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# Message from the President



**W**elcome to LDS Business College. We congratulate you on your interest in continuing your education. Whether you intend to launch your career directly upon completion of your selected program, or use your attendance here as a bridge to further scholarship, the education you receive at LDS Business College will prove an enduring and beneficial asset to you and your future success.

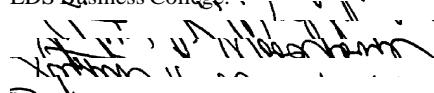
The College has a rich heritage and a strong foundation. For 117 years the College has provided career and educational preparation to thousands of students. We hope your experience here will prove productive and enjoyable. Much of what you receive will depend on what you put in. We hope you come with a determination to learn. We urge you to take your course of study seriously. As you do, we commit to provide you with a quality academic experience. We intend to teach current technological skills as well as time-honored concepts to prepare you for service in the business community.

Our campus has a homelike atmosphere. Classes are small and conducive to individual attention. Our expert faculty work to help you have as much success as possible.

Your LDS Business College education includes an emphasis on the principles, ethical standards and practices taught by The Church of Jesus Christ of Latter-day Saints. We hope that your experiences here at LDS Business College will draw you closer to your Father in Heaven. We believe that career preparation in a spiritual setting will provide you with an excellent learning environment.

We care about your welfare and your future. Be involved in campus life and activities and you will find new friendships that will enrich your experiences.

Good luck with your academic pursuits. We are pleased you have chosen LDS Business College.



Stephen K. Woodhouse  
President

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NOTE: This academic catalog describes the regulations, policies, fees and curriculum at the time of its publication. The Board of Trustees reserves the right to change tuition and fees, to make changes in curricular offerings, academic and other policies, and activate or eliminate courses and/or programs at any time. Students who enroll at the College give their implied consent to abide by all policies and regulations contained herein and in program bulletins. All statements herein are true and correct at publication. LDS Business College reserves the right to make changes, deletions or revisions it deems necessary. The College will inform students and faculty through normal channels. Substantive changes to academic programs in this catalog are kept on file in the Office of the Vice President for Academic Affairs.

# Academic Calendar 2003-04

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## FALL SEMESTER 2003

March 31	MON	Registration Begins for Continuing Students
June 16	MON	Registration Begins for First-time Students
Aug. 18	MON	Tuition Payment Deadline
Aug. 22	FRI	New Student Orientation
Aug. 25	MON	Classes Begin
Aug. 29	FRI	Last Day to Add Classes
Sept. 1	MON	Labor Day Holiday
Sept. 5	FRI	Last Day to Drop Classes
Sept. 19	FRI	First Block Withdraw Deadline
Oct. 14-17	TUE-FRI	Academic Advising Week
Oct. 15	WED	Second Block Begins
Oct. 24	FRI	Second Block Last Day to Add Classes
Oct. 31	FRI	Second Block Last Day to Drop Classes
Nov. 3	MON	Registration Begins for All Students
Nov. 14	FRI	Second Block Withdraw Deadline
Nov. 14	FRI	Last Day to Withdraw from Classes
Nov. 26	WED	Semester Break
Nov. 27-28	TH-FRI	Thanksgiving Holiday
Dec. 12	FRI	Classes End

## WINTER SEMESTER 2004

Nov. 3	MON	Registration Begins for All Students
Jan. 9	FRI	Tuition Payment Deadline
Jan. 12	MON	Classes Begin
Jan. 14	WED	New Student Orientation
Jan. 16	FRI	Last Day to Add Classes
Jan. 23	FRI	Last Day to Drop Classes
Jan. 19	MON	Human Rights Day Holiday
Feb. 6	FRI	First Block Withdraw Deadline
Feb. 16	MON	President's Day Holiday
March 4	THU	Second Block Begins
March 9-12	TUE-FRI	Academic Advising Week
March 12	FRI	Second Block Last Day to Add Classes
March 15-19	MON-FRI	Spring Break
March 26	FRI	Second Block Last Day to Drop Classes
March 29	MON	Registration Begins for Summer
April 9	FRI	Last Day to Withdraw from Classes
May 5	WED	Classes End
May 6	THU	Commencement

## SUMMER TERM 2004

March 29	MON	Registration Begins for All Students
May 28	FRI	Tuition Payment Deadline
June 7	MON	Classes Begin
June 14	MON	Registration Begins for Fall Semester
June 11	FRI	Last Day to Add Classes
June 18	FRI	Last Day to Drop Classes
July 5	MON	4th of July Holiday
July 16	FRI	Last Day to Withdraw from Classes
July 23	FRI	24th of July Holiday
July 30	FRI	Classes End





# How to Use this Catalog

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## A BEGINNER'S GUIDE

Weaving your way through the catalog is not as difficult as it may first appear. The catalog contains many things to help you but you don't have to read every word. In fact, some sections may never apply to you. However, the information can help you get the most from your education. To get started, complete the nine steps below and look up the references cited. That will give you the necessary knowledge to begin.

### **STEP ONE: SUBMIT AN APPLICATION FOR ENROLLMENT.**

Apply on line at [www.lscses.edu](http://www.lscses.edu). Look at information on pages 15 to 17 and 212.

### **STEP TWO: PICK A MAJOR.**

Consider the options on pages 56 to 57. Check out requirements on the pages noted by each program option.

### **STEP THREE: CREATE A CLASS SCHEDULE.**

We've suggested schedules for each program that you'll find in the Recommended Day Sequence of Courses sections beginning on page 63. If you want to custom build a schedule, look at specific program requirements listed on pages 62 to 149 and talk to an academic advisor. You can check out what each course is about in the Course Description section beginning on page 150. You may print a free schedule from the Internet (<http://www.lsbcc.edu/Catalog2002-03/Catalog/ClassSchedule.htm>) or from the campus student computer network.

### **STEP FOUR: REGISTER FOR YOUR FIRST SEMESTER OF COURSE WORK.**

If you do not have an ACT score, take the COMPASS Test through the Learning Assistance Lab. After the test, fill out a form available from the Registrar's office or in the class schedule. Complete the six steps for registration on page 23 of the catalog. When you get verification of your registration, make sure it matches what you wanted.

### **STEP FIVE: PAY APPROPRIATE FEES. ARRANGE FOR HEALTH INSURANCE.**

Read important information on pages 25 and 40.

### **STEP SIX: CONSIDER HOUSING AND FINANCIAL NEEDS.**

See what's already in place to help on pages 26, 36, 40 and 41.

### **STEP SEVEN: REVIEW YOUR PLAN WITH AN ACADEMIC ADVISOR.**

Review sources for help on pages 37 and 47. New students should call (801) 524-8145. Continuing students should call their academic advisor or 524-8161.

### **STEP EIGHT: REVIEW COLLEGE RULES.**

Check out pages 11 to 13 and 47.

### **STEP NINE: HAVE FUN!**

Yup, that's in here too. See pages 41 to 43.

# General Information

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## LDS BUSINESS COLLEGE PROFILE

### VISION

*"Remember the worth of souls is great in the sight of God."*

D&C 18:10

### MOTTO

Champion Every Student

### FUNDAMENTAL GOALS

1. To strengthen the testimonies of students in Jesus Christ and His restored gospel.
2. To train students in marketable career skills that lead to productive employment.
3. To prepare students in general education for successful transfer to a four-year institution.
4. To provide spiritual, social, and service experiences outside the classroom.
5. To provide quality instruction through professionally qualified and spiritually grounded instructors.
6. To provide quality institutional support services within the current physical space of the campus.

### MISSION STATEMENT

LDS Business College exists to provide a spiritually grounded education founded on the divine doctrines and principles of The Church of Jesus Christ of Latter-day Saints. It accomplishes its mission by offering one- and two-year programs to train students in career skills that lead to productive employment. The College creates an environment that encourages teaching by the spirit, the strengthening of personal testimonies of the Savior, and development of a desire to follow His teachings and example.

To provide excellent career-based education, the College adopts current technologies and responds to changes in market demands. Additionally, the College offers general education degrees that prepare students to transfer to other colleges and universities. All students receive a foundation for lifelong learning.

The College guards its focus on the individual in order to foster an environment that promotes intellectual excellence, spiritual enlightenment and moral integrity. The goal is to create informed, ethical and productive citizens.

We believe that by adherence to its mission, the College will have a significant impact on the lives and families of its students and alumni as well as on the Church and communities it serves.

### HISTORICAL SKETCH

LDS Business College has provided quality education for 117 years. The school began November 15, 1886, as the Salt Lake Academy under the direction of Dr. Karl G. Maeser and William B. Dougall. Willard Done, the first teacher, welcomed 84 students when the College first opened its doors.

Recognition has come to the College as growth and development have continued under 11 successive educational leaders. It was the only commercial school in America conducted by a religious body to be admitted to the National Association of Accredited Commercial Schools. Under the leadership of R. Ferris Kirkham (1961 – 1986), the College achieved its first accreditation by the Northwest Association of Schools and Colleges in 1977. On November 14, 1992, the Board of Trustees inaugurated Stephen K. Woodhouse as president.

The College has a rich tradition shared by more than 76,000 alumni and by scores of dedicated faculty and staff.

#### **LDS BUSINESS COLLEGE AND THE CHURCH EDUCATIONAL SYSTEM**

Owned and operated by The Church of Jesus Christ of Latter-day Saints, LDS Business College is a unit of the Church Educational System, which also includes Brigham Young University in Provo, Utah; Brigham Young University – Hawaii in Laie, Hawaii; Brigham Young University – Idaho in Rexburg, Idaho; elementary and secondary schools; and institutes of religion and seminaries around the world.

#### **ACCREDITATION**

LDS Business College is accredited by the Commission on Colleges and Universities of the Northwest Association of Schools and of Colleges and Universities, an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the U. S. Department of Education.

The LDS Business College Medical Assisting Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

#### **VETERANS EDUCATION BENEFITS**

Degree programs at LDS Business College are approved by the state approving agency for the enrollment of persons eligible to receive education benefits from the U.S. Department of Veterans Affairs (DVA).

### **CODES AND STANDARDS**

#### **HONOR CODE**

LDS Business College exists to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff and student body at LDSBC are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent LDSBC are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior.

By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees “at all times and...in all places” (Mosiah 18:9).

### **HONOR CODE STATEMENT**

*We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men... If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things.*

Thirteenth Article of Faith

As a matter of personal commitment, faculty, administration, staff and students of LDS Business College seek to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

- Be honest
- Live a chaste and virtuous life
- Obey the law and all campus policies
- Use clean language
- Respect others
- Abstain from alcoholic beverages, tobacco, tea, coffee and substance abuse
- Participate regularly in church services
- Observe Dress and Grooming Standards
- Encourage others in their commitment to comply with the Honor Code

Specific policies embodied in the Honor Code include: (1) the Dress and Grooming Standards; (2) the Academic Honesty Policy; (3) the Continuing Student Ecclesiastical Endorsement Requirement and (4) the Residential Living Standards.

### **DRESS AND GROOMING STANDARDS**

The dress and grooming of men and women should always be modest, neat, clean and consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher education.

Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff and faculty represent the principles and standards of the Church. Members of the LDSBC community commit themselves to observe these standards, which reflect the direction given by the Board of Trustees and the Church publication *For the Strength of Youth*. These guiding principles apply at all CES institutions of higher education. The application of these principles may vary slightly at the various institutions in accordance with local conditions and circumstances.

#### **Men**

A clean and well-cared-for appearance should be maintained. Hairstyles should be clean and neat, avoiding extreme styles or colors and trimmed above the collar, leaving the ear uncovered. Sideburns should not extend below the earlobe or onto the cheek. If worn, mustaches should be neatly trimmed and may not extend beyond or below the corners of the mouth. Men are expected to be clean shaven; beards are not acceptable. Earrings and other body piercing are not acceptable. Shoes should be worn in all public campus areas.

#### **Women**

A clean and well-cared-for appearance should be maintained. Clothing is inappropriate when it is sleeveless, strapless, backless or revealing; has slits above the knee; exposes the midriff; or is form-fitting. Dresses and skirts must be knee length or longer. Hairstyles should be clean and neat, avoiding extreme styles and colors. Excessive ear piercing (defined as more than one per ear) and all other body piercings are not acceptable. Shoes should be worn in all public campus areas.

## **ACADEMIC HONESTY**

Students are expected to be honest and to help others fulfill the same responsibility. All forms of academic dishonesty are unacceptable behavior. See the College's full statement of policy listed under Academic Honesty on page 48.

## **CONTINUING STUDENT ECCLESIASTICAL ENDORSEMENT**

**LDS Students:** All enrolled, continuing students at LDS Business College will be required to annually submit a continuing endorsement from the bishop of the ward (1) in which they live and (2) that holds their current Church membership record. Students attending wards on or off campus will need to obtain a form at the Admissions Office.

**Other Students:** Non-LDS students are to be endorsed annually by (1) the local ecclesiastical leader if the student is an active member of the congregation or (2) the bishop of the LDS ward in which they currently reside. Students who wish to talk to an LDS bishop may contact the Admissions Office to obtain that information.

Whether on or off campus, all students are expected to abide by the Honor Code, which includes the (1) Academic Honesty Policy, (2) Dress and Grooming Standards, (3) Residential Living Standards and (4) Continuing Student Ecclesiastical Endorsement.

## **VIOLATION OF HONOR CODE**

See Standards Book for procedures concerning Honor Code violations.

## **GENERAL POLICIES**

### **DISCRIMINATION AND SEXUAL HARASSMENT**

LDS Business College does not allow unlawful discrimination on the basis of race, color, national origin, religion, sex, veteran status, or disability. This includes unlawful sexual harassment, which violates College standards and state and federal laws and may be grounds for discipline. Persons who believe they have been the subject of discrimination or harassment should report the circumstances to the Dean of Students, the President or any officer of the College.

### **CLASSROOM CONDUCT**

**Classroom Protocol:** Students are expected to attend class regularly, complete assignments by due dates, come to class prepared to participate actively and constructively, and display a professional attitude. Failure to perform may affect final grades.

**Disruptive Behavior:** Students are encouraged to express their views in class relevant to subject matter. Such expression is necessary to the educational process. However, students do not have the right to impinge on the freedom of the instructor to teach, or on the rights of other students to learn. (See Standards Book for more detail.)

**Academic Honesty:** Students are expected to be honest and to help others fulfill the same responsibility. All forms of academic dishonesty are unacceptable behavior. (See Standards Book for more detail.)

**Children on Campus:** Children may not attend class, may not be present in computer labs, and may not be left unattended in College areas. If students bring children to campus (other than to conduct short business matters), they will be asked to leave.

#### **WAIVER OF RISK**

Some courses at the College require travel or may involve risk. Enrollment in such courses is voluntary and students should not take these courses unless they are prepared to assume the risk involved. By choosing to participate, students agree not to hold LDS Business College or its faculty and staff liable. LDS Business College also disclaims liability of any kind for injury or illness of students as a result of participation in student activities connected with the College. The College makes every reasonable effort to provide safe conditions for all courses and student activities.

#### **GRIEVANCE PROCEDURE**

Students with a grievance or who wish to appeal a College policy should visit with the Dean of Students. Appeals for grade changes must be initiated within 30 days after the Registrar posts grades.

#### **FIREARMS AND WEAPONS POLICY**

LDS Business College prohibits the possession or use of firearms and weapons on property owned or controlled by the College, including residence halls. For the purpose of this policy firearms or weapons includes any device that can expel a projectile, and/or other dangerous weapons, including knives, explosives, or other items that in their intended use, are capable of inflicting serious injury. Because these items pose a clear risk to the persons and property on the LDS Business College campus, violation of this policy may result in suspension (separation) from the College, prosecution under appropriate city, state, or federal laws, and/or up to \$300 College fine.

No one (personnel, students, or visitors) except law enforcement officers of either State of Utah or of a Federal Law Enforcement Agency shall be permitted to possess or carry firearms or other weapons, concealed or not concealed, with or without a concealed weapons permit, while upon properties owned or controlled by the College without specific written permission from the director of campus security.

Campus security officers may carry weapons upon those terms established by department regulations.

# Admissions and Fees

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## ADMISSION POLICY

Admission to LDS Business College is nondiscriminatory. The College admits persons of any race, creed, gender, religion, or national origin who meet the College's admission requirements and agree to abide by its standards of behavior. Admission may be restricted by semester or department depending on College capacities. Therefore, when applicable, qualified applicants are admitted on a first-come, first-served basis.

## APPLICATION REQUIREMENTS FOR U.S. CITIZENS/PERMANENT RESIDENTS

To be considered for admission, students must:

- Submit completed and signed Admission Application.
- Complete Student Commitment and Confidential Report (Part 3).  
If LDS, interview with your bishop and stake president and submit Part 3 to them. If not LDS, interview with a clergy member of your own faith (or an LDS bishop) and submit Part 3 to him. Note: an ecclesiastical endorsement must be completed each year before Fall Semester registration.
- Submit Seminary/Institute Recommendation (Part 4). (Applicants who are high school graduates who have not attended Seminary/Institute within the past year may self-report Sections 1 and 2 and return the form.)
- Submit high school transcript or evidence of high school graduation.
- Submit nonrefundable \$25 application fee.

If applicable, submit the following:

- College transcripts (if transferring).
- ACT results, if available.
- Evidence of English proficiency if English is not your primary language.  
(Minimum TOEFL score of 500 or higher with sub-scores no lower than 50 in any category; or the computerized TOEFL score of 173 or higher with sub-scores no lower than 17 in any category; or an official Michigan test which includes a writing section with a score of 80 or higher with sub-scores not lower than 78 or COMPASS-ESL with an average score of 74.)

## APPLICATION REQUIREMENTS FOR INTERNATIONAL STUDENTS

• Submit completed and signed Admission Application.

• Complete Student Commitment and Confidential Report (Part 3).  
If LDS, interview with your bishop and stake president and submit Part 3 to them. If not LDS, interview with a clergy member of your own faith (or an LDS bishop) and submit Part 3 to him. Note: an ecclesiastical endorsement must be completed each year before Fall Semester registration.

- Submit Seminary/Institute Recommendation (Part 4). (Applicants who are high school graduates who have not attended Seminary/Institute with the past year may self-report Sections 1 and 2 and return the form.)

- Submit Confidential Statement of Finances (Part 8) verifying available funding (2003-04 minimum amount of \$8,700 U.S. for LDS members, or \$10,000 U.S. for non-LDS, plus \$2,000 per dependent). Check 2004-05 application for current amount.
- Submit high school transcript or evidence of high school graduation.
- Submit nonrefundable \$25 application fee.
- Submit deposit in amount of \$1,200 (fully refundable if the student does not attend).
- If currently in the U.S. in F-1 status, submit verification of immigration status (visa and I-94), copy of I-20 and status letter from transferring institution.
- Submit evidence of English proficiency if English is not your native language. (Minimum TOEFL score of 500 or higher with sub-scores no lower than 50 in any category; or the computerized TOEFL score of 173 or higher with sub-scores no lower than 17 in any category; or an official Michigan test which includes a writing section with a score of 80 or higher with sub-scores not lower than 78 or COMPASS-ESL with an average score of 74.)

NOTE: Students whose native language is not English are admitted for Fall and Winter Semesters only and must apply by July 31 or December 1.

NOTE: ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for college-level work and do not count toward the credit hours required for graduation. Depending upon the number of preparatory courses a student must take, an additional semester may be required for program completion.

Students may apply for admission on line at [www.ldscses.edu](http://www.ldscses.edu), in person at 411 East South Temple in Salt Lake City, or by mailing materials to: CES Admissions Office A-153 ASB, Provo, UT 84602.

### **FORMER STUDENTS**

Students who wish to return to the College after an absence of more than one academic semester (not including Summer Term) must reapply. No additional application fees are charged. Returning students will need a new Student Commitment and Confidential Report (Part 3 of application) when reapplying. (See Alumni Association on page 51 for information about tuition privileges for LDSBC graduates.)

Returning students must submit a new ecclesiastical endorsement.

### **NON-MATRICULATED ADMISSIONS**

Non-matriculated students (those not seeking credit for classes attended) may register for course work each semester without making formal application for admission. However, all students must sign the Student Commitment and Confidential Report (Part 3 of the application). Non-matriculated students auditing classes are not required to submit the ecclesiastical endorsement portion of Part 3. Non-matriculated students are not eligible to receive financial aid.

Students who wish to earn limited class credit or who plan to transfer to another institution prior to graduation are considered visiting students and must complete the enrollment application.

## **ENROLLMENT PRIOR TO HIGH SCHOOL GRADUATION (CONCURRENT ENROLLMENT)**

High school students may enroll in one or more courses while still enrolled in high school and are counted in the high school Average Daily Membership. Those who wish to be admitted as concurrent enrollment students must:

- Receive written approval from parents and high school official(s).
- Submit a high school transcript and a copy of the Student Educational Plan (SEP), completed in conjunction with a high school counselor and a signed LDSBC Concurrent Enrollment form.
- Complete Parts 1, 2, 3 and 4 of the application and pay the \$25 application fee.

## **HOME SCHOOL**

Students who have completed an accredited home school program are accepted with an official transcript. Students who have completed a program that is not accredited must submit a GED score. Home school students who qualify for admission are admitted after reaching age 17, or after the graduation date of their traditional high school class.

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, cognitive, systemic, learning, and psychiatric disabilities. In order to receive accommodations in the classroom, students must first provide documentation of disabilities to the Dean of Students Office. Then students should contact the instructor of each course at the beginning of the semester to discuss any accommodations for the course.

## **INTERNATIONAL STUDENTS**

### **STATUS MAINTENANCE**

Status maintenance is essential for international students. Whether a student maintains status or not determines the student's continued presence at LDS Business College. In order to maintain status the student should:

- Be enrolled full time and approve 12 credits per semester.
- Engage in authorized employment only.
- Progress towards completing his or her program within the established timeframe.
- Apply for changes such as transfers in a timely manner.

A violation to F-1 status results in the student falling out of status. If a student chooses activities that violate status after having received instruction on what constitutes a status-violating activity, the procedures and regulations established by law will be enforced.

Status-violating activities include the following:

1. Staying in the country after the Form I-20 has expired without having applied for a new program or having transferred to another approved educational institution.

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2. Failure to maintain conditions of status, which include:
    - a. enrolling less than full time without the authorization of the appropriate International Student Office official;
    - b. registering for and attending a school other than LDS Business College without the proper authorization;
    - c. late applications for transfers, program extensions, or OPT; and
    - d. unauthorized employment.

Other types of violations, equally serious, are those related to the College's Honor Code. In situations related to Honor Code violations and those of similar nature, the International Student Office will proceed according to the instructions received from the appropriate departments and individuals.

### **CHANGING MAJORS, PROGRAM EXTENSIONS, AND TRANSFERS**

Students will notify the appropriate International Student Office official of their intentions to apply for any of these changes. The requested change will be processed after eligibility is determined.

Changes of major should be processed the semester before the student intends to start the new program. Students should first apply for the change of major at the Registration Office. After the change has been approved, the student should notify the International Student Office of the approval in order to issue a new Form I-20 indicating the change of major.

Program extension requests will be carefully examined. Extensions will be granted to those needing extra time to complete a study program due to a change in major or to illness.

Transfers will be processed when the student is academically eligible to transfer. Students must notify the International Student Office of their final decision to transfer to facilitate transferring the student's electronic file—i.e., the Student and Exchange Visitor Information System (SEVIS) file. The College will transfer the student effective the first day after the graduation date or the last day of that semester's finals.

Student status and Forms 1-20 are issued in connection with a specific college and program. When a student transfers to another institution, the new educational institution will issue a new Form I-20 indicating the new educational institution, the new program, and the new expected program end date.

### **FINANCIAL AID/SCHOLARSHIPS FOR INTERNATIONAL STUDENTS**

Financial aid available through the College is limited. For questions about scholarships, please contact the Admissions Office. Students should not expect to finance their studies through employment or scholarships and certify on Part 8 of the enrollment application that they have adequate financial resources to attend CES schools. Students with sponsors should contact the sponsor for help with finances. In special cases, such as those where the sponsor's business files for bankruptcy or an extreme fluctuation in exchange rates, students can apply for a work permit under the severe economic hardship rule.

## **NAME AND ADDRESS CHANGES**

Students must report name changes to the International Student Office within 10 business days after the name change is official. The same rule applies to changes in addresses.

## **TRAVEL**

Students who wish to travel to their home country during their annual vacation will be able to do so. In order to re-enter the U.S., they will need to present and carry a current F-1 visa, a valid passport along with a properly endorsed I-20, and an I-94—the departure arrival record.

Students who plan to travel to a third country—including Canada and Mexico—will have to contact the third country's Embassy in order to learn about that country's traveling regulations and laws.

## **ANNUAL VACATIONS**

Students can take an annual vacation after having been enrolled for two semesters with a full-time load. Students who do not complete a minimum of 12 credits each semester will not be eligible for vacation. Vacations should not be confused with between semester breaks. Those periods of time, such as Christmas and spring breaks, are separate from annual vacation.

## **EMPLOYMENT**

International students are authorized to work 19 hours per week on campus. Students may work full time while school is in recess during “annual vacation period” or holidays.

On-campus employment is conditional to the student’s continued compliance with the BCIS regulations established by the visa status the student has been issued. In other words, continued academic progress toward the completion of course of study is crucial. Employment will be terminated if the student does not comply with his or her status by working more than 19 hours per week.

Off-campus employment will be channeled through Curricular Practical Training (CPT). In order to participate in the CPT program, a student must have been in his or her current major for one academic year (two semesters). The student must have also approved a minimum of 12 credits total of the core courses indicated in the curriculum of his or her current major. In addition, the student must have approved the corresponding cooperative education course or be enrolled in the course for the next semester. Students enrolled in the cooperative education class for the following semester may not at any time withdraw from the class and continue to work off campus.

Optional Practical Training (OPT) is available as a continuance of the student’s learning experience. The temporary employment authorization will be granted for practical training directly related to the student’s major area of study. The temporary work authorization can be issued during annual vacations, during the regular term, or after the completion of the course of study. OPT must be completed within 12

months of the completion of course of study. Students are strongly advised to apply for this program during their last semester, three months before graduation. Students must apply and be approved for graduation prior to applying for OPT. Students cannot apply for OPT following graduation.

#### **ON-LINE COURSES**

International students may enroll in as many on-line courses as they desire, yet only one on-line course—three credits—will be considered towards the 12 credits required to maintain status. At the same time, only one course per semester will be considered towards the full-time course load.

#### **DEPENDENTS**

Dependents of F-1 visa holders are issued F-2 visas. They may engage in “studies to pursue a hobby or in occasional, causal, or recreational studies; i.e. a ceramics class, swimming lessons, etc.” Any course related to languages or technical/vocational skills is not considered an occasional, causal or recreational study. Dependents are not authorized to work at any time, under any circumstance.

F-2 visa holders can travel without the primary F-1 visa holder provided they present a current and endorsed Form I-20, a current passport, visa and I-94.

Underage dependents, i.e., elementary, middle school, and high school age dependents, can be enrolled in a full-time course of study at an approved educational institution.



## **TRANSFER CREDIT AND CREDIT BY EXAMINATION**

Students may earn a maximum of 50 percent of the credit required for a credential from LDS Business College by transfer credit and credit by examination which includes: Advanced Placement (AP), College Level Examination Program (CLEP), and challenge examinations. For further details, contact the Director of Regional Marketing.

### **TRANSFER CREDIT**

Transfer credit earned at other regionally accredited colleges or universities which meets the general education requirements of LDS Business College is normally accepted if grades of C- or better have been earned. Other credits will be applied on the basis of appropriateness to the specific degree program requirements. The cumulative grade-point average of students who transfer to the College is computed only on the basis of course work completed at the College.

### **ADVANCED PLACEMENT (AP)**

Credit is given to students for Advanced Placement scores of three, four, or five in appropriate subjects which apply to the established general education requirements for graduation from a chosen program. See the director of academic advising for more information.

### **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

Credit is given for certain CLEP exams which apply to the established general education requirements for graduation from a chosen program. See the director of academic advising for details.

### **CHALLENGE EXAMINATIONS**

Challenge examinations may be taken by students who have attended a school with limited transferability or who have through work or life experience attained knowledge equivalent to what is being taught in a college course. Department chairs and the vice president for academic affairs determine which course offerings are open to challenge. Students wishing to challenge a departmental class should see the program director.

The following conditions apply for challenging a course:

1. Students who wish to challenge a course must be currently enrolled at LDS Business College as degree-seeking students.
2. Students may not challenge courses previously failed, courses from which they have previously withdrawn, or courses for which they have previously received credit.  
Students may challenge courses in which they are currently enrolled provided they do so within three school days (excluding Saturdays) after the first class meeting. If they pass the challenge, they are entitled to a full refund of tuition for the course (if applicable). The challenge examination fee (see page 25) will apply.
3. A grade of B or better on the challenge examination is considered passing. However, only a P for passing is recorded on the transcript. Students who perform unsuccessfully receive no grade or credit.
4. Students may challenge a course one time only.

5. Courses which have been successfully challenged are counted toward graduation credit, but do not count as credits taken in residence at LDSBC for purposes of graduation.
6. Permission of the department chair is required to challenge a course. After permission is granted, students must pay a nonrefundable challenge examination fee of \$40 to the Cashier's Office and present the receipt to the program director before taking the exam. Students who successfully pass the challenge examination must, within the same semester that the course is challenged, present the challenge examination form obtained from the program director to the Registrar's Office to have the course and the P for passing recorded on the transcript.
7. International students must have authorization from an international student advisor.

## **REGISTRATION**

### **ASSESSMENT TESTING**

Prior to registration for English or math classes, all entering students who have not taken the ACT test or who do not have college-level transfer credit in English or math will take the COMPASS English and math assessment tests for placement. Placement guidelines are as follows:

	<u>SAT Score</u>	<u>ACT Score</u>	<u>COMPASS Score</u>	<u>Placement</u>
English	Under 520	Under 17	Writing under 67 Reading under 75	ENG 99
	520 or over	17 or over	Writing 67 or over Reading 75 or over	ENG 101
Math	Under 410	Under 17	Under 40*	MATH 99
	410 or over	17 or over	40 or over*	MATH 101/103
	440 or over	18 or over	31 or over**	MATH 104/106
	520 or over	22 or over	65 or over**	MATH 110

\*Pre-Algebra scores

\*\* Algebra scores

Students whose native language is other than English are required to take the ESL COMPASS test. The Reading, Writing, and Listening scores will be averaged.

English placement guidelines are as follows:

	<u>COMPASS Score</u>	<u>Placement</u>
ESL	Average 74-89	ENG 87/88***
	Average 90 or over	ENG 99 / ENG 101****

\*\*\* Students placed in ENG 87/88 will take the COMPASS English exams at the end of the semester to determine placement in ENG 99 or ENG 101. The COMPASS math exam also can be taken at that time if it was not taken at the time of the COMPASS ESL exam. (See above placement guideline.)

\*\*\*\* Students with an average ESL score of 90 or over may take the COMPASS English exam for placement in ENG 99 or ENG 101. (See above placement guideline.)

Students with a wide range of scores in the Reading and Writing areas of the COMPASS English exam (i.e. high on reading and low on writing) may do the COMPASS eWrite essay to determine placement in ENG 99 or ENG 101. Those who score six or over on this essay may take ENG 101.

#### **COMPASS TESTING PROCEDURE**

Students pay to the cashier a one-time \$15 testing fee for the English and math COMPASS tests or a one-time \$20 testing fee for the ESL COMPASS test, and then schedule the testing with the Learning Assistance Lab (Room A323 / Phone (801) 524-8118). During the summer, tests can be scheduled any day from 9 a.m. to 2 p.m. Students should plan on one and one half hours for the testing.

The COMPASS English and math tests will be given to all students as part of the graduation application process. No fee will be charged for this testing.

#### **To REGISTER**

1. Proceed to step #2 if you have already received notification of acceptance to the College and have renewed your ecclesiastical endorsement. Otherwise, see Admission Policy on page 15.
2. Submit a \$30 tuition deposit to the Cashier's Office in person, by mail, or through an on-campus drop box. This deposit is a partial tuition payment and is due before registering. Students should note their social security number with their payment, written on the check or money order. Do not send cash through the mail.
3. Review carefully the course requirements and suggested semester sequence guides found in this catalog, along with any updated information from the College.
4. Obtain a semester class schedule via the Internet ([www.ldsbc.edu/Catalog2002-03/Catalog/ClassSchedule.htm](http://www.ldsbc.edu/Catalog2002-03/Catalog/ClassSchedule.htm)) and determine when classes are offered.
5. Register by phone, by mail, or in person with the Registrar's office using the class registration form found in a current semester class schedule.
6. Pay required tuition and fees to the Cashier's Office in person, by mail, or through the drop slot by the due date listed in a current semester class schedule or in the Academic Calendar on page 6 in this catalog. Students who pay tuition after the semester begins will be assessed a \$25 late fee. Students interested in or eligible for financial aid, should consult with the Financial Aid Office before paying tuition.

#### **TELEPHONE REGISTRATION**

Students may register via telephone during the registration period by calling (801) 524-8181, Monday through Friday from 8 a.m. to 5 p.m. Mountain time. (Students must pay the \$30 tuition deposit before calling.) Telephone registration ends when the semester begins.

#### **ADDING COURSES**

Courses may be added through the date noted on the Academic Calendar on page 6.

#### **WITHDRAWAL FROM COURSES**

Students are expected to take responsibility to ensure that their schedules are correct and to attend all courses for which they are registered until they officially withdraw from those courses. The following policies apply:

1. Students who have not attended class by the final class session of the first week of the semester may be administratively dropped by the Registrar's Office at the request of

course instructors. This policy does not, however, relieve students of the responsibility to inform the Registrar's Office in advance of the semester of classes they do not plan to attend.

2. Students must drop from their schedules the courses which they do not plan to attend. Dropped courses will not appear on student transcripts if they are dropped by the date announced on the Academic Calendar on page 6.
3. After the time period designated above, students who officially withdraw from a course receive a W (official withdrawal) on their permanent record. The W is not used in calculating GPA. Official withdrawal may occur through the date announced on the Academic Calendar.
4. Withdrawal from one or more (but not all) courses requires the signature of course instructors. Official withdrawal forms (Add/Drop Slips) are available from the Registrar's Office. (See Withdrawal from the College following this section for information about how to withdraw from all classes simultaneously and Refund Policy on pages 25-26 for refund information.)
5. Under no circumstances is dropping a course after the official withdrawal period permitted for purposes of avoiding an unsatisfactory grade. After the end of the official withdrawal period, withdrawal (W) will only be authorized for critical circumstances which are beyond control and prevent students from completing courses for which they are registered. In such cases, circumstances must be documented and presented in a petition to the Appeals Committee. In cases of serious illness or injury, family members may petition for student withdrawal.
6. Students who never attended class or who stop attending class but do not officially withdraw by the withdrawal deadline, will receive an Unofficial Withdrawal (UW). The UW is calculated in the GPA as a failing grade.

### **WITHDRAWAL FROM THE COLLEGE**

Students can withdraw from the College at their own discretion. (However, be sure to see Withdrawal from Courses above for grading implications and Refund Policy on pages 25-26 for refund information.) To withdraw, students must :

1. Submit a completed withdrawal form to the Registrar's Office (forms are available from the Registrar) or written notification of withdrawal. (The official date of withdrawal will be the date written notification is received by the College.)
2. Complete a refund application and submit it along with a copy of a completed withdrawal form to the Cashier's Office, if a refund is desired.

### **AUDITING**

Students wishing to audit a class (register for and attend class as a "listener" without receiving credit) must declare this at the time of registration. Tuition and fees are the same as if the class were taken for credit. Audited courses fulfill no graduation requirements and earn no credit. Therefore, they do not count in the credit load for international students, veterans, students receiving financial aid, or other tuition-support programs. Students may not challenge courses they have audited. Incomplete grade contracts may not be fulfilled by auditing a course.

It is possible to change from audit status to credit status, or vice versa, from the beginning of the registration period through the last date to drop classes (the end of the second week of the semester). (See Academic Calendar on page 6.) Credit/audit changes should only be made after careful consideration of the financial aid and credit load implications and after consultation with the Financial Aid Office and an academic advisor.

## **TUITION, FEES AND EXPENSES**

### **TUITION PER SEMESTER**

#### LDS Members

12 - 18 credits .....	\$1,163
1 - 11 credits (per credit) .....	\$97
More than 18 credits (per credit) .....	\$97
Summer Term 6-9 hours .....	\$582

#### Others

12 - 18 credits .....	\$1,745
1 - 11 credits (per credit) .....	\$145
More than 18 credits (per credit) .....	\$145
Summer Term 6-9 hours .....	\$873

### **FEES**

Admission Application .....	\$25
Assessment Fee (COMPASS) .....	\$15
Assessment Fee (COMPASS ESL) .....	\$20
Challenge Examinations .....	\$40
Class Change Fee (starting second week of school) .....	\$3
College Printing ..... 100 pages/semester free; 10¢ page thereafter; 30¢ color copy	
Computer Disk Space .....	25 MB free; 50¢ MB thereafter
Graduation .....	\$10
Incomplete Grade Fee per class .....	\$5
Late Tuition Fee .....	\$25
Locker .....	\$5
Medical Assistants Lab Fee .....	\$25
Parking Permits, All Student Lots .....	\$25
Parking Permits, Summer Only, All Student Lots .....	\$5
Returned Check .....	\$15
Transcription of Credits (per transcript) .....	\$2

### **ESTIMATED EXPENSE (PER SCHOOL YEAR)**

Books and Supplies .....	\$850
Housing and Food .....	\$2,300 to \$5,900
Health Insurance .....	Varies

### **COURSE FEES**

Some courses have special fees, such as field trips, transportation, and supplies. See Course Descriptions on page 150 for details.

