



LDS BUSINESS COLLEGE



GENERAL CATALOG
2004-2005

Message from the President



Welcome 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 118 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.

A handwritten signature in black ink, which appears to read "Stephen K. Woodhouse". The signature is written in a cursive style and is positioned above the printed name.

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 2004-05

Fall Semester 2004

April 5	MON	Registration Begins for 2 nd Year Students
April 12	MON	Registration Begins for All Continuing Students
April 26	MON	Registration Begins for New Students
Aug. 16	MON	Tuition Payment Deadline
Aug. 20	FRI	New Student Orientation
Aug. 23	MON	Classes Begin
Aug. 27	FRI	Last Day to Drop Classes
Aug. 30	MON	Last Day to Add Classes
Sept. 6	MON	Labor Day Holiday
Oct. 12-15	TUE-FRI	Academic Advising Week
Nov. 12	FRI	Last Day to Withdraw from Classes
Nov. 24	WED	Semester Break
Nov. 25-26	TH-FRI	Thanksgiving Holiday
Dec. 10	FRI	Classes End

Winter Semester 2005

Oct. 25	MON	Registration Begins for 2 nd Year Students
Nov. 8	MON	Registration Begins for All Continuing Students
Nov. 22	MON	Registration Begins for New Students
Jan. 7	FRI	Tuition Payment Deadline
Jan. 10	MON	Classes Begin
Jan. 12	WED	New Student Orientation
Jan. 14	FRI	Last Day to Drop Classes
Jan. 17	MON	Last Day to Add Classes
Jan. 17	MON	Human Rights Day Holiday
Feb. 14	MON	President's Day Holiday
March 8-11	TUE-FRI	Academic Advising Week
March 14-18	MON-FRI	Spring Break
April 8	FRI	Last Day to Withdraw from Classes
May 4	WED	Classes End
May 5	THU	Commencement

Summer Term 2005

March 14	MON	Registration Begins for 2 nd Year Students
March 21	MON	Registration Begins for All Continuing Students
March 28	MON	Registration Begins for New Students
June 3	FRI	Tuition Payment Deadline
June 6	MON	Classes Begin
June 10	FRI	Last Day to Drop Classes
June 17	FRI	Last Day to Add Classes
July 4	MON	4 th of July Holiday
July 25	MON	24 th of July Holiday
July 15	FRI	Last Day to Withdraw from Classes
July 29	THU	Classes End



How to Use this Catalog

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.besmart.com. Look at information on pages 15 to 17 and 210.

Step Two: Pick a major.

Consider the options on pages 62 to 63. 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 69. If you want to custom build a schedule, look at specific program requirements listed on pages 68 to 146 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 (www.ldsbc.edu/Catalog/main.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, complete the five steps for registration on page 25 of the catalog.

Step Five: Pay fees and arrange for health insurance.

Read important information on pages 27 and 43.

Step Six: Consider housing and financial needs.

See what's already in place to help on pages 28, 43 and 44.

Step Seven: Review your plan with an academic advisor.

Review sources for help on pages 40 and 50. 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 50 to 51.

Step Nine: Have fun!

Yup, that's in here too. See pages 44 to 45.

General Information

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 118 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 inherent 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 51.

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 or online at www.ldsbc.edu/PDF/CEE.htm. Endorsements expire April 1st of each year.

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

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. Qualified applicants are admitted based on educational goals and commitment to College policies and standards.

Application Requirements for U.S. Citizens/Permanent Residents

To be considered for admission, students must:

- Submit completed and signed Admission Application Parts 1 through 7 (available online at www.ldsbc.edu).
- 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. Endorsements expire April 1st of each year.

- Submit nonrefundable \$30 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.)

These exceptions may apply:

- Applicants who are high school graduates who have not attended Seminary/Institute within the past year may self-report Sections 1 and 2 of Part 5 and return the form.
- Part 5 is waived for students who have already graduated from high school.

Application Requirements for International Students

To be considered for admission, international students must:

- Submit completed and signed Admission Application Parts 1 through 8 (available on line at www.ldsbc.edu/International/Apply.html).
- 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. Endorsements expire April 1st of each year.

- Submit Confidential Statement of Finances (Part 8) verifying available funding (2004-05 minimum amount of \$8,700 U.S. for LDS members, or \$10,000 U.S. for non-LDS, plus \$2,000 per dependent) with accompanying verification in Parts 8b and 8c if applicable.
 - Submit high school transcript or evidence of high school graduation.
 - Submit nonrefundable \$30 application fee.
 - Submit deposit in amount of \$2,500 (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.
 - If currently in the U.S. but not in F-1 status, contact the admissions office for information on application to change status. Change of status will be considered only if valid under current BICE regulations. Attendance is conditional upon receipt of F-1 status. Students who do not qualify or who do not receive the status requested may not attend.
 - 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.)
- International students must apply by July 31 for Fall Semester, December 1 for Winter or April 1 for Spring Term. Only those items submitted by the deadline will be considered.

These exceptions may apply:

- Applicants who are high school graduates who have not attended Seminary/Institute within the past year may self-report Sections 1 and 2 of Part 4 and return the form.
- International students complete only Sections 1 and 5 of Part 5.

NOTE: ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90 and MATH 97 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.besmart.com, 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 Spring or 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 54 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 \$30 application fee.

Home School

Students who have completed an accredited home school program are accepted with an official transcript. 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 who have completed a program that is not accredited must submit a passing GED test or an ACT with all scores 17 or higher. In addition, they are not eligible for admission until reaching the age of 17, or after the graduation date of their traditional high school class. Home school students using the ACT in lieu of the GED must also pass the COMPASS test to meet federal ability to benefit requirements.

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 must:

- Be enrolled full time and have a current I-20 at all times.
- 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 for longer than 60 days.
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.

- 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.
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 I-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 five 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 or Consulate to determine if they will need a visa to enter the country.

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.

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). 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.

Unauthorized Employment

Reports of unauthorized employment will be managed in the proper manner. Unauthorized employment is a serious status violation. After a report is confirmed the student’s I-20 will be annulled and the student will have to leave the country.

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, casual or recreational study. For this reason, F-2 students may not enroll in any classes at LDS Business College except religion classes. 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.

International Transfer Credit

Students with transcripts from institutions outside the United States *may* be given credit at LDSBC on a case-by-case basis. Transfer credit will be considered when a course outline showing the number of semester or clock hours accompanies the translated transcript. Otherwise, a translation/evaluation must be submitted from one of the four approved translation services listed below. Students may choose any one of the four and should request that the evaluation service send the report directly to LDS Business College. They must also provide the College with an official copy of their transcripts from the institution they attended.

- Education Credential Evaluators, Inc
P.O. Box 514070, Milwaukee, WI 53203-3400
Phone: (414) 289-3400, Web: www.ece.org
Must request a "Course-by-Course Report"

- International Education Research Foundations, Inc.
P.O. Box 3665, Culver City, CA 90231-3665
Phone: (310) 258-9451, Web: www.ierf.org
Must request a "Detail Report"

- World Education Services, Inc.
P.O. Box 26879, San Francisco, CA 94126-6879
Phone: (310) 258-9451, Web: www.ierf.org
Must request a "Detail Report"

- American Association of Collegiate Registrars & Admissions Officers
One Dupont Circle, NW Suite 520, Washington, DC 20036-1135
Phone: (202) 296-3359, Web: www.aacrao.org/credential/index.htm
Must request a "Course-by-Course Evaluation"

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 27) 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 90
	410 or over	17 or over	40 or over*	MATH 101/97
	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 ESL exam again at the end of the semester to determine if they pass ENG 88. They must have an average score of 90 on the reading and grammar portions of the test and a B- in ENG 88 for 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 write a 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. Review carefully the course requirements and suggested semester sequence guides found in this catalog, along with any updated information from the College.
3. Obtain a semester class schedule via the Internet (www.lidsbc.edu/Catalog/Catalog/ClassSchedule.htm) and determine when classes are offered.
4. Register online at www.lidsbc.edu/online.htm.
5. 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.

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 27-28 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 docu-

mented and presented in a petition to the Appeals Committee. In cases of serious illness or injury, family members may petition for student 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 (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 27-28 for refund information.) To withdraw, students must :

- 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.)
- 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	\$1,200
1 - 11 credits (per credit)	\$100
More than 18 credits (per credit)	\$100
Spring or Summer Term 6-9 hours	\$600

Others	
12 - 18 credits	\$1,800
1 - 11 credits (per credit)	\$150
More than 18 credits (per credit)	\$150
Spring or Summer Term 6-9 hours	\$900

Fees

Admission Application	\$30
Assessment Fee (COMPASS)	\$15
Assessment Fee (COMPASS ESL)	\$20
Challenge Examinations	\$40
Class Change Fee (starting second week of school)	\$3
College Printing	120 pages/semester free; 10 ¢ page thereafter; 30 ¢ color copy, in minimum of \$3 increments
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:

Refund Amount	Withdrawal Date	
	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.

