

CPE BUSINESS SOLUTIONS (LBS)

LBS 0024 - Customer Service/ Order Fulfillment (2 Credits)

2 lecture, 0 lab, 0 clinical/other, 2 total contact hours

Gain an introduction to customer service and order fulfillment as part of the end-to-end (E2E) supply chain management process. 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. Materials available at Harper bookstore.

LBS 0026 - Safety Director Credential I (3 Credits)

3 lecture, 0 lab, 0 clinical/other, 3 total contact hours

Safety is everyone's business. This program is intended for transportation employees at all levels including managers, directors, and new hires in areas such as trucking, intermodal, rail, manufacturing, insurance, warehousing, and risk management. Advance your knowledge of the federal motor carrier safety regulations. Understand the responsibilities of all involved including shippers, corporate entities, supervisors, material handlers, and drivers. Learn to correct deficiencies, implement drug and alcohol programs, and address the Comprehensive Safety Analysis initiative. Includes all materials. To earn the Safety Director Credential, you must complete Safety Director Credential I (LBS0026) and Safety Director Credential II (LBS0029). This course is a prerequisite to LBS0029.

LBS 0027 - Emergency Dispatcher I (3 Credits)

2 lecture, 2 lab, 4 total contact hours

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 0028 - Emergency Dispatcher 1 (3 Credits)

2 lecture, 2 lab, 4 total contact hours

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 Credits)

3 lecture, 3 total contact hours

Build skills and knowledge in the transportation industry as it relates to insurance, cargo security and securement, vehicle inspection, maintenance, and warehouse material handling and storage. Gain an awareness of liability issues and mitigation strategies, legal weights and dimensions, oversized, overweight routing and permits, theft reduction, proper vehicle inspections and identification of unsafe vehicles components and material handling equipment, proper storage including hazardous materials, food grade products, overhead storage, proper goods movement documentation and more. Includes all materials. To earn the Safety Director Credential, you must complete Safety Director Credential I and Safety Director Credential II. Prerequisite: LBS8130

LBS 0033 - Emergency Dispatcher II (3 Credits)

2 lecture, 2 lab, 4 total contact hours

Builds upon the foundation laid through EMG131 or LBS 0027 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.

LBS 8002 - Six Sigma Green Belt (3 Credits)

3 lecture, 3 total contact hours

This course describes how professionals can excel in process improvement and quality management by utilizing Six Sigma methodologies and tools. Participants will learn to identify core principles of Six Sigma, including DMAIC (define, measure, analyze, improve, and control) methodology, comprehensive statistical analysis, and practical examples of Six Sigma applications in various industries. This course provides essential knowledge and skills and prepares participants for the official Lean Six Sigma Green Belt certification.

Typically offered: Fall, Spring, Summer

LBS 8010 - Small Business Accounting Procedures (3 Credits)

3 lecture, 3 total contact hours

Grasp the fundamentals of accounting using the accounting cycle for both service and merchandising businesses, including adjustments, preparation of financial statements and closing procedures. You will focus on the reconciliation of bank statements, petty cash and examination of fraud and internal controls. This non-transfer course is intended for those students planning to take only one semester of accounting or for those who need preparation before enrolling in a more advanced accounting course. Upon request this course can be converted to college credit for course ACC100 and partially fulfills the requirement to earn the Accounting Bookkeeping Clerk Certificate for college credit.

LBS 8011 - Principles of Financial Accounting (4 Credits)

4 lecture, 4 total contact hours

Learn about accounting as an information system that produces summary financial statements primarily for users external to a business. You will focus on what effects transactions and other economic events have on the financial condition and operations of a corporate business. You will cover basic accounting concepts, financial statements, accrual and cash basis, the accounting cycle, monetary assets, inventories, fixed assets, current and long-term liabilities, and owner equity. Upon request this course can be converted to college credit for course ACC101 and partially fulfills the requirement to earn the Accounting Bookkeeping Clerk Certificate for college credit.

LBS 8050 - Professional Skills Intensive (1 Credit)

1 lecture, 1 total contact hours

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 covers the principles and practices of strategic innovation.

Typically offered: Fall, Spring, Summer

LBS 8109 - Business Boot Camp (3 Credits)*3 lecture, 3 total contact hours*

Provides a comprehensive exploration of business concepts and entrepreneurship, guiding students from ideation to the development of a product or service. Prepares students to build an entrepreneurial mindset, conduct market research, and explore viable business models. Includes topics such as leadership, team development, operations management, and strategies for scaling and managing risk. Includes final pitch presentations, preparing students to effectively communicate and execute their entrepreneurial visions.