### **TUITION PAYMENT PLAN**

Students may pay tuition in a series of payments. See the Cashier's Office for details.

### **REFUND POLICY**

To receive a tuition refund, students must submit written notification of withdrawal. Refunds are based on the date written notification is received in the Registrar's Office.

Students are not eligible for a tuition refund if they stop attending class or unofficially withdraw. Fees are not refundable. Refund applications are available from the Cashier's Office.

The following charges are made to withdrawing students:

1. A \$15 processing fee for those who register and officially withdraw before the tuition payment deadline. This fee does not apply to the summer term.
2. A \$30 processing fee for those who officially withdraw after the tuition payment deadline. This fee does not apply to the summer term.
3. After classes begin, the refund schedule below is used to compute the amount of tuition refunded. The schedule is based on the date written notification of withdrawal is received by the registration office:

Withdrawal Date		
Refund Amount	Fall or Winter Semester	Summer Term
90%	1st week of class	1st 10% of class
80%	2nd week of class	2nd 10% of class
70%	3rd week of class	3rd 10% of class
60%	4th week of class	4th 10% of class
50%	5th week of class	5th 10% of class
40%	6th week of class	6th 10% of class
no refund	7th week of class	7th 10% of class

## FINANCIAL AID

Students who need financial assistance and are enrolled in eligible certificate or degree programs are encouraged to apply for financial aid. Grants, scholarships and loans are available to eligible students to help meet educational costs. Federal financial aid also may be available to students who have qualified for a scholarship. Citizens and permanent residents of the United States may apply regardless of race, color, religion, age, sex, national origin, pregnancy-related condition, handicap or status as a veteran.

Financial aid can help bridge the gap between the estimated costs of attending the College and what students and their families are expected to pay. Estimated average costs for the academic year (two semesters) are listed below. Equipment and fees vary by program and are not included.

LDS Members	Off Campus	On Campus	Commuter
Tuition*	\$ 2,326	\$2,326	\$2,260
Books and Supplies	850	850	800
Room and Board	5,900	4,050	2,300
Transportation Costs	950	950	950
Misc. Expenses	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>
Total	\$11,426	\$9,576	\$7,860

\*Tuition for students who are not members of the LDS Church is \$3,490.

## **FINANCIAL AID APPLICATION PROCEDURE**

To be considered for financial aid a student must meet the following conditions:

1. Obtain admission to the College in a degree program as a high school graduate with a high school diploma or a high school equivalency test (GED).
2. Complete the LDSBC Financial Aid Information Form and return it to the Financial Aid Office.
3. Complete the Free Application for Federal Student Aid (FAFSA), either the electronic, paper or web version (<http://www.fafsa.ed.gov>).
4. If selected for verification, provide documentation of information submitted on financial aid applications.
5. Meet any other eligibility requirements as established by the U.S. Department of Education, State of Utah, LDS Business College and/or the funding agency.

## **ELIGIBILITY**

In general, eligibility for financial aid (Title IV funds) is determined through the following criteria:

1. Student demonstrates financial need: when budget minus FAFSA results leave a need.
2. Student is a citizen or eligible non-citizen of the United States.
3. If a male, student has registered for Selective Service.
4. Student is enrolled in a program that leads to a certificate or degree with a minimum duration of one academic year (30 weeks of instruction).
5. The student meets **satisfactory academic progress** standards as established by the Office of Student Financial Aid.
6. The student certifies that he/she will use the federal aid only for education purposes.
7. The student is not in default on a Perkins, FFELP or FDSL loan and that he/she do not owe a return of funds on a federal Pell Grant.

## **FINANCIAL AID PAYMENT**

Financial aid is disbursed to individual students after school has started and students have completed a Payment Request Form (green sheet) in which the student's instructors certify that he or she is in attendance in class. The green sheet must be returned to the Financial Aid Office within 14 days of obtaining the required signatures. (If on Pell Grant and full-time, the student needs a minimum of 12 credit hours signed for. If the student is less than full time, all classes must be signed for. For those with loans, the only requirement is a minimum of six credit hours for release of funds.) After tuition is paid and any short-term loans and other student/parent authorized charges are paid and a balance remains, the balance will be paid by check. This check will be issued in the financial aid recipient's name and can be picked up at the cashier's window. Checks are generally available from the cashier's office four to five business days after the green sheet is turned in to the Financial Aid Office. The student's financial aid file must be complete before any payments are made.

## FINANCIAL AID PROGRAM DESCRIPTIONS

### GRANTS

**Federal Pell Grant** is a federal Title IV grant program to undergraduates to help students pay for educational costs after high school. This is a grant and thus does not need to be repaid. The federal grant award may range from \$400 to \$4,050 per academic year. The amount of the award is based upon the expected family contribution (EFC), the cost of attendance and a payment schedule issued by the U.S. Department of Education. Both day and night school degree- and certificate-seeking students may qualify. Federal Pell Grant payments are disbursed to students one semester or term at a time. The amount will vary with the number of hours taken per semester:

12 or more semester hours	Full-time payment
9 - 11 semester hours	3/4-time payment
6 - 8 semester hours	½-time payment
1 - 5 semester hours	Less than ½-time payment

In determining hours for federal financial aid payments, audit hours, hours obtained by challenging classes and special courses may not be used. A more detailed description of this program may be found in the U.S. Department of Education publication "Financial Aid - The Student Guide."

**Utah Centennial Opportunity Program for Education Grants** - The Utah State Legislature has appropriated funds to LDS Business College to be used as grants for Pell Grant eligible students. This award may range from \$300 to \$3,000 per academic year. Only Utah residents are eligible. These funds are limited and awarded to students with the greatest need.

### LOANS

**Federal Stafford Student Loans (FSSL subsidized)** are low-interest loans made to the borrower directly by a lender such as a bank or credit union. Depending on need and eligibility, a borrower may obtain up to \$2,625 per year as a freshman and \$3,500 per year as a sophomore. Loan proceeds generally will be delivered to students in a minimum of two disbursements. Students entering their first semester who are first-time borrowers may have their initial disbursement delayed 30 days to comply with federal regulations. The minimum monthly payment of \$50 begins six months after the student ceases to be enrolled at least one-half time. The interest rate varies but will not exceed 8.25 percent for new borrowers. Students must be enrolled at least six hours each semester to have their loans stay in deferment. For subsidized loans, the U.S. Government pays the interest while the borrower is in school or in deferment status. Deferment, forbearance or cancellation of payments is available for special circumstances. A loan counseling session is required prior to receiving the loan and before leaving the College.

**Federal Unsubsidized Stafford Student Loans (FSSL-unsubsidized)** are low-interest loans made to the borrower directly by a lender such as a bank or credit union. A student must complete a FAFSA and may be eligible for a FSSL-

unsubsidized loan up to a maximum of \$4,000. The loan is available for independent undergraduate students and dependent undergraduate students whose parents are unable to obtain a Federal Plus Loan. The maximums include portions of FSSL that may qualify for federal interest subsidies as described above. Repayment of interest on the loan begins from the date of last disbursement; however, interest may be capitalized at the borrower's request.

**Federal Parent Loans for Undergraduate Students (PLUS)** provide funds for educational expenses for borrowers who are parents of dependent students enrolled at least half time. The loan is made by a lender such as a bank or credit union. The variable interest rate is adjusted annually. A parent may borrow up to the student's cost of attendance (as determined by the College) minus any other financial assistance the student receives. A PLUS borrower enters repayment at the time the loan is fully disbursed. If a parent has an adverse credit history, the parent may be ineligible for a PLUS loan.

A detailed description of federal loan programs may be found in the U.S. Department of Education publication "Financial Aid - The Student Guide."

### **OTHER LOAN PROGRAMS**

**Tuition Payment Plan** allows students to pay their tuition with a series of payments. The balance of the tuition is due approximately three to four weeks before the end of the semester. Contact the Cashier's Office for additional information and to obtain a promissory note.

**Short-Term Loan Program** helps students purchase books. If a student does not have sufficient financial aid to cover the cost of the amount owing, a co-signer is required for the short-term loan. This loan is due and payable approximately three to four weeks before the end of the term or semester. See the Financial Aid Office for details.

**Long-Term Loan Program** helps students with financial needs who cannot qualify for federal financial aid. See the Financial Aid Office for details.

### **OTHER PROGRAMS**

**Veteran Services.** Programs at LDS Business College are approved for veteran benefits. Veterans may obtain assistance at the Registration Office.

**Bureau of Indian Affairs.** LDS Business College participates the various tribal grant programs. Contact the appropriate tribal agency for information.

## **SCHOLARSHIPS**

LDS Business College offers scholarships and awards based on academic excellence, superior business aptitude, leadership qualities, missionary service and need. These awards range from \$400 to \$2,400 per academic year. Students must first fulfill all admission requirements. Students applying for the Interior Design program must

also submit a color board to the Interior Design Program Director by March 1, 2003. Specifications for this color board are available in the admissions office.

### **SCHOLARSHIP CATEGORIES**

**Freshman Scholarships:** For incoming freshmen without previous college experience. Apply using an admission and scholarship application form available on the web at [www.ldsbc.edu](http://www.ldsbc.edu) or in the Admissions Office. Complete Parts 1 through 7 and pay the \$25 application fee. Application deadline is March 15.

**Sophomore Scholarship:** For continuing students based competitively on college scholastic record. Apply using the Sophomore Scholarship Application available on the College website. The student must have earned a minimum of 30 graded semester credit hours. Of the 30, a minimum of 12 credit hours must be earned from LDSBC. Not counting toward scholarship hours are pre-100 series classes, AP credits, pass/fail grades (unless required), ACT and SAT waivers, challenge exams, and other transcript credits for which no letter grade is recorded. Application deadline is June 1 for Fall Semester, November 30 for Winter Semester and May 15 for Summer Term.

**Service Scholarship:** For returned missionaries who apply within one year of their honorable release date. Instructions are located on Part 2 of the Admission and Scholarship Application. Submit copy of mission release certificate and Part 7. The essay on Part 7 should be written about the mission experience. Application deadline is July 31 for Fall Semester, December 1 for Winter Semester and May 1 for Summer Term.

**Horizons of Hope Scholarship:** For single parents with a dependent child in the home. Apply through the Admissions Office.

**Program-Specific, Needs-Based and Other Scholarships:** The College provides scholarship funds for students in a variety of circumstances. Contact the Admissions Office at [admissions@ldsbc.edu](mailto:admissions@ldsbc.edu) or (801) 524-8145 for details.

### **IMPORTANT TAX INFORMATION**

Under the Tax Reform Act of 1996 any funds received by students from scholarships, benefits, fellowships and grants from LDS Business College or any other source, which combined exceed the cost of tuition, fees, books, and required equipment and supplies, are considered taxable income. Taxable income includes Pell Grants but not LDSBC or federal loans (see IRS publication 520).

Since students are required to report to the Internal Revenue Service scholarship and grant income above the cost of tuition and books, it is vital for students to keep detailed records (including cancelled checks and/or receipts) of all expenditures for tuition, fees books, and required equipments and supplies.

Due to the new federal Hope Scholarship, which is a federal tax credit, the institution is required to report certain tuition, scholarship, grant and other information to students and to the IRS on form 1098T. Questions regarding the Hope Scholarship and the Lifetime Learning Credit can be obtained from the Accounting Office.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID**

To be eligible to receive or continue to receive financial aid, a student must be enrolled as a regular student and be in good standing. Good standing means that a student is permitted attendance in a degree program and is in compliance with accepted enrollment and behavior practices of the College and the Financial Aid Office (801) 524-8110.

Also, Section 668.7(c) of the Student Assistance General Provisions require that a student must maintain satisfactory academic progress - qualitative and quantitative - in the degree or certificate being pursued to be eligible to receive or continue to receive financial aid.

**Qualitative or academic standing:** To remain academically eligible for financial aid, students must maintain a minimum cumulative GPA of 2.0. If a student earns a GPA of less than 2.0 for any given semester but his or her cumulative GPA remains at or above 2.0, he or she remains eligible for aid. When a student's cumulative GPA falls below 2.0, he or she is placed on financial aid probation. Students are eligible for financial aid during the first semester of financial aid probation if it is mathematically possible to bring the cumulative GPA above 2.0. Failure to bring the GPA to 2.0 results in becoming ineligible for further financial aid until the cumulative GPA rises to 2.0. However, if after an appeal and in the judgment of the Financial Aid Office, the student has made a strong effort but falls minimally short, one additional probationary semester may be granted.

However, if the cumulative GPA is below 1.0 average, the student's financial aid will be suspended with no probationary period. If the student has already been paid his or her financial aid before grades are available or it is later determined he or she is no longer eligible, the Financial Aid Office has the right to cancel the student aid and to recover the funds paid for that term.

**Quantitative or Rate of Progress:** Additionally, 67 percent of courses attempted must be completed. A review of this status is made each year to evaluate compliance with this procedure. To make this determination, total courses completed are divided by the total number of courses attempted to arrive at a percentage of completion. Grades that cause a course to be considered attempted but not completed include (but are not limited to) the following: E, I, P, R, UW, X, W and blank grades. Audited courses are not acceptable for financial aid purposes. A student who changes from a registered course to an audited course (X) may be billed for previously received financial aid.

Courses dropped in the first two weeks of the semester/term are not taken into account for this calculation. The Financial Aid Office reserves the right to override this requirement if the reason for noncompliance is deemed beyond student control. For example, if a student is ill and unable to complete the semester or is required by a physician to reduce work load, the requirement regarding dropped courses may be waived. Likewise, if a student is forced to change school load because of a change in work schedule and if the job is vital to "survival," an exception may be made. The intent of this policy is to prevent frivolous abuse of the academic process and to measure the student's seriousness regarding educational goals.

Courses attempted for this purpose will be noted by the following grade codes:

- A through E
- P (passing)
- X (additional proficiency required)
- I (incomplete - must be completed by the end of the subsequent semester)
- R (repeated courses - a student may only repeat a class once for financial aid purposes)
- V (audit - does not count for financial aid purposes)

Financial aid rules allow students to repeat courses one time for purposes of improving their GPA, although both grades will continue to show on official College transcripts. Repeats, incompletes, and remedial credits will not affect student's academic progress but will affect the rate of progress. However, an incomplete (I) becomes an E (failing grade) if work is not completed as required, which will affect the student's academic progress. Withdrawals (W) will affect the "67 percent completion factor." Non-credit classes will not affect the student's satisfactory academic progress unless those classes are requirements for graduation. Audited classes (V) do not qualify as part of the credit hour load in determining financial aid payment level.

**Maximum Time Frame:** Students must complete their degrees within 150 percent of the number of hours stated in the catalog for the degree or certificate they are seeking. If they exceed this number, they may become ineligible for further federal financial aid. For instance, if the published length of the program is 60 credit hours, the maximum time frame to complete the course of study is 90 credit hours ( $60 \times 1.5$ ).

### **FINANCIAL AID APPEALS**

Written appeals may be made to the Financial Aid Office. All appeals should provide adequate supporting documentation from physicians, counselors, instructors, etc., regarding circumstances that caused the unsatisfactory academic performance.

### **SELECTIVE SERVICE REGISTRATION REQUIREMENT**

Men age 18 to 25 are required to register with the Selective Service System. This requirement covers both citizens of the United States and most other men residing in the United States. Men in the United States as a lawful nonimmigrants are not required to register as long as they maintain that status. Students are required to register for Selective Service to be eligible for SFA funds. See the Financial Aid Office for further details.

### **RETURN OF TITLE IV FUNDS**

A student who has received Title IV grant or loan assistance and withdraws from LDSBC during a payment period must have a "Return of Title IV Funds" calculated in accordance with Part 668.22 of the Higher Education Act. A return of Title IV funds is owed when a student's total amount of Title IV grant and/or loan assistance earned as calculated in the return on Title IV formula is less than the amount of Title IV grant or loan assistance that was disbursed to the student, or on behalf of the student in the case of PLUS loans, as of the date LDSBC determines the student to have withdrawn.

The difference between the earned Title IV funds and the unearned aid will be returned to the Title IV programs by LDSBC. Title IV funds will be returned to the program from which the funds originated, not to exceed the amount disbursed from that fund in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS, and Pell Grant. Title IV funds unearned by the student as determined by the return of Title IV assistance formula will be returned as follows: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS, and Pell Grant times 50 percent.

Students owing a repayment to Title IV programs remain ineligible for further Title IV assistance until the grant is repaid, unless the student enters into a repayment agreement with the LDS Business College Accounting Office. This agreement will provide the student with the terms of repayment which must be concluded within two years of the date of withdrawal. Once a student enters this agreement, he or she is again eligible for Title IV assistance; but this agreement must be entered into within 45 days of withdrawal. Should the student fail to meet the terms of the repayment agreement, LDSBC will turn the student's account to the Department of Education (DOE) for collection. If the student enters into and maintains a repayment agreement with DOE, the student again becomes eligible for Title IV assistance.

**Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program:**

**Step 1:** The College will determine if the student received or was eligible to receive Title IV assistance.

Example #1: Disbursed Title IV aid = Pell Grant \$3,300. Post-withdrawal Title IV aid that may be disbursed = \$00.

Example #2: Disbursed Title IV aid = Pell Grant \$00. Post-withdrawal Title IV aid that may be disbursed = \$1,650.

**Step 2:** The College will determine the percentage of Title IV aid earned by the student. This is accomplished by determining the last date of enrollment as established by a notice of intent to withdraw or an official withdrawal to the Registrar, an academically-related activity such as an exam, a tutorial, computer-assisted instruction, academic counseling or advisement, turning in a class assignment or attending a study group assigned by the instructor. If a student notifies the registrar of intent to withdraw at that time but subsequently withdraws, the first date of notification will be used in establishing date of withdrawal. If the student did not withdraw due to illness, accident, grievous personal loss or other such circumstances beyond the student's control, the date that LDSBC determines is related to that circumstance will be used as the official date of withdrawal. For students who dropped out without notifying LDSBC, the withdrawal date will be the midpoint of the semester or one of the previously mentioned activity dates if that date can be documented. Students who drop out earn no credit for the semester.

The College will calculate the total number of days in a semester minus any period during the semester when a break occurs which is five days or longer.

The student's total number of days completed is divided by the total number of eligible days in the semester. If the resulting percentage is less than or equal to 60 percent, a

return of Title IV funds calculation is required. If greater than 60 percent (with or without rounding), no return of funds is required.

Example: 58 days divided by 115 days = 50%

*Step 3:* The College determines the amount of Title IV aid that was earned by the student. The amount of assistance earned by the student is determined by multiplying the percentage calculated in step 2 by the total Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester.

Example: 50% X \$3,300 = \$1,650

*Step 4:* The College now determines total Title IV aid to be disbursed or returned.

- A. If the amount in step 3 is greater than the amount in step 1 (already disbursed Title IV aid), then go to step 4-C. If the amounts are equal, stop here. No further action is necessary.
- B. If the amount in step 3 is less than the amount in step 1—see example #1 (already disbursed Title IV aid), a post-withdrawal disbursement is not required. If the amount in step 1 is less than the amount in step 2—see example #2 (Title IV aid not yet disbursed), a post-withdrawal disbursement is required to either pay unpaid institutional charges or to be paid to the student. To determine the amount of the post-withdrawal disbursement, the amount from step 1 is subtracted from the total in step 3, the balance is then used when completed the post-withdrawal disbursement tracking sheet which is discussed later in this section.

Example #1: \$3,300 - \$1,650 = \$1,650

Since this amount is greater than the amount from step 1, no post-withdrawal disbursement is required.

Example #2: \$1,650 - \$3,300 = -\$1,650

Since this amount is greater than the amount from step 1, post-withdrawal disbursement is required. See the formula for post-withdrawal disbursement.

- C. The College now determines the total Title IV aid that must be returned. The amount to be returned is calculated by subtracting the amount of aid earned in step 3 from the total aid disbursed in step 1. This is the amount of Title IV aid that must be returned.

Example: \$3,300 - \$1,650 = \$1,650

*Step 5:* The College determines the amount of unearned Title IV aid due from LDSBC.

- A. Allowable institutional charges for the semester are: Tuition and fees, room (if on campus), other, total institutional charges = unearned Title IV aid.
- B. Total of Title IV aid unearned (100 percent - step 2).
- C. Multiply institutional charges (step 5-A) by the percentage calculated in step 5-B. The resulting figure is the amount to be repaid to Title IV grant or loan by LDSBC.

Example: Institutional charges = \$711  
Percentage unearned 100% - 50% = 50%  
 $\$711 \times 50\% = \$355.50$

The lesser amount is \$355.50 which must be returned by LDSBC.

*Step 6:* LDSBC will return the unearned aid for which it is responsible as determined in step 5-C. These funds will be returned in the following order, up to the total net amount disbursed from each source: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS, Pell Grant and other Title IV programs.

Example: \$1,650 - \$355.50 = \$1,2994.50

*Step 7:* Student's initial amount of unearned Title IV aid that must be returned is determined as follows: The amount returned by LDSBC as determined in step 4 is subtracted from the amount determined in step 5C. The student must return the resulting amount to the Title IV programs as unearned aid.

Example \$1650 - \$355.50 = \$1,294.50

*Step 8:* The student (or parent for a PLUS loan) must return unearned aid for which the student is responsible per step 7 by repaying funds to the sources, in order, up to the total net amount disbursed from each source, after subtracting the amount the school will return. Amounts to be returned to grants are reduced by 50%. The order is: Unsubsidized Stafford Loan, \* Subsidized Stafford Loan, \*PLUS, Pell Grant times 50%, and other Title IV programs times 50%.

\*Loan amounts are returned in accordance with the terms of the promissory note. No further action is required other than notifying the holder of the loan of the student's withdrawal date.

Example: Pell Grant repayment owed by student is  
 $\$1,294.50 \times 50\% = \$647.25$

### **POST WITHDRAWAL DISBURSEMENT**

If at the time of withdrawal, LDSBC makes the determination that less aid was disbursed to the student than the student was eligible to receive, a post-withdrawal disbursement will be offered. Post-withdrawal disbursements will continue to be offered within 30 days of the date LDSBC determines the student withdrew. Notification of disbursements will be in writing and will identify the types and amounts of Title IV funds that make up the post withdrawal disbursements. Students or parents will be notified that they can accept or decline some or all of the post-withdrawal disbursement that have not been credited to the student's account to pay unpaid institutional charges. Post-withdrawal disbursements to the student/parent will be canceled if no response is received to this notification within 14 days of initial notification. LDSBC may disburse this payment at a later date if the student or parent subsequently requests the payment. This payment will be processed within 90 days of the request in the current fiscal year; if not in the current fiscal year, the request will be denied. Notification will be provided to the student or parent in writing of LDSBC's decision to process or not to process the post withdrawal disbursement. Post-

withdrawal disbursements will first be made from grant programs and then from student loans.

The following steps will be followed in determining post-withdrawal disbursements:

*Step 1:* Determine the amount from the post-withdrawal disbursement as calculated in step 4-B, example #2, of the return of Title IV Funds procedures.

Example: In step 1, example 2, it was determined that Pell Grant had not yet been disbursed, but the student was eligible prior to withdrawal.

Pell Grant \$1,650

*Step 2:* Determine the post-withdrawal disbursement credited to the student's account.

A. The College determines outstanding institutional charges on the student's account.  
\$711.00

B. LDSBC will credit a post-withdrawal disbursement to the following:

Amount credited for tuition, fees, room and board (if student lives on campus)	<u>\$711.00</u>
Amount credited for other charges	<u>\$ 0.00</u>
Amount credited for prior year charges less than \$100	<u>\$ 0.00</u>
Total amount credited to student's account	<u>\$711.00</u>

*Step 3:* The balance of the post withdrawal disbursement will be offered to the student or parent. The total amount of post-withdrawal disbursement from step 1, example #2, return of Title IV funds procedures, is subtracted from the post-withdrawal disbursement. This is credited to the student's account from step 2-B and equals the amount to be offered to the student or parent.

Example: Total post-withdrawal amount from step 3, return of Title IV funds, is \$1,650 minus the amount credited to the student account (\$711) or \$939.

The amount of \$939 will be offered to the student.

Examples of these policies and procedures are available upon request from the Financial Aid Office. Information is also available from the Financial Aid Office for the following:

1. Budget and resources.
2. Awarding of federal financial aid.
3. Satisfactory academic progress.
4. Verification and documentation.
5. Return of Title IV funds.
6. Loan budget management and default awareness.

Any questions regarding financial aid can be directed to the Office of Financial Aid:

Phone: (801) 524-8111 or (801) 524-8110  
Fax: (801) 524-1900  
E-mail: finaid@ldsbcedu

# Student Services

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## COUNSELING

### ACADEMIC ADVISING

See Academic Advising on page 47.

### NEW STUDENT ORIENTATION

All new students are encouraged to attend new student orientation, held Fall Semester before classes begin. Orientation is an all-day event full of workshops and activities that acquaint students with each other, faculty, staff, administration and the community. Students meet with academic advisors in departmental orientation sessions to learn about course requirements, academic policies and procedures, and class scheduling, and to ask questions about their majors. The College holds a Winter Semester orientation session the first Wednesday of the semester.

### CAREER ADVISING

The Dean of Students Office provides counseling for students who need guidance in selecting a major and a career objective. A career exploration course (SS 120) is offered each semester and is recommended for students who wish to conduct in-depth self-evaluation and occupational research and to help students understand the role that aptitude, interest, values, and temperament play in career satisfaction.

Students not able to take SS120 may elect to complete the computerized career interest inventory "Discover" which is available in the Learning Assistance Lab.

A career strategies course (SS 124) is held each semester for students who want to learn to use a variety of techniques to market themselves effectively to employers. In addition, strategies for achieving maximum job adjustment and growth are presented.

### GUIDANCE COUNSELING

Students frustrated with the day-to-day concerns of college and personal life are invited to visit the Dean of Students Office. The Dean meets with students individually or in groups and directs them, as necessary, to other available counselors and advisors.

## FACILITIES

### ATM MACHINE

An ATM machine sponsored by Deseret Credit Union is located in the Lion's Den. The machine is free to all members of DCFU.

### BOOKSTORE

Required books and supplies for all courses may be purchased at the LDS Business College Bookstore on campus. Used textbooks are often available at a 25 percent discount. They are identified with a yellow USED label.

Textbooks may be returned to the Bookstore for a full refund during the first week of the semester. Returned textbooks must be in the same condition as when purchased and must be accompanied by the original sales receipt. Textbooks returned after the first week will be refunded at the following rate:

Return Period	Refund	Return Period	Refund
1st week	100%	4th week	70%
2nd week	90%	5th week	60%
3rd week	80%	6th week	50%

The Bookstore buys back many textbooks from students at the end of each semester. Textbook buyback is conducted in the Bookstore during the last four days of each semester. Used textbooks are usually bought back at half the new price. Students can dramatically reduce the overall cost of textbooks by purchasing used books from the Bookstore and then selling their textbooks back to the Bookstore when the semester is over. They can improve chances of obtaining used textbooks by purchasing textbooks during "Pre-Rush" week (the week before school) or by taking advantage of Textbook Reservation Service. For more information, contact the bookstore.

**Bookstore Hours:**

Monday and Friday .....	7:45 a.m. to 5:00 p.m.
Tuesday, Wednesday, and Thursday .....	7:45 a.m. to 7:15 p.m.
Semester Breaks (weekdays) .....	10:00 a.m. to 2:00 p.m.
"Pre-Rush" (the week before a new semester begins)	
Monday through Friday .....	8:00 a.m. to 5:00 p.m.

The Bookstore is closed weekends, holidays, and spring break.

**COMPUTER LABS**

Computer labs have more than 300 IBM-compatible computers for student use.

**Computer Lab Hours:**

Monday .....	7:00 a.m. to 7:15 p.m.
Tuesday, Wednesday, and Thursday .....	7:00 a.m. to 9:45 p.m.
Friday .....	7:00 a.m. to 7:45 p.m.
Saturday .....	8:00 a.m. to 2:45 p.m.
Semester Break (Monday through Friday) .....	Closed

**Summer Computer Lab Hours:**

Monday and Friday .....	7:00 a.m. to 4:45 p.m.
Tuesday, Wednesday, and Thursday .....	7:00 a.m. to 9:45 p.m.
Saturday .....	Closed
Semester Break (Monday through Friday) .....	Closed

**COPY MACHINES**

Copy machine near the information desk is available for student use. Copies are five cents for regular copies and ten cents for enlargements. Students may also use the scanners in the computer labs to make copies.

## **FOOD SERVICES**

The Lion's Den provides a light breakfast from 7:30 a.m. to 12:00 p.m.; lunch is served from 10:30 a.m. to 2:00 p.m. Additionally, the Bookstore carries a variety of entrees and snack foods.

## **HANDICAPPED FACILITIES**

The LDS Business College campus consists of four academic buildings, one office plaza and two residence halls. All are accessible to the handicapped with the exception of the North Residence Hall. The South Residence Hall is accessible on the ground floor only. All floors of the other buildings are accessible by elevator or ramps.

## **LIBRARY LEARNING RESOURCE CENTER**

The Library supports the academic programs of the College. The Library collection includes books, ebooks, periodicals, newspapers, annual reports, audiotapes, videotapes, and licensed databases. Interlibrary loan services are available to students, faculty and staff.

A current LDS Business College identification card is needed to check out materials from the Library located on the upper level of the East Wing. LDS Business students may use check-out materials from other academic libraries in the state with their student ID card.

The Library has five laptop computers that connect to the campus network for check out to students who have completed an Annual Laptop Computer Checkout Form. Twenty-three desktop computers linked to the campus network are also available for student use in the Library.

Access to the Library's catalog and many licensed databases can be found by linking to the Library web page from <http://www.ldsbc.edu>.

Faculty may schedule library orientation tours and instruction by contacting Karen Hales at 524-8149.

### Library Hours:

Monday and Friday .....	7:00 a.m. to 6:00 p.m.
Tuesday, Wednesday, and Thursday .....	7:00 a.m. to 9:45 p.m.
Saturday (Fall and Winter Semester) .....	10:00 a.m. to 3:00 p.m.
Saturday (Summer Term) .....	Closed
Semester Break (Monday through Friday) .....	8:00 a.m. to 5:00 p.m.

Check the library web page for updates on library hours.

## **LOCKERS**

Lockers may be rented for \$5 for the academic year. Lockers are located downstairs in the west classroom wing.

## **LOST AND FOUND**

A lost and found is maintained at the Information Desk. Found articles are kept until last exam days of a given semester before being discarded.

## **JOB/CAREER SERVICES**

The Career Services Center helps students and alumni find part- or full-time employment. Admitted students and alumni may use the College's employment web site, [www.lsb.edu/jobs](http://www.lsb.edu/jobs), to review positions and post résumés. Other services include assistance in résumé writing, interview coaching and résumé faxing. Alumni receive lifetime career services.

## **HEALTH INSURANCE**

### **LDS BUSINESS COLLEGE STUDENT HEALTH PLAN**

The College requires all full-time students to carry adequate medical insurance. Enrollment in the Student Health Plan satisfies the College's insurance requirement, as does enrollment in a group medical plan provided by the student's employer or spouse's or parent's employer. For another medical insurance plan to meet this requirement, it must:

1. Provide at least 70 percent coverage for all major medical expenses, including physician, hospital, and ancillary service.
2. Have an individual annual deductible of no more than \$500.
3. Have an annual plan limit of no less than \$25,000.

Full-time students must either enroll in the Student Health Plan or provide verification of other adequate insurance coverage. Students who do not return a properly completed insurance verification form to the Cashier's Office will be enrolled automatically in the LDSBC Student Health Plan and assessed the appropriate premium. Insurance forms and payment are due by the tuition payment deadline each semester. Students must attend full time to enroll in the health plan.

Spouses of eligible students also may enroll. Dependent children of eligible students may apply for coverage if they are (a) unmarried, younger than 19 and living with the student, or (b) unmarried, older than 19 and living with the student but incapable of self-support because of a mental or physical handicap that existed before age 19.

### **OTHER HEALTH INSURANCE PLANS**

Full- and part-time students may purchase other forms of insurance provided by various insurance companies. Brochures detailing such medical plans are available from the Cashier's Office and may be purchased directly through the insurance providers.

## **HOUSING**

### **RESIDENCE HALLS**

Housing in the residence halls is available for full-time single female students. Residence halls are located close to the main campus and provide apartment-style living accommodations for four or six roommates in each apartment. The apartments have two or three bedrooms, a kitchen, a living room and bath and are furnished except for bedding and kitchen items. Each hall has a coin-operated laundry facility and a recreation room.

Residents are required to abide by the published Residential Living Standards (see Standards Book). A head resident governs each residence hall. She is assisted by a

resident assistant. Telephone service is provided for each apartment. Long distance calling cards are available for purchase in the Bookstore. Parking is limited. Residents who bring vehicles are required to purchase an LDSBC parking permit in order to use the parking lots located adjacent to the residence halls.

Residence Hall Rates for the 2003-2004 academic year are as follows:  
Fall and Winter Semesters, three payment options

One payment .....	\$2,205
Two payments .....	\$1,118 each
Eight payments .....	\$285 each
Summer Term, two payment options	
One payment .....	\$550
Two payments .....	\$280 each
Christmas break (December 13, 2003 - January 9, 2004) .....	\$250
1st Summer break (May 8 - June 4, 2004) .....	\$250
2nd Summer break (July 31- August 17, 2004) .....	\$160

Contact the Cashier's Office for a housing application.

### **OFF-CAMPUS HOUSING**

LDS Business College is located in a residential area close to downtown Salt Lake City. Several apartment complexes are located within walking distance of the College. The city bus lines (UTA) serve the campus as well. Information about off-campus housing and students seeking roommates can be found on the College web site (<http://www.lbsc.edu/Housing/Housing.htm>).

## **SOCIAL LIFE**

### **COLLEGE LOCATION**

LDS Business College is located in the heart of Salt Lake City, the center of the area's educational, cultural, business and recreational activities. Within a 10-minute walk from campus are the state's greatest entertainment centers and shopping malls: Temple Square, Utah Jazz basketball, Salt Lake Stingers Triple-A baseball, Ballet West, Utah Symphony. Some of the world's greatest ski resorts are no more than a 40-minute drive from campus.

### **CLUBS AND ORGANIZATIONS**

The College sponsors several excellent clubs and organizations that provide opportunities to enhance academic growth and develop social and leadership skills.

**Associated Student Body Council:** The ASB Council consists of four elected officers (president, vice-president of finance, vice-president of activities, and secretary), two appointed officers (Service Learning Council vice-president, Institute vice-president), along with other appointed officers and committee members. The objective of the ASB Council is to promote opportunities and growth in service, scholarship, spirituality, social, and standards. Officer elections take place during Winter Semester; committee members are appointed in April. The Associated Student Body Council serves for one year beginning in May.

The Institute vice-president oversees the following groups:

**Institute Men's Association:** IMA is the LDS Church-sponsored organization for single men younger than 30. Founded on LDS ideals and standards, the organization strengthens college men by allowing them to have an influence in student affairs, render campus and community service, enjoy wholesome social activities, and build lasting bonds of brotherhood. The LDS Business College chapter holds weekly events alone or with other IMA and IWA chapters throughout the Salt Lake Valley.

**Institute Women's Association:** IWA, the LDS Church-sponsored organization for single women under the age of 30, provides college experiences based on friendship and support. Members enjoy fun and sisterhood as they affiliate with others who endorse LDS standards. Weekly evening meetings and activities are based on the five ideals of spirituality, sisterhood, scholarship, supporting role of woman and service. The LDS Business College chapter enjoys joint activities with IWA and IMA chapters throughout the Salt Lake Valley.

The service learning vice-president oversees the **Service Learning Council**, which consists of representatives from each of the seven academic departments and the Students in Free Enterprise (SIFE) team at LDSBC. The primary objective of the Service Learning Council is to assist the faculty in making service-learning part of the curriculum of each department.

Along with the aforementioned organizations are other clubs and organizations, such as the Transitional Student Association, International Student Association, college newspaper, and Institute choir. The ASB Council and the student organizations sponsor several activities each semester, including dances, midnight bowling, talent shows, sports activities and service projects. For a list of upcoming events, check out the College's website, [www.ldsbc.edu](http://www.ldsbc.edu), or call the student activity hotline at (801) 524-1997.

**Students in Free Enterprise (SIFE):** SIFE is a local chapter of an international student organization whose vision is to "help people achieve their dreams through free enterprise education." Open to all students, members are organized into teams whose projects are designed to promote learning experiences for students from elementary school to college level. Using the completed projects, the SIFE teams compete regionally and nationally against other college groups. Interested students will find their entrepreneurial and business skills expanded. Currently, the president of SIFE is also the president of the Service Learning Council.

