internet Applications	Course Prefix: INTE	Course Number: 1300	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required

IBC: ICD-10-CM	Issuing Body: American Academy of Professional Coders (AAPC)	Course Title: Coding	Course Prefix: BOTH	Course Number: 1240	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Certified Professional Biller	Issuing Body: American Academy of Professional Coders (AAPC)	Course Title: Insurance Billing	Course Prefix: BOTH	Course Number: 1230	Credits Awarded: 0.00	IBC Awarded upon Completion?: No-Test is Required
Stars : 5 Stars						
Name: Accounting Office Specialist				Program Delivery Mode: Online		
CIP: 520101	Credit Hours: 30.00	Contact Hours: 900.00	Certificate of Technical Studies (C.T.S.)			
IBC: IC3	Issuing Body: Certiport-Pearson VUE	Course Title: Computer Literacy & Applications	Course Prefix: CPTR	Course Number: 1002	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Microsoft Office Specialist--Word	Issuing Body: Certiport-Pearson VUE	Course Title: Business Computer Applications	Course Prefix: CPTR	Course Number: 1103	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Microsoft Office Specialist--Excel	Issuing Body: Certiport-Pearson VUE	Course Title: Spreadsheets	Course Prefix: CPTR	Course Number: 1320	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: QuickBooks	Issuing Body: Certiport-Pearson VUE	Course Title: Computerized Accounting	Course Prefix: ACCT	Course Number: 1500	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Customer Service	Issuing Body: National Retail Federation	Course Title: Customer Service	Course Prefix: CSRV	Course Number: 1000	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
Name: Internet Business Specialist				Program Delivery Mode: Online		
CIP: 520101	Credit Hours: 30.00	Contact Hours: 900.00	Certificate of Technical Studies (C.T.S.)			

IBC: IC3	Issuing Body: Certiport- Pearson VUE	Course Title: Computer Literacy & Applications	Course Prefix: CPTR	Course Number: 1002	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Microsoft Office Specialist-- Word	Issuing Body: Certiport- Pearson VUE	Course Title: Business Computer Applications	Course Prefix: CPTR	Course Number: 1103	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Microsoft Office Specialist-- Excel	Issuing Body: Certiport- Pearson VUE	Course Title: Spreadsheets	Course Prefix: CPTR	Course Number: 1320	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: IT Fundamentals	Issuing Body: CompTIA	Course Title: Desktop Support	Course Prefix: INTE	Course Number: 2261	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: CIW Internet Business Associate	Issuing Body: CIW	Course Title: Operating Systems	Course Prefix: INTE	Course Number: 1200	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: CIW Site Development	Issuing Body: CIW	Course Title: Web Page Design	Course Prefix: INTE	Course Number: 1900	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: CIW Network Technology	Issuing Body: CIW	Course Title: Internet Applications	Course Prefix: INTE	Course Number: 1300	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Customer Service	Issuing Body: National Retail Federation	Course Title: Customer Service	Course Prefix: CSRV	Course Number: 1000	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
Name: Medical Office Specialist				Program Delivery Mode: Online		
CIP: 520101		Credit Hours: 30.00	Contact Hours: 900.00		Certificate of Technical Studies (C.T.S.)	

IBC: IC3	Issuing Body: Certiport- Pearson VUE	Course Title: Computer Literacy & Applications	Course Prefix: CPTR	Course Number: 1002	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Microsoft Office Specialist-- Word	Issuing Body: Certiport- Pearson VUE	Course Title: Business Computer Applications	Course Prefix: CPTR	Course Number: 1103	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Microsoft Office Specialist-- Excel	Issuing Body: Certiport- Pearson VUE	Course Title: Spreadsheets	Course Prefix: CPTR	Course Number: 1320	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Customer Service	Issuing Body: National Retail Federation	Course Title: Customer Service	Course Prefix: CSRV	Course Number: 1000	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: ICD-10- CM	Issuing Body: American Academy of Professional Coders (AAPC)	Course Title: Coding	Course Prefix: BOTH	Course Number: 1240	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Certified Professional Biller	Issuing Body: American Academy of Professional Coders (AAPC)	Course Title: Insurance Billing	Course Prefix: BOTH	Course Number: 1230	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
Stars : 5 Stars						
Name: Office Computer Specialist				Program Delivery Mode: Online		
CIP: 520101		Credit Hours: 12.00		Contact Hours: 360.00		Career and Technical Certificate (C.T.C)
IBC: IC3	Issuing Body: Certiport- Pearson VUE	Course Title: Computer Literacy & Applications	Course Prefix: CPTR	Course Number: 1002	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required