LBS 8113 - Quickbooks Applications (2 Credits)*1 lecture, 2 lab, 0 clinical/other, 3 total contact hours*

Whether you're a business owner or someone who needs to know how to use QuickBooks in your employer's company or organization, this course will deliver the skills you need to perform. Learn how set up, backup and store company files; create custom reports and graphs; prepare budgets and payroll; and track changes in your financial accounts. Students should have knowledge of accounting and have taken LBS 8010, Intro to Accounting, or have approval from the College. Upon request, this course can be converted to College credit. This blended course combines online and campus instruction.

Typically offered: Fall, Spring, Summer**LBS 8114 - CPA Review: Business Environmental Concepts (1 Credit)***1 lecture, 0 lab, 1 total contact hours*

Provides the student 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 Credit)*1 lecture, 0 lab, 1 total contact hours*

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 Credit)*1 lecture, 0 lab, 1 total contact hours*

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 Credit)*1 lecture, 0 lab, 1 total contact hours*

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 Credits)*0 lecture, 0 lab, 0 clinical/other, 0 total contact hours*

This course examines the benefits and burdens of entrepreneurship and helps you understand the process of converting your concept into a new venture. Shows you how to avoid common mistakes and focus on strategic management through developing your understanding of the various forms of business ownership and franchising, pricing strategies, financing, location selection, and human capital management. Discover the personal leadership traits helpful for successful entrepreneurship and assess your own entrepreneurial mindset.

LBS 8155 - Introduction to Payroll Accounting (2 Credits)*2 lecture, 0 lab, 0 clinical/other, 2 total contact hours*

Learn the fundamentals of payroll accounting including the preparation of payroll records and tax returns for old age benefits and employment insurance. Learn to construct a Quarterly Federal Tax Return, Employer's Annual Unemployment Tax Return, and Illinois Employer's Contribution Report. Upon request this course can be converted to college credit for course ACC155 and partially fulfills the requirement to earn the Accounting Bookkeeping Clerk Certificate for college credit. Prerequisite ACC100, ACC101, LBS8010, or LBS8011.

Typically offered: Fall, Spring, Summer**LBS 8200 - Startup Strategies (3 Credits)***3 lecture, 0 lab, 3 total contact hours*

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 Credits)*3 lecture, 0 lab, 3 total contact hours*

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 breakthrough 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 Credits)*3 lecture, 0 lab, 3 total contact hours*

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 (1 Credit)*0 lecture, 2 lab, 2 total contact hours*

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 a maximum of four credit hours.

LBS 8204 - Ideation and Prototyping (3 Credits)*2 lecture, 2 lab, 4 total contact hours*

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 & CX (3 Credits)*3 lecture, 0 lab, 3 total contact hours*

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 (2 Credits)*1 lecture, 2 lab, 3 total contact hours*

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 (1 Credit)*0 lecture, 2 lab, 2 total contact hours*

Prerequisite: ENT 154 and 3 credit hours in ENT, 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 Credits)*1.5 lecture, 0 lab, 1.5 total contact hours*

Strengthens your knowledge, advances your skills, and increases your 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 Credits)*2.5 lecture, 0 lab, 2.5 total contact hours*

Incorporates HRCI SPHR and/or SHRM-SCP certification knowledge and strategic concepts. Strengthens your leadership and strategic decision-making skills through real world case scenarios allowing you to expand your Human Resources knowledge. 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.

Typically offered: Fall, Spring, Summer**LBS 8255 - Solar Photovoltaic Certification Prep (1 Credit)***1 lecture, 0 lab, 1 total contact hours*

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.

Typically offered: Fall, Spring**LBS 8256 - Solar Business and Technical Sales (4.5 Credits)***4.5 lecture, 0 lab, 4.5 total contact hours*

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.

Typically offered: Spring, Summer**LBS 8257 - Solar Business and Technical Sales I (2 Credits)***2 lecture, 0 lab, 2 total contact hours*

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. 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.

Typically offered: Spring, Summer**LBS 8260 - Solar Installation I (1.5 Credits)***1.5 lecture, 1.5 total contact hours*

Covers the fundamentals of solar photovoltaic technology and solar installation to equip students with the essential knowledge for success in the field. Provides guidance on proper techniques for mounting solar panels on various surfaces, including attachment and sealing methods. Demonstrates design methodologies from inspection to project completion. Describes potential operational and maintenance challenges, along with effective troubleshooting methods. #Includes hands-on experience using industry-standard tools for installation.

LBS 8400 - Drone Pilot Ground School (1 Credit)*1 lecture, 0 lab, 1 total contact hours*

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.

Typically offered: Fall, Spring, Summer**LBS 8401 - Small Unmanned Aerial Systems (sUAS) (2 Credits)***1 lecture, 2 lab, 3 total contact hours*

Introduces Small Unmanned Aerial Systems (sUAS) safety procedures, mission planning best practices, maintenance protocols, flight proficiency, and the fundamentals of sUAS image processing.

Typically offered: Fall, Spring, Summer**LBS 8600 - Strategic Planning (1 Credit)***1 lecture, 0 lab, 1 total contact hours*

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.