#### **IDENTIFICATION/ACTIVITY CARDS**

Identification cards are issued to students by the Admissions Office at no charge when students first enroll. Students should contact the Admissions Office to have their picture taken and card laminated. Students must present their College ID card to check out materials from the Library.



## **STUDENT WARDS**

LDS Business College sponsors single student wards for all students. Two student wards serve the needs of LDSBC students. Meetings are held at the chapel located at 630 East 100 South. Single students also may attend student wards of the Salt Lake University Second or Fifth Stake, which include students from the University of Utah, Westminster College, BYU Salt Lake Extension, and Salt Lake Community College. A wide variety of social activities as well as opportunities for leadership and growth are available through the student wards.

## **TRANSPORTATION**

### **PARKING**

Students may park in student lots (see Campus Map on page 211), or west of the LDS chapel parking lot at 100 South 400 East (Lot F). Students may obtain parking decals from the Cashier's Office. A \$25 decal allows students to park in all student lots. Decals are valid throughout an academic year if the student who owns the sticker remains enrolled. A summer-only parking decal is \$5. Parking is based on a first-come, first-served basis.

### **UTA BUS AND TRAX SYSTEM**

Excellent bus service is available to and from the College. Bus passes are sold at the Bookstore at student discount rates. These passes also cover the light-rail Trax system. Students may call (801) 287-4636 for schedules and other information.





# Academics

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## POLICIES AND STANDARDS

### GRADING SYSTEM

A student's academic standing is expressed at the end of each semester by a grade point average (GPA) computed as follows:

A	4.0 points (excellent)
A-	3.7 points
B+	3.4 points
B	3.0 points (good)
B-	2.7 points
C+	2.4 points
C	2.0 points (satisfactory)
C-	1.7 points
D+	1.4 points
D	1.0 points (not fully satisfactory)
D-	0.7 points
E	0.0 points (unsatisfactory)

A cumulative grade point average of 2.0 or higher is required for graduation. Students must receive a C grade or higher in all their program courses (e.g., for students in the accounting program that means all ACC courses).

The grades of P, X, I, W, and V (discussed below) are not computed in the GPA. Note: Students who are receiving financial aid may not be eligible to receive a grade of P, X, I, W, or V under some conditions. Consult the Financial Aid Office for information specific to your situation.

### PASS(P)/FAIL(E)

Pass/Fail hours count toward graduation. Although the P is not calculated in the GPA, the E is included. The College offers a limited number of courses on a Pass/Fail basis:

IT 98	Introduction to Keyboarding
IT 100	Computer & Windows Fundamentals
MATH 99	Basic Mathematics
SS 100	Learning Techniques

Religion (REL) classes beyond 8 credits (See Required Institute Courses on page 182.)

### “X” (ADDITIONAL PROFICIENCY REQUIRED)

Students who put forth a sincere effort (complete projects, take exams, attend class) but do not achieve the required proficiency to receive a Pass grade or a C grade or higher, may be given an X only in the following skills-based courses:

IT 98	Introduction to Keyboarding
IT 100	Computer & Windows Fundamentals

IT 109 Skillbuilding  
MATH 99 Basic Mathematics

“X” (Additional Proficiency). The X does not affect the grade point average. To receive credit and a grade for the course that will apply toward graduation, students must register in a subsequent semester and achieve the proficiency required.

“I” (Incomplete). An I is given rarely and only when extenuating circumstances beyond the student’s control occur after the last date of withdrawal from classes. Incompletes are given only if students are passing the course and would be capable of completing the work before the end of the subsequent semester. An incomplete grade contract must be completed and signed by both instructor and student. Students must take the contract to the Cashier’s Office, pay the \$5 incomplete grade fee, and return the incomplete grade contract to the instructor. If the incomplete work has not been finished by the end of the semester after the I was given, the I will be changed by the Registrar’s Office to a letter grade. This will be the grade the student earned in the course prior to the signing of the Incomplete Grade Contract. Class attendance in a subsequent semester or reregistering is not permitted to make up the incomplete.

“W” (Official Withdrawal). When students officially withdraw from a course, a W will appear on the transcript. (See Withdrawal from Courses on page 23.)

“UW” (Unofficial Withdrawal). Students who never attended class or who stop attending class but do not officially withdraw by the withdrawal deadline will receive an unofficial withdrawal. The UW is calculated in the GPA as a failing grade.

“V” (Audit). V is used when students audit a class (register for class as a “listener” without receiving credit). (See Auditing on page 24.)

### **REPEATING COURSES**

A student may repeat a course in which a low grade has been received. The student must register and pay tuition for the semester/term in which the class is repeated. The student must notify the Registrar’s Office at the end of the semester/term in which the class was repeated. The original grade remains on the record and is marked as a repeated course. The highest grade received in the course will then be used in calculating the student’s cumulative grade point average. Hours earned in repeat courses may be counted toward graduation requirements only once. If after having repeated the course the student still has not achieved a required grade (i.e., a C grade or higher in the program classes), the student must obtain approval from the program director to repeat the core course. (Different rules may apply for financial aid eligibility. See Financial Aid on page 26 and/or the Financial Aid Office for more information.)

### **ACADEMIC STANDING**

Honors: Students with outstanding academic records are recognized in two ways: the Dean’s List and the Honor Roll. Students who carry at least 12 credit hours per semester, and who attain a 3.7 semester GPA or higher, qualify for the Dean’s List. Students who have completed a minimum of 30 credit hours and attained a cumulative GPA of 3.7 or higher qualify for the Honor Roll. Both lists are published after each

semester and posted on campus bulletin boards. Copies are available from the Academic Administrative Assistant.

**Satisfactory Progress:** Students who maintain a cumulative GPA of 2.0 or higher and are moving steadily and progressively toward degree completion are considered to be making satisfactory academic progress.

**Probation:** Students are placed on academic probation if their cumulative GPA falls below 2.0 (C average) at the end of any semester. They are removed from academic probation when their cumulative GPA once again reaches 2.0 or higher.

**Suspension:** Students who are on academic probation and who fail to achieve a 2.0 cumulative GPA during the subsequent semester are automatically suspended from the College. However, they are allowed to submit a letter petitioning the Appeals Committee for readmittance without interruption of attendance. Readmittance is granted only at the discretion of the Appeals Committee, and conditions of readmittance are set by the Committee. If the Committee does not allow a student immediate readmittance without interruption of attendance, the student will be advised in writing as to the length of time required and the conditions that must be met before eligibility to attend the College will again be granted. (See also Satisfactory Academic Progress Policy on page 31.)

#### **ACADEMIC RENEWAL POLICY**

Academic renewal is a policy that provides a means by which students with poor past academic performance may, under certain limited conditions, petition to eliminate grades of D+ or lower from the calculation of their GPA. Before submitting a petition for academic renewal, students must meet the following conditions:

- Students must have been out of attendance at LDS Business College for at least two full academic years (four consecutive semesters);
- Upon return, students must have completed at least 24 credit hours (not including Religion credit) with a GPA of at least 2.5 and with all classes at C or higher; and
- Students must be currently enrolled.

Petitions for academic renewal are considered on a case-by-case basis, and there is no guarantee that academic renewal will be granted.

If academic renewal is granted, all courses on the transcript with a grade of D+ or lower will no longer be calculated into the GPA. Although the courses must continue to appear on the transcript, they will not count toward required courses or credit hours needed for graduation, or toward courses in residence. A code will appear on the academic transcript next to those courses with grades of D+ and lower indicating they are not calculated into the cumulative GPA. (For purposes of academic honors, however, all grades on the transcript will be calculated into the GPA.)

Students may take advantage of the academic renewal option only once during their academic studies at LDS Business College.

## **ACADEMIC ADVISING**

LDS Business College provides a systematic program of academic advising. The mission of this program is to ensure that all students attending LDS Business College are (1) informed regarding College and program policies and procedures, (2) assisted in planning career goals and selecting appropriate educational programs to achieve those goals, (3) directed to campus services and resources designed to provide regular contact and support, and (4) tracked from entry through completion of their educational programs.

The academic advising process is divided into two functions: preparatory advising and academic program advising. Preparatory advising occurs at the student service level and includes information relative to admissions, college orientation, college policies and procedures, career counseling, and placement testing through the Learning Assistance Lab. Academic program advising occurs with a full-time faculty advisor with backup provided by student services. Based upon the educational program declared while registering for the first semester, students are assigned to a full-time faculty advisor. Faculty provide students with academic advising departmental graduation plans that guide them in selecting and sequencing their courses and tracking their progress from entry to graduation. Faculty also advise students concerning special resources, challenge exams, transfer issues, career decisions relative to their current academic program, and special resources designed to provide support through completion of their educational program. Students are encouraged to meet with their academic advisor each semester during Academic Advising Week or as necessary to ensure they complete their program in a timely manner.

## **TUTORING**

Tutoring services are provided free to all students. Students may arrange for convenient times and places to meet with qualified student and Church-service missionary tutors by contacting the Learning Assistance Coordinator at 524-8118. Students may also sign up for individual tutoring to attend group-tutoring sessions as designated on the tutoring schedule in the Learning Assistance Lab, Room A-310.

## **CLASS ATTENDANCE AND ABSENCE**

Students are responsible for class attendance. No absences are “excused” in the sense that the student is relieved from work assigned or carried out in class during the absence. Students are responsible to obtain assignments and notes for classes missed from another student, if possible. Students should consult the course syllabus for specifics concerning missed assignments, quizzes, or exams. Because repeated absences typically result in missed or late assignments, quizzes, and exams, students can expect a lower grade, or a failing grade may result from not attending class.

## **EMERGENCY LEAVE OF ABSENCE**

In the event of unusual circumstances such as serious illness or injury, students may be granted a leave of absence from their program of study. To qualify for a leave, students must submit in writing to the Appeals Committee a request that such a leave be granted. If the leave is for illness or injury, a doctor’s statement is required confirming the student’s inability to continue school at the present time. Students who are on financial aid must also submit copies of the appeal, the doctor’s statement, and the decision of

the Appeals Committee to the Financial Aid Office for inclusion in the financial aid file. If the leave period expires without the student's returning to school, s/he will be withdrawn effective the date the leave was granted. Students may obtain only one leave during a 12-month period.

### **LAST EXAM DAY**

The last exam of a course must be taken as scheduled on the course syllabus. Exceptions are at the discretion of individual instructors but are strongly discouraged.

### **ACADEMIC HONESTY**

Students are expected to be honest in all academic work and to help others fulfill the same responsibility. Violations of academic honesty include, but are not limited to:

1. Cheating – giving or receiving unauthorized help during an examination.
2. Altering without authorization any grade record or any test or assignment after submission for grading.
3. Submitting as one's own academic assignment the work of someone else, or knowingly allowing one's own academic work to be submitted by someone else.
4. Plagiarizing – claiming the language, ideas, or structure of another as one's own either by (1) failing to cite the source of quoted or paraphrased passages or (2) failing to distinguish clearly between one's own language and the language of a cited source through the proper use of quotation marks or attribution.
5. Knowingly giving false information.
6. Misusing College software. Computer software is provided for student use only on campus computers. It is unethical, illegal, and a breach of academic honesty and of the Honor Code to make and/or to use unauthorized copies of College software.
7. Unlawfully copying and using copyrighted materials, including photocopying of textbooks.
8. Condoning or participating in violations by other students.

When in doubt about permissible uses of material in written, oral or computer-based work, students should consult with the Directory of Library and Information Resources.

When an instructor feels that a student has violated the Honor Code in regard to academic honesty, the instructor is obligated by College policy to confront the student. If the violation is confirmed, the instructor must give the student a grade of E on the exam or assignment and submit a report to the Dean of Students. If there is a previous violation in the student's records, further action will be taken. Possible consequences of violations of academic honesty include receiving an E for the course and/or dismissal from the College.

### **COMMUNICATING WITH STUDENTS THROUGH E-MAIL**

At LDS Business College, staff and faculty use the College's GroupWise e-mail software to communicate with students. It is the student's responsibility to check his or her GroupWise e-mail daily for messages that pertain to the course.

## **CONFIDENTIALITY OF RECORDS**

Student educational records at LDSBC are generally accessible to eligible students according to the provisions of the Family Educational Rights and Privacy Act (FERPA). LDSBC has adopted an Access to Student Records Policy that explains in detail student rights relating to their educational records. A copy of the policy is available at the Office of the Registrar.

The following is notice of student rights to their educational records, a summary of the procedures for exercising those rights, and a description of student directory information that may be disclosed to the public without the student's consent as required by law:

Eligible students, admitted and enrolled at LDSBC, generally have the right to:

1. Inspect and review their educational records within a reasonable period of time upon submitting a written request to the appropriate department managing their educational records specifying the records to be inspected along with proof of identification. The department will notify the student of the time and place the records may be inspected.
2. Petition LDSBC to amend or correct any part of the education record believed to be inaccurate, misleading, or in violation of their privacy rights. Students may submit a written request to the department holding the record clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the department decides not to amend the record as requested, the department will notify the students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures as outlined in College policy will be provided to the student when notified of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's educational record, except as otherwise authorized by law. Examples of exceptions to consent of disclosure include:
  - a. Access of educational records by LDSBC officials and agents having a legitimate educational interest in the records. This category includes any LDSBC official or agent who accesses student educational records for the purpose of performing a task or responsibility relating to his or her employment or professional responsibility at the college. These individuals may include faculty, administration, staff, and other College agents who manage student educational record information including, but not limited to, student education, discipline, or financial aid.
  - b. Parents who establish the student's dependency for federal income tax purposes.
  - c. Upon request, LDSBC will disclose educational records without consent to officials of another college or university to which the student seeks or intends to enroll.
4. File a complaint with the Department of Education concerning failures by LDSBC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy and Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605, [www.ed.gov/offices/om/fpoc](http://www.ed.gov/offices/om/fpoc).

LDSBC has designated the following student information as the directory information that it may disclose to the public without the consent of the student:

Name, addresses, telephone numbers, and e-mail addresses  
Date and place of birth  
Names of parents or spouse  
Major fields of study  
Current class schedule  
Pictures  
Dates of attendance (current and past) and number of months/semesters enrolled  
Class standing (freshman, sophomore) and total hours earned  
Enrollment status (full-time, part-time, less than half-time)  
Degrees and awards received  
Previous educational institution attended  
Anticipated future enrollments  
Course registrations prior to the beginning of a semester or term  
Expected date of graduation  
Religious affiliation to a student's local church or congregation

Students have the right to restrict disclosure of the above directory information. To request restriction of disclosure, students must file a written request on or before the tenth day of a semester or the sixth day of a term. Forms for this request are available in the Office of the Registrar.

#### **STUDENT RIGHT TO KNOW AND THE CLEARY (CAMPUS SECURITY) ACT**

The College makes available its annual security report (Institutional Security Policies and Crime Statistics) and information on completion or graduation rates. This information is available in the Dean of Students Office.

## **GRADUATION**

### **GRADUATION REQUIREMENTS**

1. Meet all departmental requirements.
2. Have a cumulative GPA of 2.0 or higher. Additionally, any departmental course in the student's declared major course of study (e.g., ACC for accounting students) must be passed with a minimum grade of C or better.
3. Earn at least 50 percent of required credits directly from LDS Business College. (Challenge and CLEP exams are not included in this 50 percent.)
4. Have all financial accounts with the College current.
5. Make an appointment with the Learning Assistance Lab to take the COMPASS post test.
6. Apply and be approved for graduation.

### **CHANGE IN GRADUATION REQUIREMENTS**

The College reserves the right to change the requirements for graduation at any time. Students are responsible to know the current departmental requirements of their program for graduation. Students are encouraged to counsel with their assigned academic advisor each semester.

Students may graduate using the departmental requirements for their program of study within the three years prior to their graduation date.

#### **GRADUATION EXERCISES**

Graduates and their families and friends may attend formal graduation exercises conducted yearly after Winter Semester. All graduates, including those who complete their courses of study before Winter Semester, are encouraged to attend.

#### **GRADUATION HONORS**

Students with a 3.7 cumulative GPA or higher will graduate with honors. Honors are based on GPA at the end of the semester prior to the graduation ceremony. Honor students will be recognized by a posting on the College student bulletin board and by their wearing a gold braid during graduation.

### **COLLEGE TRANSFER**

The Associate of Science in Business and General Studies degrees will transfer to all colleges and universities in Utah that are regionally accredited by the Northwest Association of Schools and of Colleges and Universities. This includes Brigham Young University, BYU-Idaho, Dixie State College, Southern Utah University, University of Utah, Utah State University, Utah Valley State College, Weber State University and Westminster College. Students wishing to transfer to colleges or universities outside Utah should contact the Admissions Office at the school of their choice to determine what credits will transfer. Because LDS Business College is regionally accredited, credits in the General Studies and the Associate of Science in Business degrees are usually accepted at most regionally accredited institutions throughout the United States.

### **ALUMNI ASSOCIATION**

The LDSBC Alumni Association provides opportunities for alumni to continue their association with the College in meaningful ways. The Association encourages involvement with the College. It also plays a role in shaping the institution's future. Students become alumni after completing 32 credit hours of academic course work.

The Association sponsors social activities, placement services, and ongoing training seminars. Alumni may take one free course every year from the regular curriculum or from Special Course offerings, beginning the third year after graduation. The student may choose whether to audit the course or to take the course for credit.

Those interested in more information about the Alumni Association may contact the Alumni Office at (801) 524-8172, on the web at [www.ldsbc.edu/alumni/](http://www.ldsbc.edu/alumni/) or by writing LDS Business College Alumni Association, 411 East South Temple Street, Salt Lake City, UT 84111-1392.

## **COLLEGE-WIDE REQUIREMENTS FOR ALL ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATE PROGRAMS**

LDS Business College endeavors to prepare students for responsible, professional service in a specialized career while providing classes for growth in three areas:

1. **Religion:** To encourage the development of personal moral values. Full-time students must take at least two hours of Religion each semester. A maximum of eight (8) credit hours applies toward an Associate of Applied Science (AAS) degree and four (4) credit hours toward a certificate.
2. **Collegewide Courses:** To develop communications, human relations, computation, and computer skills. Students in all Associate of Applied Science (AAS) and certificate programs must complete all of the following courses:

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
IT 100	Computer & Windows Fundamentals	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MATH 101	Personal Finance Math	3

3. **General Education:** To re-enforce the College mission to provide a spiritually grounded liberal education founded on the divine doctrines and principles of The Church of Jesus Christ of Latter-Day Saints. The general education program has been developed specifically to broaden perspective and intellectual flexibility by exploring Fine Arts, Humanities, Life and Physical Sciences, and Social Sciences. General education is required to help students acquire the skills and knowledge that will enable them to succeed in life. The curriculum has been designed to emphasize cultural literacy, written and oral communication, quantitative reasoning, critical analysis and logical thinking. When students have fulfilled the general education requirements they should be able to:

1. Communicate written, oral, and visual ideas in clear, correct, and concise form.
2. Demonstrate mathematical proficiency.
3. Interact successfully with others to achieve positive goals.
4. Understand other cultures and individual differences.
5. Apply correct principles of law and ethics.
6. Solve problems, explore issues, and make decisions based on reason and creativity.
7. Operate standard computer software programs.
8. Recognize that continuing to acquire and analyze knowledge provides a strong foundation for life.

Some programs require specific general education courses as part of the program's Program Courses. Other programs allow students to choose from the courses listed below. See each Associate of Applied Science (AAS) degree and certificate program for the specific requirements.

**Fine Arts Distribution** (Students may take only one ART class)

ART 101	Survey of Art History	3
ART 104	Design Fundamentals	3
ART 106	Introduction to Drawing	3
ART 206	Introduction to Photography	3
MUS 105	Music & Culture	3
THE 102	Acting I	3

**Humanities Distribution** (Students must take at least one ENG class listed below)

COM 121	Principles of Public Speaking	3
COM 122	Interpersonal Communications	3
ENG 250	Introduction to Literature	3
ENG 260	Eminent Writers & Themes in Literature	3
ENG 270	Genres of Film	3

**Life/Physical Sciences & Mathematics Distribution** (Students may take only one LS class)

LS 103	Nutrition & Health	3
LS 110	Environmental Science	4
LS 111	Environmental Science Lab	0
LS 120	Field Botany w/Lab	3
LS 130	Health & Lifestyle Management	2
LS 265	Anatomy & Physiology	4
MATH 252	Statistics	3
PS 108	Introduction to Astronomy	3
PS 120	Introduction to Physical Geography	3

**Social Sciences Distribution** (Students must take two of the following courses)

HIST 170	American Civilization	3
SS 101	Introduction to Psychology	3
SS 105	Introduction to Cultural Anthropology	3
SS 110	American National Government	3
SS 138	Sociology of Marriage & Family	3
ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3

# Aerospace Studies

## AIR FORCE ROTC

(FOUR SEMESTERS)

### CAREER OPPORTUNITIES

Aerospace Studies (Air Force ROTC) trains individuals interested in becoming officers in the United States Air Force. This first two years offer academic preparation in interdisciplinary areas, including communication skills, Air Force history, leadership and management principles and practices, decision making theory and policy formulation, ethics and valuing. Excellent scholarship opportunities are available.

### OBJECTIVES

LDS Business College has a cross-town agreement with the University of Utah that allows a student interested in participating in the Air Force ROTC (AFROTC) program, to register for the first two years of AFROTC at LDS Business College and attend classes at the University of Utah. Credits earned will be posted as elective credits on the student's LDS Business College transcript. Upon completing studies at the College, credits earned will transfer to any college or university that offers Air Force ROTC. This provides matriculated students an opportunity to earn commissions as officers in the U.S. Air Force in conjunction with completing bachelor's or higher degree requirements in academic fields of the student's choice. AFROTC provides education that develops abilities and attitudes vital to the career of a professional Air Force officer and gives an understanding of the mission and the global responsibilities of the U.S. Air Force.

### GENERAL AREAS OF COMPETENCE

The Department of Aerospace Studies at the University of Utah offers academic preparation in interdisciplinary areas including communication skills, Air Force history, leadership and management principles and practices, decision-making theory and policy formulation, ethics and values, socialization process within the armed services, national and international relations, national defense structure, national security policy, and military law. Entry into the General Military Course (GMC) during the first two years of AFROTC is open to all students. Entry into the Professional Officer Course (POC) during the final two years is selective and is normally initiated during the student's sophomore year.

### PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS

The semesters in which courses are taught are listed below and in the course descriptions. Students should check the semester class schedule for day availability (no evening classes) and modifications due to varying enrollment.

Enrollment is open to men and women who:

1. Are U.S. citizens or applicants for naturalization (aliens may participate in the general military course for academic credit only)

- 
- 
2. Are at least 14 years of age and
  3. Are enrolled as full-time students in a course of study leading to an academic degree.

#### **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

##### **First Semester**

		<b>Credit Hours</b>
AERO 1010	Air Force Today I	1
AERO 1110	General Military Lab I	0-1

##### **Second Semester**

AERO 1020	Air Force Today II	1
AERO 1120	General Military Lab II	0-1

##### **Third Semester**

AERO 2010	Air Force Way I	1
AERO 2110	General Military Lab III	0-1

##### **Fourth Semester**

AERO 2020	Air Force Way II	1
AERO 2120	General Military Lab IV	0-1

# Degrees and Certificates Offered by Departments

## **ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES (OR TECHNICAL/TERMINAL DEGREES)**

### **BUSINESS DEPARTMENT**

Accounting - Financial/Managerial Associate of Applied Science Degree  
(4 semesters),\* page 60  
Accounting Certificate (2 semesters),\* page 64  
Business Associate of Applied Science Degree (4 semesters),\* page 67  
E-Commerce Certificate (2 semesters),\* page 71  
Professional Sales Certificate (2 semesters),\* page 74

### **INFORMATION & OFFICE TECHNOLOGY DEPARTMENT**

Executive Assistant Associate of Applied Science Degree  
(4 semesters), page 82  
Legal Administrative Assistant Associate of Applied Science Degree  
(4 semesters), page 87  
Office Technology Support Certificate (2 semesters), page 91  
Network Management Associate of Applied Science Degree  
(4 semesters), page 94  
IT Support Specialist Certificate (2 semesters), page 98  
Web & Visual Communications Associate of Applied Science Degree  
(4 semesters), page 102  
Web & Visual Communications Support Certificate (2 semesters), page 106

### **INTERIOR DESIGN DEPARTMENT**

Interior Design Associate of Applied Science Degree (4 semesters), page 110  
Interior Design Sales Associate Certificate (2 semesters), page 114

### **MEDICAL CAREERS DEPARTMENT**

Executive Medical Assistant Associate of Applied Science Degree  
(4 semesters), page 118  
Medical Administrative Assistant Associate of Applied Science Degree  
(4 semesters), page 122  
Medical Assistant Certificate (3 semesters), page 126  
Medical Office Assistant Certificate (2 semesters), page 130  
Medical Coding Certificate (2 semesters),\* page 134  
Medical Transcription Certificate (2 semesters),\* page 138

\*This program also may be completed entirely at night and on Saturday. Students may need up to twice as long to complete a degree or certificate entirely at night and on Saturday.

## **ASSOCIATE OF SCIENCE DEGREES (TRANSFER DEGREES)**

### **BUSINESS DEPARTMENT**

Associate of Science in Business Degree (4 semesters),\* page 77

### **GENERAL STUDIES DEPARTMENT**

Associate of Science in General Studies Degree  
(4 semesters),\* page 142

\*This program also may be completed entirely at night and on Saturday. Students may need up to twice as long to complete a degree or certificate entirely at night and on Saturday.

### **VISITING STUDENTS**

Students who wish to attend the College without intending to graduate may enroll as visiting students. This category is intended for students who plan to transfer to another institution prior to their graduation from the College or who wish to earn limited credit.

# Business Department

The Business Department offers the following degrees and certificates that are described in detail on the following pages:

I. Skills Degrees/Certificates

Accounting AAS Degree / Accounting Certificate

Business AAS Degree / Professional Sales Certificate / E-Commerce Certificate

II. Transfer Degree

Business AS Degree

## FIRST YEAR FLEXIBILITY

To provide students with the maximum flexibility in deciding which degree(s) they want to earn, the recommended courses in the first two semesters of all three degrees are the same. At the end of the first year all students who complete these requirements have earned the **Accounting Certificate**. To earn the Professional Sales Certificate or the E-Commerce Certificate during the first year, a different suggested course sequence for those programs should be followed. (See pages 74-76 and 71-73.)

## SECOND YEAR SPECIALIZATION

After completing the recommended first year requirements, students must decide which degree(s) and/or other certificate(s) they want to pursue. Course options are as follows:

The **Accounting AAS Skills Degree** requires Intermediate Accounting I and II, Cost Accounting, Integrated Computer Accounting, Managerial Accounting, Income Taxes, Intermediate College Writing, Accounting Spreadsheets, one additional elective, and two Religion courses. (See pages 60-63.)

The **Business AAS Skills Degree** combined with the **Professional Sales Certificate** requires Marketing, Management, Professional Sales, E-Commerce, Entrepreneurship, Business Finance, Public Speaking, Business Writing, Cooperative Education (work experience), Human Resources Management, Business Planning and two Religion courses. (See pages 67-70 and 74-76.)

The **Business AS Transfer Degree** requires Intermediate College Writing, Principles of Public Speaking, College Algebra, Calculus, Statistics, Managerial Accounting, Macroeconomics, American National Government and general education electives in Fine Arts, Humanities, Life/Physical Sciences and two Religion courses. (See pages 77-81.)

### CAREFUL CHOICE OF ELECTIVES

By carefully selecting elective courses, it is possible for a student to concurrently earn a combination of degrees with the following added credit hours.

	<u>Added Hours</u>
Accounting AAS plus Business Transfer AS	19
Business AAS plus Business Transfer AS	24
Accounting AAS plus Business AAS	14

Students should meet with an academic advisor and use the academic advising forms to assure they are taking the appropriate elective and substitute courses for the degree(s) or certificate(s) they wish to earn. If a student knows which degree(s) or certificate(s) they want to pursue, they can select electives and alter the recommended course sequence for more flexibility in course scheduling. An academic advisor will be able to assist the student in making these key decisions.





# **Business Department (BUS)**

## **ACCOUNTING-FINANCIAL/MANAGERIAL**

### **ACCOUNTING ASSOCIATE OF APPLIED SCIENCE DEGREE**

#### **PROGRAM**

##### **(FOUR SEMESTERS)**

Department Chair: Keith A. Poelman, M.B.A., F.L.M.I.

Program Director / Instructor: D. Paul Gardiner, M.B.A., C.P.A.

Instructor: Kitt R. Finlinson, M.B.A., C.P.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

#### **CAREER OPPORTUNITIES**

Career opportunities are vast with an accounting degree. Large and small companies keep records of business activities. Accounting graduates can fit into large companies with responsibility to help with part of the accounting system. In smaller companies, graduates may be given responsibility that ranges from maintaining part to all of the company's financial records (usually under the direction of an outside CPA).

Career goals for students with an accounting degree may also include other fields such as management or marketing. Accounting serves as a universal base that allows students to talk "the language of business." Effectiveness and value are enhanced by mastering the concepts and skills of accounting.

#### **OBJECTIVES**

Students will be exposed to a blend of reasoning based on theory, applying accounting concepts in practice, and maximizing computer skills. Students will develop confidence in understanding the theory of accounting and applying the concepts to problem solving situations in various business structures (proprietorships, partnerships, and corporations). Hands-on personal computer experience is emphasized.

#### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

- Analyze, classify and record transactions.
- Prepare and interpret financial statements and other financial reports.
- Assess conceptual framework and acceptable method choices (financial, cost, and managerial accounting).
- Distinguish accounting requirements for proprietorships, partnerships, and corporations.
- Operate the computer in general ledger accounting (including selected modules) and spreadsheet applications.
- Support communication skills and professionalism.

### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 89, MATH 99, IT 98, and IT 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first or second block if IT 99 taken first block). See the competency prerequisite for this course . Students who do not keyboard by touch at a minimum speed of 20 CWPM must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade-point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less. All students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue in subsequent semesters. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. A minimum grade of B- is required in ACC 102 to continue the Accounting - Financial/Managerial AAS degree program into the second year.

### **GRADUATION REQUIREMENTS**

1. A minimum of 63 total semester credit hours as outlined below.
2. A grade of C or better in all ACC courses.
3. A cumulative grade point average of 2.0 or better.

## **ACCOUNTING FINANCIAL/MANAGERIAL (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150).

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	8
	Total Religion Credit Hours	8
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II (Service-Learning)	3
ACC 205	Integrated Computer Accounting	1
ACC 207	Spreadsheets for Accounting	2
ACC 211	Cost Accounting	3
ACC 212	Managerial Accounting	3
ACC 223	Income Taxes	2
BUS 121	Business Law & Ethics	3
ECON 161	Microeconomics	3
ENG 201	Intermediate College Writing	3
MATH 104	Intermediate Algebra	3
	Total Program Courses Credit Hours	36
<b>Electives</b> (Complete options one or two below – See your academic advisor to select the best options to achieve your academic objectives or to consider multiple degrees)		
1.	General Education Distribution Courses (See pages 144 to 145 for specific course selections.)	
2.	Other Electives. For example: BUS 140 Entrepreneurship; BUS 151 Principles of Marketing; BUS 201 Principles of Management; ACC 199 Accounting Co-op (maximum 3 hours). Total Elective Credit Hours	9
<b>Total Credit Hours for the Program</b>		<b>63</b>

## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

		<b>Credit Hours</b>
ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
ECON 161	Microeconomics	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		15

### **Second Semester**

ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
MATH 101	Personal Finance Math	3
Elective	See Electives page 62	3
Elective	See Electives page 62	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		18

### **Third Semester**

ACC 201	Intermediate Accounting I	3
ACC 207	Spreadsheets for Accounting	2
ACC 211	Cost Accounting	3
MATH 104	Intermediate Algebra	3
Elective	See Electives page 62	3
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		16

### **Fourth Semester**

ACC 202	Intermediate Accounting II	3
ACC 205	Integrated Computer Accounting	1
ACC 212	Managerial Accounting	3
ACC 223	Income Taxes	2
ENG 201	Intermediate College Writing	3
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		14

# **Business Department(BUS)**

## **ACCOUNTING CERTIFICATE PROGRAM**

### **(TWO SEMESTERS)**

Department Chair: Keith A. Poelman, M.B.A., F.L.M.I.

Program Director / Instructor: D. Paul Gardiner, M.B.A., C.P.A.

Instructor: Kitt R. Finlinson, M.B.A., C.P.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

### **CAREER OPPORTUNITIES**

With this certificate, students are qualified to fill entry-level or clerical positions. The composite of accounting, computer and workplace skills provides a base adaptable to most office settings. This practical approach is viewed favorably by prospective employers.

### **OBJECTIVES**

Students acquire employable skills in double-entry bookkeeping and general office procedures and develop confidence with the basics of accounting theory while applying concepts to problem solving situations. Students obtain practical personal computer experience in general ledger application using an integrated accounting package, spreadsheets, and word processing.

### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

- Analyze, classify, and record basic transactions.
- Prepare financial statements and other financial reports.
- Distinguish basic accounting requirements for proprietorships, partnerships, and corporations.
- Describe basic concepts and method choices used in financial accounting.
- Operate computers in general ledger accounting and basic skills in spreadsheet applications.
- Support communication skills and professionalism.

### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, MATH 99, IT 98, and IT 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first or second block if IT 99 taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 CWPM must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade-point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less. All

students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue in subsequent semesters. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.

#### **GRADUATION REQUIREMENTS**

1. A minimum of 32 total semester credit hours as outlined below.
2. A grade of C or better in all ACC courses.
3. A cumulative grade point average of 2.0 or better.

#### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4

#### **Collegewide Courses**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10

#### **Program Courses**

ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
	Total Program Courses Credit Hours	10

#### **Electives**

These hours are to be completed by choosing courses from the General Education Distribution Areas and/or Optional Electives. (See pages 144 to 145.) See your academic advisor to select the best options to achieve your academic objectives.

Total Elective Credit Hours	8
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<b>Total Credit Hours for the Program</b>	<b>32</b>
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## **ACCOUNTING CERTIFICATE (CONTINUED)**

### **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

#### **First Semester**

ACC 101	Financial Accounting I	3
IT 100	Computer & Windows Fundamentals	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
Elective	See Electives above	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		15

#### **Second Semester**

ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
MATH 101	Personal Finance Math	3
Elective	See Electives above	3
Elective	See Electives above	2
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		17

# **Business Department (BUS)**

## **BUSINESS SKILLS**

### **ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

#### **(FOUR SEMESTERS)**

Department Chair / Instructor: Keith A. Poelman, M.B.A., F.L.M.I.

Program Director / Instructor: J. Larry Richards, B.S.

Instructors: Kitt R. Finlinson, M.B.A., C.P.A.; D. Paul Gardiner, M.B.A., C.P.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

#### **CAREER OPPORTUNITIES**

The Business program prepares students for employment in a business career as a business owner, manager, professional salesperson, customer services representative or as an effective employee in the great variety of business career opportunities that do or will exist. Students will be prepared to work for small, developing businesses, for larger companies or for themselves by creating their own businesses.

#### **OBJECTIVES**

Students are provided experiential learning opportunities that will develop their skills in management, marketing, communications, human relations, selling, business planning, business development, finance, accounting and data processing and will allow them to make a meaningful contribution to the success of an existing business as an entrepreneur and/or to create successful business ventures as an entrepreneur.

#### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

- Practice professional sales and marketing techniques.
- Apply effective entrepreneurship and management principles.
- Apply financial and accounting techniques.
- Practice human resources management techniques.
- Operate standard computer software programs.
- Demonstrate professionalism.

#### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester.

## **BUSINESS SKILLS PROGRAM (CONTINUED)**

3. LE 100 Learning Techniques is recommended for all students with a high school grade-point average of less than 3.0 and is recommended for all students needing improved college level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less. All students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue in subsequent semesters. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. To continue in the Business AAS degree program, students must receive a B- or better in ACC 101.

### **GRADUATION REQUIREMENTS**

1. A minimum of 64 total semester credit hours as outlined below.
2. A grade of C or better in all BUS courses.
3. A cumulative grade point average of 2.0 or better.

## COURSE REQUIREMENTS

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	8
	Total Religion Credit Hours	8
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 120	Consultative Sales/Customer Relations (Service-Learning)	3
BUS 121	Business Law & Ethics	3
BUS 130	Principles of Electronic Commerce	3
BUS 140	Entrepreneurship	2
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	2
BUS 205	Human Resource Management	2
BUS 260	Business Finance	2
BUS 290	Business Planning (Capstone)	3
BUS 199	Business Co-op	2
COM 121	Principles of Public Speaking	3
ECON 161	Microeconomics	3
ENG 220	Professional Business Writing	2
	Total Program Courses Credit Hours	40
<b>Electives</b> (Complete six hours from the following options – See your academic advisor to select the best options to achieve your academic objectives or to consider multiple degrees.)		
BUS 220	International Business	
SS 101	Introduction to Psychology (To also earn the Professional Sales Certificate)	
Other	General Education Distribution Courses/ Optional Electives (See pages 144 to 145 for specific course selections)	
	Total Elective Credit Hours	6
<b>Total Credit Hours for the Program</b>		<b>64</b>

## BUSINESS SKILLS PROGRAM (CONTINUED)

### RECOMMENDED DAY SEQUENCE OF COURSES

Preparatory courses a student must take, an additional semester may be required to complete the program.

