

Bloomsburg University BAS in Technical Leadership Program

Courses/Textbooks for Fall 2017 semester – revised April 10, 2017

	LCCC	NCC	RACC	HACC	Philadelphia
INSTTECH 450 Instructional Design	Thursday at 6p Room: TC 213	Wednesday at 6p Room: CC 383	Monday at 6p Room: Penn Hall 126	Tuesday at 6p Room: Haltec 104	Wednesday at 6p Room: TBA
INSTTECH 470 Intro to Web Dev	Monday at 6p Room: TC 213	Tuesday at 6p Room: CC 383	Wednesday at 6p Room: P132	Thursday at 6p Room: Dixon Center TBD	Tuesday at 6p Room: TBA
INSTTECH 465 Leading Virtual Teams	Online synchronous - meeting time Wednesday at 6pm Alternate section for students who have class on Wed night: Tuesday at 6pm				
NURSING 100	Online Synchronous & Asynchronous Hybrid – Only 2 – 3 Synchronous meetings on Wednesday nights at 6pm, which will also be recorded				
ITM 175	Online asynchronous – no set meeting time				
ITM 322	Online asynchronous – no set meeting time				
ACCT 110	Online asynchronous – no set meeting time				
INSTTECH 490 Internship	Mr. Adam Creasy Contact Mr. Creasy – acreasy@bloomu.edu - to start planning				

Online Courses:

Course Title: NURSING 100 Personal Health

Location/Time: Online Synchronous & Asynchronous Hybrid – Only 2 – 3 synchronous meetings on Wednesday evening (6:00 - 9:30 pm), which will also be recorded (Headset with microphone required)

Prerequisites: None

Description: (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.

Textbook: TBA

Course Title: ITM 175 Information Technology Management Applications

Location: Online Asynchronous in BOLT

Prerequisites: None

Description: (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.

Textbook: Custom Text from Pearson based on **Microsoft Office 2016**. The ISBN for the customer text is: 9781323469682

Course Title: ITM 322 Project Management

Day/Time: Online Asynchronous in BOLT

Prerequisites: ITM 175

Description: (3 credits) - Presents the student with an opportunity to use project management tools to design, implement and evaluate projects from a managerial perspective

Textbook: TBA

Course Title: ACCT 110 Accounting for Supervisors

Location: Online Asynchronous in BOLT

Prerequisites: None (but completion of ITM 175 or its equivalent and your math courses is **strongly recommended**)

Description: (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.

Textbook: Accounting: Tools for Business Decision Making, 5th edition, by Kimmel, Weygandt, and Kieso
Hard copy of the text is not required. Online access to WileyPlus IS required, which includes online access to the text. A new textbook generally comes with online access to WileyPlus, but a used textbook would not.

Course Title: INSTTECH 465 Leading Co-located and Virtual Teams

Day/Time: Wednesday (6:00-9:00 pm)

Location: Online Synchronous in BOLT

Description: (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.

Textbook: Fisher, K. & Fisher, M. (2011). *Manager’s Guide to Virtual Teams, 1st edition*. ISBN: 9780071754934

On-site Courses:

Course Title: INSTTECH 470 Introduction to Website Development

Day/Time, location, instructor: see class listing above

Prerequisites: None

Description: (3 credits) - Provides a comprehensive overview of the technologies, processes and issues encountered by front-end web developers in web projects. The current front-end web languages, HTML, CSS, and JavaScript will be used to create web sites, and industry-standard web editors will be introduced. The Web development process is applied and issues related to web development will be explored.

Textbook: Robbins, J. *Learning Web Design*, Edition 4, O’Reilly Media, 2013, ISBN: 9781449319274

Course Title: INSTTECH 450 Instructional Design

Day/Time, location, instructor: see class listing above

Prerequisites: None

Description: (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.

Textbook: Stolovitch, Harold and Keeps, Erica, *Telling Ain't Training*. 2011 Second Edition ISBN: 1-56286-701-6

Internship Course:

Course Title: INSTTECH 490 Technical Leadership Internship

Instructor: Adam Creasy, acreasy@bloomu.edu - Contact Mr. Creasy when you start thinking about internships

Day/Time: N/A

Location: At Host-Organization

Prerequisites: INSTTECH 465 Leading Co-Located and Virtual Teams and INSTTECH 466 Technical Leadership Capstone I

Description: (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. Prerequisites: INSTTECH.466 or permission of Instructor.

Textbook: None required

Comments: Students must complete the internship application procedure and receive approval before they may be registered for the internship course.

Textbook purchases:

Textbooks will be available through the BU Bookstore online textbook website (Excess financial aid funds may be used to purchase textbooks only at the BU online bookstore textbook website). At this time, these textbooks will likely be available at the LCCC bookstore but we're still determining if textbooks will be available through bookstores at HACC, NCC and RACC.