Student Dependent/Independent Cost of Attendance 2004-2005

	Off Campus	On Campus	Commuter
Tuition*	\$ 2,400	\$2,400	\$2,400
Books and Supplies	850	850	850
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	\$11,500	\$9,600	\$7,900

*Tuition for students who are not members of the LDS Church is \$3,600.

Financial Aid Application Procedure

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

1. Obtain admission to the College as a matriculated degree seeking student.
2. Complete the Free Application for Federal Student Aid (FAFSA), either the electronic, paper or web version (<http://www.fafsa.ed.gov>).
3. After you receive your award notification return all required documentation to the Financial Aid Office.
4. 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 students 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.

Applying for Aid

In addition to meeting the eligibility criteria listed above, students must complete the Free Application for Federal Student Aid (FAFSA) for each year that aid is desired. Listed below are the available options in submitting the FAFSA, as well as instructions on completing the application.

- Apply for a Pin number with the Department of Education at (www.pin.ed.gov). The Pin Number allows students to (1) sign their FAFSA, (2) review their processed FAFSA information and their Student Aid Report, (3) correct their FAFSA information, (4) print a copy of their SAR, (5) electronically sign loan promissory notes, (6) reapply for financial aid, and create other communication with the Department of Education.
- FAFSA ON THE WEB (www.fafsa.ed.gov). This is the preferred method for submitting the FAFSA. Applying through the Internet may save weeks in processing time.
- RENEWAL FAFSA. Students who applied early in the 2003-2004 academic year will receive a renewal 2004-2005 FAFSA in the mail. Only updated information needs to be entered on this application. This can also be done on the web.
- PAPER FAFSA. The paper FAFSA is available for students who prefer to apply by mail. However, students are cautioned that this method may add processing time. Copies of the paper FAFSA are available at the Financial Aid Office.

Notification of Offers

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LDS Business College will receive an electronic copy of the student's application information, as long as the student listed LDSBC as a choice on the FAFSA. The school code is 003672. **Once the student is admitted**, the College will determine eligibility for aid programs and the student will receive in the mail a notice of conditional award. In the award letter, the student will be asked to provide certain information and to return it to the Financial Aid Office. Award notices are sent out early in the processing cycle to allow students to budget and plan for the academic year. Yet, as processing continues, the award is subject to changes based on the information provided by the student. If additional information is required, the student will be informed by mail. Beginning Fall Semester, students can view their financial aid award status on the web at www.ldsbc.edu.

Financial Aid Payment

- A student must meet all the eligibility requirements in order to receive a disbursement of financial aid.
- 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 student is receiving a Pell Grant and is 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.)
- All aid will be credited to the student's account at the College. 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 in one of two ways. Students may have the balance credited to their debit card by the cashier's office or they can receive a paper 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.

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 (FPLUS) 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."

New Federal Loan Requirements Effective 10/01/02

If the student is a first-time, first-year undergraduate borrower, the first disbursement of the student's loan will be delayed until 31 days into the first semester he or she attends LDS Business College.

If the student attends one term only, the loan will be disbursed in two installments (half at the beginning of the semester and half after the mid-point on the semester).

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 \$300 to \$2,400 per academic year. Students must first fulfill all admission requirements.

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 or in the Admissions Office. Complete Parts 1 through 7 and pay the \$30 application fee. Application deadline is February 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 or November 30 for Winter Semester.

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. Application deadline is July 31 for Fall Semester or December 1 for Winter Semester.

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 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 x 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: $\frac{58 \text{ days}}{115 \text{ days}} = 50\%$

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.

$$\text{Example: } 50\% \times \$3,300 = \$1,650$$

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.

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

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

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

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.

$$\text{Example: } \$3,300 - \$1,650 = \$1,650$$

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.

$$\begin{aligned} \text{Example: Institutional charges} &= \$711 \\ \text{Percentage unearned } 100\% - 50\% &= 50\% \\ \$711 \times 50\% &= \$355.50 \end{aligned}$$

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: $\$1,650 - \$355.50 = \$1,294.50$

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 | finaid@ldsbc.edu

Student Services

Counseling

Academic Advising

See Academic Advising on page 50.

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 (LE 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 LE 120 may elect to complete the computerized career interest inventory "Discover" which is available in the Learning Assistance Lab.

A career strategies course (LE 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

Spring and 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

A copy machine near the information desk is available for students 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 11:30 a.m.; lunch is served from 10:30 a.m. to 1:30 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 Spring and Summer 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.ldsbc.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 registering after the tuition deadline must also provide an insurance verification waiver or pay for insurance with their tuition payment. 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 2004-2005 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
Spring or Summer Term, two payment options	
One payment each term	\$550
Two payments each term	\$280 each
Christmas break (December 11, 2004 - January 7, 2005)	\$100
Summer break (August 13-August 23, 2005)	\$100
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 (www.ldsbc.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, 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 209), 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

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 99	Computer Basics
MATH 90	Basic Mathematics
LE 100	Learning Techniques

Religion (REL) classes beyond 8 credits (See Required Institute Courses on page 185.)

"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 99	Computer Basics

IT 109 Skillbuilding
MATH 90 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 25.)

“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 26.)

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 28 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 33.)

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 an academic advisor with backup provided by student services. Based upon the educational program declared while registering for the first semester, students are assigned to an academic advisor. They 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. Advisors 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.

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 25 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 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:

Course #	Title	Credit Hours
IT 120	Integrated Computer Applications	3
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 majors require specific general education courses as part of the program's Program Courses. Other majors 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 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	3
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
POLS 110	American National Government	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		Credit Hours
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

Contact an Air Force ROTC career counselor at the University of Utah Department of Military Science, 581-6236, for additional eligibility, enrollment, and career information.

Military Science

Army ROTC (Four Semesters)

Career Opportunities

The Military Science Department (Army ROTC) offers a leadership major for college men and women leading to a commission as a second lieutenant in the United States Army (Active, Reserve, or National Guard). All courses receive academic credit toward graduation. Students may earn an academic minor in Military Science.

Objectives

LDS Business College has a cross-town agreement with the University of Utah that allows a student interested in participating in the Military Science (Army ROTC) major, to register for the first two years of Army ROTC 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 Army ROTC. This provides matriculated students an opportunity to earn commissions as officers in the U.S. Army (Active, Reserve, or National Guard) in conjunction with completing bachelor's or higher degree requirements in academic fields of the student's choice. Army ROTC provides education that develops abilities and attitudes vital to the career of a professional Army officer and gives an understanding of the mission and the global responsibilities of the United States Army.

General Areas of Competence

The Military Science Department at the University of Utah offers academic preparation in interdisciplinary areas including communication skills, leadership and management principles and practices, decision-making and policy formulation, ethics and values, Army culture and lifestyle, study of the military justice system and its application. Entry into the Basic Course during the first two years of Army ROTC is open to all students that meet basic Army commissioning requirements. Entry into the Advanced Course during the final two years is selective and is normally initiated during the student's sophomore year.

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.

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		Credit Hours
MILS 1010	Leadership Discovery I	2
Second Semester		
MILS 1020	Leadership Discovery II	2
Third Semester		
MILS 2010	Leadership Challenge I	3
Fourth Semester		
MILS 2020	Leadership Challenge II	3

Contact an Army ROTC career counselor at the University of Utah Department of Military Science, 581-6716, for additional eligibility, enrollment, and career information.

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

~~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

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 / Accounting Certificate

II. Transfer Degree/Certificate

- Business AS Degree / Accounting Certificate

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 mostly 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 during the first year, a different suggested course sequence should be followed. (See pages 78 to 80.)

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, two additional elective, and two Religion courses. (See pages 66 to 69.)

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, Internship (work experience), Human Resources Management, Business Planning, Introduction to Psychology and two Religion courses. (See pages 74 to 77.)