IBC: Microsoft Office Specialist-- Word	Issuing Body: Certiport- Pearson VUE	Course Title: Business Computer Applications	Course Prefix: CPTR	Course Number: 1103	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: Microsoft Office Specialist-- Excel	Issuing Body: Certiport- Pearson VUE	Course Title: Spreadsheets	Course Prefix: CPTR	Course Number: 1320	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
Name: Customer Service Specialist			Program Delivery Mode: Online			
CIP: 520101	Credit Hours: 6.00	Contact Hours: 180.00	Career and Technical Certificate (C.T.C)			
IBC: Customer Service	Issuing Body: National Retail Federation	Course Title: Customer Service	Course Prefix: CSRV	Course Number: 1000	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required
IBC: IC3	Issuing Body: Certiport- Pearson VUE	Course Title: Computer Literacy & Applications	Course Prefix: CPTR	Course Number: 1002	Credits Awarded: 3.00	IBC Awarded upon Completion?: No-Test is Required

PROPOSED CHANGE

a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

Curriculum Modification:

1. Changed CIP code from 52.0401 to 52.0101
2. Removed the LEAD 1003 course from the program.
3. Changed hours in the CPTR 1002 course from 3 credit and 45 clock hours to 3 credit and 90 clock hours
4. Replaced Word Processing course with Business Computer Applications
5. Modification of CTC-Customer Service Specialist
6. Addition of CTC--Office Computer Specialist, 12 credit hours.
7. Changed courses and hours included in the CTS--Accounting Office Specialist (Previous credit hours: 30; previous clock hours: 855). Update: 30 credit hours; 900 clock hours.
8. Changed courses and hours included in the CTS--Internet Business Specialist (Previous credit hours: 30; Previous clock hours: 855). Update: 30 credit hours; 900 clock hours.
9. Changed courses and hours included in the CTS--Medical Office Specialist (Previous credit hours: 30; previous clock hours: 855). Update: 30 credit hours; 900 clock hours.
10. Changed courses and hours included in the TD--Business Office Technology (Previous credit hours: 45; previous clock hours: 1305). Update: 48 credit hours; 1443 clock hours.
11. Changed courses and hours included in the AAS--Business Office Administration (Previous credit hours: 60; clock hours 1530). Update: 48 credit hours; 1443 clock hours.
12. Addition of programs to Shreveport campus.
13. Changed mode of delivery from hybrid to online.

**IMPLEMENTATION DATE
(Semester and Year)**

Fall 2022

Prefer to implement in Spring 2023

HISTORY OF PRIOR ACTIONS**Provide an overview of changes to this program.**

The last changes to this program took place in Spring of 2016 when the program was modified to remove obsolete courses not meeting workforce needs.

JUSTIFICATION FOR THE PROPOSED CHANGE**Include support such as four-year university agreements, industry demand, advisory board information, etc.**

The update of CTC's and CTS's provide more options for students to earn industry-based certifications and credentials which will make them more marketable in the workforce. In addition, the online delivery mode will make programs more accessible to students thus improving equity and access to all.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION: All Campuses**QUALIFIED FACULTY (Check all that apply)**

Use Existing Faculty: Yes	Hire Adjunct Faculty: No	Hire Full-Time Faculty: No
# - Full Time: 1	# - 0	# - 1
# - Part Time: 5		

ADMINISTRATION and IMPLEMENTATION COSTS**Department :****How will this change affect the administrative structure and/or allocation of departmental funds in terms of:**

Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Bachelor degree in business related field	Experience:	Certification: Related to courses taught that offer IBC
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FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS**Department :** Interdisciplinary and Academic Division**Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.**

By offering these courses in an online format, more students should be able to participate and complete TD or AAS which will increase revenue for this department.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY					
EVENING					
DISTANCE EDUCATION	59	66	73	81	90
Describe Process for Attaining & Estimating Enrollment:	These enrollment numbers are based on an estimated yearly 10% increase.				