#### First Semester

ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
ECON 161	Microeconomics	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		15

#### Second Semester

ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
MATH 101	Personal Finance Math	3
Elective	See Electives above	3
Elective	See Electives above	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		18

#### Third Semester

BUS 199	Business Co-op	2
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	2
BUS 260	Business Finance	2
COM 121	Principles of Public Speaking	3
ENG 220	Professional Business Writing	2
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		16

#### Fourth Semester

BUS 120	Consultative Sales/Customer Relations	3
BUS 130	Principles of Electronic Commerce	3
BUS 140	Entrepreneurship	2
BUS 205	Human Resource Management	2
BUS 290	Business Planning (capstone)	3
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		15

# **Business Department (BUS)**

## **ELECTRONIC COMMERCE CERTIFICATE PROGRAM (TWO SEMESTERS)**

Department Chair / Instructor: Keith A. Poelman, M.B.A., F.L.M. I.

Program Director / Instructor: J. Larry Richards, B.S

Adjunct Instructors: See page 195

Advisory Council: See page 190

### **CAREER OPPORTUNITIES**

There is an increasing demand for electronic commerce skills in all industries and businesses. The certificate provides background for entry-level positions in electronic commerce. Opportunities are available to advance into web development and maintenance and also related management positions or to become self-employed.

### **OBJECTIVES**

Students gain employable skills and experience in electronic commerce plus a background in marketing, internet research, graphic design, communications, and entrepreneurship.

### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

- Practice professional electronic commerce techniques.
- Apply appropriate communication skills with internal and external customers.
- Apply effective entrepreneurship principles.
- Operate standard computer software programs.
- Demonstrate professionalism.

### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade-point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less. All students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue in subsequent semesters. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.

## **ELECTRONIC COMMERCE CERTIFICATE (CONTINUED)**

### **GRADUATION REQUIREMENTS**

1. A minimum of 33 total semester credit hours as outlined below.
2. A grade of C or better in all BUS courses.
3. A cumulative grade point average of 2.0 or better.

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
BUS 130	Principles of Electronic Commerce	3
BUS 140	Entrepreneurship	2
BUS 151	Principles of Marketing	3
IT 116	Internet Research Strategies	2
IT 117	Word Processing	3
IT 128	Database/Records Management	2
IT 151	Intro to Visual Communication	4
	Total Program Courses Credit Hours	19
<b>Total Credit Hours for the Program</b>		<b>33</b>



### **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

#### **First Semester**

BUS 151	Principles of Marketing	3
COM 122	Interpersonal Communications	3
IT 100	Computer & Windows Fundamentals	1
IT 117	Word Processing	3
IT 128	Database/Records Management	2
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		17

#### **Second Semester**

BUS 130	Principles of Electronic Commerce	3
BUS 140	Entrepreneurship	2
ENG 101	Introduction to College Writing	3
IT 116	Internet Research Strategies	2
IT 151	Intro to Visual Communications	4
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16

# **Business Department(BUS)**

## **PROFESSIONAL SALES CERTIFICATE PROGRAM**

### **(TWO SEMESTERS)**

Department Chair / Instructor: Keith A. Poelman, M.B.A., F.L.M. I.

Program Director / Instructor: J. Larry Richards, B.S.

Adjunct Instructors: See page 195

Advisory Council: See page 185

### **CAREER OPPORTUNITIES**

There is an increasing demand for sales skills in all industries and businesses. The certificate provides background for entry-level positions in selling. Opportunities are available to advance into sales or general management positions or to become self-employed.

### **OBJECTIVES**

Students gain employable skills and experience in professional selling plus a background in marketing, communications, data processing and entrepreneurship.

### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

- Practice professional sales and marketing techniques.
- Apply appropriate communication skills with internal and external customers.
- Apply effective entrepreneurship principles.
- Operate standard computer software programs.
- Demonstrate professionalism.

### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade-point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less. All students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue in subsequent semesters. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses
4. To continue in the Professional Sales certificate program, students must receive a B- or better in BUS 151.

## **GRADUATION REQUIREMENTS**

1. A minimum of 33 total semester credit hours as outlined below.
2. A grade of C or better in all BUS courses.
3. A cumulative grade point average of 2.0 or better.

## **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4

### **Collegewide Courses**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10

### **Program Courses**

BUS 120	Consultative Sales/Customer Relations	3
BUS 130	Principles of Electronic Commerce	3
BUS 140	Entrepreneurship	2
BUS 151	Principles of Marketing	3
BUS 199	Business Co-op	2
COM 121	Principles of Public Speaking	3
SS 101	Introduction to Psychology	3
	Total Program Courses Credit Hours	19

<b>Total Credit Hours for the Program</b>	<b>33</b>
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## **PROFESSIONAL SALES CERTIFICATE (CONTINUED)**

### **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

#### **First Semester**

BUS 151	Principles of Marketing	3
COM 121	Principles of Public Speaking	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
Religion	See Course Descriptions	2
Total First Semester Credit Hours		15

#### **Second Semester**

BUS 120	Consultative Sales/Customer Relations	3
BUS 130	Principles of Electronic Commerce	3
BUS 140	Entrepreneurship	2
BUS 199	Business Co-op	2
MAT 101	Personal Finance Math	3
SS 101	Introduction to Psychology	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		18

# **Business Department (BUS)**

## **(BUSINESS TRANSFER PROGRAM)**

### **ASSOCIATE OF SCIENCE IN BUSINESS DEGREE (BUS AS)**

#### **(FOUR SEMESTERS)**

Department Chair / Instructor: Keith A. Poelman, M.B.A., F.L.M. I.

Program Director / Instructor: Kitt Finlinson, M.B.A., C.P.A

Instructors: D. Paul Gardiner, M.B.A.; C.P.A.; J. Larry Richards, B.A.; Paul C. Richards, M.S., M.A.; Karen Dunkley, M.A.; Robert M. Egan, M.S.

Adjunct Instructors: See page 195

#### **CAREER OPPORTUNITIES**

Students who complete an Associate of Science in Business degree will be eligible to apply to four-year colleges or universities in Utah to pursue degrees offered in those business departments. The two-year degree will provide students with the background required to continue and specialize in the business fields of accounting, finance, marketing, management, etc. Besides gaining basic business training, students will receive a one-year certificate in accounting after completing the first year. This certificate and related training will increase job options as needed to finance further education. Students who complete the Program Courses coupled with the general education requirements will gain a broader background that will make them more valued as a professional and will increase their earnings potential.

#### **OBJECTIVES**

This program is designed specifically for students planning to transfer to a four-year college or university and pursue a business degree. Therefore, students in this program should select their elective general education courses thoughtfully after examining the catalog of the institution to which they plan to transfer.

See your academic advisor for transfer articulation agreements and guides that are available. Students are encouraged to check the departmental prerequisites and degree requirements of the four-year institutions in which they plan to transfer.

#### **APPLICATIONS TO FOUR-YEAR INSTITUTIONS**

The four-year institutions still require students completing the LDSBC Associate of Science in Business degree to make formal application to the respective College of Business Departments. Also, there are additional specialized general education/major requirements at these institutions. **Please note that each four-year school has some minimal added institution-specific requirements for admission into their program that students will need to complete either at LDS Business College or at the four-year school the student desires to attend.**

#### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

1. Communicate written, oral and visual ideas in clear, correct and concise form.
2. Demonstrate mathematical proficiency including statistics and calculus.
3. Apply correct principles of law and ethics.

## **BUSINESS TRANSFER AS PROGRAM (CONTINUED)**

4. Understand accounting theory and practice for financial reporting and managerial tools for decision making.
5. Solve problems, explore issues and make decisions based on reason and creativity.
6. Operate standard computer software programs.
7. Interact successfully with others to achieve positive goals.
8. Recognize that continuing to acquire and analyze knowledge provides a strong foundation for life.

### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, MATH 99, IT 98, and IT 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit-hours required for graduation.
2. IT 100 is required the first semester (first or second block if IT 99 was taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 CWPM must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade-point average of less than 3.0 and is recommended for all students needing improved college- level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less. All students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue in subsequent semesters. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses
4. MATH 104 is preparatory to MATH 110. See Course Descriptions.

### **GRADUATION REQUIREMENTS**

1. A minimum of 65 total semester credit hours as outlined below.
2. A grade of C or better in all required courses to transfer.
3. A cumulative GPA of 2.0 or better. (A 2.5 GPA or better is recommended.)

### **COMPUTER COMPETENCY REQUIREMENT**

The four-year institutions require students to meet a computer competency requirement for transferring to their respective institutions. Required computer proficiency certification will be based on testing. Students will be required to establish this proficiency by course study or computer-based training (CBT) as necessary. Competencies are required in:

- A. General Windows Information (IT 99 Windows Fundamentals, CBT: none),
- B. Word Processing (IT 117 Word Processing, CBT: Microsoft Office 2000: Beginning Word, Intermediate Word),
- C. Spreadsheets (IT 118 Spreadsheets for Business, CBT: Microsoft Office 2000: Beginning Excel, Intermediate Excel),
- D. Database Concepts (IT 128 Database/Records Management, CBT: Microsoft Office 2000: Beginning Access, Intermediate Access),

- E. Presentations Software (IT 115 Electronic Presentations, CBT: Microsoft Office 2000: Beginning PowerPoint, Advanced PowerPoint), and  
 F. Internet & E-mail (IT 116 Internet Research Strategies, IT 100 Computer Network Orientation, CBT: none).

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	8
	Total Religion Credit Hours	8

### **Collegewide Courses**

COM 122	Interpersonal Communications	3
ENG 101	Introduction To College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Basic Workplace Credit Hours	10

### **Program Courses**

ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
ACC 212	Managerial Accounting	3
ENG 201	Intermediate College Writing	3
BUS 121	Business Law & Ethics	3
ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3
MATH 110	College Algebra	4
MATH 111	Calculus	3
MATH 252	Statistics	3
COM 121	Principles of Public Speaking	3
	Total Program Courses Credit Hours	35

## BUSINESS TRANSFER AS PROGRAM (CONTINUED)

### **General Education Requirements\***

Besides the general education courses required in the Collegewide Courses and Program Courses areas, students must select from the following lists and complete the courses as indicated. Please note that each four-year school has some minimal added institution-specific requirements for admission into their program, which students will need to complete either at LDS Business College or at the four-year school the student desires to attend. Awareness of the institution-specific requirements should be used to make the most advantageous selections below.

#### Fine Arts/ Humanities Distribution (select one)

ART 101	Survey of Art History	3
ART 104	Design Fundamentals	3
ART 106	Introduction to Drawing	3
ART 206	Introduction to Photography	3
MUS 105	Music & Culture	3
THE 102	Acting I	3

#### Fine Arts/ Humanities Distribution (select one)

ENG 250	Introduction to Literature	3
ENG 260	Eminent Writers & Themes	3
ENG 270	Genres of Film	3
PHIL 225	Critical Thinking & Reasoning	3

#### Life/Physical Sciences Distribution (select one)

LS 103	Nutrition & Health	3
LS 110	Environmental Biology	4
LS 111	Environmental Biology Lab	0
LS 120	Field Botany w/ Lab	3
LS 265	Anatomy & Physiology	4
PS 108	Introduction to Astronomy	3
PS 120	Introduction to Physical Geography	3

#### American Institutions (select one)

HIST 170	American Civilization	3
SS 110	American National Government	3
Total General Education Requirements		12

**Total Credit Hours for the Program** **65**

\*See pages 148 to 149 for distance learning online courses available to fill these requirements.

## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
ECON 161	Microeconomics	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	15

### **Second Semester**

ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
ECON 162	Macroeconomics	3
MATH 101	Personal Finance Math	3
Elective	See selections above/MATH 104 if needed	3
Religion	See Course Descriptions	2
	Total Second Semester Credit Hours	18

### **Third Semester**

COM 121	Principles of Public Speaking	3
ENG 201	Intermediate College Writing	3
MATH 110	College Algebra	4
Elective	See selections above	3
Elective	(If MATH 104 was required)	/3
Religion	See Course Descriptions	2
	Total Third Semester Credit Hours	15/18

### **Fourth Semester**

ACC 212	Managerial Accounting	3
MATH 111	Calculus	3
MATH 252	Statistics	3
Elective	See selections above	3
Elective	See selections above	3
Religion	See Course Descriptions	2
	Total Fourth Semester Credit Hours	17

# Information & Office Technology Department (IOT)

## **EXECUTIVE ASSISTANT**

### **ASSOCIATE OF APPLIED SCIENCE DEGREE (FOUR SEMESTERS)**

Department Chair: Lynda Henrie, M.S.

Program Director/Instructor: Sherisse Warburton, M.S.

Instructors: Marjean Lake, M.S.; Kenneth Larson, M.S.C.S., C.C.P.;  
Kevin McReynolds, M.S., CNI, MCT

Adjunct Instructors: See page 195

Advisory Council: See page 190

## **CAREER OPPORTUNITIES**

Executive and administrative assistants have become the key software and information specialists in the office taking on greater responsibilities as companies operate with leaner staffs. Students in this program are prepared to move quickly into first-line supervisory positions. According to the U.S. Bureau of Labor Statistics, administrative assistants will be among the top twenty careers regarding total number of job openings between 1996 and 2006; therefore, this field offers a high percentage of placement.

## **OBJECTIVES**

The Executive Assistant program provides training in project management, decision-making, critical thinking, communications, and technology skills such as word processing, electronic presentations, spreadsheet, records and database management, Internet research, and software integration, as well as additional focused training in individually selected technology areas.

## **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

- Demonstrate professional standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communication skills.
- Communicate effectively both verbally and in writing.
- Use formatting, editing, and proofreading skills to produce accurate documents.
- Perform tasks using word processing and spreadsheet skills.
- Demonstrate correct file management of both printed and electronic documents.
- Research pertinent information on the Internet.
- Construct and deliver professional electronic presentations.
- Apply basic accounting concepts.
- Understand the function of databases including how to create and modify basic database tables and queries, enter data into a database, and generate a report.
- Produce integrated business documents utilizing Microsoft PowerPoint, Word, Excel, Access, and Internet research skills.
- Analyze and prioritize projects using effective decision-making skills.

- Develop additional skill in selected focus areas such as accounting, E-commerce, human resource management, property/casualty insurance, public speaking, digital/vector graphics, visual publishing, and critical thinking/reasoning.

#### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester first block. See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cwpm must take IT 98 during the first semester. These students should then take IT 109 the second semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade-point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less. All students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue in subsequent semesters. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. To continue in the Executive Assistant program, students must receive a B- or better in IT 117, Word Processing, and must have completed all the Office Technology Support Certificate requirements.

#### **GRADUATION REQUIREMENTS**

1. A minimum of 63 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT and OT courses except IT 117 which requires a B-.
3. A cumulative grade point average of 2.0 or better.

## **EXECUTIVE ASSISTANT (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details concerning prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	8
	Total Religion Credit Hours	8

### **Collegewide Courses**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10

### **Program Courses**

ACC 101	Financial Accounting I	3
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 115	Electronic Presentations	1
IT 116	Internet Research Strategies	2
IT 117	Word Processing (B- required)	3
IT 118	Spreadsheets for Business	2
IT 128	Database/Records Management	2
IT 151	Introduction to Visual Communication	4
IT 226	Integrated Software Projects	3
OT 129	Office Procedures	5
OT 299	Office Technology Internship (capstone)	4
	Total Program Courses Credit Hours	33

### **Electives (Select from the following list):**

ACC 102	Financial Accounting II (3)
ACC 104	Fundamentals of Computer Accounting (1)
BUS 130	Principles of Electronic Commerce (3)
BUS 205	Human Resource Management (2)
COM 121	Principles of Public Speaking (3)
IT 152	Photoshop/Image Editing (3)
IT 154	Vector Graphics (2)
IT 156	Web Development I (5)
IT 265	Advanced Desktop Publishing (4)
IT 268	Special Projects (3)
OT 138	Introduction to Legal Procedures (4)

OT 218	Introduction to Insurance Property & Casualty Insurance (2)
PHIL 225	Critical Thinking & Reasoning (3)
SS 124	Career Strategies (1)
	Total Elective Credit Hours
	<b>Total Credit Hours for the Program</b>
	12
	<b>63</b>



## **EXECUTIVE ASSISTANT PROGRAM (CONTINUED)**

### **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

#### **First Semester**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals (1 <sup>st</sup> block)	1
IT 109	Skillbuilding	2
IT 116	Internet Research Strategies	2
IT 117	Word Processing	3
Religion	See Course Descriptions	2
	Total First Semester Credit Hours	16

#### **Second Semester**

IT 118	Spreadsheets for Business	2
IT 151	Introduction to Visual Communication	4
MATH 101	Personal Finance Math	3
OT 129	Office Procedures	5
Religion	See Course Descriptions	2
	Total Second Semester Credit Hours	16

#### **Third Semester**

ACC 101	Financial Accounting I	3
ENG 220	Professional Business Writing	2
IT 115	Electronic Presentations (2 <sup>nd</sup> block)	1
IT 128	Database/Records Management	2
Electives	See previous page	6
Religion	See Course Descriptions	2
	Total Third Semester Credit Hours	16

#### **Fourth Semester**

IT 226	Integrated Software Projects	3
OT 299	Office Technology Internship (Capstone)	4
Electives	See previous page	6
Religion	See Course Descriptions	2
	Total Fourth Semester Credit Hours	15

# Information & Office Technology Department (IOT)

## **LEGAL ADMINISTRATIVE ASSISTANT**

### **ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM (FOUR SEMESTERS)**

Department Chair: Lynda Henrie, M.S.

Program Director / Instructor: Sherisse Warburton, M.S.

Instructors: Marjean Lake, M.S.; Kenneth Larson, M.S.C.S., C.C.P.;  
Kevin McReynolds, M.S., CNI, MCT

Adjunct Instructors: See page 195

Advisory Council: See page 190

#### **CAREER OPPORTUNITIES**

Legal administrative assistant positions will experience a 19 percent growth rate by the year 2006 according to the U.S. Bureau of Labor Statistics. Legal administrative assistants (also referred to as legal secretaries) are among the top ten occupations in income potential among graduates earning associate degrees with a median wage of approximately \$13 per hour. This program offers excellent placement.

#### **OBJECTIVES**

The program provides training in word processing, spreadsheet, database/records management, Internet research, communication, and human relations skills. Students develop technology, decision-making, and critical thinking skills. Students entering the second year of the Legal Administrative Assistant program have developed a basic understanding of various types of law offices, macro and template development, and law-office ethics and have been introduced to legal research and the law library, legal terminology, the courts, and simple legal document preparation. The second year of the program focuses on litigation, contracts, torts, criminal law, family law, business law, real estate law, estate planning, probates and guardianships and bankruptcy. Students will transcribe court pleadings as well as legal documents such as estate planning, legal agreements, probate, and real estate documents.

#### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

- Demonstrate professional standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communication skills.
- Communicate information effectively both verbally and in writing.
- Use formatting, editing, and proofreading skills to produce accurate documents.
- Perform tasks using word processing and spreadsheet skills.
- Demonstrate correct file management of both printed and electronic documents.
- Research pertinent information on the Internet.
- Apply basic accounting concepts.
- Develop an understanding of databases including how to create and modify basic database tables and queries, enter data into a database, and generate a report.

## **LEGAL ADMINISTRATIVE ASSISTANT (CONTINUED)**

- Produce integrated business documents utilizing Microsoft Powerpoint, Word, Excel, Access, and Internet research skills.
- Analyze and prioritize projects using effective decision-making skills.
- Transcribe various legal documents including court pleadings as well as business and legal documents such as estate planning, legal agreements, probate, and real estate.
- Understand various types of law offices and law-office ethics.
- Create macros and templates.
- ~~Understand the basic legal research process, law library, legal terminology, and the courts.~~
- ~~Develop knowledge concerning litigation, contracts, torts, criminal law, family law, business law, real estate law, estate planning, probates, guardianships, and bankruptcy.~~
- ~~Understand the process of preparing court documents for filing.~~

### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester first block. See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester. These students should then take IT 109 the second semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college -level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. To continue in the Legal Administrative Assistant program, students must receive a B- or better in IT 117, Word Processing, and must have completed all Office Technology Support Certificate requirements.

### **GRADUATION REQUIREMENTS**

1. A minimum of 63 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all OT and IT courses except IT 117 which requires a B-.
3. A cumulative grade point average of 2.0 or better.

## COURSE REQUIREMENTS

Students are responsible to examine the course description of each course listed below for details concerning prerequisites, which must be satisfied before registering for the course. (See Course Descriptions on page 150.)

Course #	Title	Credit Hours
<b>Religion</b>	See requirements on page 187 and Course Descriptions	8
	Total Religion Credit Hours	8

### Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10

### Program Courses

ACC 101	Financial Accounting I	3
BUS 121	Business Law & Ethics	3
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 116	Internet Research Strategies	2
IT 117	Word Processing (B-required)	3
IT 118	Spreadsheets for Business	2
IT 128	Database/Records Management	2
IT 226	Integrated Software Projects	3
OT 129	Office Procedures	5
OT 138	Introduction to Legal Procedures	4
OT 237	Legal Transcription	3
OT 238	Advanced Legal Procedures	4
OT 299	Office Technology Internship (capstone)	4
	Total Program Courses Credit Hours	42

### Electives (Select from the following list):

ACC 104	Fundamentals of Computer Accounting (1)	
BUS 130	Principles of Electronic Commerce (3)	
BUS 205	Human Resource Management (2)	
COM 121	Principles of Public Speaking (3)	
IT 115	Electronic Presentations (1)	
IT 151	Introduction to Visual Communication (4)	
IT 268	Special Projects (3)	
SS 124	Career Strategies (1)	
	Total Elective Credit Hours	3

<b>Total Credit Hours for the Program</b>	<b>63</b>
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## **LEGAL ADMINISTRATIVE ASSISTANT (CONTINUED)**

### **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

#### **First Semester**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals (1 <sup>st</sup> block)	1
IT 109	Skillbuilding	2
IT 116	Internet Research Strategies	2
IT 117	Word Processing	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

#### **Second Semester**

IT 118	Spreadsheets for Business	2
MATH 101	Personal Finance Math	3
OT 129	Office Procedures	5
OT 138	Introduction to Legal Procedures	4
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16

#### **Third Semester**

ACC 101	Financial Accounting I	3
ENG 220	Professional Business Writing	2
IT 128	Database/Records Management	2
OT 237	Legal Transcription	3
OT 238	Advanced Legal Procedures	4
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		16

#### **Fourth Semester**

BUS 121	Business Law & Ethics	3
IT 226	Integrated Software Projects	3
OT 299	Office Technology Internship (capstone)	4
Electives	See previous page	3
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		15

# Information & Office Technology Department (IOT)

## OFFICE TECHNOLOGY SUPPORT

### CERTIFICATE PROGRAM

#### (TWO SEMESTERS)

Department Chair: Lynda Henrie, M.S.

Program Director / Instructor: Sherisse Warburton, M.S.

Instructors: Marjean Lake, M.S.; Kenneth Larson, M.S.C.S., C.C.P.;  
Kevin McReynolds, M.S., CNI, MCT

Adjunct Instructors: See page 195

Advisory Council: See page 190

### CAREER OPPORTUNITIES

According to the Occupational Outlook Handbook, the largest number of job openings remains in the office support area. With completion of this two-semester certificate program, students are prepared to work in the area of office technology support or as an administrative assistant. Students also qualify to continue in either the Executive Assistant or Legal Administrative Assistant A.A.S. degree program.

### OBJECTIVES

Students acquire skills in language usage, which includes spelling, punctuation and sentence construction. Problem solving, decision making and human relations skills are emphasized. Students learn to communicate with the public in person, in writing, and on the telephone. Students also develop word processing, Internet research, spreadsheet, and either visual communication or legal procedures skills.

### GENERAL AREAS OF COMPETENCE

Upon successful completion of the program, graduates should be able to:

- Demonstrate professional standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communication skills.
- Communicate effectively both verbally and in writing.
- Use formatting, editing, and proofreading skills to produce accurate documents.
- Perform tasks using word processing and spreadsheet skills.
- Demonstrate correct file management of both printed and electronic documents.
- Research pertinent information on the Internet.

### PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester first block. See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 c wpm must take IT 98 during the first semester. These students should then take IT 109 the second semester.

## **OFFICE TECHNOLOGY SUPPORT CERTIFICATE (CONTINUED)**

3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. To continue in the Office Technology Support Certificate program, students must receive a B- or better in IT 117, Word Processing.
5. Students planning to continue in the Executive Assistant A.A.S. major must take IT151, Introduction to Visual Communication; students planning to continue in the Legal Administrative Assistant program must take OT138, Introduction to Legal Procedures.

### **GRADUATION REQUIREMENTS**

1. A minimum of 32 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all OT and IT courses, except IT 117 which requires a B-.
3. A cumulative grade point average of 2.0 or better.

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details concerning prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4

#### **Collegewide Courses**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10

#### **Program Courses**

IT 109	Skillbuilding	2
IT 116	Internet Research Strategies	2
IT 117	Word Processing	3
IT 118	Spreadsheets for Business	2
OT 129	Office Procedures	5
OT 138	Introduction to Legal Procedures or IT 151      Introduction to Visual Communication	4
	Total Program Courses Credit Hours	18
<b>Total Credit Hours for the Program</b>		<b>32</b>



## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals (1 <sup>st</sup> block)	1
IT 109	Skillbuilding	2
IT 116	Internet Research Strategies	2
IT 117	Word Processing	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

### **Second Semester**

IT 118	Spreadsheets for Business	2
MATH 101	Personal Finance Math	3
OT 129	Office Procedures	5
OT 138	Introduction to Legal Procedures or	
IT 151	Introduction to Visual Communication	4
Religion	See Course Descriptions	2

**Total Second Semester Credit Hours** **16**

# Information & Office Technology Department (IOT)

## NETWORK MANAGEMENT

### ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM (FOUR SEMESTERS)

Department Chair: Lynda Henrie, M.S.

Program Director / Instructor: Kevin McReynolds, M.S., CNI, MCT

Instructors: Marjean Lake, M.S.; Kenneth Larson, M.S.C.S., C.C.P.;  
Sherisse Warburton, M.S.

Adjunct Instructors: See page 195

Advisory Council: See page 190

## CAREER OPPORTUNITIES

- Network Operator
- Network Administrator
- PC Support Specialist
- Network Management Supervisor
- Cisco Administrator
- Database Administrator

## OBJECTIVES

Provides training in the Windows Operating System, Windows Network Operating System, NetWare, Linux, Network Design, Network Administration, Network Troubleshooting and Network Technical Support. This course of study is designed for individuals seeking professional development and certification in the Network Management field. Provides preparation for the following industry certifications: A+®, Linux+®, Network+®, Novell's Certified Novell Administrator, Cisco Certified Network Associate, and Microsoft Certified System Associate certification exams. LDS Busines College is a Novell and Microsoft training partner.

## GENERAL AREAS OF COMPETENCE

Upon successful completion of the program, graduates should be able to:

- Communicate information effectively both verbally and in writing.
- Work effectively in a team.
- Understand and apply good customer service techniques and skills.
- Install and configure network servers with multiple operating systems.
- Diagnose hardware, client operating system, application problems, and document fixes.
- Formulate and implement solutions to hardware system problems as well as document the solutions.
- Administer a Local Area Network (LAN) and a Wide Area Network (WAN).
- Use scripts, batch files, and small programs to automate network management.
- Create users, groups, printers, and administer the file system for a NetWare, Windows, and Linux network operation systems (NOS).
- Administer a database by installing, configuring, and administering Microsoft SQL Server Enterprise Edition.
- Administer an e-mail server by installing and configuring Microsoft exchange server.

- Write effective how-to documents and technical information documents for network users.

#### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester first block. See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cwpm must take IT 98 during the first semester.
3. To start in the Network Management A.A. S. program, students should have strong computer hardware and software competence including working knowledge of Microsoft Windows and basic hardware troubleshooting ability.
4. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college -level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
5. To continue in the Network Management A.A.S. degree program, students must receive a B- or better in IT 182, Hardware/Software Support, and must have completed all the IT Support Specialist Certificate requirements.
6. Students who have passed industry certification exams from Microsoft, Novell, CompTIA, or others may be able to test out of some of the networking courses by passing a practical exam administered by the Network Management Program Director. Check with the program director for more information.

#### **GRADUATION REQUIREMENTS**

1. A minimum of 66 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT courses except IT 182 which requires a B-.
3. A cumulative grade point average of 2.0 or better.

## **NETWORK MANAGEMENT (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details concerning prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	8
	Total Religion Credit Hours	8
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
BUS 120	Consultative Sales/Customer Relations	3
ENG 220	Professional Business Writing (B- required)	2
IT 182*	Hardware/Software Support	4
IT 183*	Introduction to Networking	3
IT 185*	Windows Professional	4
IT 186*	Windows Server	4
IT 281	Managing a Windows 2000 Network	4
IT 282	Scripting for Networking Professional	3
IT 285	NetWare Administration	4
IT 286	Database Design & Implementation (SQL)	3
IT 288	Network & Support Integration Lab	2
IT 290	Linux Administration	4
IT 292	Cisco Router Administration	3
IT 294	E-Mail Server Administration	3
IT 299	Network Management Internship	2
	Total Program Courses Credit Hours	48
<b>Total Credit Hours for the Program</b>		<b>66</b>

## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program. If new to computers, please check with academic advisor to develop a realistic semester sequence.

### **First Semester**

BUS 120	Consultative Sales/Customer Relations	3
COM 122	Interpersonal Communications	3
IT 100	Computer & Windows Fundamentals (1 <sup>st</sup> block)	1
IT 182*	Hardware/Software Support (1 <sup>st</sup> block)	4
IT 183*	Introduction to Networking (2 <sup>nd</sup> block)	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

### **Second Semester**

ENG 101	Introduction to College Writing	3
IT 185*	Windows Professional (1 <sup>st</sup> block)	4
IT 186*	Windows Server (2 <sup>nd</sup> block)	4
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16

### **Third Semester**

ENG 220	Professional Business Writing	2
IT 281	Managing a Windows 2000 Network	4
IT 285	NetWare Administration	4
IT 290	Linux Administration	4
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		16

### **Fourth Semester**

IT 282	Scripting for the Networking Professional	3
IT 286	Database Design & Implementation (SQL)	3
IT 288	Network & Support Integration Lab (capstone)	2
IT 292	Cisco Router Administration (1 <sup>st</sup> block)	3
IT 294	E-Mail Server Administration (2 <sup>nd</sup> block)	3
IT 299	Information Technology Internship	2
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		18

\*Note: Students planning to serve a full-time LDS mission prior to graduation should consult with their academic advisor prior to registering for IT 182, IT 183, IT 185 and/or IT 186.

# Information & Office Technology Department (IOT)

## IT SUPPORT SPECIALIST CERTIFICATE PROGRAM

### (Two SEMESTERS)

Department Chair / Instructor: Lynda Henrie, M.S.

Program Director / Instructor: Kevin McReynolds, M.S., CNI, MCT

Instructors: Marjean Lake, M.S.; Kenneth Larson, M.S.C.S., C.C.P.;  
Sherisse Warburton, M.S.

Adjunct Instructors: See page 195

Advisory Council: See page 190

### CAREER OPPORTUNITIES

As the world becomes more computer and information system oriented, the need for technical support personnel has grown exponentially. Businesses need qualified people to keep their information systems running, train users, and perform other computer system and software application problem resolutions; therefore, support specialists are in high demand. Opportunities exist wherever computers are used. According to U.S. Department of Labor surveys, U.S. businesses will need in excess of 100,000 new technical support personnel each year for the next several years. The skills developed in this program prepare students for entry level positions in the technical support field; i.e. end-user support, help desk specialist, system support specialist or network operator.

### OBJECTIVES

The IT Support Specialist program is designed to provide training in skill areas that meet market demand. Students are also prepared to take the CompTIA A+®, and Network+® Certification exam as well as the Microsoft Windows Professional and Server exam.

### GENERAL AREAS OF COMPETENCE

Upon successful completion of the program, graduates should be able to:

- Communicate information effectively both verbally and in writing.
- Work effectively in a team.
- Understand and apply good customer service techniques and skills.
- Install and configure a network server.
- Diagnose hardware, client operating system, and application problems.
- Formulate and implement solutions to system problems.
- Understand and install network protocols.
- Administer a Local Area Network (LAN).

### PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.

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2. IT 100 is required the first semester first block. See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cwpm must take IT 98 during the first semester.
  3. To start in the IT Support Specialist certificate program, students should have strong computer hardware and software competence including working knowledge of Microsoft Windows and basic hardware troubleshooting ability.
  4. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
  5. To continue in the IT Support Specialist Certificate program, students must receive a B- or better in IT 182, Hardware/Software Support.
  6. Students who have passed industry certification exams from Microsoft, Novell, CompTIA, or others may be able to test out of some of the networking courses by passing a practical exam administered by the Network Management Program Director. Check with the program director for more information.

#### **GRADUATION REQUIREMENTS**

1. A minimum of 32 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT courses except IT 182 which requires a B-.
3. A cumulative grade point average of 2.0 or better.

## **IT SUPPORT SPECIALIST (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details concerning prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
BUS 120	Consultative Sales/Customer Relations	3
IT 182*	Hardware/Software Support (B- required)	4
IT 183*	Introduction to Networking	3
IT 185*	Windows Professional	4
IT 186*	Windows Server	4
	Total Program Courses Credit Hours	18
<b>Total Credit Hours for the Program</b>		<b>32</b>

## **RECOMMENDED DAY SEQUENCE OF COURSES\***

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program. If new to computers, please check with academic advisor to develop a realistic semester sequence.

### **First Semester**

BUS 120	Consultative Sales/Customer Relations	3
COM 122	Interpersonal Communications	3
IT 100	Computer & Windows Fundamentals (1 <sup>st</sup> block)	1
IT 182*	Hardware/Software Support (1 <sup>st</sup> block)	4
IT 183*	Introduction to Networking (2 <sup>nd</sup> block)	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

### **Second Semester**

ENG 101	Introduction to College Writing	3
IT 185*	Windows Professional (1 <sup>st</sup> block)	4
IT 186*	Windows Server (2 <sup>nd</sup> block)	4
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16

\*Note: Students planning to serve a full-time LDS mission prior to graduation should consult with their academic advisor prior to registering for IT 182, IT 183, IT 185 and/or IT 186.

# Information & Office Technology Department (IOT)

## WEB & VISUAL COMMUNICATIONS

### ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM (FOUR SEMESTERS)

Department Chair / Instructor: Lynda Henrie, M.S.

Program Director / Instructor: Kenneth Larson, M.S.C.S., C.C.P.

Instructors: Marjean Lake, M.S.; Kevin McReynolds, M.S., CNI, MCT;  
Sherisse Warburton, M.S.

Adjunct Instructors: See page 195

Advisory Council: See page 190

#### CAREER OPPORTUNITIES

Business to business and business to consumer electronic commerce has created opportunities for individuals with advanced Web development skills. Photoshop, vector graphics, and design skills open up opportunities in print or electronic advertising as well as visual media development. Advanced Web Development training in areas such as ColdFusion, PHP, XHTML, and Javascript prepares students to design and publish dynamic Web pages. In addition, graduates may, based upon elective course choices, be prepared to develop independent businesses or work as consultants in Web, print or visual media.

#### OBJECTIVES

Students will develop skill in Web visual layout and design, desktop publishing, database/records management, graphic animation, and cold fusion. In addition, students will have the option of selecting additional training not only to prepare for a career in business, but also to develop the entrepreneurial skills necessary to start companies of their own. According to research conducted by OFFICETEAM, the number one career concern for the new millennium will be balancing family and work demands. E-commerce and technology careers present the possibility for owning ones own business or telecommuting.

#### GENERAL AREAS OF COMPETENCE

Upon successful completion of the program, graduates should be able to:

- Demonstrate business and personal ethics.
- Communicate effectively both verbally and in writing.
- Develop team dynamics and project management skills.
- Use visual layout, design, editing, and proofreading skills to produce effective documents.
- Use the features of page layout software to create business publications.
- Publish documents for online viewing using Adobe Acrobat<sup>®</sup> software.
- Develop an understanding of databases including how to create, modify, query, enter data, and generate reports.
- Plan and create enhanced digital graphic elements using photo editing software.
- Use vector-graphic software to plan and draw page elements to enhance projects.

- Create interactive Web sites and pages using XHTML, Macromedia Dreamweaver ColdFusion, PHP, and other advanced development tools.
- Develop animated objectives for the Web using Macromedia Flash MX®.
- Create and make modifications to all HTML Web page source code as needed.
- Design a professional Web pages and Web sites that effectively fulfill their purpose.
- Apply effective decision-making skills to analyze and prioritize projects.
- Develop additional skills in selected focus areas such as Visual layout, graphics enhancement, cold fusion, advanced e-commerce Web development, and/or business entrepreneurial skills.

#### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester first block. See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cwpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. To continue in the second year of the Web & Visual Communications A.A.S. program, students must receive a B- or better in IT 151, Introduction to Visual Communication, and must have completed all the Web & Visual Communications Support Certificate requirements.

#### **GRADUATION REQUIREMENTS**

1. A minimum of 64 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT courses except IT 151 which requires a B-.
3. A cumulative grade point average of 2.0 or better.

## WEB & VISUAL COMMUNICATIONS (CONTINUED)

### COURSE REQUIREMENTS

Students are responsible to examine the course description of each course listed below for details concerning prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

Course #	Title	Credit Hours
<b>Religion</b>	See requirements on page 187 and Course Descriptions	8
	Total Religion Credit Hours	8

### Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10

### Program Courses

ENG 220	Professional Business Writing	2
IT 117	Word Processing	3
IT 128	Database/Records Management	2
IT 151	Introduction to Visual Communication (B-required)	4
IT 152	Photoshop/Image Editing	3
IT 154	Vector Graphics	2
IT 156	Web Development I	4
IT 253	Graphic Animation	4
IT 265	Advanced Visual Communication <u>or</u>	
IT 269	Web Development II	5
IT 298	Web Development Internship (capstone)	4
PHIL 225	Critical Thinking & Reasoning	3
	Total Program Courses Credit Hours	36

### Electives (Select from the list below):

BUS 120	Consultative Sales/Customer Relations (3)	
BUS 121	Business Law & Ethics (3)	
BUS 130	Principles of Electronic Commerce (3)	
BUS 140	Entrepreneurship (2)	
BUS 151	Principles of Marketing (3)	
BUS 220	International Business (3)	
IT 116	Internet Research Strategies(2)	
IT 118	Spreadsheets for Business (2)	
IT 268	Special Projects (3)	
ECON 161	Microeconomics (3)	
OT 218	Introduction to Property/Casualty Insurance(2)	
SS 101	Introduction To Psychology (3)	
	Total Elective Credit Hours	10
	<b>Total Credit Hours for the Program</b>	<b>64</b>

## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals (1 <sup>st</sup> block)	1
IT 117	Word Processing	3
IT 151	Introduction to Visual Communication	4
IT 152	Photoshop/Image Editing	3
Religion	See Course Descriptions	2
	Total First Semester Credit Hours	16

### **Second Semester**

COM 122	Interpersonal Communications	3
IT 128	Database/Records Management	2
IT 154	Vector Graphics	2
IT 156	Web Development I	4
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
	Total Second Semester Credit Hours	16

### **Third Semester**

ENG 220	Professional Business Writing	2
IT 265	Advanced Visual Communication or	
IT 269	Web Development II	5
PHIL 225	Critical Thinking & Reasoning	3
Electives	See previous page	4
Religion	See Course Descriptions	2
	Total Third Semester Credit Hours	16

### **Fourth Semester**

IT 253	Graphic Animation	4
IT 298	Web Development Internship (Capstone)	4
Electives	See previous page	6
Religion	See Course Descriptions	2
	Total Fourth Semester Credit Hours	16

# Information & Office Technology Department (IOT)

## WEB & VISUAL COMMUNICATIONS SUPPORT

### CERTIFICATE PROGRAM

(Two Semesters)

Department Chair / Instructor: Lynda Henrie, M.S.

Program Director / Instructor: Kenneth Larson, M.S.C.S., C.C.P.

Instructors: Marjean Lake, M.S.; Kevin McReynolds, M.S., CNI, MCT;  
Sherisse Warburton, M.S.

Adjunct Instructors: See page 195

Advisory Council: See page 190

### CAREER OPPORTUNITIES

With the advent of e-commerce and increasing Internet use, students with web page design training should be in great demand. In addition, according to the U.S. Bureau of Labor Statistics, the desktop publishing specialist career is one of the 10 fastest growing occupations. OFFICETEAM, a leading staffing service, indicates that office support employees will complete 75 percent of desktop publishing and 31 percent of web page development tasks. With completion of this two-semester certificate program, students are prepared to work in entry-level Web or desktop publishing support or to continue in the Web & Visual Communications A.A.S. degree program.

### OBJECTIVES

This one-year certificate focuses on the basic principles of visual layout and design of both published documents and web pages. Students will develop basic skill in web and visual layout and design, digital and vector graphics development, and communications. Students will be prepared to obtain entry-level employment in the web design or desktop publishing field.

### GENERAL AREAS OF COMPETENCE

Upon successful completion of the program, graduates should be able to:

- Demonstrate business and personal ethics.
- Communicate effectively both verbally and in writing.
- Use visual layout, design, editing, and proofreading skills to produce effective documents.
- Publish documents for online viewing using Adobe Acrobat<sup>®</sup> software.
- Use the features of page layout software to create basic business publications such as flyers, newsletters, brochures.
- Scan, edit, and enhance digital images using photo editing software.
- Create and edit basic vector graphic logos and shapes.
- Develop an understanding of databases including how to create, modify, query, enter data, and generate reports.
- Create and make modifications to all HTML Web page source codes as needed.

- Plan, design, and create basic Web sites and pages using HTML and other development tools.
- Design effective Web pages that fulfill the purpose of the page.

#### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester first block. See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cwpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college -level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. To continue in the Web/Visual & Communications Support certificate program, students must receive a B- or better in IT 151, Introduction to Visual Communication.

#### **GRADUATION REQUIREMENTS**

1. A minimum of 32 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT courses except IT 151 which requires a B-.
3. A cumulative grade point average of 2.0 or better.

## **WEB/VISUAL COMMUNICATION CERTIFICATE (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details concerning prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
IT 117	Word Processing	3
IT 128	Database/Records Management	2
IT 151	Introduction to Visual Communication (B- required)	4
IT 152	Photoshop/Image Editing	3
IT 154	Vector Graphics	2
IT 156	Web Development I	4
	Total Program Courses Credit Hours	18
<b>Total Credit Hours for the Program</b>		<b>32</b>



## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals (1 <sup>st</sup> block)	1
IT 117	Word Processing	3
IT 151	Introduction to Visual Communication	4
IT 152	Photoshop/Image Editing	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

### **Second Semester**

COM 122	Interpersonal Communications	3
IT 128	Database/Records Management	2
IT 154	Vector Graphics	2
IT 156	Web Development I	4
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16

# **Interior Design Department (ID)**

## **INTERIOR DESIGN**

### **ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

#### **(FOUR SEMESTERS)**

Department Chair / Instructor: Miles R. Hunsaker, B.F.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

#### **CAREER OPPORTUNITIES**

Fine furniture stores have openings for staff designers. Students may choose to work as sales representatives for one of the design-related industries. Limited positions are available in architectural and interior design firms for apprentice designers. In time, students may decide to open their own design firm. Whichever direction students pursue, they can be assured of an exciting and creative career.

#### **OBJECTIVES**

This program provides hand skills and a visual design sense necessary to perform professional work in the interior design industry. Students graduate with a presentation portfolio sufficient to continue in higher education or move immediately into an interior design career. This program also prepares students in the business skills of interior design such as use of computers and business writing.

#### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

- Demonstrate knowledge of design theory and history.
- Demonstrate understanding of design process.
- Demonstrate an understanding of various design components.
- Understand and address technical issues.
- Exhibit knowledge of business practices and procedures.
- Produce a professional portfolio.
- Demonstrate an understanding of interpersonal skills.

Note: Professionals employed full time in the interior design field teach many courses to give the program necessary depth and breadth. Since these professionals have limited hours they can teach, some classes will be scheduled only at night while others will be scheduled early in the morning.

#### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not

keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester.

3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. To be accepted into the Interior Design AAS degree program, students must have a minimum 3.0 grade point average from high school. Students transferring in from another college or university must have a 3.0 grade point in all ID course work. Students who have been out of high school for more than 10 years may be accepted into the program based on a personal interview with the program director. Beginning fall semester of 2003, a prospective student must submit a color board to the Interior Design Program Director no later June 1st for Fall Semester, November 1st for Winter Semester and March 31st for Summer Term. Specifications for this color board are available from the Admissions Office. Students who meet the admissions requirements are admitted on a space-available basis.
5. To continue in the Interior Design AAS degree program, students must maintain a 3.0 grade point average in their ID course work.

#### **GRADUATION REQUIREMENTS**

1. A minimum of 65 total semester credit hours as outlined below.
2. A grade of B or better in all ID courses.
3. A cumulative grade point average of 2.0 or better.
4. Transfer Students: All students graduating in the interior design program must take at least 50 percent of their interior design course work at LDS Business College.

#### **APPRENTICESHIP**

It is strongly recommended that upon graduation, students who plan to specialize in contract design, health care design, lighting design, etc., plan an apprenticeship with an interior design firm in the related area for a period of one year in order to supplement their two-year degree. Students who have completed an internship experience in their area of specialty may choose to do a six-month apprenticeship. Students are responsible to find their own apprenticeship positions.

## **INTERIOR DESIGN PROGRAM (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	8
	Total Religion Credit Hours	8
<b>Collegewide Courses</b>		
IT 100	Computer and Windows Fundamentals	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
ART 104	Design Fundamentals	3
ENG 220	Professional Business Writing	2
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 117	Perspective Drawing	3
ID 125	Drafting	2
ID 126	Space Planning	4
ID 128	Textiles	2
ID 129	Lighting	1
ID 130	Studio I	2
ID 205	Resources & Career Issues	2
ID 210	Historical Furnishings	3
ID 211	Modern Furnishings & Architecture	2
ID 217	Rendering Techniques	2
ID 230	Studio II	2
ID 231*	Computer Design I	4
ID 232 *	Computer Design II	4
ID 270	Portfolio Preparation (Capstone)	1
ID 275	Business of Interior Design	3
	Total Program Courses Credit Hours	47
<b>Total Credit Hours for the Program</b>		<b>65</b>

## **RECOMMENDED DAY\* SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

ART 104	Design Fundamentals	3
IT 100	Computer and Windows Fundamentals	1
ENG 101	Introduction to College Writing	3
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 125	Drafting	2
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

### **Second Semester**

COM 122	Interpersonal Communications	3
ID 117	Perspective Drawing	3
ID 126	Space Planning	4
ID 128	Textiles	2
ID 129	Lighting	1
ID 130	Studio I	2
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		17

### **Third Semester**

ENG 220	Professional Business Writing	2
ID 210	Historical Furnishings	3
ID 217	Rendering Techniques	2
ID 230	Studio II	2
ID 231*	Computer Design I	4
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		15

### **Fourth Semester**

ID 205	Resources & Career Issues	2
ID 211	Modern Furnishings & Architecture	2
ID 232*	Computer Design II	4
ID 270	Portfolio Preparation (capstone)	1
ID 275	Business of Interior Design	3
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		17

\* ID 231/232 only offered at night

# **Interior Design Department (ID)**

## **INTERIOR DESIGN SALES ASSOCIATE CERTIFICATE PROGRAM**

### **(Two Semesters)**

Department Chair / Instructor: Miles R. Hunsaker, B.F.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

### **CAREER OPPORTUNITIES**

Upon completion of this certificate, students are prepared to work at entry-level positions in furniture stores as staff designers or as sales representatives in floor covering, wall covering, or textile firms. Many design-related firms require their sales personnel to have a design background.

### **OBJECTIVES**

This program provides students with necessary design skills along with professional selling skills in order to prepare them for employment in design-related firms.

### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

- Demonstrate knowledge of design theory and history.
- Demonstrate understanding of design process.
- Demonstrate understanding of various design components - e.g., color, textiles, furniture construction, etc.
- Understand and address technical issues - i.e., use correct terminology, read and prepare blueprints, read and understand product specifications.
- Understand business practices and procedures.
- Demonstrate a proficiency in sales.
- Demonstrate understanding of interpersonal skills.

### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cwpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed

with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.

4. To be accepted into the Interior Design certificate program, students must have a minimum 2.0 grade point average from high school. Students transferring in from another college or university must have a 2.0 grade point average. Students who have been out of high school for more than 10 years may be accepted into the program based on a personal interview with the program director. Beginning fall semester of 2003, a prospective student must submit a color board to the Interior Design Program Director no later than two weeks prior to the first day of the semester for which the student is making application. Specifications for this color board are available in the admissions office. Students who meet the admissions requirements are admitted on a space-available basis.
5. To continue in the ID Sales Associate Certificate Program, students must maintain a 2.0 GPA in their ID course work.

#### **GRADUATION REQUIREMENTS**

1. A minimum of 34 total semester credit hours as outlined below.
2. A grade of C or better in all ID courses.
3. A cumulative grade point average of 2.0 or better.
4. Transfer Students: All students graduating in the Interior Design program must take at least 50 percent of their Interior Design course work at LDS Business College.

## **INTERIOR DESIGN SALES ASSOCIATE (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer and Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
ART 104	Design Fundamentals	3
BUS 120	Consultative Sales/Customer Service	3
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 125	Drafting	2
ID 128	Textiles (Capstone)	2
ID 210	Historical Furnishings	3
ID 211	Modern Furnishings & Architecture	2
	Total Program Courses Credit Hours	20
<b>Total Credit Hours for the Program</b>		<b>34</b>



## **RECOMMENDED SEMESTER SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

ART 104	Design Fundamentals	3
IT 100	Computer and Windows Fundamentals	1
ENG 101	Introduction to College Writing	3
ID 105	Introduction to Interior Design	3
ID 125	Drafting	2
ID 210	Historical Furnishings	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		17

### **Second Semester**

BUS 120	Consultative Sales/Customer Service	3
COM 122	Interpersonal Communications	3
ID 110	Color Theory	2
ID 128	Textiles (Capstone)	2
ID 211	Modern Furnishings	2
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		17

# Medical Careers Department (MC)

## **EXECUTIVE MEDICAL ASSISTANT (EMA)**

### **ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

#### **(FOUR SEMESTERS)**

Department Chair / Medical Administrative Program Director: Terry Lee Young, M.S.

Medical Assisting Program Director / Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

#### **CAREER OPPORTUNITIES**

Opportunities in hospitals, insurance companies, outpatient medical offices, and health maintenance organizations are available for well-trained executive medical assistants. This training also prepares students to advance to supervisory positions and to fill entry-level or clerical accounting positions.

#### **OBJECTIVES**

This program provides students with skills to work within the medical field in clinical and administrative capacities. It develops a multidimensional skill base for employment in settings requiring business expertise combined with medicine.

#### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

##### **Administrative Area**

- Perform appropriate clerical functions
- Perform accurate book keeping procedures
- Prepare special accounting entries
- Process insurance claims

##### **Clinical Area**

- Perform fundamental clinical principles
- Use correct specimen collection skills
- Perform accurate diagnostic testing
- Perform appropriate patient care

##### **Trans-disciplinary Area**

- Demonstrate effective communication skills
- Apply appropriate legal concepts
- Demonstrate correct patient instructions
- Perform appropriate operational functions
- Apply correct accounting/financial skills
- Perform all job functions with professionalism

#### **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level Learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. To continue in the Executive Medical Assistant program, students must:
  - a. Enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will only be allowed once.
  - b. Provide evidence of good health, i.e., a physical examination from a physician and the Hepatitis B vaccination series. Federal OSHA regulations require all students to provide evidence of receiving the Hepatitis B vaccination series. This series includes three injections. The second is given one month after the first, and the third five months later. It is desirable that the series be completed before the clinical classes Winter Semester. The series must be completed before students can be assigned to an externship site.
  - c. In addition to regular tuition, students in this program pay a one-time fee for professional liability insurance and for supplies used in the lab and clinical classes.
  - d. Have a lab coat, stethoscope, and name pin ordered through the Medical Careers department prior to taking MC 210.
5. Students will also be completing the course work necessary to receive an Accounting Certificate.
6. Students will complete an externship prior to graduation. The externship will consist of a minimum 180 hours, without remuneration, in an ambulatory health care setting. The course number is MC 283 and is the capstone class for the EMA program. A student will register for the course the last semester of their program. The externship cannot be completed after all other Program Courses have been completed. Students will apply knowledge, develop professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.

#### **GRADUATION REQUIREMENTS**

1. A grade of C (not C-) or better in all MC and LS courses. Must receive a B- or better in MC 140.
2. A minimum of 65 total semester credit hours as outlined below.
3. Keyboarding skill – 40 cpm minimum; 50 cpm encouraged. The keyboarding skill must be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.

## **EXECUTIVE MEDICAL ASSISTANT (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	8
	Total Religion Credit Hours	8
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
ACC 101	Financial Accounting I	3
ACC 104	Fundamentals of Computer Accounting	1
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 117	Word Processing	3
LS 265	Anatomy & Physiology	4
SS 101	Introduction to Psychology	3
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 170	Introduction to Pharmacology	2
MC 200	Introduction to Medical Lab Procedures	3
MC 201	Laboratory Procedures Lab	0
MC 210	Clinical Medical Assisting (SL)	5
MC 212	Clinical Procedures Lab	0
MC 215	Clinical Procedures Review	2
MC 226	Beginning Coding	2
MC 231	Medical Office Procedures	4
MC 235	Medical Transcription	3
MC 283	Externship for EMA (Capstone)	3
	Total Program Courses Credit Hours	47
<b>Total Credit Hours for the Program</b>		<b>65</b>

## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

COM 122	Interpersonal Communications	3
IT 100	Computer & Windows Fundamentals	1
IT 109	Skillbuilding	2
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
Religion	See Course Descriptions	2
	Total First Semester Credit Hours	17

### **Second Semester**

MC 200	Introduction to Medical Lab Procedures	3
MC 201	Laboratory Procedures Lab	0
MC 210	Clinical Medical Assisting (SL)	5
MC 212	Clinical Procedures Lab	0
MC 231	Medical Office Procedures	4
SS 101	Introduction to Psychology	3
Religion	See Course Descriptions	2
	Total Second Semester Credit Hours	17

### **Third Semester**

ACC 101	Financial Accounting I	3
ENG 101	Introduction to College Writing	3
IT 117	Word Processing	3
MATH 101	Personal Finance Math	3
MC 226	Beginning Coding	2
Religion	See Course Descriptions	2
	Total Third Semester Credit Hours	16

### **Fourth Semester**

ACC 104	Fundamentals of Computer Accounting	1
ENG 220	Professional Business Writing	2
MC 170	Introduction to Pharmacology	2
MC 215	Clinical Procedures Review	2
MC 235	Medical Transcription	3
MC 283	Externship for EMA (Capstone)	3
Religion	See Course Descriptions	2
	Total Fourth Semester Credit Hours	15

# Medical Careers Department (MC)

## **MEDICAL ADMINISTRATIVE ASSISTANT (MAA)**

### **ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

#### **(FOUR SEMESTERS)**

Department Chair / Medical Administrative Program Director / Instructor: Terry Lee Young, M.S.

Medical Assisting Program Director / Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

#### **CAREER OPPORTUNITIES**

Opportunities in hospitals, insurance companies, outpatient medical offices, and health maintenance organizations are available for well-trained medical administrative assistants. This training also prepares students to advance to supervisory positions and to fill entry-level or clerical accounting positions.

#### **OBJECTIVES**

This program prepares students to perform secretarial tasks within the medical field. Students learn computer, word processing, and management and human resource skills as well as medical terminology, transcription, insurance coding, and administrative medical procedures.

#### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

##### Administrative Area

- Perform appropriate clerical functions
- Perform accurate book keeping procedures
- Prepare special accounting entries
- Process insurance claims

##### Trans-disciplinary Area

- Demonstrate effective communication skills
- Apply appropriate legal concepts
- Demonstrate correct patient instructions
- Perform appropriate operational functions
- Apply correct accounting/financial skills
- Perform all job functions with professionalism

## **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses. Executive Medical Assistant (continued)
4. To continue in the Medical Administrative Assistant program, students must enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will only be allowed once.
5. Students will complete an externship prior to graduation. The externship will consist of a minimum 120 hours, without remuneration, in an ambulatory health care setting. The course number is MC 280 and is the capstone class for the MAA program. A student will register for the course the last semester of their program. The externship cannot be completed after all other Program Courses have been completed. Students will apply knowledge, develop professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.
6. Students will also be completing the course work necessary to receive an Accounting Certificate.

## **GRADUATION REQUIREMENTS**

1. A grade of C (not C-) or better in all MC and LS courses. Must receive a B- or better in MC 140.
2. A minimum of 63 total semester credit hours as outlined below.
3. Keyboarding skill – 50 cpm minimum; 60 cpm encouraged. The keyboarding skill must be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.

## MEDICAL ADMINISTRATIVE ASSISTANT (CONTINUED)

### COURSE REQUIREMENTS

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

Course #	Title	Credit Hours
<b>Religion</b>	See requirements on page 187 and Course Descriptions	8
	Total Religion Credit Hours	8
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
BUS 205	Human Resource Management	2
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 117	Word Processing	3
IT 118	Spreadsheets for Business	2
IT 128	Database/Records Management	2
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 170	Introduction to Pharmacology	2
MC 226	Beginning Coding	2
MC 231	Medical Office Procedures	4
MC 235	Medical Transcription	3
MC 280	Externship for MAA (Capstone)	2
	Total Program Courses Credit Hours	45
<b>Total Credit Hours for the Program</b>		<b>63</b>

## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
IT 109	Skillbuilding	2
MATH 101	Personal Finance Math	3
MC 140	Medical Terminology	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		17

### **Second Semester**

ACC 101	Financial Accounting I	3
ENG 220	Professional Business Writing	2
IT 117	Word Processing	3
LS 265	Anatomy & Physiology	4
MC 170	Introduction to Pharmacology	2
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16

### **Third Semester**

ACC 102	Financial Accounting II	3
BUS 121	Business Law & Ethics	3
IT 128	Database/Records Management	2
MC 226	Beginning Coding	2
MC 235	Medical Transcription	3
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		15

### **Fourth Semester**

ACC 104	Fundamentals of Computer Accounting	1
BUS 205	Human Resource Management	2
IT 118	Spreadsheets for Business	2
MC 106	Medical Law & Ethics	2
MC 231	Medical Office Procedures	4
MC 280	Externship for MAA (Capstone)	2
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		15

# Medical Careers Department (MC)

## MEDICAL ASSISTANT CERTIFICATE PROGRAM (MA)

### (THREE SEMESTERS)

Department Chair / Medical Administrative Program Director: Terry Lee Young, M.S.

Medical Assisting Program Director / Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

### CAREER OPPORTUNITIES

Opportunities are available in ambulatory care facilities, i.e., outpatient medical offices and clinics, specialty clinics, health maintenance organizations, and various other medical facilities. Medical assistants are multi-skilled with training in clerical/administrative procedures (front office) as well as clinical procedures (back office). They can work in large clinics as well as small medical offices.

### OBJECTIVES

This program provides students with entry-level administrative and clinical skills to work in medical offices. Students learn current outpatient blood procedures, how to assist with office surgery, front office billing and insurance procedures, and basic computer/word processing skills.

### GENERAL AREAS OF COMPETENCE

Upon successful completion of the program, graduates should be able to:

#### Administrative Area

- Perform appropriate clerical functions
- Perform accurate book keeping procedures
- Prepare special accounting entries
- Process insurance claims

#### Clinical Area

- Perform fundamental clinical principles
- Use correct specimen collection skills
- Perform accurate diagnostic testing
- Perform appropriate patient care

#### Trans-disciplinary Area

- Demonstrate effective communication skills
- Apply appropriate legal concepts
- Demonstrate correct patient instructions
- Perform appropriate operational functions
- Apply correct accounting/financial skills
- Perform all job functions with professionalism

### PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS

1. ENG 87, ENG 88, ENG 99, IT 98, and MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. To continue in the Medical Assistant program, students must:
  - a. Enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will only be allowed once.
  - b. Provide evidence of good health, i.e., a physical examination from a physician and the Hepatitis B vaccination series. Federal OSHA regulations require all students to provide evidence of receiving the Hepatitis B vaccination series. This series includes three injections. The second is given one month after the first and the third five months later. It is desirable that the series be completed before the clinical classes Winter Semester. The series must be completed before students can be assigned to an externship site.
  - c. In addition to regular tuition, students in this program pay a one-time fee for professional liability insurance and for supplies used in the lab and clinical classes.
  - d. Have a lab coat, stethoscope, and name pin ordered through the Medical Careers department prior to taking MC 210.
5. Students will complete an externship prior to graduation. The externship will consist of a minimum 180 hours, without remuneration, in an ambulatory health care setting. The course number is MC 283 and is the capstone class for the MA program. A student will register for the course the last semester of their program. The externship cannot be completed after all other Program Courses have been completed. Students will apply knowledge, develop professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.

#### **GRADUATION REQUIREMENTS**

1. A grade of C (not C-) or better in all MC and LS courses. Must receive a B- or better in MC 140.
2. A minimum of 43 total semester credit hours as outlined below.
3. Keyboarding skill – 40 cpm minimum; 50 cpm encouraged. The keyboarding skill must be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.

## **MEDICAL ASSISTANT CERTIFICATE (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
IT 109	Skillbuilding	2
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 200	Introduction to Medical Lab Procedures	3
MC 201	Laboratory Procedures Lab	0
MC 210	Clinical Medical Assisting (SL)	5
MC 212	Clinical Procedures Lab	0
MC 231	Medical Office Procedures	4
MC 283	Externship for MA (Capstone)	3
SS 101	Introduction to Psychology	3
	Total Program Courses Credit Hours	29
<b>Total Credit Hours for the Program</b>		<b>43</b>

## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

COM 122	Interpersonal Communications	3
IT 100	Computer & Windows Fundamentals	1
IT 109	Skillbuilding	2
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		17

### **Second Semester**

MC 200	Introduction to Medical Lab Procedures	3
MC 201	Laboratory Procedures Lab	0
MC 210	Clinical Medical Assisting (SL)	5
MC 212	Clinical Procedures Lab	0
MC 231	Medical Office Procedures	4
SS 101	Introduction to Psychology	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		17

### **Summer Term**

ENG 101	Introduction to College Writing	3
MATH 101	Personal Finance Math	3
MC 283	Externship for MA (Capstone)	3
Total Third Semester Credit Hours		9

# **Medical Careers Department (MC)**

## **MEDICAL OFFICE ASSISTANT CERTIFICATE PROGRAM (MOA)**

### **(Two SEMESTERS)**

Department Chair / Medical Administrative Program Director / Instructor: Terry Lee Young, M.S.

Medical Assisting Program Director / Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

### **CAREER OPPORTUNITIES**

Opportunities in hospitals, insurance companies, outpatient medical offices, and health maintenance organizations are available for well-trained medical office assistants.

### **OBJECTIVES**

This program prepares students to perform front desk tasks within the medical field. Students learn computer, word processing, scheduling appointments, answering phones, organizing patient files as well as medical terminology, medical law, and administrative medical procedures.

### **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

#### **Administrative Area**

- Perform appropriate clerical functions
- Perform accurate book keeping procedures
- Prepare special accounting entries
- Process insurance claims

#### **Trans-disciplinary Area**

- Demonstrate effective communication skills
- Apply appropriate legal concepts
- Demonstrate correct patient instructions
- Perform appropriate operational functions
- Apply correct accounting/financial skills
- Perform all job functions with professionalism

## **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, AND MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college -level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. To continue in the Medical Office Assistant program, students must enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will only be allowed once.
5. Students will complete an externship prior to graduation. The externship will consist of a minimum 120 hours, without remuneration, in an ambulatory health care setting. The course number is MC 280 and is the capstone class for the MOA program. A student will register for the course the last semester of their program. The externship cannot be completed after all other Program Courses have been completed. Students will apply knowledge, develop professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.

## **GRADUATION REQUIREMENTS**

1. A grade of C (not C-) or better in all MC and LS courses. Must receive a B- or better in MC 140.
2. A minimum of 33 total semester credit hours as outlined below.
3. Keyboarding skill – 50 cpm minimum; 60 cpm encouraged. The keyboarding skill must be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.

## **MEDICAL OFFICE ASSISTANT CERTIFICATE (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
ACC 101	Financial Accounting I	3
IT 109	Skillbuilding	2
IT 117	Word Processing	3
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 231	Medical Office Procedures	4
MC 280	Externship for MOA (Capstone)	2
	Total Program Courses Credit Hours	19
<b>Total Credit Hours for the Program</b>		<b>33</b>



## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester (Fall)**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
IT 109	Skillbuilding	2
MATH 101	Personal Finance Math	3
MC 140	Medical Terminology	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		17

### **Second Semester (Winter)**

ACC 101	Financial Accounting I	3
IT 117	Word Processing	3
MC 106	Medical Law & Ethics	2
MC 231	Medical Office Procedures	4
MC 280	Externship for MOA (Capstone)	2
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16

# Medical Careers Department (MC)

## MEDICAL CODING CERTIFICATE PROGRAM (MC)

### (TWO SEMESTERS)

Department Chair / Medical Administrative Program Director / Instructor: Terry Lee Young, M.S.

Medical Assisting Program Director / Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

*This program is offered with day and evening courses or it can be completed entirely at night.*

### CAREER OPPORTUNITIES

Medical coders are in demand by hospitals, insurance companies, medical offices, and health clinics.

### OBJECTIVES

This program prepares students to function in medical records settings. Students learn to organize medical records, to assign codes to disease processes and procedures, and to facilitate third-party reimbursement and record keeping.

### GENERAL AREAS OF COMPETENCE

Upon successful completion of the program, graduates should be able to:

- Perform all job functions with professionalism.
- Demonstrate appropriate oral and written communication skills.
- Perform medical administrative procedures efficiently.
- Apply correct principles of law and ethics.
- Perform appropriate billing and coding skills.

### PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, AND MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college- level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.

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4. To continue the Medical Coding certificate, students must enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will only be allowed once.
  5. Students will complete an externship prior to graduation. The externship will consist of a minimum 120 hours, without remuneration, in an ambulatory health care setting. The course number is MC 281 and is the capstone class for the MC program. A student will register for the course the last semester of their program. The externship cannot be completed after all other Program Courses have been completed. Students will apply knowledge, develop professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.

#### **GRADUATION REQUIREMENTS**

1. A grade of C (not C-) or better in all MC and LS courses. Must receive a B- or better in MC 140.
2. A minimum of 33 total semester credit hours as outlined below.
3. Keyboarding skill – 30 cwpmp is recommended. The keyboarding skill must be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.

## MEDICAL CODING CERTIFICATE (CONTINUED)

### COURSE REQUIREMENTS

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

Course #	Title	Credit Hours
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 170	Introduction to Pharmacology	2
MC 226	Beginning Coding	2
MC 228	Intermediate Coding	4
MC 281	Externship for MC (Capstone)	2
	Total Program Courses Credit Hours	19
<b>Total Credit Hours for the Program</b>		<b>33</b>

## **RECOMMENDED SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
MC 140	Medical Terminology	3
MC 226	Beginning Coding	2
Religion	See Course Descriptions	2
Total First Semester Credit Hours		17

### **Second Semester**

LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 170	Introduction to Pharmacology	2
MC 228	Intermediate Coding	4
MC 281	Externship for MC (Capstone)	2
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16

## **RECOMMENDED SEQUENCE OF COURSES – EVENING PROGRAM**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

COM 122	Interpersonal Communications	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 226	Beginning Coding	2
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

### **Second Semester**

ENG 101	Introduction to College Writing	3
LS 265	Anatomy & Physiology	4
MC 170	Introduction to Pharmacology	2
MC 228	Intermediate Coding	4
MC 281	Externship for MC (Capstone)	2
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		17

# Medical Careers Department (MC)

## MEDICAL TRANSCRIPTION CERTIFICATE PROGRAM (MT) (TWO SEMESTERS)

Department Chair / Medical Administrative Program Director / Instructor: Terry Lee Young, M.S.

Medical Assisting Program Director/Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.

Adjunct Instructors: See page 195

Advisory Council: See page 190

*This program is offered with day and evening courses or it can be completed entirely at night.*

### CAREER OPPORTUNITIES

Transcriptionists are in demand by hospitals, clinics, private doctor's offices, insurance companies, and transcription firms. Potential for home-based employment is excellent.

### OBJECTIVES

This program prepares students to function in medical records settings. Students learn to accurately record onto medical forms information dictated by various specialists.

### GENERAL AREAS OF COMPETENCE

Upon successful completion of the program, graduates should be able to:

- Perform all job functions with professionalism.
- Demonstrate appropriate oral and written communication skills.
- Perform medical administrative procedures efficiently.
- Apply correct principles of law and ethics.
- Perform appropriate transcription skills.

### PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, AND MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cwpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.

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4. To continue the Medical Transcription certificate, students must enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will only be allowed once.
  5. Students will complete an externship prior to graduation. The externship will consist of a minimum 120 hours, without remuneration, in an ambulatory health care setting. The course number is MC 282 and is the capstone class for the MT program. A student will register for the course the last semester of their program. The externship cannot be completed after all other Program Courses have been completed. Students will apply knowledge, develop professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.

#### **GRADUATION REQUIREMENTS**

1. A grade of C (not C-) or better in all MC and LS courses. Must receive a B- or better in MC 140.
2. A minimum of 32 total semester credit hours as outlined below.
3. Typing speed determines employability. Transcriptionists are paid by the amount of work produced in a given time period. Typing speed usually slows down 20 wpm when transcribing. Keyboarding skill for graduation is 60 cwpm minimum with 75+ cwpm or more is encouraged. The keyboarding skill must be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.

## **MEDICAL TRANSCRIPTION CERTIFICATE PROGRAM (CONTINUED)**

### **COURSE REQUIREMENTS**

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See requirements on page 187 and Course Descriptions	4
	Total Religion Credit Hours	4
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
MATH 101	Personal Finance Math	3
	Total Collegewide Courses Credit Hours	10
<b>Program Courses</b>		
IT 109	Skillbuilding	2
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 170	Introduction to Pharmacology	2
MC 235	Medical Transcription	3
MC 236	Medical Transcription Lab	0
MC 282	Externship for MT (Capstone)	2
	Total Program Courses Credit Hours	18
<b>Total Credit Hours for the Program</b>		<b>32</b>

## **RECOMMENDED SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer & Windows Fundamentals	1
IT 109	Skillbuilding	2
MATH 101	Personal Finance Math	3
MC 140	Medical Terminology	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		17

### **Second Semester**

LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 170	Introduction to Pharmacology	2
MC 235	Medical Transcription	3
MC 236	Medical Transcription Lab	0
MC 282	Externship for MT (Capstone)	2
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		15

## **RECOMMENDED SEQUENCE OF COURSES -EVENING PROGRAM**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

COM 122	Interpersonal Communications	3
IT 100	Computer & Windows Fundamentals	1
IT 109	Skillbuilding	2
MATH 101	Personal Finance Math	3
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

### **Second Semester**

ENG 101	Introduction to College Writing	3
LS 265	Anatomy & Physiology	4
MC 170	Introduction to Pharmacology	2
MC 235	Medical Transcription	3
MC 236	Medical Transcription Lab	0
MC 282	Externship for MT (Capstone)	2
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

# General Studies Department (GS)

## ASSOCIATE OF SCIENCE IN GENERAL STUDIES DEGREE

### PROGRAM

#### (FOUR SEMESTERS)

Department Chair / Instructor: Paul C. Richards, M.S., M.A.

Instructors: Karen Dunkley, M.A.; Robert M. Egan, M.S.

### EDUCATION AND CAREER OPPORTUNITIES

LDS Business College has developed articulation agreements with all four-year institutions in Utah. Students who complete an Associate of Science degree in General Studies will be able to transfer that degree to those colleges and universities. Those planning to transfer to a four-year business related program in Utah will need to show computer competency in a number of areas. See the Associate of Science in Business program description on page 77 for the complete list.

In addition, an applied skills certificate will help them obtain jobs to finance their further education. Students will find their general education background has given them a broader base which will make them more valued as a professional, will increase their earning potential, and will allow for more rapid job advancement.

### OBJECTIVES

The Associate of Science in General Studies is transferable to all four-year institutions in Utah which are accredited by the Northwest Association of Schools and of Colleges and Universities. The degree has been designed specifically to meet general education requirements of those institutions. Students are encouraged to check the departmental prerequisites and degree requirements of the four-year institution to which they plan to transfer. Students should also meet with their academic advisor to receive transfer articulation agreements and guides that are available.

The Associate of Science in General Studies program requires classes in three areas:

1. Classes in Religion encourage students to develop personal moral values.
2. College-wide required courses assist students to develop skills in basic written and verbal communications, human relations, mathematics, and computers, and provide a base for higher levels of learning.
3. Classes in General Education invite students to broaden their perspective and to acquire intellectual flexibility by exploring the four major areas of knowledge: Fine Arts, Humanities, Life and Physical Sciences, and Social Sciences.

Students should meet all the program requirements listed. Students who have difficulty with English or Math are encouraged to seek assistance through the Learning Assistance Lab (524-8118). Additionally, those who have difficulty with math and plan to major in a non-quantitative field of study at a four-year institution may fill the math requirement by taking the MATH 106 option (see Course Descriptions and an advisor).

Students should seek help from their advisors in choosing elective courses of their choice listed in the electives-section below. Carefully choosing electives will allow a student to obtain an applied skills certificate as well.

## **GENERAL AREAS OF COMPETENCE**

Upon successful completion of the program, graduates should be able to:

- Communicate written, oral, and visual ideas in clear, correct, and concise form.
- Demonstrate mathematical proficiency.
- Interact successfully with others to achieve positive goals.
- Apply correct principles of law and ethics.
- Solve problems, explore issues, and make decisions based on reason and creativity.
- Operate standard computer software programs.
- Recognize that continuing to acquire and analyze knowledge provides a strong foundation for life.