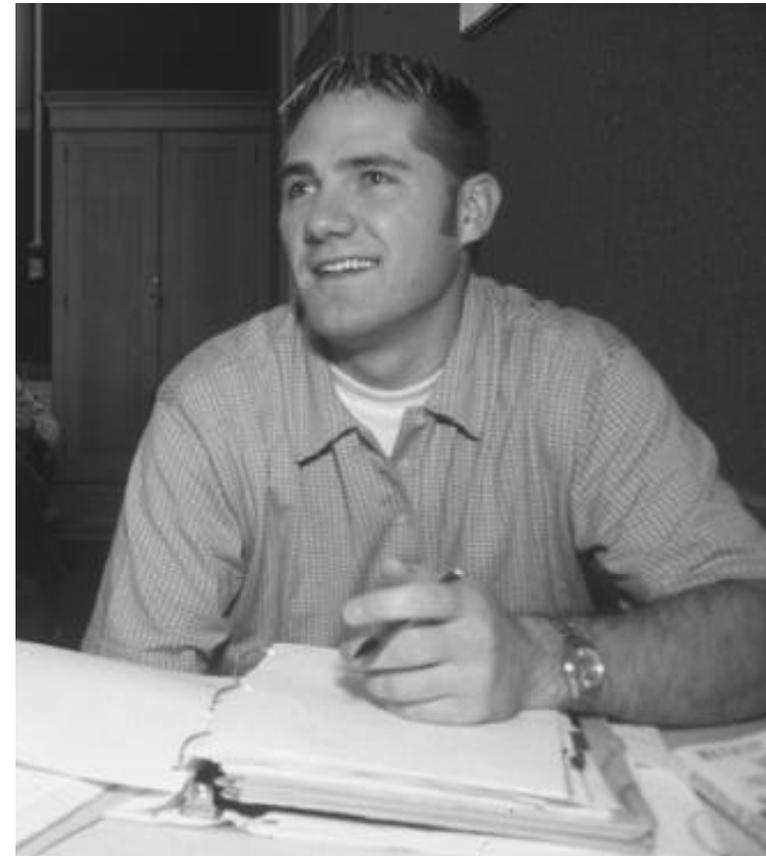
The **Business AS Transfer Degree** requires Intermediate College Writing, Principles of Public Speaking, College Algebra, Calculus, Statistics, Managerial Accounting, Microeconomics, Macroeconomics, American National Government and general education electives in Fine Arts, Humanities, Life/Physical Sciences and two Religion courses. (See pages 81 to 85.)

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	25
Accounting AAS plus Business AAS	20

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 Skills - Financial/Managerial Accounting Associate of Applied Science Degree (ACC AAS) (Four Semesters)

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

Accounting 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 193

Advisory Council: See page 187

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." Mastering the concepts and skills of accounting enhances effectiveness and value.

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 degree, 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.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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. 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.
5. A minimum grade of B- is required in ACC 102 to continue the Accounting - Financial/Managerial AAS degree into the second year.

Graduation Requirements

1. A minimum of 64 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 Skills (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
Religion	See requirements on page 185 and Course Descriptions	8
Total Religion Credit Hours		8

Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Degree Courses

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	1
ACC 211	Cost Accounting	3
ACC 212	Managerial Accounting	3
ACC 223	Income Taxes	2
BUS 121	Business Law & Ethics	3
ENG 201	Intermediate College Writing	3
MATH 104	Intermediate Algebra	3
Total Degree Course Credit Hours		32

Electives (Complete options one, two, or three below – See your academic advisor to select the best options to achieve your academic objectives or to consider multiple degrees)

- BUS AS Transfer Major courses not included above (See pages 83 to 84 for specific course selections.)
- General Education Distribution Courses (See pages 144 to 145 for specific course selections.)
- Other Electives (Generally do not transfer) For example: BUS 140 Entrepreneurship; BUS 151 Principles of Marketing; BUS 201 Principles of Management; ACC 199 Accounting Co-op (maximum 3 hours). These lead to a Business Skills Degree.

Total Elective Credit Hours **12**

Total Credit Hours for the Degree **64**

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 degree.

First Semester		Credit Hours
ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
Elective	See Electives page 62	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		17

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
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		15

Third Semester

ACC 201	Intermediate Accounting I	3
ACC 207	Spreadsheets for Accounting	1
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		15

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
Elective	See Electives page 62	3
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		17

Business Department (BUS)

Accounting Certificate (Two Semesters)

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

Accounting 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 193

Advisory Council: See page 187

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 certificate, 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.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the “touch” method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.

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. 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.



Accounting 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
Religion	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 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Certificate 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 Certificate 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	6
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Total Credit Hours for the Certificate	32
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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 certificate.

First Semester

ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
Elective	See Electives above	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		17

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
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		15

Business Department (BUS)

Business Skills Associate of Applied Science Degree (BUS AAS)

(Four Semesters)

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

Business Skills 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 193

Advisory Council: See page 187

Career Opportunities

The Business degree 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 degree, 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 applications.
- Demonstrate professionalism.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98 IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the “touch” method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.

3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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. 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.
5. To continue in the Business AAS degree, students must receive a B- or better in BUS 151.

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.

Business Skills Major (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
Religion	See requirements on page 185 and Course Descriptions	8
Total Religion Credit Hours		8

Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Degree Courses

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	2
BUS 140	Entrepreneurship	2
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	2
BUS 260	Business Finance	3
BUS 290	Business Planning (Capstone)	3
BUS 199	Business Internship	2
COM 121	Principles of Public Speaking	3
ENG 220	Professional Business Writing	2
Total Degree Courses Credit Hours		38

Electives (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.)

1. SS 101 Introduction to Psychology (to earn the Professional Sales Certificate)
2. BUS AS Transfer Major courses not included above (See pages 83 to 84 for specific course selections.)
3. General Education Distribution Courses (See pages 144 to 145 for specific course selections.)
4. Other Electives (generally do not transfer) For example: ACC 201 Intermediate Accounting I, ACC 202 Intermediate Accounting II, ACC 205 Integrated

Computer Accounting, ACC 211 Cost Accounting, ACC 233 Income Taxes. These lead to an Accounting AAS Degree.

Total Elective Credit Hours 6

Total Credit Hours for the Degree 64

Recommended Day Sequence of Courses

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

First Semester

ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
Elective	See Electives above	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		17

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
BUS 151	Principles of Marketing	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		15

Third Semester

BUS 199	Business Internship	2
BUS 201	Principles of Management	3
BUS 260	Business Finance	3
COM 121	Principles of Public Speaking	3
ENG 220	Professional Business Writing	2
Elective	See Electives above	3
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		18

Fourth Semester

BUS 120	Consultative Sales/ Customer Relations	3
BUS 130	Principles of Electronic Commerce	2
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		14

Business Department (BUS)

Professional Sales Certificate (Two Semesters)

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

Business Skills Director / Instructor: J. Larry Richards, B.S.

Adjunct Instructors: See page 193

Advisory Council: See page 187

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 certificate, 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 applications.
- Demonstrate professionalism.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the “touch” method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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. 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 34 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.)

Course #	Title	Credit Hours
Religion	See requirements on page 185 and Course Descriptions	4
Total Religion Credit Hours		4

Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Certificate Courses

BUS 120	Consultative Sales/Customer Relations	3
BUS 130	Principles of Electronic Commerce	2
BUS 140	Entrepreneurship	2
BUS 151	Principles of Marketing	3
BUS 199	Business Internship	2
COM 121	Principles of Public Speaking	3
SS101	Introduction to Psychology	3
Total Certificate Courses Credit Hours		18

Total Credit Hours for the Certificate 34

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 certificate.

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 120	Integrated Computer Applications	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		17

Second Semester

BUS 120	Consultative Sales/Customer Relations	3
BUS 130	Principles of Electronic Commerce	2
BUS 140	Entrepreneurship	2
BUS 199	Business Internship	2
MAT 101	Personal Finance Math	3
SS 101	Introduction to Psychology	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		17

Business Department (BUS)

Business Transfer

Associate of Science In Business Degree (BUS AS) (Four Semesters)

Department Chair / Instructor: Keith A. Poelman, M.B.A., F.L.M. I.
Business Transfer 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 193

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 Degree 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 degree is designed specifically for students planning to transfer to a four-year college or university and pursue a business degree. Therefore, students in this degree 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 requirements at these institutions. **Please note that each four-year school has some minimal added institution-specific requirements for admission into their business degrees 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 degree, 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 (Continued)

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

Preparatory Courses and Departmental Requirements

- ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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.
- IT 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
- Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
- 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.
- MATH 104 is preparatory to MATH 110. See Course Descriptions.

Graduation Requirements

- A minimum of 67 total semester credit hours as outlined below.
- A grade of C or better in all required courses to transfer.
- A cumulative GPA of 2.0 or better. (A 2.5 GPA or better is recommended.)

Computer Competency Requirement

The four-year institutions in Utah require students to achieve various computer competencies for transferring to their respective institutions. Students may be able to establish these competencies/proficiencies by successfully completing IT120, subject to future changes in requirements by the individual institutions.

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
Religion	See requirements on page 185 and Course Descriptions	8
Total Religion Credit Hours		8

Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction To College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Basic Workplace Credit Hours		12

Degree 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 Degree Courses Credit Hours		35

General Education Requirements*

Besides the general education courses required in the Collegewide Courses and Degree 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 business degrees, 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/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

Business Transfer AS (Continued)

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 130	Health & Lifestyle Management	3
LS 265	Anatomy & Physiology	4
PS 108	Introduction to Astronomy	3
PS 120	Introduction to Physical Geography	3
PS 130	Weather Studies Online	3

American Institutions (select one)

HIST 170	American Civilization	3
POLS 110	American National Government	3

Total General Education Requirements **12**

Total Credit Hours for the Degree **67**

*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 degree.