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	Optional Accreditation status: N/A
Type/Name of Program Accreditation, Licensure or Certification Required:	N/A

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

PROGRAM CURRICULUM

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration: See attachment						Credit Hours: 0.00	

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

This modification of courses will provide more CTC and CTS exit points that will also offer increased industry-based certification opportunities which will allow students to be more marketable in the workforce. Through the modification of an online curriculum, more students will be reached outside of the physical school community allowing for a broader outreach to the system. This will increase equity and inclusion for all students seeking a business degree.

KEYWORDS

Business
Office
Administration
Accounting
Medical
Computer



Associate of Applied Science in Business Office Administration (52.0101)

Program Description & Curriculum

The purpose of this program is to prepare individuals to perform tasks related to the management of marketable skills and career advancement in various areas of business, industry, and health offices. Students will receive hands-on training in office technology, software skills, customer service, and strong work ethics for success in the workplace.

Degrees/Certificates

- Associate of Applied Science (AAS)
- Technical Diploma (TD)
- Certificate of Technical Studies (CTS)
- Career and Technical Certificate (CTC)

Course #	Course Title	Lecture/ Lab Hours	Credit Hours	Clock Hours
Required Core Courses				
CPTR 1002	Computer Literacy & Applications	2/2	3	90
KYBD 1010	Introduction to Keyboarding	2/2	3	90
CPTR 1103	Business Computer Applications	2/2	3	90
CPTR 1320	Spreadsheets	2/2	3	90
CSRV 1000	Customer Service	2/2	3	90
BUSI 1013	Introduction to Management	2/2	3	90
BADM 1050	General Business Administration	2/2	3	90
BUSF 1023	Entrepreneurship	2/2	3	90
BUSE 1100	Business English	2/2	3	90
BUSM 1050	Business Math	2/2	3	90
HIST 1010	Western Civilization I	3/0	3	45
HIST 1020	Or - Western Civilization II			
HIST 2010	Or - American History I			
HIST 2020	Or - American History II			
Required Courses Total			33	945
Area of Concentration (Choose Only One)				
Accounting Office Specialist				
ACCT 1100	Principles of Accounting, Part I	2/2	3	90
ACCT 1200	Principles of Accounting, Part II	2/2	3	90
ACCT 1300	Principles of Accounting, Part III	2/2	3	90
ACCT 1250	Payroll Accounting	2/2	3	90
ACCT 1500	Computerized Accounting	2/2	3	90
Accounting Office Specialist Total			15	450
Internet Business Specialist				
INTE 1200	Operating Systems	2/2	3	90
INTE 1210	Introduction to Programming	2/2	3	90
INTE 1300	Internet Applications	2/2	3	90
INCT 1900	Web Page Design	2/2	3	90
INTE 2261	Desktop Support	2/2	3	90
Internet Business Specialist Total			15	450
Medical Office Specialist				
BOTH 1300	Medical Office Terminology	2/2	3	90
BOTH 1120	General Body Structure	2/2	3	90
BOTH 1210	Administrative Procedures for Medical Offices	2/2	3	90
BOTH 1230	Insurance Billing	2/2	3	90
BOTH 1240	Coding	2/2	3	90
Medical Office Specialist Total			15	450
The Required Core Courses PLUS the Chosen Area of Concentration Comprise the Technical Diploma in Business Office Technology TD – Business Office Technology			48	1443
General Education Courses				
ENGL 1015	English Composition	3/0	3	45

MATH 1015	College Algebra	3/0	3	45
MATH 1300	<i>Or</i> - Contemporary Math			
PSYC 2015	Introduction to Psychology	3/0	3	45
PHSC 1015	Physical Science I			
BIOL 1010	<i>Or</i> - General Biology I	3/0	3	45
The General Education Courses PLUS the TD in Business Office Technology Comprise the Associate of Applied Science in Business Office Administration AAS – Business Office Administration			60	1575

Other Credentials Available				
CPTR 1002	Computer Literacy & Applications	2/2	3	90
KYBD 1010	Introduction to Keyboarding	2/2	3	90
CPTR 1103	Business Computer Applications	2/2	3	90
CPTR 1320	Spreadsheets	2/2	3	90
CTC – Office Computer Specialist			12	360

CPTR 1002	Computer Literacy & Applications	2/2	3	90
CSRV 1000	Customer Service	2/2	3	90
CTC – Customer Service Specialist			6	180