## **PROGRAM PREPARATORY COURSES AND DEPARTMENTAL REQUIREMENTS**

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, AND MATH 99 are preparatory courses for the college-level work required of this program. To determine if students must complete these courses, see Course Descriptions beginning on page 150. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 100 is required the first semester (first block or second block if IT 99 is taken first block). See the competency prerequisite for this course. Students who do not keyboard by touch at a minimum speed of 20 cpm must take IT 98 during the first semester.
3. LE 100 Learning Techniques is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college -level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
4. MATH 103 is preparatory to MATH 106. See Course Descriptions.
5. MATH 104 is preparatory to MATH 110. See Course Descriptions.
6. LE 120 Career Exploration (a two-hour class to help select a major) is not required but strongly recommended to be taken the first semester.
7. MATH 111 Calculus is recommended for A.S. students who plan to major in business at the four-year institution they will attend.

## **GRADUATION REQUIREMENTS**

1. A minimum of 60 total semester credit hours as outlined below.
2. A grade of C or better in all general education courses to transfer.
3. A cumulative GPA of 2.0 or better. (A 2.5 GPA or better is recommended.)
4. English-Math COMPASS post assessment.

## GENERAL STUDIES (CONTINUED)

### COURSE REQUIREMENTS

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 150.)

Course #	Title	Credit Hours
<b>Religion</b>	See requirements on page 182 and Course Descriptions	8
Total Religion Credit Hours		8

### Collegewide Courses (first year)

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 100	Computer and Windows Fundamentals	1
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours (first year)		10

### English/Math Requirements (second year)

ENG 201	Intermediate College Writing	3
ENG 220	Professional Business Writing	2
MATH 110	College Algebra	4
	-OR- (see an advisor)	
MATH 106	Introduction to Quantitative Analysis	3
Total English/Math Credit Hours (second year)		8-9

### General Education Requirements

Students must successfully complete a minimum of six hours in each of the four major areas of knowledge listed below as well as three hours in the American Institutions area for total minimum of 27 hours.

#### Fine Arts Distribution (Students must take at least one course in each section, A & B)

A.

ART 101	Survey of Art History	3
ART 104	Design Fundamentals	3
ART 106	Introduction to Drawing	3
ART 206	Introduction to Photography	3

B.

MUS 105	Music & Culture	3
THE 102	Acting I	3

**Humanities Distribution** (Students must take at least one course in each section, A & B)

A.

COM 121	Principles of Public Speaking	3
COM 122	Interpersonal Communications	3

B.

ENG 250	Introduction to Literature	3
ENG 260	Eminent Writers & Themes in Literature	3

ENG 270	Genres of Film	3
PHIL 225	Critical Thinking and Reasoning	3

**Life/Physical Sciences and Mathematics Distribution** (Students must take at least one course in each section, A & B)

A. Life Sciences:

LS 103	Nutrition & Health	3
LS 110	Environmental Science	4
LS 111	Environmental Science Lab	0
LS 120	Field Botany w/Lab	3
LS 130	Health & Lifestyle Management	2
LS 265	Anatomy & Physiology	4

B. Math and Physical Sciences:

MATH 252	Statistics	3
PS 108	Introduction to Astronomy	3
PS 120	Introduction to Physical Geography	3
PS 130	Weather Studies Online	3

**Social Sciences Distribution** (Students must take two of the following courses)

ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3
SS 101	Introduction to Psychology	3
SS 105	Introduction to Cultural Anthropology	3
SS 138	Sociology of Marriage & Family	3

**American Institutions Requirement** (3 hours)

HIST 170	American Civilization	3
SS 110	American National Government	3

## **GENERAL STUDIES (CONTINUED)**

### **Electives**

Students will normally take 5-12 elective credit hours, depending upon the number of electives needed. Students should counsel with their advisor early in their program to determine which courses they should take to fill the electives portion of their curriculum. Those who plan carefully may obtain an applied skills certificate in addition to the General Studies degree without taking more than four semesters to graduate. See individual certificate program pages for requirements.

<b><u>Certificate</u></b>	<b><u>Elective hours required</u></b>
Accounting	9
Electronic Commerce	19
Professional Sales	13*
IT Support Specialist	20
Web/Desktop Design Support	18
Interior Design Sales Associate	17**
Medical Assistant	24***
Medical Office Assistant	19
Medical Coding	15***
Medical Transcription	17***
Office Technology Support	18

\*If SS 101 is taken to fulfill the Social Science requirement for the General Studies degree.

\*\* If ART 104 is taken to satisfy the ART requirement for the General Studies degree.

\*\*\*If LS 265 is taken to satisfy the LS requirement for the General Studies degree.

## **RECOMMENDED DAY SEQUENCE OF COURSES**

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

### **First Semester**

ENG 101	Introduction to College Writing	3
IT 100	Computer and Windows Fundamentals (first block)	1
MATH 99	Basic Mathematics (if necessary)	(2)
LE 120	Career Exploration	2
General Ed.	See NOTE 1 below	3
Elective	See NOTE 2 below	3
Religion	See Course Descriptions	2
	Total First Semester Credit Hours	13-15

### **Second Semester**

COM 122	Interpersonal Communications	3
MATH 101	Personal Finance Math	3
General Ed	See NOTE 1 below	6
Elective	See NOTE 2 below	3
Religion	See Course Descriptions	2
	Total Second Semester Credit Hours	17

### **Third Semester**

ENG 201	Intermediate College Writing	3
MATH 104	Intermediate Algebra (if necessary) OR (see an advisor)	(3)
MATH 103	Introductory Algebra	(3)
	American Institutions Course, SS 110 or HIST 170	3
General Ed	See NOTE 1	6-7
Religion	See Course Descriptions	2
	Total Third Semester Credit Hours	14-18

### **Fourth Semester**

ENG 220	Professional Business Writing	2
MATH 110	College Algebra OR (see an advisor)	4
MATH 106	Introduction to Quantitative Analysis	3
General Ed	See NOTE 1 below	9
Religion	See Course Descriptions	2
	Total Fourth Semester Credit Hours	16 - 17

NOTE 1: See General Education Requirements section on pages 144 to 145.

NOTE 2: Associate of Science students may carefully choose electives to obtain a one-year applied skills certificate. For example, a student may obtain an Accounting Certificate by taking ACC 101, ACC 102, ACC 104, and BUS 121 as electives.

Students interested in any certificate program should see a General Studies Department academic advisor.

# Distance-Learning Courses

Distance-Learning courses are available through Brigham Young University's Independent Study. These courses provide students with more course options and more flexibility in the time and place for completion. Students have one year to complete an Independent Study course at BYU. Credit for the courses listed below are approved for transfer to LDS Business College. It is recommended that, when possible, students obtain prior approval from their academic advisor regarding transferability of any other distance-learning courses to be taken from BYU or any other educational institution. BYU Independent Study can be accessed at <http://e-learn.byu.edu> for the catalog of courses and related information. International Students should consult with the International Student Office before registering for Distance-Learning Courses.

## **RECOMMENDED PREPARATION**

The successful completion of a distance-learning course requires self-discipline and self-motivation. Based on student experience, these courses are more demanding than standard classroom courses. It is recommended that students complete the MATH 101 Personal Finance Math course at LDS Business College with a grade of B or better before enrolling in an Independent Study online course. This will provide the experience necessary to determine if there is a high likelihood the student will succeed in completing Independent Study courses. Students should go to the above web address and click on "University" in the Course Catalog then click on the course category and then the course title to see the cost of the course and textbooks or other materials required. Before a student enrolls in an online course, an extensive review should be made of the syllabus and other course information by clicking on "View Course" which will open the initial page of the course. The links on the left side of the screen will provide an overview of the course.

## **ENROLLMENT**

Students can enroll directly with BYU Independent Study either online at the above web address or by calling 1-800-914-8931 or 801-378-2868. Textbooks can be ordered from the LDS Business College bookstore, the BYU Bookstore, or other sources including those recommended online by BYU Independent Study.

## **EXAMS**

BYU Independent Study course exams can be proctored at the LDS Business College Learning Assistance Lab by requesting the exam be sent to Kathy Skene, Learning Assistance Coordinator, at LDS Business College, 411 East South Temple, SLC UT 84111. Appointments to take an exam can be made at 801-524-8118.

## **TRANSFER OF CREDITS**

Students must provide a transcript to LDS Business College Admissions from BYU Independent Study or another institution containing the course grade for transfer credit to be posted. It is suggested that students allow at least a month after the course has been completed and the final exam has been taken and submitted for the final grade to be posted so a transcript can be requested.

## **PRE-APPROVED COURSES**

The following courses will transfer for the programs and requirements indicated:

### **Accounting AAS, and Business AAS, Business AS**

<u>Comparable BYU Independent Study Courses</u>	<u>LDSBC Courses</u>
ACC 200 Principles of Accounting (3)	ACC 101
ACC 201 Principles of Financial Accounting (3)	ACC 101
ACC 202 Principles of Managerial Accounting (3) (Prerequisite: ACC 201)	ACC102
ACC 210 Principles of Accounting 2 (3) (Prerequisite: ACC 200) (For those applying to BYU Marriott School of Mgt.)	ACC 102
ACC 241 Business Law in the Environment (3)	BUS 121

### **General Studies AS**

#### Math Requirement

MATH 110 College Algebra (3)

#### Fine Arts

ARTHC 212 Survey of Western Art 2 (3)

TMA 101 Introduction to the Theatre (3)

#### Humanities B

\*ENGL 230 Introduction to Literature: Fiction, Drama, Poetry (3)

PHIL 205 Introduction to Logic (3)

#### Life Sciences

\*BIOL 100 Principles of Biology (3)

\*\*FSN 100 Essentials of Human Nutrition (3)

HEPE 129 Fitness and Lifestyle Management (2)

ZOOL 260 Elementary Human Anatomy (3)

#### Physical Sciences

GEOG 101 Global Environment: Physical Geography (3)

STAT 221 Principles of Statistics (3)

PHSCS 127 Descriptive Astronomy (3)

#### Social Sciences

\*ANTHR 110 Introduction to Archeology (3)

\*ECON 110 Economic Principles and Strategies (3)

GEOG 120 Geography and World Affairs (3)

HIST 202 World Civilizations From 1500 (3)

\*MFHD 160 Marriage, Family, and Human Development (3)

\*MFHD 210 Human Development (3)

PYSCH 111 General Psychology (3)

#### American Institutions

PLSC 110 American Government and Politics (3)

\* Note: These are paper and pencil courses. All other courses are online courses.

\*\* Note: Course does not qualify to fill LS 265 Medical Careers requirement.

# Course Descriptions

## ACCOUNTING

ACC 101      Financial Accounting I(3)

Day:            F, W, S

Ngt:            F, W

Prerequisites: None

Introduces the basics of accounting: accounting equation, transaction analysis and recording, debits and credits, chart of accounts, journals, ledgers, financial statements, worksheets, adjusting entries, matching concept, closing entries, worksheets, cost of goods sold, sole proprietorship, service companies, retail companies, periodic inventory method, subsidiary ledgers, special journals.

ACC 102      Financial Accounting II(3)

Day:            F, W, S

Ngt:            W

Prerequisites: ACC 101

Examines concepts, journal entries and alternatives for: cash bank reconciliations, petty cash, receivables, allowance method, notes and related interest, periodic and perpetual choices for recording inventories, FIFO, LIFO, weighted average choices in assigning costs to inventories, estimating inventories, plant assets, (straight-line, double-declining, units-of-usage, sum-of-the-years-digits) depreciation, partnership accounting, admitting a new partner, liquidating a partnership, and corporation accounting (including stock issuance, cash and stock dividends, retained earnings and appropriations, shareholders' equity in a balance sheet, treasury stock, etc.).

ACC 104      Fundamentals of Computer Accounting (1)

Day:            F, W, S

Ngt:            W

Prerequisites: ACC 101

Introduces general ledger accounting on the computer. Gives practical experience in journalizing accounting transactions and generating financial statements. Familiarizes students with the many alternatives of the general ledger system in a computer environment.

ACC 199      Accounting Co-op (2)

Day:            F, W, S

Ngt:            F, W, S

Prerequisites: Program director approval of position required. Employment in a field related to the major or participation in a volunteer position by the end of the second week of the semester. If a volunteer opportunity is needed, contact the co-op director one month prior to the beginning of the semester for assistance.

Provides work experience in student's major field of study with a one-hour weekly lab during the first four weeks of the semester. Students develop measurable learning objectives that can be documented and accomplished during the semester. Co-op

prepares students to relate classroom study with on-the-job application of knowledge and skills. Contact by the co-op director with the employer will enable the employer to offer feedback on performance and knowledge acquired.

*Two objectives and a minimum of 40 work hours are required per credit hour with 1-5 credit hours possible. It is required for the student to register for the number of credit hours he or she plans to take. Grading is on a pass/fail basis. Call 524-8118 for Co-op information.*

ACC 201      Intermediate Accounting I (3)

Day:            F

Ngt:            F

Prerequisites: ACC 102

Examines in more detail the financial accounting procedures and reporting of the following: income statements, revenue recognition, balance sheets, statement of cash flow, worksheets, service and retail entities. Also focuses on cash, receivables, inventories, accounting cycle, liabilities, present value and long-term liabilities.

ACC 202      Intermediate Accounting II (Service-Learning) (3)

Day:            W

Ngt:            W

Prerequisites: ACC 201

Continues ACC 201. Covers plant assets, depreciation, depletion, amortization, corporations, stock transactions, retained earnings, installment sales, consignment sales, equity financing. Students will apply the skills learned by perform accounting service for a non-profit organization.

ACC 205      Integrated Computer Accounting (1)

Day:            W

Ngt:            W

Prerequisites: ACC 102, ACC 104

Continues ACC 104. Teaches use of transaction recording in various journals and how they are combined with the general ledger and the preparation of financial statements. Includes accounts payable and payroll modules.

ACC 207      Spreadsheets for Accounting (2)

Day:            F

Ngt:            F

Prerequisites: IT 100

Designed primarily for Accounting majors. Students acquire skills in designing, creating and using spreadsheet application software to solve various accounting problems for business. Analysis of data is stressed along with effective presentation of results. Upon completing this course, students will be able to analyze accounting problems given in story/word format, extract appropriate data from the information given, assemble the data into a form appropriate for spreadsheet analysis, input the data into a spreadsheet correctly, perform analysis on the data, and create graphs and reports representing the data.

ACC 211      Cost Accounting (3)

Day:            F

Ngt:            F

Prerequisites: ACC 102

Familiarizes students with manufacturing accounting terms and concepts and transaction journal entries. Includes inventories (materials, work in process, finished goods), statements of cost of goods manufactured, cost of goods sold, job order costing, process costing, direct materials, direct labor, factory overhead, service departments versus production departments, applying factory overhead using predetermined rates, equivalent units, assigning costs to work in process and completed units, and production reports.

ACC 212 Managerial Accounting (3)

Day: W

Ngt: W

Prerequisites: ACC 102

Explores the applications of financial statement analysis, ratio analysis, horizontal and vertical analysis, manufacturing costs, schedule of cost of goods manufactured, direct and indirect costs, costing systems, job order system, process system, equivalent units, activity-based accounting, budgeting procedures, flexible budgets, cost-volume-profit analysis, break-even analysis, contribution analysis, segmented reporting, responsibility accounting, capital budgeting, net present value analysis and lease versus buy analysis.

ACC 223 Income Taxes (2)

Day: W

Ngt: W

Prerequisites: ACC 201

Introduces individual income tax return preparation. Special attention is given to working with the basic federal income tax. (This is a service-learning course)

## AEROSPACE (AIR FORCE ROTC)

AEROS 1010 Foundations of the USAF(1)

Day: F

Ngt: None

Prerequisites: Call University of Utah Advisor (801-581-6236)

Development, organization, and doctrine of the United States Air Force. Emphasizing strategic force requirements.

AEROS 1020 Foundations of the USAF II(1)

Day: W

Ngt: None

Prerequisites: Call University of Utah Advisor (801-581-6236)

Development, organization, and doctrine of the United States Air Force Defensive Forces. General purpose forces and tactical air forces.

AEROS 1110 General Military Leadership Laboratory I(1)

Day: F

Ngt: None

Prerequisites: Call University of Utah Advisor (801-581-6236)

Studies and experience in Air Force standards, customs and courtesies. Introduction to drill and ceremonies. Studies typical organizations and missions of Air Force bases through field trips.

AEROS 1120 General Military Leadership Laboratory II (1)

Day: W

Ngt: None

Prerequisites: Call University of Utah Advisor (801-581-6236)

Studies and experience in Air Force standards, customs and courtesies. Introduction to drill and ceremonies. Studies typical organizations and missions of Air Force bases through field trips.

AEROS 2010 Airpower History I (1)

Day: F

Ngt: None

Prerequisites: Call University of Utah Advisor (801-581-6236)

Development of various concepts of air power employment, emphasizing factors that have prompted research and technological change.

AEROS 2020 Airpower History II (1)

Day: W

Ngt: None

Prerequisites: Call University of Utah Advisor (801-581-6236)

Development of various concepts of air power employment, emphasizing factors that have prompted research and technological change.

AEROS 2110 General Military Leadership Laboratory III (1)

Day: F

Ngt: None

Prerequisites: Call University of Utah Advisor (801-581-6236)

Application of Air Force standards, customs and courtesies. Drill and ceremonies leadership, introduction to reviews and honors. First-hand exposure to various career opportunities within the Air Force and their applications on a typical Air Force base.

AEROS 2120 General Military Leadership Laboratory IV (1)

Day: S

Ngt: None

Prerequisites: Call University of Utah Advisor (801-581-6236)

Application of Air Force standards, customs and courtesies. Drill and ceremonies leadership, introduction to reviews and honors. First-hand exposure to various career opportunities within the Air Force and their applications on a typical Air Force base.

## ART

ART 101 Survey of Art History (3)

Day: F, W, S

Ngt: W

Prerequisites: None

Reviews the continuing evolution of art forms with an aim toward understanding the influence of antiquity on modern civilization in order to promote an understanding and appreciation of varying art styles.

ART 104      Design Fundamentals (3)

Day:            F, W

Prerequisites: None

Introduces design principles and elements and their use in development of two-and three-dimensional projects. Encourages recognition and evaluation of design in the marketplace along with the development of individual creativity.

ART 106      Introduction to Drawing (3)

Day:            F, W, S

Ngt:            F

Prerequisites: None

Develops personal judgment by means of visual communication. Develops drawing skills and the ability to appreciate and discuss the work of others. Introduces different drawing mediums.

ART 206      Introduction to Photography (3)

Day:            S

Ngt:            F

Prerequisites: None

Provides an adventurous class for the photographic beginner. Covers the basics of camera handling techniques and controls to produce quality photographs and explores the relationship of photography to visual design. All work is accomplished in transparency format.

## BUSINESS

BUS 120      Consultative Sales/Customer Relations (Service-Learning) (3)

Day:            F, W

Ngt:            W

Prerequisites: None

Provides training and practice in techniques of consultative selling and customer relations. Provides training in discovering customer needs, handling objections, and considering alternative solutions to meet customer needs. Develops skills by role-playing direct sales and customer relations encounters based on the student's research of an industry, company, product, competitors and prospective customers with the assistance of a professional sales and/or customer relations mentor. (As a service-learning experience, the class will sponsor the annual College Career Fair, Winter Semester only.)

BUS 121      Business Law & Ethics (3)

Day:            F, W or Distance Learning (see page 148)

Ngt:            F, S or Distance Learning (see page 148)

Prerequisites: None

Develops a sensitivity to ethics in business. Provides a working knowledge of legal liability in contracts, sales, commercial paper, real estate, security devices, insurance,

business organizations, employment, consumer protection and Internet law. Also covers government regulation of business activities with an emphasis on environmental law.

**BUS 130      Principles of Electronic Commerce (3)**

Day:            W

Ngt:            W

Prerequisites: None

A managerial perspective of electronic commerce initiatives and developments. Explores impact of electronic commerce on market research, advertising, retailing, organizational strategy and structure. Trains in the identification and development of electronic commerce initiatives for large and small companies.

**BUS 140      Entrepreneurship (2)**

Day:            W

Ngt:            W

Prerequisites: None

Provides training in the establishment of a small business. Explores the comparative opportunities associated with the purchase of an existing business, a franchise and a new business start-up. Provides practical assessment skills associated with the key elements of a business plan for a new business venture including marketing, management, personnel, start-up costs, financing, legal considerations, insurance and supply chain management.

**BUS 151      Principles of Marketing (3)**

Day:            F, W, S

Ngt:            F

Prerequisites: None

Trains in target marketing and market segmentation. Provides practice in performing market research to determine the product development requirements, promotion and advertising methods, pricing strategies and distribution considerations in reaching the target market. Includes an assessment of the functions of marketing in the firm and the general economy. Develops experience in utilizing market data sources. Analyzes buyer behavior and ethical considerations. (This is a service-learning course)

**BUS 199      Business Co-op (2)**

Day:            F, W, S

Ngt:            F, W, S

Prerequisites: Program director approval of position required. Employment in a field related to the major or participation in a volunteer position by the end of the second week of the semester. If a volunteer opportunity is needed, contact the co-op director one month prior to the beginning of the semester for assistance.

Provides work experience in student's major field of study with a one-hour weekly lab during the first four weeks of the semester. Students develop measurable learning objectives that can be documented and accomplished during the semester. Co-op prepares students to relate classroom study with on-the-job application of knowledge and skills. Contact by the co-op director with the employer will enable the employer to offer feedback on performance and knowledge acquired.

*Two objectives and a minimum of 40 work hours are required per credit hour with 1-5*

*credit hours possible. It is required for the student to register for the number of credit hours he or she plans to take. Grading is on a pass/fail basis. Call 524-8118 for Co-op information.*

**BUS 201      Principles of Management (2)**

Day:            F, W, S

Ngt:            F

Prerequisites: None

Provides training and practice in planning, organizing, staffing, motivating and controlling through the application of management theories and practices that empower employees and facilitate the effective and efficient operation of learning organizations.

**BUS 205      Human Resource Management (2)**

Day:            W

Ngt:            W

Prerequisites: None

Trains students in personnel supervision and conflict resolution, human relations, performance appraisal, manpower planning, communication, training and governmental regulations. Provides skill in compensation administration including wage, salary, incentive and benefits administration.

**BUS 220      International Business (3)**

Day:            W

Prerequisites: None

Provides a global perspective on international trade. Trains students in international cultural, political, legal and economic environments and their effects on marketing, production, finance and human resource management strategies.

**BUS 260      Business Finance (2)**

Day:            F

Ngt:            F

Prerequisites: MAT 101; ACC 101 concurrently

Trains students in the financial management of a business enterprise. Provides skills and practice in financial analysis, budgeting, financial statement projections, forecasting, working capital requirements, the determination of operating and financial leverage, capital investment analysis, and financial decision making.

**BUS 290      Business Planning (Capstone) (3)**

Day:            W

Ngt:            W

Prerequisite: Last semester prior to graduation.

Culminates the Business major. Draws on marketing, selling, general management, human resource management, finance, accounting, data processing, business law, communications, teamwork and entrepreneurship skills developed in prior courses to prepare a computerized business plan. A team of students creates a proposed company, researches and prepares a comprehensive business plan, and makes a plan presentation.

## **COMMUNICATIONS**

**COM 121      Principles of Public Speaking (3)**

Day:            F, W, S

Ngt:            F

Prerequisites: None

Focuses on and gives practical experience in the principles of effective public speaking: choosing the topic, developing and organizing the message, and delivering the speech with self-confidence. Also, students will use the computer to create and present visual aids.

**COM 122      Interpersonal Communications (3)**

Day:            F, W, S

Ngt:            F, W, S

Sat:            F

Prerequisites: None

Explores intra- and interpersonal human communication through small-group interaction and role-playing. Emphasizes Collegewide Courses including communication styles, listening, self-esteem, goal setting, creative thinking, problem solving, teamwork, customer service, negotiation, diversity, managing stress and conflict constructively, and recognizing the effects of personal attitudes on organizational effectiveness and productivity. Students increase their effectiveness in working with people personally and professionally.

## **ECONOMICS**

**ECON 161      Microeconomics (3)**

Day:            F, S

Ngt:            F, W

Prerequisites: None

Provides an overview of the U.S. economy including supply and demand and government intervention. Focuses on the microeconomic considerations of demand, market structure, cost of production, competition and regulation. Explores the factor markets of land, labor and capital, and addresses the redistribution of income by taxation and welfare programs.

**ECON 162      Macroeconomics (3)**

Day:            F, W, S

Ngt:            F, W

Prerequisites: None

Provides an overview of the U.S. economy and its relationship to the international economy. Focuses on money, employment, inflation, business cycles, fiscal and monetary policy, aggregate supply and demand, and international economics.

## **ENGLISH**

ENG 87      Listening/Speaking for Non-native Speakers (2)

Day:            F, W

Prerequisites: ENG 88 concurrently; taken the student's first semester. Students who do not achieve the minimum in each of the following areas of the COMPASS-ESL test must take ENG 87-88: Writing, 4; Reading, 88; Grammar, 90; Listening, 90.

Provides non-native students practice in listening for academic information and in speaking English in an academic setting. Students take notes in formal lectures; present reports; and participate in group work, role plays and group discussions. This is a non-matriculating course; the credit hours do not count toward the total credit hours required for graduation. Students must pass with a B- or better to advance to ENG 101.

ENG 88      Reading/Writing for Non-native Speakers (3)

Day:            F, W

Prerequisites: ENG 87 concurrently; taken the student's first semester. Students who do not achieve the minimum in each of the following areas of the COMPASS-ESL test must take ENG 87-88: Writing, 4; Reading, 88; Grammar, 90; Listening, 90.

Helps non-native students develop skills that allow them to succeed in academic reading and writing assignments. Writing emphasis is on structure of the paragraph and the grammatical structure of well-written English sentences. Reading skills are developed through reading and discussing a variety of texts and articles. This is a non-matriculating course; the credit hours do not count toward the total credit hours required for graduation. Students must pass with a B- or better to advance to ENG 101.

ENG 99      College Preparatory English (2)

Day:            F, W, S

Ngt:            F

Prerequisites: Students with an ACT score of 16 or less in writing or a COMPASS writing score below 67 and reading score below 75 are required to take this course.

Helps students gain confidence and skill in writing so that they will be successful in college-level writing classes. Develops skill in inventing, planning, writing, and revising paragraphs and short essays. Also focuses on a review of English grammar with an emphasis on sentence elements, punctuation, and sentence structure.

ENG 101      Introduction to College Writing (3)

Day:            F, W, S

Ngt:            F, W, S

Prerequisites: ACT score 17 or above; COMPASS writing score of 67 or above and reading score of 75 or above; or B- or better in Eng 99 or Eng 88

Concentrates on writing short essays with an emphasis on structure, ideas, and development. Also includes a research project where students learn skills in researching, including research in a document, and documenting sources. Students deal with grammatical problems as they arise within the context of their own writing. Also includes some emphasis in editing and proofreading. Associate of Science students who believe they have the skills to succeed in ENG 201, Intermediate College Writing,

without taking ENG 101 may take the Writing Placement Essay Exam. Students who pass may enroll directly in ENG 201. (This is a service-learning course.)

ENG 201      Intermediate College Writing (3)

Day:            F, W, S  
Ngt:            W

Prerequisites: ENG 101 with a C or higher or pass the placement essay exam  
Develops critical reading, thinking and writing skills. Emphasizes defining audience and purpose as well as writing and revising essays for clarity, coherence, organization and persuasiveness. Deals with grammar usage, sentence structure and punctuation problems within the context of their writing. Students read and analyze essays, write analytical essays, and complete one argumentative paper requiring research.

ENG 220      Professional Business Writing (2)

Day:            F, W, S  
Ngt:            F, W

Prerequisites: ENG 101 with a C or higher  
Prepares students to write internal or external business letters and reports that are concise, grammatically correct, organized with strategy and expressed with formal or informal style. Also prepares students to write a short analytical report requiring research and documentation. Continues to emphasize the ability to proofread and edit one's own and others' writing.

ENG 250      Introduction to Literature (3)

Day:            W  
Ngt:            TBA

Prerequisites: ENG 101  
Introduces students to the study of fiction, drama, poetry and cinema. Students practice techniques of literary analysis as well as exchange ideas freely, both in small and large groups, toward an understanding of human values.

ENG 260      Eminent Writers & Themes in Literature (3)

Day:            F  
Ngt:            F  
Prerequisites: None

Allows students to study significant authors and their works as well as recurring themes in literature. Students determine how the life of an author influences his or her work, practice literary analysis and discuss human values reflected in the works they study.

ENG 270      Genres of Film (3)

Day:            W  
Ngt:            W, S  
Prerequisite: None

Allows students to explore the various types of film including suspense and science fiction films as well as the Western and musical. Gives a critical introduction to film elements including photography, sound and editing. Also requires that students write some critical analysis.

## HISTORY

HIST 170 American Civilization (Service-Learning) (3)

Day: F,W

Prerequisites: None

American Civilization is designed to examine the founding, development, and current course of the United States. Students will gain a significant understanding of political, cultural, economic, and social aspects that contribute to the shaping of the United States. In addition, students will comprehend the significance of the past and its implications on the present. (A civic engagement experience is included in this course.)

## INTERIOR DESIGN

ID 105 Introduction to Interior Design (3)

Day: F,W

Prerequisites: ID majors only

Explores the design process as it relates to human factors and introduces the principles and elements of design as they relate specifically to interior design. Includes a brief study of the history of housing in America. Covers construction and materials, furniture selection and arrangement and floor plans.

ID 110 Color Theory (Service-Learning) (2)

Day: F,W

Prerequisites: ID majors only

Studies color and its role and applications in interior design. Emphasizes psychological impact and the influence of nature on color selections. Includes the development of professional color boards. This course includes a service-learning opportunity.

ID 117 Perspective Drawing (3)

Day: W

Ngt: F,W

Prerequisites: ID majors only

Develops skills required to draw interiors and furnishings in one- and two-point perspective. Includes quick sketching in various media for informal presentations.

ID 125 Drafting (2)

Day: F

Ngt: F,W

Prerequisites: ID majors only

Introduces drafting principles; use of drafting equipment; measuring, lettering and reading blueprints.

ID 126 Space Planning (4)

Day: W,S

Ngt: F,W

Prerequisites: ID 125; ID majors only

Emphasizes drafting and space planning skills. Students learn how to work with space and to plan both residential and contract spaces. Addresses issues relating to proxemics, anthropometrics, ADA requirements, etc.

- ID 128      Textiles (Service-Learning) (2)  
Day:           F, W  
Prerequisites: ID majors only  
Studies the properties and characteristics of natural and synthetic textile fibers and fabrics, with emphasis on textile terminology used in the industry as well as common trade names. Includes the selection of appropriate textiles for various applications along with their maintenance. This course includes a service-learning opportunity.
- ID 129      Lighting (1)  
Day:           W  
Prerequisites: ID 125; ID majors only  
Studies the application of lighting principles in residential and contract interiors. Includes terminology, lighting layout and calculations.
- ID 130      Studio I (2)  
Day:           W  
Ngt:           S  
Prerequisites: ID 105, ID 110; ID 126 concurrently; ID majors only  
Includes preparation of presentation boards for specific residential projects. Develops problem-solving skills and verbal presentation techniques.
- ID 199      Interior Design Co-op (2)  
Day:           F, W, S  
Ngt:           F, W, S  
Prerequisites: Program director approval of position required. Employment in a field related to the major or participation in a volunteer position by the end of the second week of the semester. If a volunteer opportunity is needed, contact the co-op director one month prior to the beginning of the semester for assistance.  
Provides work experience in student's major field of study with a one-hour weekly lab during the first four weeks of the semester. Students develop measurable learning objectives that can be documented and accomplished during the semester. Co-op prepares students to relate classroom study with on-the-job application of knowledge and skills. Contact by the co-op director with the employer will enable the employer to offer feedback on performance and knowledge acquired.  
*Two objectives and a minimum of 40 work hours are required per credit hour with 1-5 credit hours possible. It is required for the student to register for the number of credit hours he or she plans to take. Grading is on a pass/fail basis. Call 524-8118 for Co-op information.*
- ID 205      Resources & Career Issues (2)  
Day:           W  
Prerequisites: ID 105, 2nd year ID majors only  
Includes field trips to local design firms and suppliers along with guest speakers. Addresses issues pertaining to interior design as a profession.
- ID 210      Historical Furnishings (3)  
Day:           F  
Prerequisites: ID majors only  
Studies historical interiors, furnishings and architecture from antiquity to the late Nineteenth Century.

- ID 211** Modern Furnishings & Architecture (2)  
Day: W  
Prerequisites: ID majors only  
Studies the development of modern furniture, interiors and architecture from the Industrial Revolution to the present.
- ID 217** Rendering Techniques (2)  
Day: F  
Ngt: S  
Prerequisites: ID 117; ID 230 concurrently, ID majors only  
Explores various media and rendering techniques. Students will be required to produce perspective drawings in full color for their projects in conjunction with Studio II.  
Emphasizes portfolio work.
- ID 230** Studio II (2)  
Day: F, W  
Ngt: S  
Prerequisites: ID 130; ID 217 concurrently, ID majors only  
Develops further the skills used in ID 130. Utilizes space planning skills and rendering skills in order to produce presentation boards as well as specifications for contract interiors.
- ID 231** Computer Design I (4)  
Ngt: F  
Prerequisites: IT 100; ID 126, 2nd year ID majors only  
Introduces computer-aided design and its application for interior designers using AutoCAD software.
- ID 232** Computer Design II (4)  
Ngt: W  
Prerequisites: ID 231; ID 275 concurrently, 2nd year ID majors only  
Continues the development of computer-aided design skills used in solving architectural and interior problems. A final project will be prepared using AutoCAD software in conjunction with ID 275.
- ID 270** Portfolio Preparation (capstone) (1)  
Day: W  
Prerequisites: ID 230, 2nd year ID majors only  
Develops a professional student portfolio package for employment presentation.
- ID 275** Business of Interior Design (3)  
Day: W  
Prerequisites: ID 217, 230; ID 232 concurrently, 2nd year ID majors only  
Emphasizes professional business practices and procedures, how to work with clients and suppliers, and methods of setting up and operating a successful interior design business. A final project will be prepared in conjunction with ID 232.

## **INFORMATION TECHNOLOGY**

IT 98              Introduction to Keyboarding (2)  
Day:              F, W, S (1st and 2nd block F and W)  
Ngt:              F, W (1st and 2nd block F and W)  
Prerequisites:    IT 100 (may be taken concurrently) or a passing score on the Windows preassessment

This course helps students who do not keyboard “by touch” or whose speed is less than 20 cwpm develop keyboarding skill. Alphabetic and numeric keys are introduced. Students are expected to keyboard “by touch” at a minimum average rate of 20 cwpm on three 3-minute timings by the completion of this course. This course is non-matriculating and does not count toward credit hours required for graduation.

IT 100              Computer & Windows Fundamentals (1)  
Day:              F, W, S (1st and 2nd block F and W)  
Ngt:              F, W, S (1st and 2nd block F and W)  
Prerequisites:    Keyboarding skill at minimum speed of 20 correct words per minute using the “touch” method or concurrent enrollment in IT 98, Introduction to Keyboarding

This course is for all incoming students and is a prerequisite for all computer courses. An introduction to general computer terminology, basic hardware concepts, the Microsoft® Windows operating system as well as correct use of the mouse and keyboard are provided in this course. An orientation to the LDS Business College network environment is also included.

A Windows Fundamentals and a keyboarding preassessment will be given to all enrolled students during the first week of the semester. Those who demonstrate Windows mastery by passing all parts of the Windows Fundamentals preassessment will be given a passing grade for the course. Students who do not keyboard “by touch” on a 3-minute keyboarding test at a minimum rate of 20 correct words per minute will be required to add the IT 98, Introduction to Keyboarding course. This course is graded on a Pass/Fail basis.

IT 109              Skillbuilding (2)  
Day:              F, W, S  
Ngt:              F, W  
Prerequisites:    IT 100 (may be taken concurrently) or a passing score on the Windows preassessment; Type 20 cwpm using the “touch” method.

Helps students increase keyboarding speed. Technique and speed development drills are provided. Skill level is measured through completion of 5-minute timed writings. OT majors should take this course their first semester unless enrolled in IT 98. In this case IT 109 should be taken during the second semester. Students who have mastered the skills covered in this course can challenge the course by successfully passing a practical exam. For more information check with the IOT Department Chair.