First Semester

ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
ECON 162	Macroeconomics	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		17

Second Semester

ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
ECON 161	Microeconomics	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
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		15

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 / Instructor: Lynda Henrie, M.S.

OT Director / Instructor: Marjean Lake, M.S.

Instructors: Kenneth Larson, M.S.C.S., C.C.P.;

Kevin McReynolds, M.S., CNI, MCT

Adjunct Instructors: See page 193

Advisory Council: See page 188

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 major 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.

Objectives

The Executive Assistant major provides training in project management, decision-making, critical thinking, human relations, communications, and integrated technology skills including word processing, electronic presentations, spreadsheets, database, and Internet as well as additional focused training in individually selected technology areas.

General Areas of Competence

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

- Demonstrate professional and ethical standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communication skills.
- Develop written communication skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and electronic documents.
- Understand the integrated use of business tools such as Microsoft PowerPoint, Word, Excel, Access, e-mail, and the Internet.
- Understand routine office skills such as teamwork, information processing, reprographics, telecommunications, records management, customer service, and ethics.
- Utilize the principles of good page and on-screen layout and design.
- Complete professional online and print publications such as flyers, stationery sets, and newsletters using Adobe® InDesign and Adobe® Acrobat skills.
- Prepare simple legal documents using Corel WordPerfect® by applying such skills as macros, templates, mail merge, and redline.
- Understand various types of law offices, law-office ethics, the court system, legal references, and administrative agencies.

- Be exposed to the courts, law library, law office setting, and legal research.
- Complete integrated projects applying advanced features of word processing, spreadsheets, databases, and electronic presentation software.
- Write internal or external business correspondence and reports that are clear, complete, correct, concise, courteous, and require research and documentation.
- Develop basic project management skills including project integration, scope, time, cost, quality, human resources, communications, risk, and procurement considerations utilizing project management software.
- Apply basic accounting concepts such as transaction analysis, chart of accounts, journals, ledgers, financial statements, worksheets, adjusting entries, closing entries, worksheets, cost of goods sold, and periodic inventory method.
- Develop additional skill in selected focus areas such as accounting, E-commerce, human resource management, public speaking, Internet research, Photoshop, vector graphics, Web Development, or Visual Communication.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the “touch” method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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. 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.
5. To continue in the Executive Assistant major, students must receive a B- or better in IT 120, Integrated Computer Applications, and must have completed all the Office Technology Support Certificate requirements.

Graduation Requirements

1. A minimum of 62 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT and OT courses except IT 120, 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.)

Course #	Title	Credit Hours
Religion	See requirements on page 185 and Course Descriptions	8
Total Religion Credit Hours		8

Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Degree Courses

ACC 101	Financial Accounting I	3
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 130	Intermediate Computer Applications	3
IT 151	Introduction to Visual Communication	4
IT 200	Project Management	3
IT 296	Portfolio Development	1
OT 129	Office Procedures	3
OT 138	Intro to Legal Procedures	4
OT 299	Office Technology Internship (Capstone)	3
Total Degree Courses Credit Hours		28

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 (2)	
BUS 205	Human Resource Management (2)	
COM 121	Principles of Public Speaking (3)	
IT 116	Internet Research Strategies (2)	
IT 152	Photoshop/Image Editing (3)	
IT 154	Vector Graphics (2)	
IT 156	Web Design (3)	
IT 265	Advanced Visual Communication (4)	
IT 268	Special Projects (3)	
LE 124	Career Strategies (1)	
Total Elective Credit Hours		14

Total Credit Hours for the Degree **62**

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 major.

First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 109	Skillbuilding	2
IT 120	Integrated Computer Applications	3
OT 129	Office Procedures	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

Second Semester

IT 130	Intermediate Computer Applications	3
IT 151	Introduction to Visual Communication	4
MATH 101	Personal Finance Math	3
OT 138	Intro 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 200	Project Management	3
IT 226	Integrated Software Projects	4
Electives	See previous page	1
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		15

Fourth Semester

IT 296	Portfolio Development	1
OT 299	Office Technology Internship (Capstone)	3
Electives	See previous page	9
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		15

Information & Office Technology Department (IOT)

Legal Administrative Assistant Associate of Applied Science Degree (Four Semesters)

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

OT Director / Instructor: Marjean Lake, M.S.

Instructors: Kenneth Larson, M.S.C.S., C.C.P.;

Kevin McReynolds, M.S., CNI, MCT

Adjunct Instructors: See page 193

Advisory Council: See page 188

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 \$14 per hour. This major offers excellent placement.

Objectives

The Legal Administrative Assistant major 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. The Legal Administrative Assistant major develops a basic understanding of various types of law offices, macros, templates, law-office ethics, legal research, the law library, legal terminology, the courts, and simple legal document preparation. The second year of the major focuses on litigation, contracts, torts, criminal law, family law, business law, real estate law, estate planning, probates, guardianships, and bankruptcy. Students will transcribe court pleadings as well as legal documents such as agreements, probate, and real estate.

General Areas of Competence

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

- Demonstrate professional and ethical standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communication skills.
- Develop written communication skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and electronic documents.
- Understand the integrated use of business tools such as Microsoft PowerPoint, Word, Excel, Access, e-mail, and the Internet.
- Understand routine office skills such as teamwork, information processing, reprographics, telecommunication, records management, customer service, and ethics.
- Utilize the principles of good page and on-screen layout and design.
- Complete professional online and print publications such as flyers, stationery sets,

and newsletters using Adobe® InDesign and Adobe® Acrobat skills.

- Prepare simple legal documents using Corel WordPerfect® by applying such skills as macros, templates, mail merge, and redline.
- Understand various types of law offices, law-office ethics, the court system, legal references, and administrative agencies.
- Be exposed to the courts, law library, law office setting, and legal research.
- Complete integrated projects applying advanced features of word processing, spreadsheets, databases, and electronic presentation software.
- Write internal or external business correspondence and reports that are clear, complete, correct, concise, courteous, and require research and documentation.
- Transcribe documents such as letters, memos, and court pleadings.
- Be exposed to legal documents in areas of tort, family law, corporate law, legal agreements, estate planning, probate/wills, real estate, and bankruptcy.
- Understand litigation, contracts, torts, criminal law, family law, business law, real estate law, estate planning, probates, guardianships, bankruptcy, and correct legal vocabulary usage.
- Develop additional skill in selected focus areas such as accounting, E-commerce, human resource management, public speaking, or Internet research.
- Understand the process of preparing court documents for filing.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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 Legal Administrative Assistant major, students must receive a B- or better in IT 120, Integrated Computer Applications, and must have completed all Office Technology Support Certificate requirements.

Graduation Requirements

1. A minimum of 62 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all OT and IT courses except IT 120, which requires a B-.
3. A cumulative grade point average of 2.0 or better.

Legal Administrative 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 on page 150.)

Course #	Title	Credit Hours
Religion	See requirements on page 185 and Course Descriptions	8
Total Religion Credit Hours		8

Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Degree Courses

BUS 121	Business Law & Ethics	3
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 130	Intermediate Business Applications	3
IT 151	Intro to Visual Communication	4
IT 296	Portfolio Development	1
OT 129	Office Procedures	3
OT 138	Introduction to Legal Procedures	4
OT 237	Legal Transcription	3
OT 238	Advanced Legal Procedures	4
OT 299	Office Technology Internship (Capstone)	3
Total Degree Courses Credit Hours		32

Electives (Select from the following list):

ACC 101	Financial Accounting I (3)	
ACC 104	Fundamentals of Computer Accounting (1)	
BUS 130	Principles of Electronic Commerce (2)	
BUS 205	Human Resource Management (2)	
COM 121	Principles of Public Speaking (3)	
IT 116	Internet Research Strategies (2)	
LE 124	Career Strategies (1)	
Total Elective Credit Hours		10

Total Credit Hours for the Degree **62**

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 degree.

First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 109	Skillbuilding	2
IT 120	Integrated Computer Applications	3
OT 129	Office Procedures	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

Second Semester

IT 130	Intermediate Computer Applications	3
IT 151	Introduction to Visual Communication	4
MATH 101	Personal Finance Math	3
OT 138	Intro to Legal Procedures	4
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16

Third Semester

ENG 220	Professional Business Writing	2
IT 226	Integrated Software Projects	4
OT 237	Legal Transcription	3
OT 238	Advanced Legal Procedures	4
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		15

Fourth Semester

BUS 121	Business Law & Ethics	3
IT 296	Portfolio Development	1
OT 299	Office Technology Internship (Capstone)	3
Electives	See previous page	6
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		15

Information & Office Technology Department (IOT)

Office Technology Support Certificate (Two Semesters)

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

OT Director / Instructor: Majeane Lake, M.S.