CPTR 1002	Computer Literacy & Applications	2/2	3	90
KYBD 1010	Introduction to Keyboarding	2/2	3	90
CPTR 1103	Business Computer Applications	2/2	3	90
CPTR 1320	Spreadsheets	2/2	3	90
CSRV 1000	Customer Service	2/2	3	90
ACCT 1100	Principles of Accounting, Part I	2/2	3	90
ACCT 1200	Principles of Accounting, Part II	2/2	3	90
ACCT 1300	Principles of Accounting, Part III	2/2	3	90
ACCT 1250	Payroll Accounting	2/2	3	90
ACCT 1500	Computerized Accounting	2/2	3	90
CTS – Accounting Office Specialist			30	900

CPTR 1002	Computer Literacy & Applications	2/2	3	90
KYBD 1010	Introduction to Keyboarding	2/2	3	90
CPTR 1103	Business Computer Applications	2/2	3	90
CPTR 1320	Spreadsheets	2/2	3	90
CSRV 1000	Customer Service	2/2	3	90
INTE 1200	Operating Systems	2/2	3	90
INTE 1210	Introduction to Programming	2/2	3	90
INTE 1300	Internet Applications	2/2	3	90
INCT 1900	Web Page Design	2/2	3	90
INTE 2261	Desktop Support	2/2	3	90
CTS – Internet Business Specialist			30	900

CPTR 1002	Computer Literacy & Applications	2/2	3	90
KYBD 1010	Introduction to Keyboarding	2/2	3	90
CPTR 1103	Business Computer Applications	2/2	3	90
CPTR 1320	Spreadsheets	2/2	3	90
CSRV 1000	Customer Service	2/2	3	90
BOTH 1300	Medical Office Terminology	2/2	3	90
BOTH 1120	General Body Structure	2/2	3	90
BOTH 1210	Administrative Procedures for Medical Offices	2/2	3	90
BOTH 1230	Insurance Billing	2/2	3	90
BOTH 1240	Coding	2/2	3	90
CTS – Medical Office Specialist			30	900

Signature: *William Tulak*

Email: williamtulak@lctcs.edu

Signature: *Wendi Palermo*

Email: wendipalermo@lctcs.edu












G.5.NLTCC Consent Items - October 2022

Final Audit Report

2022-10-04

Created:	2022-10-04
By:	Sara Kleinpeter (sarakleinpeter1@lctcs.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMQchtUTMhjq7CfkEg6R4r4F1W6I-9GMv

"G.5.NLTCC Consent Items - October 2022" History

-  Document created by Sara Kleinpeter (sarakleinpeter1@lctcs.edu)
2022-10-04 - 7:44:12 PM GMT- IP address: 76.165.120.2
-  Document emailed to William Tulak (williamtulak@lctcs.edu) for signature
2022-10-04 - 7:44:53 PM GMT
-  Email viewed by William Tulak (williamtulak@lctcs.edu)
2022-10-04 - 7:44:58 PM GMT- IP address: 40.94.30.254
-  Document e-signed by William Tulak (williamtulak@lctcs.edu)
Signature Date: 2022-10-04 - 7:49:54 PM GMT - Time Source: server- IP address: 76.165.122.227
-  Document emailed to Wendi Palermo (wendipalermo@lctcs.edu) for signature
2022-10-04 - 7:49:56 PM GMT
-  Email viewed by Wendi Palermo (wendipalermo@lctcs.edu)
2022-10-04 - 7:50:23 PM GMT- IP address: 40.94.26.254
-  Document e-signed by Wendi Palermo (wendipalermo@lctcs.edu)
Signature Date: 2022-10-04 - 7:51:49 PM GMT - Time Source: server- IP address: 74.193.162.85
-  Document emailed to Katie Waldrop (katiewaldrop@lctcs.edu) for signature
2022-10-04 - 7:51:51 PM GMT
-  Email viewed by Katie Waldrop (katiewaldrop@lctcs.edu)
2022-10-04 - 7:52:17 PM GMT- IP address: 40.94.33.126
-  Document e-signed by Katie Waldrop (katiewaldrop@lctcs.edu)
Signature Date: 2022-10-04 - 9:51:39 PM GMT - Time Source: server- IP address: 76.165.120.2
-  Agreement completed.
2022-10-04 - 9:51:39 PM GMT