- IT 115**           **Electronic Presentations (1)**  
**Day:**           F (2nd block)  
**Prerequisites:** IT 100 or a passing score on the Windows preassessment; Keyboarding speed of 20 cpm using the “touch” method.  
Introduces basic electronic presentation skills using Microsoft® PowerPoint. Group and individual projects will be completed using PowerPoint electronic presentations software. An individual project will be completed to assess mastery of concepts covered. Students who have mastered the skills covered in this course can challenge the course by successfully passing a practical exam. For more information check with the IOT Department Chair.
- IT 116**           **Internet Research Strategies (2)**  
**Day:**           F, W  
**Prerequisites:** IT 100 (may be taken concurrently) or a passing score on the Windows preassessment; Keyboarding speed of 20 cpm using the “touch” method.  
Develops skill in effective research techniques using the Internet. Students learn to use browsers, search engines, directories, databases, and bookmarking techniques to locate and track information on specific topics. Students will also learn how to properly evaluate and cite Internet resources. Students who have mastered the skills covered in this course can challenge the course by successfully passing a practical exam. For more information check with the IOT Department Chair.
- IT 117**           **Word Processing (3)**  
**Day:**           F, W  
**Ngt:**           F, W  
**Prerequisites:** IT 100 (may be taken concurrently) or a passing score on the Windows preassessment, Keyboarding speed of 20 cpm using the “touch” method.  
Focuses on word processing skills using Microsoft Word® to create professional business documents such as letters, reports and tables. Concepts presented include: formatting, manipulating, and enhancing text; using templates; inserting graphics; creating tables, headers/footers, section breaks, and columns. Reinforces concepts through individual and group projects. A final project will be completed to assess mastery of concepts covered. Students must earn a B- grade or better to continue in the OT Support, Executive Assistant, or Legal Administrative Assistant programs. Students who have mastered the skills covered in this course can challenge the course by successfully passing a practical exam. For more information check with the IOT Department Chair.
- IT 118**           **Spreadsheets for Business (2)**  
**Day:**           F, W  
**Ngt:**           W  
**Prerequisites:** IT 100 or a passing score on the Windows preassessment; Keyboarding speed of 20 cpm using the “touch” method  
Provides training in planning, designing, and formatting data using Microsoft Excel® spreadsheet software. Critical thinking skills will be used to determine layout, required elements, appearance, and formulas used in various business documents. Students will also develop basic 10-key skill using the “touch” method. Students who have mastered

the skills covered in this course can challenge the course by successfully passing a practical exam. For more information check with the IOT Department Chair.

IT 128              Database/Records Management (2)  
Day:              F, W  
Prerequisites: IT 100 or a passing score on the Windows preassessment;  
Keyboarding speed of 20 cwpm using the “touch” method, ENG 99 [or Compass writing score of 67; reading score of 75 (English) or 4 (ESL)]

Introduces the fundamentals of records and database management. Includes basic alphabetic and numeric indexing as well as creating and modifying basic database tables and queries. Students will develop an understanding of how databases work, purposes for which they are used, how to enter data into a database, and how to generate a report. Includes demonstration and class discussion combined with individual and group projects. Students who have mastered the skills covered in this course can challenge the course by successfully passing a practical exam. For more information check with the IOT Department Chair.

IT 151              Introduction to Visual Communication (4)  
Day:              F, W  
Prerequisites: IT 100 (may be taken concurrently) or a passing score on the Windows preassessment; Keyboarding speed of 20 cwpm using the “touch” method

Students will learn the principles of good page and on-screen layout and design. Adobe® PageMaker and Adobe® Acrobat skills will be developed and utilized to complete basic print and on-screen projects such as flyers and stationery sets as well as both printed and online newsletters. A blended-learning approach is employed using class discussion, team collaborative activities, and individual projects. Students must earn a B- or better in this course to continue in the Web & Visual Communication Support Certificate or A.A.S. programs. Students who have mastered the skills covered in this course can challenge the course by successfully passing a practical exam. For more information check with the IOT Department Chair.

IT 152              Photoshop/Image Editing (3)  
Day:              F  
Prerequisites: IT 100 (may be taken concurrently if taken 1<sup>st</sup> block) or a passing score on the Windows preassessment; Keyboarding speed of 20 cwpm using “touch” method

The “nuts and bolts” of Adobe Photoshop® are covered. Students will learn to edit and enhance photographic images to make them suitable for publication. Concepts such as color management, cropping, transforming with masks and channels, layers, montages, and preparing images for use on the web are covered. A blended-learning approach is employed using class discussion, team collaborative activities, and individual projects. An Internet based collaboration tool will be used to provide online access to the course syllabus, study guides, learning resources, links, and on-line tutorials as an integral part of the learning process. Students will need access to a 35 mm or digital camera with ability to set the focus, shutter speed, and aperture. Students learn how to “tell a story” through visual interpretation of images. Individuals and collaborative work will involve theme-based activities; i.e. people and places, nature

and environment, architecture, children and families. Students who have mastered the skills covered in this course can challenge the course by successfully passing a practical exam. For more information check with the IOT Department Chair.

IT 154

Vector Graphics (2)

Day:

W

Prerequisites:

IT 100 (may be taken concurrently if taken 1<sup>st</sup> block) or a passing score on the Windows preassessment; Keyboarding speed of 20 cpm using “touch” method.

The “nuts and bolts” of Adobe Illustrator® are covered. Students will learn how to create graphics such as logos and character/object drawings as well as transforming objects for use in print and electronic publications. A blended-learning approach is employed using class discussion, team collaborative activities, and individual projects. An Internet based collaboration tool will be used to provide online access to the course syllabus, study guides, learning resources, links, and on-line tutorials as an integral part of the learning process. Students who have mastered the skills covered in this course can challenge the course by successfully passing a practical exam. For more information check with the IOT Department Chair.

IT 156

Web Development I (4)

Day:

W

Prerequisites:

IT 151 (B- grade or higher), IT 152, and concurrent enrollment in IT 154

The “nuts and bolts” of Macromedia Dreamweaver MX, XHTML, and JavaScripting will be covered using textbook tutorials in electronic form. Students study visual and hand coding dynamic and static web pages. XHTML and JavaScript coding are covered. Students will create design documentation using various software tools and will create dynamic web sites based upon the design documentation. A blended-learning approach is employed using class discussion, team collaborative activities, and individual projects that will include material covered in previous courses. An Internet based collaboration tool where the course syllabus, study guides, learning resources, links, and on-line tutorials will be used as an integral part of the learning process.

IT 182

Hardware/Software Support (Service Learning) (4)

Day:

F (1st block)

Prerequisites:

IT 100 or a passing score on the Windows preassessment

This course has the specific purpose of preparing students for the industry-accepted CompTIA A+® Certification exam. Students explore in detail the installation, configuration, and upgrading of hardware and software; diagnostic and troubleshooting techniques; preventive maintenance, system components and architecture; functions of the Windows® operating system; file management; memory management; and basic networking capabilities of DOS and Windows. Students also learn to use DOS commands in DOS mode. Upon completion students will have an in-depth understanding of hardware components and how they work, how to install and configure hardware components, hardware troubleshooting techniques, installation and configuration of the Windows operating system, and troubleshooting the Windows operating system. Students who have mastered the skills covered in this course can challenge the course by successfully passing a practical exam administered by the Network Management program director. Students must earn a B- or better in this course to continue in the IOT Support Certificate program or the Network Management A.A.S. Degree program. This is a service-learning course.

- IT 183**      Introduction to Networking (3)  
Day:            F (2nd block)  
Prerequisites: IT 100 or a passing score on the Windows preassessment  
This is an introductory networking technologies course. The course is vendor-neutral, meaning that the focus is on developing a general understanding of networking concepts and terminology. The course is designed to prepare students for the CompTIA Network+® Certification exam. Students who have mastered the skills covered in this course can challenge the course by successfully passing a practical exam administered by the Network Management program director.
- IT 185**      Windows Professional (4)  
Day:            W (1st block)  
Prerequisites: IT 182 (B- grade or higher) and IT 183; must be taken the same semester as IT 186  
This course prepares students to support Microsoft Windows Professional in a stand-alone and network environment. It covers planning, implementation, and support of the OS. This course also prepares students to take the Microsoft Exam: Installing, Configuring, and Administering Microsoft Windows XP Professional. This is one of the Core requirements for the Microsoft Certified Network Administrator (MCSA) certification. This course is for IT Support Certificate and Network Management majors only or those with program director approval.
- IT 186**      Windows Server (Support Specialist Certificate Capstone) (4)  
Day:            W (2nd block)  
Prerequisites: IT 182 (B- grade or higher) and IT 183, must be taken the same semester as IT 185  
This course prepares students to install and configure Microsoft Windows Server Operating Systems to provide file, print, web, and terminal services. This course also prepares students to take the Microsoft Exam: Installing, Configuring, and Administering Microsoft Windows 2000 Server. This is one of the Core requirements for the Microsoft Certified Network Administrator (MCSA) certification. This course is for IT Support Certificate or Network Management majors only or those with program director approval.
- IT 226**      Integrated Software Projects (3)  
Day:            W  
Prerequisites: IT 115, 116, 117, 118, 128 (all software courses must be taken within the last two years)  
Skills developed in Microsoft® PowerPoint, Word, Excel, and Access are combined with Internet research skills to produce integrated business documents. In addition, students will use critical thinking skills to develop projects and to adapt to new software. Students will participate in individual and group projects and will complete a portfolio.
- IT 253**      Graphic Animation (4)  
Day:            W  
Prerequisites: IT 151 (B- grade or higher)  
This course covers various methods of adding animation to graphic images on Web pages using Macromedia Flash MX®. A blended-learning approach is employed using class discussion, team collaborative activities, and individual projects.

IT 265 Advanced Visual Communication (Service Learning) (5)  
Day: F  
Prerequisites: IT 151 (B- grade or higher); IT 152  
Advanced features of Adobe PageMaker and Acrobat software will be used to design and layout high-level projects that can be printed or published electronically. Some projects will be published in Adobe Acrobat® and enhancements added for effective onscreen viewing. Students will use Adobe Photoshop® plus vector graphics drawing tools to develop enhanced photos, shapes, logos, etc. Students will design projects such as advanced newsletters, business forms, brochures, tables, and ads. Assignments include team and individual projects. This is a service-learning course.

IT 268 Special Projects (3)  
Day: F, W, S  
Prerequisites: All IT program courses to 4th semester and permission of program director.  
This course provides an opportunity for second-year IOT students to independently develop skill in areas not included in the basic program of study. The course also provides service-learning opportunities. A student must submit a proposal to the IOT Department Chair detailing the planned project or course of study at least six weeks prior to the start of the semester in which the student wishes to enroll in this course. Projects may be the design, creation, and implementation or upgrading of a website for a non-profit organization; creating a publication for a non-profit organization; or other approved activity. The proposed project must be satisfactorily complete during the semester. Permission to enroll is based on the anticipated benefits to be derived by the project as well as the availability of other elective courses during the semester.  
Enrollment is limited to ten (10) students.

IT 269 Web Development II (5)  
Day: F  
Prerequisites: IT 151 (B- grade or higher), IT 152, IT 154, IT 156  
The “nuts and bolts” of Macromedia ColdFusion and PHP programming are covered. This course will also require application of all skills learned during the first two semesters of the Web & Visual Communications A.A.S. program. Students learn how to manage a ColdFusion Application Server and create database-driven dynamic web sites using XHTML, ColdFusion, and PHP programming. Design documentation and various software tools will be used to create the components of dynamic web site. A blended-learning approach is employed using class discussion, team collaborative activities, and individual projects. This is a service-learning course.

IT 281 Managing a Windows 2000 Network (4)  
Day: F  
Prerequisites: IT 185, IT 186  
This course provides the knowledge required by system administrators, network administrators, and IOT professionals who implement, manage, and troubleshoot existing network and server environments based on the Microsoft Windows® 2000 operating system. These skills are generally required in medium to large organizations that maintain 200 to 26,000 user desktops and servers, spanning two to 100 physical locations by using local area networks (LANs) and the Internet or intranets. This

course also prepares students to take the Microsoft Exam Managing a Microsoft Windows 2000 Network Environment. This is one of the Core requirements for the Microsoft Certified Network Administrator certification.

IT 282              Scripting for the Networking Professional (3)

Day:              W

Prerequisites:    IT 185, IT 186

Introduces scripting tools. Scripts, batch files, and small programs allow networking professionals to automate various tasks when managing, maintaining, and updating networks. Students will be introduced to Windows Script Hosting and Visual Basic programming tools. Upon completion students should be able to write scripts.

IT 285              Netware Administration (4)

Day:              F

Prerequisites:    IT 185, IT 186

Students learn how to create users and groups, install a printer, and administer the file system for a NetWare Network Operating System (NOS). This prepares students for work as a Netware administrator and for the Novell Certified Netware Administrator test. Upon completion students will understand how to perform normal maintenance, implement changes, and function as a Netware network administrator.

IT 286              Database Design & Implementation (SQL) (3)

Day:              W

Prerequisites:    IT 185, IT 186

This course prepares students to be a database administrator using Microsoft SQL Server. This course also prepares students to take the Microsoft Exam: Installing, Configuring, and Administering Microsoft SQL Server 2000 Enterprise Edition. This is one of the elective requirements for the Microsoft Certified Network Administrator (MCSA) certification.

IT 288              Network & Support Integration Lab (capstone) (2)

Day:              W

Prerequisites:    All Network Management program courses to 4th Semester and permission of instructor

Capstone course designed to bring together all networking skills learned and provide the student the opportunity to exhibit competence as a network professional.

IT 290              Linux Administration (4)

Day:              F

Prerequisites:    IT 185, IT 186

Students learn how to create users and groups, install a printer, and administer the file system for a Linux Network Operating System (NOS). This prepares students for work as a Linux administrator and for the COMPTIA LINUX+. Upon completion students will understand how to perform normal maintenance, implement changes, and function as a Linux network administrator.

IT 292 CISCO Router Administration (3)  
Day: W (1st block)  
Prerequisites: IT 185, IT 186  
Students learn how configure and install Cisco Routers. This prepares students for the CCNA certification (Cisco Certified Network Associate). This certification prepares students to install, configure, and operate LAN, WAN and dial in access for small network of a 100 nodes or less. The focus will be on IP protocols.

IT 294 E-Mail Server Administration (3)  
Day: W (2nd block)  
Prerequisites: IT 185, IT 186  
Students learn how to install, configure, and administer Microsoft Exchange 2000. This course also prepares students to take the Microsoft Exam: Installing, Configuring, and Administering Microsoft Exchange 2000 Server. This is one of the elective requirements for the Microsoft Certified Network Administrator (MCSA) certification.

IT 298 Web Development Internship (Capstone) (4)  
Day: F, W, S  
Ngt: F, W, S  
Prerequisites: All IOT Web Development Program Courses to 4th semester (must be verified by academic advisor); to be taken the last semester before graduation; an internship position (either paid or unpaid) should be secured prior to the start of the semester. Note: If an internship opportunity is needed, contact the Career Services office one month prior to the beginning of the semester for assistance.

This course includes a minimum of 240 hours paid (or 120 hours unpaid) work experience in student's major field of study with one-hour weekly labs held periodically throughout the semester. Students will develop measurable internship objectives based upon the general areas of competence listed for their major that can be documented and must be accomplished during the semester the student is enrolled in internship. Students will exhibit technical, interpersonal, time-management, communication, and exemplary ethical value skills. Internship allows students to demonstrate program mastery through on-the-job application of knowledge and skills specific to their area of study.

IT 299 Network Management Internship (2)  
Day: F, W, S  
Ngt: F, W, S  
Prerequisites: All IT Network Management Program Courses to 4th semester (must be verified by academic advisor); to be taken the last semester before graduation; an internship position (either paid or unpaid) should be secured prior to the start of the semester. Note: If an internship opportunity is needed, contact the Career Services office one month prior to the beginning of the semester for assistance.

This course includes a minimum of 120 hours paid (or 60 hours unpaid) work experience in student's major field of study with one-hour weekly labs held periodically throughout the semester. Students will develop measurable internship objectives based upon the general areas of competence listed for their major that can be

documented and must be accomplished during the semester the student is enrolled in internship. Students will exhibit technical, interpersonal, time-management, communication, and exemplary ethical value skills. Internship allows students to demonstrate program mastery through on-the-job application of knowledge and skills specific to their area of study.

## LANGUAGE

LAN 101 Beginning Spanish(3)

Ngt: F

Prerequisites: Students who speak Spanish may not enroll in LAN 101.  
Teaches beginning skills in listening, speaking, reading and writing Spanish.

## LEARNING ENHANCEMENT

LE 100 Learning Techniques(1)

Day: F, W, S

Ngt: F

Prerequisites: See program preparatory courses and departmental requirements.  
Required during the first semester of all students with a high school  
grade point average of 2.5 or less. Students placed on academic  
probation are required to take LE 100 and is recommended for all  
students needing improved college-level learning skills. It  
is recommended that this course be taken by students with a high school  
GPA of less than 3.0.

Emphasizes ways to learn including understanding learning styles, critical thinking,  
taking notes, reading text, and taking tests.

LE 110 Tutoring Training – Level 1 (1)

Day: F, W

Prerequisites: Must be hired as a tutor for the Learning Assistance Lab. Must take  
concurrently with LE 111.

Trains tutors in skills needed for an effective tutor session including communication,  
questioning and listening skills and assisting students with development of good study  
habits. Twenty-five hours of tutoring required.

LE 111 Tutor Training Lab – Level 1 (0)

Day: F, W

Prerequisites: Must be hired as a tutor for the Learning Assistance Lab and take LE  
110 concurrently.

Tutors will practice the skills they learn in LE 110 to use for 25 hours of tutoring  
experience through the Learning Assistance Lab.

LE 112 Tutor Training – Level 2 (1)

Day: F, W

Prerequisites: Must be hired as a tutor for the Learning Assistance Lab. Must take  
concurrently with LE 113.

Trains tutors in skills needed for effective tutor sessions, including elements of the tutor session, documentation, cultural awareness, and tutoring in specific subjects. Twenty-five hours of tutoring required.

LE 113      Tutor Training Lab – Level 2 (0)

Day:            F, W

Prerequisites: Must be hired as a tutor for the Learning Assistance Lab. Must take concurrently with LE 112.

Tutors will practice the skills they learn in LE 112 to use for 25 hours of tutoring experience through the Learning Assistance Lab.

LE 120      Career Exploration (2)

Day:            F, W, S

Prerequisites: None

Heightens awareness of how values, interests and aptitudes play an important role in career decisions; the difference between rational, effective career decision making and ineffective approaches; the importance of developing a long-range perspective for career planning; effects of self-concept on occupational choices; how “families” of occupations resemble and differ from each other; ways to avoid stereotyping which limits opportunities; how to narrow the field of possibilities; how to plan strategies to attain career goals.

LE 124      Career Strategies (1)

Day:            F, W

Ngt:            W

Prerequisites: None

Focuses on development of job search and job success skills including professional business image, competing in the job market, adjusting to and succeeding on the job, and positioning for job advancement.

## LIFE SCIENCES

LS 103      Nutrition & Health (3)

Day:            F, W

Prerequisites: None

Presents basic nutritional concepts and their relation to current nutritional problems and concerns. Covers sources of nutrients and their primary functions, basic digestive pathways and nutrient metabolism, human nutritional requirements and the effects of nutritional deficiencies. Emphasizes gaining insight into personal nutrition and ideas for improving it.

LS 110      Environmental Science (Service-Learning)(4)

Day:            W

Prerequisites: LS 111 concurrently

Introduces principles of ecology: the interconnected relationships among organic and inorganic components of global ecosystems. Explores human attitudes toward and impact on the environment. Weekly field trips required. (This is a service-learning course.)

LS 111              Environmental Science Lab (0)  
Day:              W  
Prerequisites: LS 110 concurrently  
This lab portion of Environmental Biology must be taken concurrently with LS 110.  
Allows student to experience environmental concepts firsthand. Each week students travel to an area of environmental interest to learn how textbook and classroom instruction relate to real world situations. This course involves hiking, cross-country skiing, and other moderately strenuous activities. (Forty dollars class fee for transportation. Class may also incur other expenses such as ski and canoe rentals.)

LS 120              Field Botany w/Lab (3)  
Day:              S  
Prerequisites: None  
Focuses on classifying and identifying vascular plants, their distribution, adaptive characteristics and ecology. Students will learn to curate specimens. Field trips required. Lab fee required to cover field trip expenses.

LS 130              Health & Lifestyle Management (2)  
Day:              F, W or Distance Learning (see page 148)  
Ngt:              For Distance Learning (see page 148)  
Prerequisites: None  
Increases the overall physical fitness of students. Covers cardiovascular endurance, weight control, strength and flexibility, stress management and general nutrition. Raises awareness of the benefits of continued physical fitness practices for life.

LS 265              Anatomy & Physiology (4)  
Day:              F, W, S  
Ngt:              W  
Prerequisites: None  
Studies the basic structure and function of the human body from atoms to systems including integumentary, skeletal, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine and reproductive systems.

## MATHEMATICS

MATH 99              Basic Mathematics (2)  
Day:              F, W, S  
Ngt:              F, W  
Prerequisites: None  
Reviews fractions, decimals, mixed numbers, operative properties, percentages, and signed numbers. This is a non-matriculating course; the credit hours do not count toward the total credit hours required for graduation. (Students who have a minimum math ACT score of 17, SAT score of 410 or who have a score of 40 on the pre-algebra Compass test are not required to take this class.)

MATH 101              Personal Finance Math (3)  
Day:              F, W, S  
Ngt:              F, W, S  
Prerequisites: IT 100; MATH 99; or minimum math ACT score of 17, SAT score of 410 or COMPASS pre-algebra score of 40.

Provides a semester online course that will develop the lifelong learning skills of distance learning. Students learn to identify the appropriate math concepts needed to solve personal finance problems and to use Excel computerized spreadsheet software to perform the mathematical computations necessary to arrive at a solution. Students are exposed to personal financial concepts including goal setting, budgeting, major purchase decision making, credit, risk, investment and retirement and estate planning.

**MATH 103      Introductory Algebra (3)**

Day:            F,W,S

Ngt:            F

Prerequisites: MATH 99, ACT score of 17, SAT score of 410 or a minimum score of 40 on the COMPASS pre-algebra math test.

MATH 103 is designed to prepare students for MATH 104 or MATH 106. Covers rules of operation, first degree equations, inequalities, exponents, and graphing.

**MATH 104      Intermediate Algebra (3)**

Day:            F, W, S

Ngt:            F

Prerequisites: Math 103, minimum math ACT score of 18, SAT score of 440 or minimum algebra math COMPASS score of 31.

Designed to prepare students for MATH 110. Covers rules of operation, sets, linear equations and inequalities, exponents, polynomials, rational expressions, rational exponents, graphing and systems of linear equations. This course may be waived if the student has a minimum ACT score of 22, SAT score of 520 or a score of 60 on the algebra Compass test.

**MATH 106      Introduction to Quantitative Analysis (3)**

Day:            W,S

Ngt:            W

Prerequisites: MATH 103, minimum math ACT score of 18, SAT score of 440 or minimum algebra math COMPASS score of 31.

Provides an application-based program centered on the use of mathematics to model change in the real world, and the effective communication of mathematical ideas. The course is primarily intended for students who intend to continue their studies in the areas of Social and Behavioral Science, the Health Sciences and the Humanities. This course is designed to satisfy the quantitative reasoning course requirements for a General Studies Associate of Science degree for students who, with the exception of a statistics class, will not take any further mathematics courses at a four-year college or university.

**MATH 110      College Algebra(4)**

Day:            F, W, S

Ngt:            F, W

Prerequisites: B- or better in MATH 104, minimum math ACT score of 22, SAT score of 520 or minimum algebra math COMPASS score of 65.

Introduces functions that parallel development of real numbers. Covers functions of a single variable including polynomials, rational and transcendental functions, logarithms and exponentials. Covers functions of several variables in first order (or linear) cases including linear inequalities and elementary matrix theory. Discusses linear programming, progressions, mathematical induction, permutations and combinations.

MATH 111      Calculus (3)  
Day:            W  
Prerequisites: MATH 110  
Teaches single and multivariable calculus designed primarily for business students.  
Covers derivatives, integrals and their applications. Graphing calculator recommended.

MATH 252      Statistics (3)  
Day:            F, W or Distance Learning (see page 148)  
Prerequisites: MATH 104  
Introduces statistics. Covers data collection, sampling, hypothesis testing, frequency distributions and graphs, probability, measures of central tendency and dispersion, correlation, linear regression and computer applications.

## MEDICAL CAREERS

MC 106      Medical Law & Ethics (2)  
Day:            W,S  
Ngt:            F,W  
Prerequisites: MC 140. Required for all Medical Careers majors.  
Introduces the legal aspects of the allied health professions, including fundamentals of the statutes and common laws that govern the physician/caregiver-patient interaction. Principles of medical ethics are directly correlated to the principles of law. Included is the development of an understanding of federal and state regulatory agencies as they pertain to overall patient care.

MC 140      Medical Terminology (3)  
Day:            F,S  
Ngt:            F,W  
Prerequisites: IT 100 concurrently. Required for all Medical Careers majors their first semester in the program. Must receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of course will only be allowed once. Studies the pronunciation, spelling, definition and correct use of medical terms. Emphasizes mastery of prefixes, suffixes, word roots, combining forms and plural forms. Use of a medical dictionary and other medical reference material is practiced.

MC 170      Introduction to Pharmacology (2)  
Day:            F,W  
Ngt:            W  
Prerequisites: MC 140  
Studies the interactive properties of medicine on the human body as it applies to health care professionals. Also reviews basic math concepts in medication dispensement.

MC 199      Medical Careers Co-op (2)  
Day:            F,W,S  
Ngt:            F,W,S  
Prerequisites: Program director approval of position required. Employment in a field related to the major or participation in a volunteer position by the end of the second week of the semester. If a volunteer opportunity is

needed, contact the co-op director one month prior to the beginning of the semester for assistance.

Provides work experience in student's major field of study with a one-hour weekly lab during the first four weeks of the semester. Students develop measurable learning objectives that can be documented and accomplished during the semester. Co-op prepares students to relate classroom study with on-the-job application of knowledge and skills. Contact by the co-op director with the employer will enable the employer to offer feedback on performance and knowledge acquired.

*Two objectives and a minimum of 40 work hours are required per credit hour with 1-5 credit hours possible. It is required for the student to register for the number of credit hours he or she plans to take. Grading is on a pass/fail basis. Call 524-8118 for Co-op information.*

MC 200      Introduction to Medical Lab Procedures (3)

Day:            W

Prerequisites: MC 140, LS 265; MC 201 concurrently. Required for Medical Assistants and Executive Medical Assistants.

Presents the fundamentals of the purposes, techniques and recording of diagnostic procedures commonly performed; e.g., urinalysis, hematology, white blood count and cultures. Emphasizes patient preparation for diagnostic studies, preparation of specimens for laboratory study and safety measures.

MC 201      Laboratory Procedures Lab (0)

Day:            W

Prerequisites: MC 140, LS 265; MC 200 concurrently. Required for Medical Assistants and Executive Medical Assistants.

Provides supervised practice in performing the procedures learned in MC 200. Skills learned and practiced include: use of equipment, completion of tasks within a specified time requirement and completion of tasks to a level of proficiency indicated by the textbook and deemed appropriate by the instructor.

MC 210      Clinical Medical Assisting (Service-Learning)(5)

Day:            W

Prerequisites: MC 140, LS 265; MC 212 concurrently. Required for Medical Assistants and Executive Medical Assistants.

Presents communication with patients and techniques for preparing and caring for the ambulatory patient during examination. Emphasizes basic nutrition, asepsis, sterilization of equipment, care of surgical instruments, taking and recording vital signs, basic pharmacology and administering of medications. Includes the role of the medical assistant in basic and specialty patient exams, minor surgical procedures, patient treatments, EKG, radiology, first aid and medical emergencies. Includes a unit of basic psychology. CPR certification is earned by the student as a part of this class.

MC 212      Clinical Procedures Lab (0)

Day:            W

Prerequisites: MC 140, LS 265; MC 210 concurrently. Required for Medical Assistants and Executive Medical Assistants.

Provides opportunity for supervised practice of procedures learned in MC 210. Satisfactory performance will be measured against the standards set forth in the Terminal Performance Objectives of the textbook being used and AAMA accreditation

requirements. These procedures include proper use of equipment as well as task completion within a time frame and to a level of proficiency deemed appropriate by the instructor.

**MC 215 Clinical Procedures Review**

Day: W

Prerequisites: MC 200, 201, 210, 212. Required for Executive Medical Assistants  
Must be taken the last semester of the EMA program. Provides EMA student with review and additional practice of clinical procedures learned in MC 210-212 during their first year of the program. Must be taken prior to beginning the Externship.

**MC 226 Beginning Coding (2)**

Day: F

Ngt: F

Prerequisites: MC 140 concurrent. Required for Executive Medical Assistant, Medical Administrative Assistants and Medical Coders.

Introduces students to skills needed to accurately complete and process insurance forms using current coding systems. Emphasizes understanding in basic CPT codes with more in-depth training in ICD-9-CM codes to achieve the maximum appropriate fee for services rendered. Includes ethics involved in handling confidential medical data.

**MC 228 Intermediate Coding (4)**

Ngt: F, W

Prerequisites: MC 140, MC 226. Required for Medical Coders, optional for Medical Administrative Assistants, Executive Medical Assistants.

Continuation of MC 226 with more advanced practice in CPT codes. Connecting of both CPT and ICD-9-CM coding. Prepares students to sit for national certification.

**MC 231 Medical Office Procedures (MOP) (4)**

Day: F, W

Prerequisites: Type 25 cpm (30 recommended), IT 100, MC 140. Required for Medical Assistants and Executive Medical Assistants, Medical Office Assistants and Medical Administrative Assistants.

Presents the fundamentals of medical office management including reception techniques, appointment scheduling, telephone management, mail handling, preparation of an office policy manual, financial record keeping and insurance billing. Students become proficient coordinating work schedules and managing time. Explores a variety of filing systems. Provides experience in processing records for outpatient settings. Addresses ethical and legal requirements and restrictions for record retention, transfer and disposal. Introduces students in using a medical office software program that facilitates scheduling, patient record keeping, billing, insurance filing and other data entry needs.

**MC 235 Medical Transcription (3)**

Ngt: F, W

Prerequisites: Type 50 cpm (75+ recommended), MC 140, IT 100, IT 109.  
Required for Executive Medical Assistants, Medical Administrative Assistants and Medical Transcriptionists.

Provides instruction in the fundamentals of machine transcription of medical dictation including error control and speed building. Increases familiarity with basic and

specialty medical terminology and with various types of medical reports and documents. Stresses practice in using reference materials and proof reading.

MC 236 Medical Transcription Lab (0)

Ngt: F, W

Prerequisites: Type 50 cpm (75+ recommended), MC 140, IT 100, IT 109.  
Required for Medical Transcriptionists.

Provides instruction of basic word processing skills necessary to complete the MC 235 Medical Transcription course. Course includes file, open, save, block, formatting, spell check, and headers/footer.

MC 280 Externship for Medical Office Assistants & Medical Administrative Assistants (Capstone) (2)

Day: Arranged

Prerequisites: Last semester, program director approval. Required for Medical Office Assistants and Medical Administrative Assistants.

Provides a minimum of 120 hours of directed work experience in a physician's office, hospital or clinic. Students, under supervision and with ongoing evaluation of performance, exhibit skills and perform various procedures relative to the responsibilities of a Medical Office Assistant or Medical Administrative Assistant. Students shall not receive pay for externship experience hours. (This is a service learning course.)

MC 281 Externship for Medical Coding (Capstone) (2)

Day: Arranged

Prerequisites: Last semester, program director approval. Required for Medical Coders.

Provides a minimum of 120 hours of directed work experience in a facility where tasks of medical coding are performed. Students, under supervision and with ongoing evaluation of performance, exhibit skills and perform various assignments relative to the responsibilities of a medical coder. Students shall not receive pay for externship experience hours.

MC 282 Externship for Medical Transcription (Capstone) (2)

Day: Arranged

Prerequisites: Last semester, program director approval. Required for Medical Transcriptionists.

Provides a minimum of 120 hours of directed work experience in a physician's office, hospital records department, clinic records department or facility with focus on transcription of medical records. Students, under supervision and with ongoing evaluation of performance, exhibit skills and perform assignments relative to the responsibilities of a Medical Transcriptionist. Students shall not receive pay for externship experience hours.

MC 283 Externship for Medical Assistants & Executive Medical Assistants (Capstone) (3)

Day: Arranged

Prerequisites: Last semester, program director approval. Required for Medical Assistants and Executive Medical Assistants.

Provides a minimum of 180 hours of directed work experience in a physician's office or clinic. Students, under supervision and with ongoing evaluation of performance, exhibit skills and perform procedures relative to the responsibilities of a Medical Assistant. Students shall not receive pay for externship experience hours.

## MUSIC

MUS 105      Music & Culture (3)

Day:            F  
Ngt:            W  
Prerequisites: None

Introduces music as an art with historical and formal relationships to other fine arts, such as painting and architecture. Emphasizes important elements of musical composition and historically important forms and techniques of music and Western Civilization.

## OFFICE TECHNOLOGY

OT 129      Office Procedures (Service Learning) (5)

Day:            F, W  
Prerequisites: IT 117 (B- grade or better) or instructor approval; Recommended keyboarding speed of 30 cpm.

Develops skills required in routine office operations. Concepts covered include: time and task management, telephone techniques and courtesy, mail handling, reprographics, basic business form preparation, electronic mail, ethics, ergonomics, equipment and supplies, customer service, machine transcription introduction, electronic file management, project management, and various other office duties performed by office-support personnel. Students participate in class discussion plus group and individual projects. This is a service-learning course.

OT 138      Introduction to Legal Procedures (4)

Day:            W  
Prerequisites: IT 117 (B- grade or better) or instructor approval; keyboarding speed of 50 cpm or concurrent enrollment in IT 109.

Provides an introduction to transcription of correspondence and simple legal documents. Students will develop a basic understanding of various types of law offices, macro and template development, and law-office ethics. Students will be introduced to legal research and the law library, legal terminology, the courts, and simple legal document preparation.

OT 218      Introduction to Property & Casualty Insurance

Day:            F  
Prerequisites: None

Provides an introduction to the principles underlying insurance and how the insurance industry operates. Concepts covered will include the major categories of property-casualty products, the kinds of situations they are designed to cover, and the characteristics that make them unique. Whether you are preparing for an agent's licensing exam or desiring a comprehensive introduction to the property-casualty insurance field, your training begins with this course.

OT 237            Legal Transcription (3)  
Day:                F  
Prerequisites:     OT 138; concurrent enrollment in OT 238  
Provides students transcription experience of court pleadings and legal documents such as estate planning, legal agreements, probate, and real estate. This course works in conjunction with the OT 238 Advanced Legal Procedures course. Transcription speed is expected to increase during this course.

OT 238            Advanced Legal Procedures (4)  
Day:                F  
Prerequisites:     OT 138 taken within the past two years; concurrent enrollment in OT 237  
A sequential course for Legal Administrative Assistant majors who have completed OT 138. Focuses on litigation, contracts, torts, criminal law, family law, business law, real estate law, estate planning, probates, guardianships, and bankruptcy. This course works in conjunction with OT 237 to transcribe and prepare corresponding legal documents.

OT 299            Office Technology Internship (Capstone) (4)  
Day:                F, W, S  
Ngt:                F, W, S  
Prerequisites:     All Executive Assistant or Legal Administrative Assistant Program Courses to 4th semester (must be verified by academic advisor); to be taken the last semester before graduation; an internship position (either paid or unpaid) should be secured prior to the start of the semester. Note: If an internship opportunity is needed, contact the Career Services office one month prior to the beginning of the semester for assistance.  
This course includes a minimum of 240 hours paid (or 120 hours unpaid) work experience in student's major field of study with one-hour weekly labs held periodically throughout the semester. Students will develop measurable internship objectives based upon the general areas of competence listed for their major that can be documented and must be accomplished during the semester the student is enrolled in internship. Students will exhibit technical, interpersonal, time-management, communication, and exemplary ethical value skills. Internship allows students to demonstrate program mastery through on-the-job application of knowledge and skills specific to their area of study.

## PHILOSOPHY

PHIL 225          Critical Thinking and Reasoning (3)  
Day:                F, W  
Prerequisites:     ENG 101  
Designed to develop critical thinking and reasoning capacities. It is a course of study designed to develop judgment skills and to avoid rationalization in opinions and behavior. The class will focus on practicing critical thinking skills in small groups. This course is not challengeable.

## **PHYSICAL SCIENCES**

PS 108      Descriptive Astronomy (3)

Day:            W,S

Prerequisites: None

Surveys in a mostly non-quantitative, descriptive way what we know about the physical universe, its objects and history. Although there are no math prerequisites, the course will cover laws of gravity and motion. Students will meet once a week at the Clark Planetarium. Lab fee \$35.

PS 120      Introduction to Physical Geography (3)

Day:            For Distance Learning (see page 148)

Ngt:            For Distance Learning (see page 148)

Prerequisites: None

Studies the world's physical environment, with emphasis on weather, climate, vegetation, soil, water, landforms, and their relationship to humans.

PS 130      Weather Studies Online (3)

Day:            F, W\*

Prerequisites: It is recommended that students complete IT 100 and MATH 101 before taking this course.

An Internet-delivered course prepared by the American Meteorological Society covering the composition and structure of the atmosphere, the flows of energy to, from, and through the atmosphere, and the resulting motions produced from small to planetary scales. The physical principles of atmospheric phenomena are stressed in the understanding of weather's impact on humans, particularly with severe weather.