Instructors: Kenneth Larson, M.S.C.S., C.C.P.;

Kevin McReynolds, M.S., CNI, MCT

Adjunct Instructors: See page 193

Advisory Council: See page 188

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, 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.

Objectives

Students acquire business skills using integrated computer software, written/verbal communication, and ethical office support practices. 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 basic visual communication and legal office procedures skills.

General Areas of Competence

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

- Demonstrate professional and ethical standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communication skills.
- Develop written communication skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and electronic documents.
- Understand the integrated use of business tools such as Microsoft PowerPoint, Word, Excel, Access, e-mail, and the Internet.
- Understand routine office skills such as teamwork, information processing, reprographics, telecommunication, records management, customer service, and ethics.
- Utilize the principles of good page and on-screen layout and design.
- Complete professional online and print publications such as flyers, stationery sets, and newsletters using Adobe® InDesign and Adobe® Acrobat skills.
- Prepare simple legal documents using Corel WordPerfect® by applying such skills as macros, templates, mail merge, and redline.
- Understand various types of law offices, law-office ethics, the court system, legal references, and administrative agencies.
- Be exposed to the courts, law library, law office setting, and legal research.

- Complete integrated projects applying advanced features of word processing, spreadsheets, databases, and electronic presentation software.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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 Office Technology Support Certificate, students must receive a B- or better in IT 120, Integrated Computer Applications.

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 120, which requires a B-.
3. A cumulative grade point average of 2.0 or better.

Office Technology Support (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
Religion	See requirements on page 185 and Course Descriptions	4
Total Religion Credit Hours		4

Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Certificate Courses

IT 109	Skillbuilding	2
IT 130	Intermediate Computer Applications	3
IT 151	Introduction to Visual Communication	4
OT 129	Office Procedures	3
OT 138	Introduction to Legal Procedures	4
Total Certificate Courses Credit Hours		16

Total Credit Hours for the Certificate **32**

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 degree.

First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 109	Skillbuilding	2
IT 120	Integrated Computer Applications	3
OT 129	Office Procedures	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

Second Semester

IT 130	Intermediate Computer Applications	3
IT 151	Introduction to Visual Communication	4
MATH 101	Personal Finance Math	3
OT 138	Intro to Legal Procedures	4
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16



Information & Office Technology Department (IOT)

IT Support Specialist Certificate (Two Semesters)

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

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

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

Adjunct Instructors: See page 193

Advisory Council: See page 188

Career Opportunities

The Computer Support Specialist career is the fastest-growing career in the country with a 97 percent increase expected over the next six years, with an average hourly wage of over \$18 per hour according to America's Career Infonet (www.acinet.com). 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 major 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 certificate 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 certificate, graduates should be able to:

- Demonstrate professional and ethical standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communication skills.
- Develop written communication skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and electronic documents.
- Understand the integrated use of business tools such as Microsoft PowerPoint, Word, Excel, Access, e-mail, and the Internet.
- 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).

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpw using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. To start in the IT Support Specialist certificate, students should have strong computer hardware and software competence including working knowledge of Microsoft Windows.
5. 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.
6. To continue in the IT Support Specialist Certificate, students must receive a B- or better in IT 182, Hardware/Software Support.
7. Students who have passed industry certification exams from Microsoft, Novell, CompTIA, or others may be able to test out of some of the IT courses by passing a practical exam administered by the IT Director. Check with the IT 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.)

Course #	Title	Credit Hours
Religion	See requirements on page 185 and Course Descriptions	4
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12
Certificate Courses		
IT 182*	Hardware/Software Support (B- required)	5
IT 183*	Introduction to Networking	3
IT 184*	Hardware/Software Support Lab	0
IT 185*	Windows Professional and Server	6
IT 199	IT Internship	2
Total Certificate Courses Credit Hours		16
Total Credit Hours for the Certificate		32

*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.

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 certificate. If new to computers, please check with academic advisor to develop a realistic semester sequence.

First Semester

COM 122	Interpersonal Communications	3
IT 120	Integrated Computer Applications	3
IT 182*	Hardware/Software Support	5
IT 183*	Introduction to Networking	3
IT 184*	Hardware/Software Support Lab	0
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

Second Semester

ENG 101	Introduction to College Writing	3
IT 185*	Windows Professional & Server	6
IT 199	IT Internship	2
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 (Four Semesters)

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

Web & Visual Communications Director / Instructor: Kenneth Larson, M.S.C.S.,
C.C.P.

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

Adjunct Instructors: See page 193

Advisory Council: See page 187

Career Opportunities

The Desktop Publishing career is estimated to be the second-fastest growing career in the United States with a median wage of more than \$15 per hour according to America's Career Infonet (www.acinet.com). Business to business and business to consumer electronic commerce has created opportunities for individuals with design, graphics editing, and Web design skills. Photoshop, vector graphics, and design skills open up opportunities in print or electronic advertising as well as visual media development. Training in areas such as Web site architecture, interface design, navigation schemes, and effective design for onscreen presentation allow students to work in Web design field. 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, vector graphics, image editing, integrated computer applications, and graphic animation. 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. Technology careers present the possibility for owning ones own business or telecommuting.

General Areas of Competence

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

- Demonstrate professional and ethical standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communication skills.
- Develop written communication skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and electronic documents.
- Understand the integrated use of business tools such as Microsoft PowerPoint, Word, Excel, Access, e-mail and the Internet.
- Utilize the principles of good print and on-screen layout and design.

- Create professional online and print publications such as flyers, stationery sets, and newsletters for both print and online use.
- Design effective business applications that execute over the Web.
- Recognize correct Web site architecture including interface design, navigation schemes, page design, and Web site organization.
- Apply Web application languages such as HTML, and fundamental programming skills.
- Understand basic photographic techniques and how to edit and enhance photographic images to make them suitable for their intended purpose.
- Utilize Adobe PhotoShop® skills such as color management, cropping, transforming with masks and channels, layers, montages, and preparing images for either print or the web.
- Use Adobe Illustrator® to create vector graphics such as logos and character/object drawings and to transform objects for use in print and on the Web.
- Write internal or external business letters and reports that are clear, complete, correct, concise, courteous, and that require research and documentation.
- Develop basic project management skills including project integration, scope, time, cost, quality, human resources, communications, risk, and procurement considerations utilizing project management software.
- Utilize advanced features of Adobe InDesign, Acrobat, Photoshop, and Illustrator software to design and layout integrated projects that can be printed or published on the Web.
- Use Macromedia Flash® to complete projects that showcase basic animation, flash page construction, flash data manipulation, and design considerations.
- Develop additional skill in selected focus areas such as drawing, photography, customer relations, business law, e-commerce, entrepreneurship, marketing, international business, economics, or Internet research.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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.

Web & Visual Communications (Continued)

- To continue in the second year of the Web & Visual Communications A.A.S. major, 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

- A minimum of 62 total semester credit hours as outlined below.
- A grade of C (not C-) or better in all IT courses except IT 151, which requires a B-.
- 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.)

Course #	Title	Credit Hours
Religion	See requirements on page 185 and Course Descriptions	8
Total Religion Credit Hours		8

Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Degree Courses

ENG 220	Professional Business Writing	2
IT 151	Introduction to Visual Communication (B- required)	4
IT 152	Photoshop/Image Editing	3
IT 154	Vector Graphics	3
IT 156	Web Design	3
IT 200	Project Management	3
IT 253	Graphic Animation	3
IT 265	Advanced Visual Communication	4
IT 296	Portfolio Development	1
IT 298	Web Development Internship (Capstone)	3
Total Degree Courses Credit Hours		29

Electives (Select from the list below):

ART 106	Introduction to Drawing (3)
ART 206	Introduction to Photography (3)
BUS 120	Consultative Sales/Customer Relations (3)
BUS 121	Business Law & Ethics (3)
BUS 130	Principles of Electronic Commerce (2)

BUS 140	Entrepreneurship (2)
BUS 151	Principles of Marketing (3)
BUS 220	International Business (3)
ECON 161	Microeconomics (3)
IT 116	Internet Research Strategies (2)
IT 268	Special Projects (3)
LE 124	Career Strategies (1)
SS101	Introduction To Psychology (3)

Total Elective Credit Hours 13

Total Credit Hours for the Degree 62

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 degree.

First Semester

ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
IT 151	Introduction to Visual Communication	4
IT 156	Web Design	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		15

Second Semester

COM 122	Interpersonal Communications	3
IT 152	Photoshop/Image Editing	3
IT 154	Vector Graphics	3
MATH 101	Personal Finance Math	3
Electives	See previous page	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		17

Third Semester

ENG 220	Professional Business Writing	2
IT 200	Project Management	3
IT 265	Advanced Visual Communication	4
Electives	See previous page	4
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		15

Fourth Semester

IT 253	Graphic Animation	3
IT 296	Portfolio Development	1
IT 298	Web Development Internship (Capstone)	3
Electives	See previous page	6
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		15

Information & Office Technology Department (IOT)

Web & Visual Communications Support Certificate (Two Semesters)

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

Web & Visual Communications Director / Instructor:

Kenneth Larson, M.S.C.S., C.C.P.

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

Adjunct Instructors: See page 193

Advisory Council: See page 187

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, 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.

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 certificate, graduates should be able to:

- Demonstrate professional and ethical standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communication skills.
- Develop written communication skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and electronic documents.
- Understand the integrated use of business tools such as Microsoft PowerPoint, Word, Excel, Access, e-mail and the Internet.
- Utilize the principles of good page and on-screen layout and design.
- Create professional online and print publications such as flyers, stationery sets, and newsletters for both print and online use.
- Design effective business applications that execute over the Web.
- Recognize correct Web site architecture including interface design, navigation schemes, page design, and Web site organization.
- Understand basic photographic techniques and how to edit and enhance photographic images to make them suitable for their intended purpose.

- Utilize Adobe PhotoShop® skills such as color management, cropping, transforming with masks and channels, layers, montages, and preparing images for either print or the web.
- Use Adobe Illustrator® to create vector graphics such as logos and character/object drawings and to transform objects for use in print and on the Web.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the “touch” method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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 Web/Visual & Communications Support certificate, 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 Communications Support (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
Religion	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 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Degree Courses

IT 151	Introduction to Visual Communication (B- required)	4
IT 152	Photoshop/Image Editing	3
IT 154	Vector Graphics	3
IT 156	Web Design	3
Total Degree Courses Credit Hours		13

Electives (Select from the list below:

ART 106	Introduction to Drawing (3)	
BUS 120	Consultative Sales/Customer Relations (3)	
BUS 121	Business Law & Ethics (3)	
BUS 130	Principles of Electronic Commerce (2)	
BUS 151	Principles of Marketing (3)	
IT 116	Internet Research Strategies (2)	
LE 124	Career Strategies (1)	
Total Elective Credit Hours		3

Total Credit Hours for the Degree **32**

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 certificate.

First Semester

ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
IT 151	Introduction to Visual Communication	4
IT 156	Web Design	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		15

Second Semester

COM 122	Interpersonal Communications	3
IT 152	Photoshop/Image Editing	3
IT 154	Vector Graphics	3
MATH 101	Personal Finance Math	3
Electives	See previous page	3
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		17

Interior Design Department (ID)

Interior Design

Associate of Applied Science Degree (Four Semesters)

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

Adjunct Instructors: See page 193

Advisory Council: See page 188

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 major 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 major 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 this major, 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 this major 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.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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 be accepted into the Interior Design AAS degree, 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 this major based on a personal interview with the Department Chair. Prospective students must submit a color board to the Interior Design Department Chair no later than June 1st for Fall Semester, November 1st for Winter Semester, February 12 for Spring Term and March 31st for Summer Term. Specifications for this color board are available on the college web site or from the Admissions Office. Students who meet the admission requirements are admitted on a space-available basis.
6. To continue in the Interior Design AAS degree, students must maintain a 3.0 grade point average in their ID course work.

Graduation Requirements

1. A minimum of 67 total semester credit hours as outlined below.
2. A 3.0 GPA or better in all ID coursework.
3. A cumulative grade point average of 2.0 or better.
4. Transfer Students: All students graduating as interior design majors 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 (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
Religion	See requirements on page 185 and Course Descriptions	8
Total Religion Credit Hours		8

Collegewide Courses

IT 120	Integrated Computer Application	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Degree Courses

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 Degree Courses Credit Hours		47

Total Credit Hours for the Degree **67**

* ID 231/232 only offered at night

Recommended Day* Sequence of Courses

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

First Semester

ART 104	Design Fundamentals	3
IT 120	Integrated Computer Applications	3
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		18

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 (Two Semesters)

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

Adjunct Instructors: See page 193

Advisory Council: See page 188

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 major 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 this major, 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.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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 be accepted into the Interior Design certificate major, 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 major based on a personal interview with the Department Chair. Prospective student must submit a color board to the Interior Design Department Chair no later than June 1st for Fall Semester, November 1st for Winter Semester, February 12 for Spring and March 31st for Summer Term. Specifications for this color board are available on the college web site or in the admissions office. Students who meet the admissions requirements are admitted on a space-available basis.
6. To continue in the ID Sales Associate Certificate major, students must maintain a 2.0 GPA in their ID course work.

Graduation Requirements

1. A minimum of 36 total semester credit hours as outlined below.
2. A 2.0 GPA or better in all ID coursework
3. A cumulative grade point average of 2.0 or better.



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.)

Course #	Title	Credit Hours
Religion	See requirements on page 185 and Course Descriptions	4
Total Religion Credit Hours		4

Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

Certificate Courses

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 Certificate Courses Credit Hours		20

Total Credit Hours for the Certificate **36**

Recommended Semester Sequence of Courses

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

First Semester

IT 120	Integrated Computer Applications	3
ENG 101	Introduction to College Writing	3
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 125	Drafting	2
ID 210	Historical Furnishings	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		18

Second Semester

ART 104	Design Fundamentals	3
BUS 120	Consultative Sales/Customer Service	3
COM 122	Interpersonal Communications	3
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		18

Medical Careers Department (MC)

Executive Medical Assistant (EMA) Associate of Applied Science Degree (Four Semesters)

Department Chair / Medical Administrative Director,
Medical Assisting Director / Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.
Adjunct Instructors: See page 193
Advisory Council: See page 188

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.

Objectives

This major 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 all requirements, 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

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. **Because of the need to stay current with technology, any computer software course must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.**
4. **IE 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. IE 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 in the next semester and must be passed with a B- grade or higher. Students required to take IE 100 must enroll in that course to be allowed to enroll in other courses.**
5. **To continue in the Medical Assistant major, students must:**
 - a. Enroll in MC140 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 MC140 will be allowed only 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 injection is given one month after the first and the third five months later. It is essential that the series be completed before the clinical class starts in the second semester. The series must be completed before students are assigned to an externship site.
 - c. Have a blood, sputum, and urine specimen drawn through the Medical Cases department in conjunction with taking MC210.
6. **Students will complete an externship prior to graduation. The externship will consist of a minimum 180 hours with remuneration, in an ambulatory health care setting. The course number is MC283 and is the capstone class for the MA major. A student will register for the course the last semester of class. The externship cannot be completed until after all other required courses have been completed. Students will apply knowledge, develop professional attitudes, interact with the 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 64 total semester credit hours as outlined below.
3. Keyboarding skill – 40 cwpm minimum; 50 cwpm encouraged. The keyboarding skill must be verified the last semester before graduation.

Executive Medical Assistant (Continued)

4. 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.)

Course #	Title	Credit Hours
Religion	See requirements on page 185 and Course Descriptions	8
Total Religion Credit Hours		8
Collegewide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12
EMA Required Courses		
ACC 101	Financial Accounting I	3
ACC 104	Fundamentals of Computer Accounting	1
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
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 Required Courses Credit Hours		44
Total Credit Hours required		64

Recommended Day Sequence of Courses

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

First Semester

COM 122	Interpersonal Communications	3
IT 120	Integrated Computer Applications	3
IT 109	Skillbuilding	2
LS 265	Anatomy & Physiology	4
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
MC 106	Medical Law and Ethics	2
MATH 101	Personal Finance Math	3
MC 226	Beginning Coding	2
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		15

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 (Four Semesters)

Department Chair / Medical Administrative Director,
Medical Assisting Director / Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.
Adjunct Instructors: See page 193
Advisory Council: See page 188

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 major 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 required courses, 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

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the “touch” method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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 Medical Administrative Assistant major, 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 be allowed only once.
6. 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 major. A student will register for the course the last semester of classes. The externship cannot be completed until after all other required 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.
7. 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 61 total semester credit hours as outlined below.
3. Keyboarding skill – 50 cwpm minimum; 60 cwpm 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
Religion	See requirements on page 185 and Course Descriptions	8
Total Religion Credit Hours		8
Collegewide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12
MAA Required 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
BUS 205	Human Resource Management	2
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 130	Intermediate Computer Applications	3
LS265	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 Required Courses Credit Hours		42
Total Credit Hours required		61

Recommended Day Sequence of Courses

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

First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
IT 109	Skillbuilding	2
MC 140	Medical Terminology	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

Second Semester

ACC 101	Financial Accounting I	3
MC 106	Medical Law and Ethics	2
MATH 101	Personal Finance Math	3
LS265	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
ENG 220	Professional Business Writing	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 130	Intermediate Computer Applications	3
MC 231	Medical Office Procedures	4
MC 280	Externship for MAA (Capstone)	2
Religion	See Course Descriptions	2
Total Fourth Semester Credit Hours		14

Medical Careers Department (MC)

Medical Assistant Certificate (MA) (Three Semesters)

Department Chair / Medical Administrative Director,
Medical Assisting Director / Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.
Adjunct Instructors: See page 193
Advisory Council: See page 188

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 major 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 required courses, 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

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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 Medical Assistant major, 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 be allowed only 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. Have a lab coat, stethoscope, and name pin ordered through the Medical Careers department in conjunction with taking MC 210.
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 MA major. A student will register for the course the last semester of classes. The externship cannot be completed until after all other required 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.