Methods of analysis are developed through the study of current weather as meteorological data are delivered via Internet.

*\*This is an independent study course, but students must be able to access the real-time lab materials on Mondays and Wednesdays between noon and 5 p.m. This schedule may change without advance notice.*

## **RELIGION**

REL 110R      Institute Choir (2)

Day:            TBA

Prerequisites: None

Teaches the hymns of Zion and other music appropriate to College Devotionals and Sacrament meetings. Doctrine in the hymns is discussed and highlighted.

Memorization of some hymns is expected. Participants need not have a solo voice but should be able to stay on pitch and want to sing.

REL 121      Book of Mormon I (2)

Day:            TBA

Ngt:            TBA

Prerequisites: None

Studies Book of Mormon history and teachings from 1 Nephi through Alma 29.

REL 122      Book of Mormon II (2)  
Day:            TBA  
Ngt:            TBA  
Prerequisites: None  
Studies Book of Mormon history and teachings from Alma 30 through Moroni 10.

REL 130      Missionary Preparation (2)  
Day:            TBA  
Ngt:            TBA  
Prerequisites: None  
Assists members of the Church to more effectively share the gospel and prepares students to serve full-time missions.

REL 180R     Principles of Leadership (1)  
Day:            TBA  
Ngt:            TBA  
Prerequisites: Student Council Members – concurrent enrollment in REL 182R  
Introduces students to leadership principles, qualities and skills that Jesus Christ demonstrated as a perfect leader.

REL 182R     Principles of Leadership Lab (1)  
Day:            TBA  
Ngt:            TBA  
Prerequisites: Student council members; concurrent enrollment in REL 180R  
Opportunities to practice the leadership principles, qualities and skills discussed in the Principles of Leadership class.

REL 211      New Testament I (2)  
Day:            TBA  
Ngt:            TBA  
Prerequisites: None  
Studies the ministry and teachings of the Savior as taught in the four gospels.

REL 212      New Testament II (2)  
Day:            TBA  
Ngt:            TBA  
Prerequisites: None  
Studies the history and writings of the New Testament Church from Acts through Revelations.

REL 234      Preparing for an Eternal Marriage (2)  
Day:            TBA  
Ngt:            TBA  
Prerequisites: None  
Introduces the principles and concepts that will help students develop those relationships that lead to a temple marriage and the creation of a celestial family.

REL 235      Building an Eternal Marriage (2)  
Day:            TBA  
Night:          TBA  
Prerequisites: For married students only  
182

Discusses principles sustained by living Prophets, which if adhered to builds a forever marriage as well as to turn challenges into successes.

REL 301      Old Testament I (2)

Day:            TBA

Ngt:            TBA

Prerequisites: None

Surveys Old Testament history and teachings from Genesis through Deuteronomy.

REL 302      Old Testament II (2)

Day:            TBA

Ngt:            TBA

Prerequisites: None

Surveys Old Testament history and teachings from Joshua through II Kings.

REL 324      Doctrine and Covenants I (2)

Day:            TBA

Ngt:            TBA

Prerequisites: None

Studies the teachings of Sections 1-75 in their historical settings.

REL 325      Doctrine and Covenants II (2)

Day:            TBA

Ngt:            TBA

Prerequisites: None

Studies the teachings of Sections 76-138 in their historical settings.

REL 327      Pearl of Great Price (2)

Day:            TBA

Ngt:            TBA

Prerequisites: None

Teaches the unusual history of this book of scripture. Emphasized are the unique doctrines in the writings of Moses and Abraham. It is suggested that students take this class only if they have a solid understanding of gospel principles.

REL 333      Teachings of the Living Prophets (2)

Day:            TBA

Ngt:            TBA

Prerequisites: None

Studies the current teachings of the living Prophets, Seers and Revelators from past and present general conferences.

REL 341      Latter-day Saint History I (2)

Day:            TBA

Ngt:            TBA

Prerequisites: None

Studies the history and doctrine of The Church of Jesus Christ of Latter-day Saints from 1805 through 1839.

REL 342      Latter-day Saint History II (2)  
Day:            TBA  
Ngt:            TBA  
Prerequisites: None  
Studies the history and doctrine of The Church of Jesus Christ of Latter-day Saints from 1839 through 1877.

REL 430      Doctrines of the Gospel I (2)  
Day:            TBA  
Night:          TBA  
Prerequisites: None  
Assists students in systematically studying the principles and doctrines of the gospel of Jesus Christ.

REL 431      Doctrines of the Gospel II (2)  
Day:            TBA  
Night:          TBA  
Prerequisites: None  
Assists students in systematically studying the principles and doctrines of the gospel of Jesus Christ.

## SOCIAL SCIENCES

SS 101        Introduction to Psychology (3)  
Day:            F,W  
Ngt:            W  
Sat:            F  
Prerequisites: None  
Provides students with knowledge of basic psychological concepts, theories and principles. Emphasizes increased understanding of self, the development of positive interpersonal relations and attaining an increased level of mental health. Skills in effective listening, empathizing with others and conflict resolution are stressed. Also covered are behavioral/communication patterns and social issues.

SS 105        Introduction to Cultural Anthropology (3)  
Day:            F  
Prerequisites: None  
Compares the differences among people and their cultures throughout the world. Examines human cultural variation in terms of social organization, political organization, kinship and economic systems. African, American, Asian and European cultures are considered from an ethnographic perspective.

SS 110        American National Government (Service-Learning)(3)  
Day:            F, W or Distance Learning (see page 148)  
Ngt:            F, W or Distance Learning (see page 148)  
Prerequisites: None  
Examines the evolution and beginning of the American Republic. Patterns of historical development are explored with emphasis on the Constitution and current political events. (A civic engagement experience is included in this course.)

SS 138              Sociology of Marriage & Family (3)  
Day:              F, W or Distance Learning (see page 148)  
Ngt:              F, S or Distance Learning (see page 148)  
Prerequisites:    None  
Explores the nature of marriage and family relationships in contemporary American society. Emphasizes such issues as changing sex roles, personal sexuality, dating, divorce trauma and parenting.

## THEATER

THE 102              Acting I(3)  
Day:              F, W  
Ngt:              W  
Prerequisites:    None  
Introduces basic acting techniques. Includes voice production and movement. Acting ability is developed through exercises in pantomime, improvisation, and monologue.

# Special Academic Programs

## SUMMER TERM

The Summer Term curriculum is adapted to students who need extra entrance/exit options; who desire to accelerate their education; who need to reduce regular semester loads; or who desire an early start. Summer term lasts eight weeks for day and night classes. Extended class hours allow instruction time equivalent to a standard semester. A course load of six hours is considered full time for College purposes but not for financial aid or Bureau of Citizenship and Immigration Service purposes.

## NIGHT SCHOOL

Working adults can schedule courses to keep current and to advance in the workplace through the night school program. Students may take individual courses that are of interest to them or work toward one of the selected degrees and certificates that can be completed by taking courses at night and on Saturday mornings (see list below). Students should be advised, however, that it may take up to twice as long to complete a program at night/Saturday as during the day.

### Degrees and Certificates Available Night/Saturday

Associate of Science in Business Degree  
Financial/Managerial Accounting AAS Degree  
Business AAS Degree  
Associate of Science Degree  
Accounting Certificate  
E-Commerce Certificate  
Professional Sales Certificate  
Medical Coding Certificate  
Medical Transcription Certificate

## REGISTRATION PROCEDURES

Registration procedures for night/Saturday students are identical to those for day students. Night/Saturday students are particularly encouraged to register by telephone at (801) 524-8181, Monday through Friday from 8 a.m. to 5 p.m. during designated registration periods. (See the Academic Calendar on page 6 for registration dates.)

## SPECIAL COURSES

Special courses are noncredit, short-term classes that do not adhere to the traditional Academic Calendar and for which a student does not receive credit toward a degree or certificate program. Classes begin at several times throughout the calendar year, and special sessions can be arranged for companies or groups with special training needs. Call (801) 524-8135 to receive special courses announcements or to arrange customized training sessions.

# Institute of Religion

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## **RELIGIOUS EDUCATION**

LDS Business College is sponsored by The Church of Jesus Christ of Latter-day Saints; however, many faiths are represented on the campus and all are welcome.

The Institute of Religion offers courses to help students gain an increased knowledge and conviction of the gospel of Jesus Christ. Institute courses offered at the College are an integral part of the vocational and academic curriculum. Classes are offered in a variety of religious subjects.

### **REQUIRED INSTITUTE COURSES**

All students are required to complete a two-credit hour religion class during each semester in which they are enrolled full-time. Part-time students must take one religion class for the equivalent of each full-time semester.

All transfer students must complete a minimum number of religion classes. One class is required for each semester enrolled. If transfer students have taken four hours of Book of Mormon at an Institute or Church school, they are free to choose other religion classes to fill the residency religion requirement. Previously taken Institute classes may count toward the religion requirement for Institute Certificates (see below) but do not fulfill the requirement of one class per semester.

Graduation from a certificate program requires four credit hours in religion with at least two credit hours in Book of Mormon. Graduation from an A.A.S. or A.S. degree program requires eight credit hours in religion with a minimum of two credit hours in Book of Mormon. A maximum of two religion classes may be taken each semester. Exceptions must be approved by the Institute Director.

Students taking additional semesters to complete their programs are required to take a religion class each semester of full-time enrollment. Letter grades from the first eight credit hours in religion will be calculated into students' academic GPA.

Students who pass four credit hours of religion (including at least two credit hours in Book of Mormon) receive an Institute Certificate of Completion; those who pass eight credit hours (including at least two credit hours in Book of Mormon) receive an Institute Certificate of Achievement; and those who pass 16 credit hours (including at least four credit hours in Book of Mormon) receive an Institute Graduation Diploma. Students who enroll at the College with previous Institute or BYU- BYU/Idaho religion credits may apply those credit hours toward the 16 semester hours required for the Institute graduation Diploma. See the Institute Director for details.

## INSTITUTE CHOIR

The Institute Choir provides an uplifting experience in bearing testimony of our Savior through music. Participation in Choir is a great way to make close friends and share meaningful experiences. Practices are held two days a week on Mondays and Wednesdays. Interested students should contact the Institute of Religion for further information. A maximum of two credit hours of Choir may be applied to fulfillment of the religion requirement. These hours may count toward the total credit hours required for an AAS or AS degree program. Thus, if students take a year of choir (2 semesters) they may earn two religion credits. Elective credits do not fulfill general education requirements and are not transferable.



# Administration and Faculty

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## CHURCH BOARD OF EDUCATION AND BOARD OF TRUSTEES OF LDS BUSINESS COLLEGE

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Paul Johnson, Administrator—Religious Education and Elementary and Secondary Education  
Roger G. Christensen, Administrator—Finance and Services

## **ADVISORY BOARDS**

*Information includes board member's name, title and organization represented.*

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Director, Physician Services  
IASIS Healthcare Corp.

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C.H. Dredge & Co., Inc.

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President  
Hansen Bradshaw Malmrose &  
Erickson PC

Greg Heiner  
Financial Reporting  
Questar Corporation

Janet Lint  
Accountant  
Harman Management Corp.

Johanna Mackay  
Commissions Accounting Agent  
Security National Life Insurance Co.

Chuck Madsen  
CFO & UP of Administration  
Muir-Roberts Co., Inc.

Darin Moody  
President/CEO  
Utah First Credit Union

Scott Nixon  
Partner  
Pricewaterhouse Coopers LLP

Suzanne Paul  
Financial Aid Clerk  
LDSBC Program Graduate

### **BUSINESSDEPARTMENT, BUSINESS PROGRAM**

Shae Farmer  
Independent Consultant  
Eye Internet Solutions  
LDSBC Program Graduate  
James Hartley  
Manager  
Scripture Translation, LDS Church  
LDSBC Adjunct Faculty Member

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President  
American Training Alliance

Ed Teal  
Vice President  
RC Willey Corporation

### **IOT DEPARTMENT, WEB AND DESKTOP PROGRAMS**

DeVon Cook  
Deseret First Credit Union

Paul Hanson  
Millennial Star Network

Ann Marie Wood  
SOS Technical Services

Susan Jenssen  
The Digital Ranch

Alta Wickham  
Alphagraphics

### **IOT DEPARTMENT, NETWORK MANAGEMENT PROGRAM**

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Bell and Howell

Roger Bailey  
Information and Communication Systems,  
LDS Church

## **IOT DEPARTMENT, OFFICE**

### **TECHNOLOGY**

Ann Marie Wood  
SOS Technical Services

James Whitaker  
Department of WorkForce Services

Trish Dahl  
Salomon Smith Barney Incorporated

Carolyn Dennis  
SuitterAxland

Anne Nevers  
Attorney  
LDSBC Adjunct Faculty

Mary Nye  
EFY Counselor  
Brigham Young University  
LDSBC Program Graduate

Janet Walker  
William & Hunt

Debbie Carlson  
Facilities Management, University of  
Utah

Jackie Andersen  
Office Manager  
Avenue Women's Clinic

Jacque Younis  
CMA, Clinical Coordinator  
Health Clinics of Utah

Laurie White  
Nursing Supervisor  
Holladay Instacare

Beth Swearngin  
CMA-A, Office Manager  
Richard Alder, M.D.

Karla Hill  
Pediatric/Rheumatology Faculty/Clinic  
Coordinator  
University of Utah Hospitals and Clinics

Tami Grace  
CCS-P, Health Information Coder  
University of Utah Neuropsychiatric  
Institute

Krystl March  
CMT  
Evolve Medical Dictation

## **INTERIOR DESIGN DEPARTMENT**

Bruce R. Finlinson, A.S.I.D.  
Interior Designer  
Temples & Special Projects, LDS Church

Merry Mabbett Dean  
Sales Representative  
Merry Mabbett Inc.

Jeri Cahoon  
Interior Designer  
Self-Employed

## **MEDICAL CAREERS DEPARTMENT**

Don Stromquist  
M.D.  
Rheumatology

## **ADMINISTRATION**

*Information includes year the individual joined the College (in parentheses), their title and degrees earned, including dates and institutions.*

### **Woodhouse, Stephen K. (1989)**

President  
B.S., 1965, University of Utah  
M.B.A., 1966, University of Utah

### **Brown, Carolyn S. (1973)**

Vice President for Academic Affairs  
B.A., 1968, University of Utah  
M.A., 1970, University of Utah  
Ph.D., 1974, University of Utah

### **Bryan, Jerold M. (1974)**

Vice President of Administration  
A.A.S., 1974, LDS Business College  
B.S., 1967, Brigham Young University

### **Wiser, Bob H. (1996)**

Vice President of Finance and Controller  
B.A., 1984, Utah State University  
CPA, 1988, Utah  
CIA, 1989, Utah  
CFE, 1995, Utah  
M.Ed., 2002, Westminster College

## **FACULTY**

### **Aukschun, Linda C. (1999)**

Institute of Religion Instructor  
B.A., 1965, Brigham Young University

### **Brown, Carolyn S. (1973)**

Vice President for Academic Affairs  
B.A., 1968, University of Utah  
M.A., 1970, University of Utah  
Ph.D., 1974, University of Utah

### **Dunkley, Karen (1991)**

General Studies Department  
English Writing, Fine Arts and Humanities Coordinator  
B.A., 1960, Brigham Young University  
M.A., 1991, Utah State University

### **Dyreng, Steven Grant (2001)**

Institute of Religion Instructor  
B.S., 1971, Utah State University  
M.Ed., 1978, Brigham Young University

### **Egan, Robert M. (2003)**

General Studies Department  
Math and Social Sciences Coordinator  
B.S., 1971, Brigham Young University  
M.S., 1994, University of Utah

### **Finlinson, Kitt R. (1999)**

Business Department  
AS in Business Program Director  
B.S., 1972, Brigham Young University  
M.B.A., 1999, Utah State University

### **Gardiner, D. Paul (1985)**

Business Department  
Accounting Program Director  
B.S., 1969, University of Utah  
M.B.A., 1971, Harvard University  
C.P.A., 1973, Colorado

### **Hamelin, Edith A. (1990)**

Medical Careers Department  
Medical Assistant Program Director  
R.N., B.S.N., 1962, Univ. of Colorado  
C.M.A., 1992

### **Henrie, Lynda D. (1994)**

Information & Office Technology  
Department Chair  
B.S., 1973, Utah State University  
M.S., 1984, Brigham Young University

### **Houck, Jerry H. (1996)**

Institute of Religion Instructor  
B.S., 1966, Utah State University  
M.E.A., 1971, Brigham Young Univ.  
Ed.D., 1981, U. of Northern Colorado

### **Hunsaker, Miles R. (2003)**

Interior Design Department Chair  
B.F.A., 1991, Brigham Young University

### **Lake, Marjean (1991)**

Information & Office Technology  
Instructor  
B.S., 1987, Weber State University  
M.S., 1991, Weber State University

**Larson, Kenneth J.** (1994)  
Information & Office Technology  
Web & Visual Communication  
Program Director  
B.S., 1976, Cal. State U. - Sacramento  
M.S., 1988, Cal. State U. - Chico  
C.C.P., 1985

**Marsh, David Brent** (2001)  
Institute of Religion Instructor  
B.S., 1981, Brigham Young University  
M.Ed., 1988, College of Idaho  
Ph.D., 1998, Brigham Young University

**McReynolds, Kevin** (2000)  
Information & Office Technology  
Program Director  
B.A., 1981, University of Utah  
M.A., 1983, Brigham Young University

**Poelman, Keith A.** (1994)  
Business Department Chair  
B.A., 1966, University of Utah  
M.B.A., 1970, University of Michigan

**Richards, J. Larry** (2002)  
Business Department  
Business Program Director  
B.S., 1976, University of Utah

**Richards, Paul C.** (1993)  
General Studies Department Chair  
Life and Physical Sciences Coordinator  
B.S., 1988, James Madison University  
M.S., 1991, Oregon State University  
M.A., 1996, Oregon State University

**Spencer, Virgil L.** (2001)  
Institute of Religion Director  
B.S., 1968, Brigham Young University  
M.Ed., 1975, University of Idaho  
Ph.D., 1979, University of Idaho

**Warburton, Sherisse** (1993)  
Information & Office Technology  
Department  
Office Technology Program Director  
B.S., 1983, Brigham Young University  
M.S., 1988, Utah State University

**Young, Terry L.** (1996)  
Medical Careers Department Chair  
B.S., 1979, Brigham Young University  
M.S., 1992, Utah State University

## STAFF

**Baird, Tamra** (1997)  
Executive Assistant to the President  
A.S., 1994, Ricks College  
A.A.S., 1997, LDS Business College

**Baxter, Marki** (2002)  
Institute Secretary  
A.S., 1979, Ricks College

**Brown, D. Louise** (2001)  
Public Relations Specialist

**Cherrington, R. Brent** (1986)  
Chief Information Officer  
B.A., 1968, University of Utah  
M.Ed., 1996, Utah State University

**Davis, Jody E.** (2000)  
Director of Wasatch Front Marketing  
B.A., 1986, University of Utah

**Derbridge, Ross F.** (1967)  
Director of Regional Marketing  
A.B.A., 1967, LDS Business College

**DeVries, Mary Ann** (2001)  
South Hall Head Resident

**Doran, Linda** (1974)  
Registrar; Veterans Coordinator  
B.A., 1969, University of Utah

**Egan, Robert M.** (2003)  
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B.S., 1971, Brigham Young University  
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Assistant Bookstore Manager

**Hales, Karen A.** (1992)  
Director of Library & Info. Resources  
B.S., 1972, Southeast Missouri State U.  
M.L.I.S., 1993, Brigham Young Univ.

- Hall, James A.** (1999)  
Systems Administrator  
B.S., 1998, Utah State University
- Hansen, Kent C.** (2001)  
System Administrator  
CNE, 1993
- Horne, J. Douglas** (1992)  
Financial Aid Administrator  
B.A., 1976, University of Utah  
M.B.A., 1992, Westminster College
- Howe, Kathy** (1995)  
Director of Career Services
- Hunt, Donna** (1974)  
Financial Services Coordinator; Housing Coordinator
- Keith, Jared** (1998)  
Physical Facilities Manager  
A.A., 1982, Butte College  
A.S., 2000, LDS Business College
- Leth, Peter** (1991)  
Landscape & Custodial Services Manager
- McGettigan, Glenn** (1988)  
Auxiliary Services Manager  
B.S., 1978, Brigham Young University
- Morgan, Tyler S.** (1996)  
Dean of Instructional Support  
B.A., 1983, Brigham Young University  
M.Ed., 2001, Westminster College
- Nelson, Craig V.** (1995)  
Dean of College Affairs  
B.A., 1980, Brigham Young University
- Peterson, Karen** (1989)  
Dean of Students  
Director of Internship Program  
A.A.S., 1987, LDS Business College  
B.A., 1989, Westminster College  
M.Ed., 1991, Westminster College
- Paul, Suzanne** (2002)  
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- Poelman, Keith A.** (1994)  
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B.A., 1966, University of Utah  
M.B.A., 1970, University of Michigan
- Ravneng, Bente** (2001)  
Assistant Librarian
- Richards, Renae L.** (1986)  
Director of Enrollment Management  
A.A.S., 1970, LDS Business College  
B.S., 1998, University of Utah
- Skene, Kathryn O.** (1996)  
Learning Assistant Lab Coordinator  
B.S., 1997, University of Utah  
M.A.E.D., 2000, University of Phoenix
- Stevens, Bonnie J.** (2002)  
Admissions Specialist
- Spencer, Virgil L.** (2001)  
Institute of Religion Director  
B.S., 1968, Brigham Young University  
M.Ed., 1975, University of Idaho  
Ph.D., 1979, University of Idaho
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- Stincelli, Nick** (1981)  
Maintenance Staff
- Strain, Jeffrey L.** (2001)  
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- Tittle, Matt D.** (1995)  
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- Valentin, Melisa** (2002)  
International Student Coordinator  
B.A., 1999, University of Puerto Rico  
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## **ADJUNCT FACULTY**

### **2003-2004**

#### **Anderson, Jay M.**

Economics Instructor

B.A., 1965, University of Utah

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#### **Crocker, Richard C.**

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#### **Foulger, Tami J.**

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#### **Fowler, Barry K.**

Social Science Instructor

B.A., 1964, Weber State University

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**Gaertner, Gilbert**  
Mathematics Instructor  
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**Gough, James A.**  
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B.M.E., 1973, University of Kansas  
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**Grace, Tami L.**  
Medical Careers Instructor  
Certification, 1999, CCS-P

**Graham, Christine**  
English Instructor  
B.A., 1976, Brigham Young University  
M.A., 1980, Brigham Young University

**Grimm, Craig M.**  
Mathematics Instructor  
B.S., 1988, University of Utah

**Hansen, Roger L.**  
Business Instructor  
B.A., 1955, University of Utah  
M.A., 1965, New York University

**Hart, Michele M.**  
Mathematics Instructor  
B.S., 1979, University of Utah

**Hartley, James E.**  
Social Science Instructor  
B.A., 1976, Brigham Young University  
M.P.A., 1995, Brigham Young  
University

**Hernandez, June-Lee**  
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**Hill, Karla**  
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A.A.S., 1997, LDS Business College

**Hoagland, Dennis R.**  
Business and Economics Instructor  
B.S., 1968, Brigham Young University  
J.D., 1980, University of Washington

**Honey, Peggy L.**  
Interior Design Instructor  
B.A., 1982, Brigham Young University  
M.S., 1997, University of Missouri

**Jackson, Shirley**  
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B.F.A., 1997, Brigham Young University

**Johnson, Joseph C.**  
Accounting Instructor  
B.S., 1987, University of Utah

**Jonsson, Arlene L.**  
English Instructor  
B.S., 1959, Brigham Young University

**Krauel, Steven G.**  
English Instructor  
B.S., 1982, Brigham Young University

**Lind, Carol A.**  
Art Instructor  
A.S., 1982, Snow College  
B.A., 1982, Brigham Young University  
M.A., 1996, University of Notre Dame

**Lindhardt, Phillip A.**  
Accounting Instructor  
A.B., 1976, LDS Business College  
B.S., 1991, Westminster College  
M.B.A., 1997, Westminster College

**Lisman, A. LaMar**  
Interior Design Instructor  
B.A., 1983, University of Utah

**Mangun, Tracy D.**  
English Instructor  
B.A., 1998, University of Utah

**Marion, S. Wayne**  
Accounting Instructor  
B.S., 1993, University of Phoenix  
M.P.A., 1996, University of Utah

**Martindale, Dawn C.**  
Social Science Instructor  
B.A., 1992, Brigham Young University  
M.S., 2001, Utah State University

- McHood, Julie J.**  
Interior Design Instructor  
B.F.A., 1996, Brigham Young University
- Merchant, Susanna C.**  
English Instructor  
B.S., 1978, Brigham Young University  
M.S., 1893, University of New Mexico
- Morris, David D.**  
Interior Design Instructor  
B.S., 2002, Utah State University
- Morris, Lori A.**  
Medical Careers Instructor  
B.S., 1980, Brigham Young University  
M.S., 1993, University of Utah
- Mumford, Martha H.**  
Music Instructor  
B.A., 1990, Washington State University  
M.Ed., 1993, Washington State University
- Nevers, Ann H.**  
Office Technology Instructor  
B.A., 1979, Brigham Young University  
J.D., 1985, University of Utah
- Newman, Cheryl A.**  
Information Technology Instructor  
Certification, 2001, M.C.S.E., M.C.T.,  
A+, Network+, M.C.P.+1
- Rhoads, Deborah J.**  
Interior Design Instructor  
B.F.A., 1994, Brigham Young University
- Rich, E. Morrissa**  
English Instructor  
B.A., 1961, Brigham Young University  
M.A., 1992, Utah State University
- Rollins, Bernard C.**  
Accounting Instructor  
B.S., 1968, Brigham Young University
- Rose, Diane B.**  
Communications Instructor  
B.A., 1977, Brigham Young University  
M.A., 1978, Brigham Young University
- Rose, Kenneth H.**  
Art Instructor  
B.S., 1981, Brigham Young University  
M.B.A., 1988, University of Utah
- Scardina, Jana L.**  
English Instructor  
B.A., 1998, Brigham Young University
- Schvaneveldt, Judy L.**  
Interior Design Instructor  
B.S., 1994, Utah State University
- Smith, Nola D.**  
Theatre Arts Instructor  
B.A., 1981, Brigham Young University  
M.A., 1992, Brigham Young University  
Ph.D., 2001, Brigham Young University
- Smith, Stewart**  
Communications and Social Science Instructor  
B.S., 1961, University of Utah  
M.S.W., 1963, University of Utah  
A.C.S.W., 1965,  
D.C.S.W., 1987, University of Utah
- Stout, Carolee R.**  
English Instructor  
B.A., 1964, University of Utah
- Sunderland, Robert A.**  
Mathematics Instructor  
B.A., 1974, Brigham Young University
- Tanner, Jason L.**  
Accounting Instructor  
B.S., 1997, University of Utah  
M.S., 1996, University of Utah
- Thurston, R. Jan**  
Business Instructor  
B.S., 1964, Brigham Young University  
M.S., 1969, Brigham Young University  
Ed.D., 1975, University of Southern California



**Tracy, Michael L.**

Information Technology Instructor  
A.S., 1986, Utah Valley State College  
A.A.S., 1986, Utah Valley State College

**Vellinga, Adrian B.**

Interior Design Instructor  
B.F.A., 2000, Brigham Young University

**Walbeck, Amber L.**

Interior Design Instructor  
B.S., 1994, Utah State University  
Associate, IIDA

**Ward, Susan M.**

Life Science Instructor  
B.S., 1974, Brigham Young University  
M.B.A., 1988, Brigham Young  
University

**Watson, David R.**

Language Instructor  
B.A., 1980, University of Utah

**Wicklander, Alan G.**

Business Instructor  
B.S.B.M., 1999, University of Phoenix  
M.A.O.M., 2001, University of Phoenix

**Wightman, Mark C.**

Interior Design Instructor  
B.F.A., 2002, Brigham Young University

**Williams, Rachel M.**

Interior Design Instructor  
B.F.A., 2002, Brigham Young University

**Wixom, Elizabeth**

Interior Design Instructor  
B.S., 1998, Utah State University

**Yeates, Jane B.**

Communications and Information  
Technology Instructor  
B.S., 1964, University of Utah  
M.A., 1967, University of Utah



## **EMERITI**

### **FACULTY**

**Anderson, J. Moyle** (1965-1992)  
Marketing/Management Department  
Chairman  
B.S., Brigham Young University  
M.S., New York University

**Dewsnup, Edwin G.** (1974-1984)  
Accounting Instructor  
B.S., University of Utah

**Kirk, Glenn R.** (1966-1993)  
In Memoriam  
Office Administration Department  
Chairman  
B.S., M.S., Brigham Young University

**Koller, Mary L.** (1965-1991)  
Health Services Department Chairman  
and Office Administration Instructor  
B.S., M.S., University of Utah  
Ph.D., Brigham Young University

**Liechty, Jay** (1984-2003)  
Math and Social Sciences Coordinator  
B.A., 1959, Brigham Young University  
M.A., 1961, Stanford University  
C.P.A., 1964, California

**Rogers, Carla S.** (1987-2003)  
Interior Design Program Director  
B.S., 1961, Brigham Young University  
M.S., 1967, Iowa State University

**Romney, Veda M.** (1968-1986)  
Office Administration Instructor  
B.S., Utah State University  
M.S., East Tennessee State University

**Swigart, Norma K.** (1933-1979)  
Office Administration Instructor

**Tracy, Ronald L.** (1969-1998)  
Accounting and Math Instructor  
B.S., 1965, Weber State College  
M.B.A., 1966, University of Utah  
C.P.A., 1981

### **Wimmer, P. J.** (1978-1996)

Fashion Merchandising Department  
Chairman and Business Instructor  
B.S., 1975, Brigham Young University  
M.Ed., 1993, Westminster College

### **INSTITUTE**

**Butler, Margot J.** (1990-1999)  
Institute of Religion Instructor  
B.A., 1955, University of Utah  
M.A., 1960, Columbia University  
**Egbert, Arch** (1978-1995)  
Institute of Religion Director  
B.A., 1956, Utah State University  
M.A., 1959, Arizona State University  
Ph.D., 1967, Brigham Young University

**Hansen, Dean M.** (1987-2001)  
Institute of Religion Instructor  
B.S., 1960, Brigham Young University  
M.A., 1967, Brigham Young University  
Ph.D., 1974, University of Florida

### **ADMINISTRATIVE STAFF**

**Armstrong, Clara** (1947-1976)  
Treasurer

**Beesley, Kenneth H.** (1986-1991)  
President  
B.A., University of Utah  
M.S., Ed.D., Columbia University

**Hutchinson, Karl** (1976-1989)  
Dean of Students-Guidance Counselor  
B.A., Brigham Young University  
M.Ed., Brigham Young University

**Kirkham, R. Ferris** (1961-1986)  
President  
B.S., M.S., University of Utah  
C.P.A., Utah

**Parker, Jeannine** (1979-1988)  
Librarian  
B.S., University of Utah



# Glossary

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## **LDS BUSINESS COLLEGE COURSE PREFIXES**

ACC	Accounting
AEROS	Aerospace
ART	Art
BUS	Business
COM	Communications
ECON	Economics
ENG	English
ID	Interior Design
IT	Information Technology
LAN	Language
LE	Learning Enhancement
LS	Life Sciences
MATH	Mathematics
MC	Medical Careers
MUS	Music
OT	Office Technology
PHIL	Philosophy
PS	Physical Sciences
REL	Religion
SC	Special Courses
SS	Social Sciences
THE	Theater

## **ABBREVIATIONS**

F	Fall Semester
W	Winter Semester
S	Summer Term
TBA	To be announced. Offered various semesters. Check a current class schedule.
ARR	Arranged. Individual arrangements are made with the instructor of this class. Check the current class schedule.

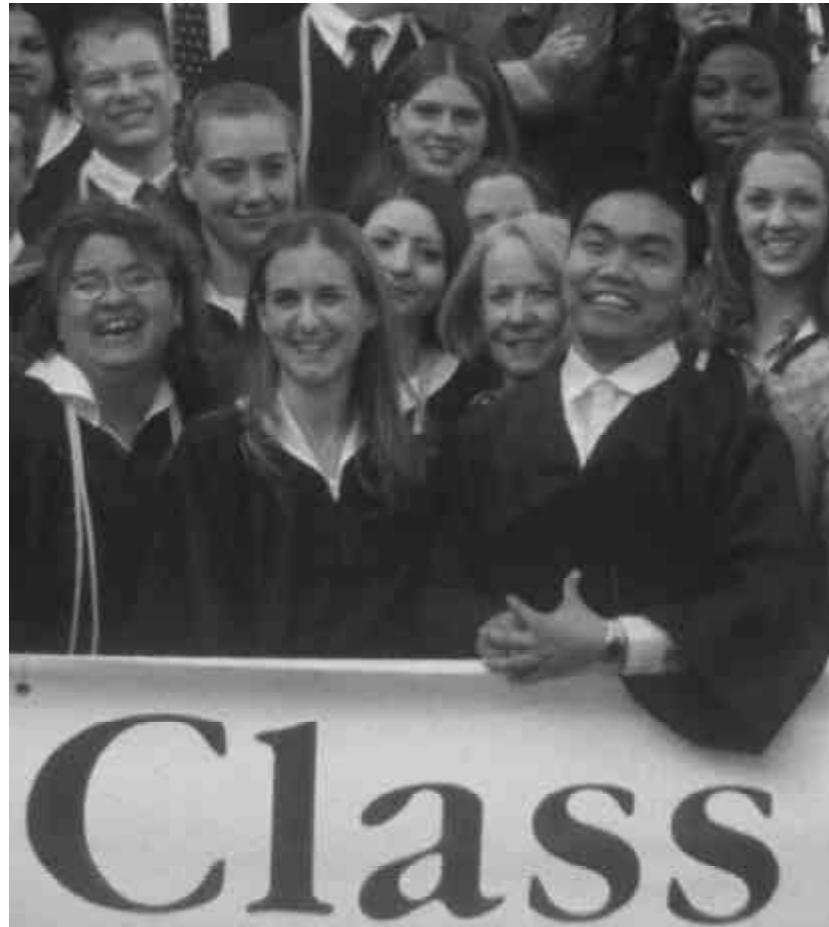
## **DEFINITIONS**

**Concurrently:** A course taken concurrently is taken the same semester as another course. Courses indicated as concurrently in the prerequisites may be taken in a previous semester.

**Course:** A single instructional subject commonly described by title, number, and credits in the College catalog or semester schedule.

**CWPM:** Corrected words per minute.

**Emphasis:** An area of specialized study in a program.



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# Campus Map



*All facilities are handicap accessible except the North Hall and the Hosting Center. Parking lots are located West of the North Residence Hall (N), the North-East corner of "D" Street and South Temple, and North of the 4th East Chapel. Students may also park at the 6th East Chapel lot.*

# Telephone Directory

## MAIN COLLEGE NUMBERS

Telephone .....	(801) 524-8100
Fax .....	(801) 524-1900
E-Mail .....	admissions@ldsbc.edu
Homepage .....	<a href="http://www.lldsbc.edu">http://www.lldsbc.edu</a>

DEPARTMENT	OFFICE	PHONE
Academic Advising .....	W-133 .....	524-8161
Academic Affairs .....	A-133 .....	524-8166
Accounting Office .....	A-113 .....	524-8127
Accounting Program (Academic) .....	A-133 .....	524-8166
Administration .....	A-133 .....	524-8105
Admissions .....	E-119 .....	524-8145
Alumni .....	F-101 .....	524-8172
Bookstore .....	E-011 .....	524-8130
Business Program (Academic) .....	A-133 .....	524-8166
Career Services Center .....	F-101 .....	524-8156
Cashiers Office .....	E-115 .....	524-8143
College Relations .....	A-127 .....	524-8103
Controller/Finance .....	A-133 .....	524-8105
Cooperative Education .....	E-126 .....	524-8154
Dean of Students .....	E-126 .....	524-8154
Financial Aid Office .....	A-117 .....	524-8111
General Studies Program (Academic) .....	A-133 .....	524-8166
Graduation Office .....	W-128 .....	524-8148
Housing .....	E-115 .....	524-8143
Information Technology .....	W-023 .....	524-8190
Information & Office Technology Program (Acad.) .....	A-133 .....	524-8166
Institute of Religion (Academic) .....	A-209 .....	524-8120
Insurance (Student Health) .....	E-115 .....	524-8143
Interior Design Program (Academic) .....	A-133 .....	524-8166
Learning Assistance Center .....	A-323 .....	524-8118
Library .....	E-129 .....	524-8150
Lion's Den .....	A-050 .....	524-8114
Medical Careers Program (Academic) .....	A-133 .....	524-8166
North Residence Hall .....	349 E 1st Ave. ....	524-8182
Registration .....	E-123 .....	524-8140
South Residence Hall .....	43 S. 400 E. ....	524-8183
Student Activity Hotline .....	411 E. S. Temple .....	524-1997
Student Council .....	E-119 .....	524-8152
Student Services .....	E-119 .....	524-8145

A=Main Mansion; E=East Wing; F=34 South 500 East; W=West Wing