Medical Assistant Certificate (Continued)

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 45 total semester credit hours as outlined below.
3. Keyboarding skill – 40 cwpm minimum; 50 cwpm encouraged. The keyboarding skill must be verified the last semester before graduation.
4. 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.)

Course #	Title	Credit Hours
Religion	See requirements on page 185 and Course Descriptions	4
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12
MA Required Courses		
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 Required Courses Credit Hours		29
Total Credit Hours required		45

Recommended Day Sequence of Courses

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

First Semester

COM 122	Interpersonal Communications	3
IT 120	Integrated Computer Applications	3
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		19

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 Term Credit Hours		9

Medical Careers Department (MC)

Medical Office Assistant Certificate (MOA) (Two Semesters)

Department Chair / Medical Administrative Director,
Medical Assisting Director / Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.
Adjunct Instructors: See page 193
Advisory Council: See page 188

Career Opportunities

Opportunities in hospitals, insurance companies, outpatient medical offices, and health maintenance organizations are available for well-trained medical office assistants.

Objectives

This major 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 required courses, 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

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the “touch” method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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 Medical Office Assistant major, 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 be allowed only once.
6. 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 major. A student will register for the course the last semester of classes. The externship cannot be completed until after all other required courses have been completed. Students will apply knowledge, develop professional attitudes, interact with other health care professionals and patients and perform 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. Keyboarding skill – 50 cwpm minimum; 60 cwpm 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.)

Course #	Title	Credit Hours
Religion	See requirements on page 185 and Course Descriptions	4
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12
MOA Required Courses		
ACC 101	Financial Accounting I	3
IT 109	Skillbuilding	2
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 Required Courses Credit Hours		16
Total Credit Hours required		32

Recommended Day Sequence of Courses

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

First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
IT 109	Skillbuilding	2
MC 140	Medical Terminology	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		16

Second Semester

ACC 101	Financial Accounting I	3
MATH 101	Personal Finance Math	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 (Two Semesters)

Department Chair / Medical Administrative Director,
Medical Assisting Director / Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.
Adjunct Instructors: See page 193
Advisory Council: See page 188

This major 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 major 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 required classes, 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.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the “touch” method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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 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 be allowed only once.
6. 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 certificate. A student will register for the course the last semester of classes. The externship cannot be completed until after all other required courses have been completed. Students will apply knowledge, develop professional attitudes, interact with other health care professionals and patients and perform coding 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 35 total semester credit hours as outlined below.
3. Keyboarding skill – 30 cwpm 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
Religion	See requirements on page 185 and Course Descriptions	4
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12
MC Required Courses		
LS265	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 Required Courses Credit Hours		19
Total Credit Hours required		35

Recommended Sequence of Courses

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

First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MC 106	Medical Law and Ethics	2
MC 140	Medical Terminology	3
MC 226	Beginning Coding	2
Religion	See Course Descriptions	2
Total First Semester Credit Hours		18

Second Semester

LS265	Anatomy & Physiology	4
MATH 101	Personal Finance Math	3
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

Recommended Sequence of Courses – EVENING classes

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

First Semester

COM 122	Interpersonal Communications	3
IT 120	Integrated Computer Applications	3
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		18

Second Semester

ENG 101	Introduction to College Writing	3
LS265	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 (MT) (Two Semesters)

Department Chair / Medical Administrative Director,
Medical Assisting Director/Instructor: Edith Hamelin, R.N., B.S.N., C.M.A.
Adjunct Instructors: See page 193
Advisory Council: See page 188

This major 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 major 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 required courses, 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.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. 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 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Computer Basics, before attempting to take IT 120.
3. Because of the need to stay current with technology, any computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
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 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 be allowed only once.
6. 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 certificate. A student will register for the course the last semester of classes. The externship cannot be completed until after all other required 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 34 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 (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
Religion	See requirements on page 185 and Course Descriptions	4
Total Religion Credit Hours		4

Collegewide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12

MT Required Courses

IT 109	Skillbuilding	2
LS265	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 Required Courses Credit Hours		18

Total Credit Hours required 34

Recommended Sequence of Courses

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

First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
IT 109	Skillbuilding	2
MC 106	Medical Law and Ethics	2
MC 140	Medical Terminology	3
Religion	See Course Descriptions	2
Total First Semester Credit Hours		18

Second Semester

LS265	Anatomy & Physiology	4
MATH 101	Personal Finance Math	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
Religion	See Course Descriptions	2
Total Second Semester Credit Hours		16

Recommended Sequence of Courses –EVENING classes

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

First Semester

COM 122	Interpersonal Communications	3
IT 120	Integrated Computer Applications	3
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		18

Second Semester

ENG 101	Introduction to College Writing	3
LS265	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 (Four Semesters)

Department Chair / Instructor: Paul C. Richards, M.S., M.A.

English Director / Instructor: Karen Dunkley, M.A.

Math Director / Instructor: 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 major description on page 81 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 degree requires classes in these 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.
4. An American Institutions course that will help students become better informed, more responsible citizens.

Students should meet all the departmental 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 degree, 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.
- Apply college level reading and critical thinking skills in the context of fine arts, humanities, social and natural sciences.
- Recognize that continuing to acquire and analyze knowledge provides a strong foundation for life.

Preparatory Courses and Departmental Requirements

1. All students must be able to provide ACT, SAT, or COMPASS test scores in order to be properly placed in math and English courses. Students who have not taken the ACT or SAT tests upon matriculation should arrange to take the COMPASS test in the Learning Assistance Lab (524-8118).
2. ENG 87, ENG 88, ENG 99, IT 98, IT 99, MATH 90 AND MATH 97 are preparatory courses for the college-level work required of this major. 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.
3. IT 120, Integrated Computer Applications, is required the first semester. See the competency prerequisite for this course. Students who do not keyboard at a minimum speed of 20 cwpm using the "touch" method must take IT 98 concurrently with IT 120. Students who have limited exposure to computers should take IT 99, Introduction to Computers, before attempting to take IT 120. These students should then take IT 109 the second semester.
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. MATH 97 is preparatory to MATH 106. See Course Descriptions.
6. MATH 104 is preparatory to MATH 110. See Course Descriptions.
7. 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.

Associate of Science in General Studies (Continued)

8. 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 63 total semester credit hours as outlined below.
2. A grade of C or better in all courses to transfer.
3. A cumulative GPA of 2.0 or better. (A 2.5 GPA or better is recommended.)
4. Academic Profile post-assessment during the final semester.

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
Religion	See requirements on page 185 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 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours (first year)		12
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	3
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
POLS 110	American National Government	3

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 pages for requirements.

<u>Certificate</u>	<u>Elective hours required</u>
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 degree.

First Semester

ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 90	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		15-16

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)	(3)
	OR	
MATH 97	Introductory Algebra	(3)
	American Institutions Course, POLS 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	4
	OR	
MATH 106	Introduction to Quantitative Analysis (see an advisor)	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 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

Comparable BYU Independent Study Courses

ACC 200 Principles of Accounting (3)
ACC 201 Principles of Financial Accounting (3)
ACC 202 Principles of Managerial Accounting (3)
(Prerequisite: ACC 201)

LDSBC Courses

ACC 101
ACC 101
ACC102
ACC 102
(Prerequisite: ACC 200) (For those applying to BYU Marriott School of Mgt.)
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, or Distance Learning (see page 148)

Ngt: F, W, or Distance Learning (see page 148)

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, or Distance Learning (see page 148)

Ngt: W, or Distance Learning (see page 148)

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: Degree 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 (1)

Day: F

Ngt: F

Prerequisites: IT 120, ACC 101

Designed primarily for Accounting major students. 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: F, 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.

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, S

Ngt: F

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 (2)

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 Internship (2)

Day: F, W, S

Ngt: F, W, S

Prerequisites: Degree director approval of position required. Employment in a field related to the curriculum 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 field of study with a one-hour weekly lab during the first four weeks of the semester. Students develop measurable learning objectives related to the business degree/sales certificate competencies that can be documented and accomplished during the semester. Internship 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 Internship information.

BUS 201 Principles of Management (3)

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 260 Business Finance (3)

Day: F

Ngt: F

Prerequisites: MAT 101; ACC 101

Trains students in the financial management and profit maximization of a business enterprise. Provides skills and practice in basic financial analysis, budgeting, forecasting, working capital requirements, the determination of operating and financial leverage, capital investment analysis, and financial decision making. Includes practical application of selected microeconomic concepts such as cost of production, marginal cost pricing and marginal revenue management.

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

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Ngt: F

Prerequisites: IT 120 (or concurrent enrollment)

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. Students will prepare and present visual aids with the use of Microsoft PowerPoint.

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

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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, and ESL COMPASS scores of 90 or above. Students will then take the regular COMPASS test for placement in ENG 99 or 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. IT 120 (or concurrent enrollment).

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 on 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: ENG 101

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, S

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: Department Chair 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 120; 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
Ngt: F, W
Prerequisites: None
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 99 Computer Basics (1)
Day: F, W, S
Ngt: F, W
Prerequisites: Keyboarding rate of 20 cwpm using the “touch” method or concurrent enrollment in IT 98, Intro to Keyboarding.
This course is intended for students with very limited or no knowledge of computers or how to use the Microsoft Windows7 operating system. Students are introduced to general computer terminology, basic hardware concepts, the Microsoft Windows7 operating system, as well as the use of the mouse and keyboard. This course is recommended for all students who do not have the basic computer literacy necessary to succeed in the IT 120 course. This is a non matriculating course and does not count toward the total credit hours required for graduation. Grading is on a Pass/Fail basis.

IT 109 Skillbuilding (2)
Day: F, W, S
Ngt: F, W
Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm using “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. Students in the Executive Assistant or Legal Administrative Assistant Major 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. Law firms recommend that those in the Legal Administrative Assistant Major repeat this course each semester in order to build as much speed as possible before graduation. Course is open for challenge; for information check with the IOT Department Chair.

IT 116 Internet Research Strategies (2)
Day: TBA
Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm using “touch” method

Effective research techniques using the Internet are introduced. Students learn to use browsers, search engines, directories, and databases to efficiently locate and critically analyze information on specific topics. Students will also learn how to properly evaluate and cite Internet resources. Course is open for challenge; for information check with the IOT Department Chair.

IT 120 Integrated Computer Applications (3)

Day: F, W, S

Ngt: F, W, S

Prerequisites: Basic Computer Literacy including knowledge of the Windows® operating system; keyboarding speed of 20 cwpm using the “touch” method.

Reviews the Windows operating system and prepares students to use computer integrated business software tools including word processing, spreadsheets, presentations, database, graphics, Internet, and e-mail. Students with very limited or no knowledge of computers should take IT 99 before registering for this course. Course is required of all students and meets the LDS Business College Computer Competence requirement. Course is open for challenge; for information check with the IOT Department Chair.

IT 130 Intermediate Computer Applications (3)

Day: W

Prerequisites: IT 120; keyboarding speed of 30 cwpm or concurrent enrollment in IT 109

This is a sequential course that follows IT 120. Students will develop additional skill in the use of computer business software tools including word processing, spreadsheets, presentations, database, graphics, Internet, and e-mail in order to create a variety of business documents.

IT 151 Introduction to Visual Communication (4)

Day: F, W

Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm using “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. plan. Course is open for challenge; for information check with the IOT Department Chair.

IT 152 Photoshop/Image Editing (3)

Day: W

Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm using “touch” method

Students will be introduced to basic photographic techniques and how to edit and enhance photographic images to make them suitable for their intended purpose. Concepts such as color management, cropping, transforming with masks and

channels, layers, montages, and preparing images for either print or 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. Course is open for challenge; for information check with the IOT Department Chair.

IT 154 Vector Graphics (3)

Day: W

Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm using “touch” method

Students will learn how to use Adobe Illustrator® to create vector graphics such as logos and character/object drawings as well as transforming objects for use in print and on the Web. 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. Course is open for challenge; for information check with the IOT Department Chair.

IT 156 Web Design (3)

Day: F

Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm using “touch” method; IT 151 (may be taken concurrently)

This course introduces Web site architecture, interface design, navigation schemes, and effective design for onscreen presentation. This will include utilizing basic design skills covered in IT 151 with adaptation for effective onscreen presentation. A blended-learning approach is employed using class discussion, team collaborative activities, and individual projects. An Internet based collaboration tool where the course syllabus, study guides, learning resources, links, and on-line tutorials will be used.

IT 182 Hardware/Software Support (Service Learning) (5)

Day: F

Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm using “touch” method

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 must earn a B- or better in this course to continue in the IT Support Certificate major. This is a service-learning course. Course is open for challenge; for information check with the IOT Department Chair.

IT 183 Introduction to Networking (3)
Day: F
Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm using “touch” method

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. Course is open for challenge; for information check with the IOT Department Chair.

IT 184 Hardware/Software Support Lab (Service Learning) (0)
Day: F
Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm using “touch” method; Concurrent enrollment in IT 182

This lab accompanies the IT 182 Hardware/Software Support course and is required of all students who enroll in IT 182. Students will reinforce their hardware and software installation skills by building and refurbishing computer systems as a service learning opportunity. This is a service-learning course.

IT 185 Windows Professional & Server (6)
Day: W
Prerequisites: IT 182 (B- grade or higher)
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. In addition, students will 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 XP Professional and to take the Microsoft Exam: Installing, Configuring, and Administering Microsoft Windows 2000 Server. These are some of the Core requirements for the Microsoft Certified Network Administrator (MCSA). This course is for IT Support Certificate students or those with IT Director approval.

IT 199 IT Support Internship (2)
Day: F, W, S
Ngt: F, W, S
Prerequisites: All first semester IT Support Specialist Certificate courses and enrollment in second semester courses; paid or unpaid internship position should be secured prior to the start of the semester.
This course requires 90 hours of on-site work experience. Students will attend class sessions and/or individual appointments throughout the semester as scheduled. Students will demonstrate mastery of major competencies through on-the-job application of knowledge and skills specific to the IT Support Specialist Certificate. The application of these competencies must be satisfactorily accomplished and documented during the internship. Note: If an internship opportunity is needed, contact the Career Services office one month prior to the beginning of the semester for assistance.

IT 200 Project Management (3)
Day: Starts Fall 2005
Prerequisites: IT 120; keyboarding speed of 20 cwpm using the “touch” method

This course introduces students to project management concepts including project integration, scope, time, cost, quality, human resources, communications, risk, and procurement using Microsoft Project 2002®.

IT 253 Graphic Animation (3)
Day: W
Prerequisites: IT 120, IT 156 (or permission of the instructor)
This course introduces students to Macromedia Flash® and covers basic animation, flash page construction, flash data manipulation, and design considerations for the Web developer. A blended-learning approach is employed using class discussion, team collaborative activities, and individual projects.

IT 265 Advanced Visual Communication (Service Learning) (4)
Day: F
Prerequisites: IT 151 (B- grade or higher); IT 152; IT 154; IT 156
This course is for second-year Visual Communications majors. Students will independently develop skill in the advanced features of Adobe PageMaker, Acrobat, Photoshop, Illustrator, and Macromedia software. Skills developed will be used to design and layout projects that can be printed or published online. Some projects will be published in Adobe Acrobat® with 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 complete individual and team projects assigned by the instructor. Projects may include newsletters, business forms, brochures, ads, and web pages. This is a service-learning course.

IT 268 Special Projects (3)
Day: F, W, S
Prerequisites: All IT degree courses to 4th semester and permission of Department Chair.
This course provides an independent study opportunity for second-year IOT students in skill areas not included in any of the major courses. The course provides an opportunity for service-learning. A student must submit a proposal to the IOT Department Chair detailing the planned project or course of study before enrolling in the course (no later than the end of the first week of the semester). 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 296 Portfolio Development (Capstone) (1)
Day: F, W
Prerequisites: All degree courses to 4th semester (must be verified by academic advisor); to be taken the last semester before graduation; Concurrent enrollment in IT 298 or OT 299.

Course helps students develop a professional portfolio binder and self-playing CD that will showcase the skills developed during the completion of IT or OT A.A.S. degrees.

IT 298 Web Development Internship (Capstone) (3)
Day: F, W, S
Ngt: F, W, S

Prerequisites: All IOT Web Development degree 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. Concurrent Enrollment in IT 296 Portfolio Development.

This course requires 180 hours of on-site work experience in the student's plan. Students will attend class sessions and/or individual appointments throughout the semester as scheduled. Students will demonstrate mastery of degree competencies through on-the-job application of knowledge and skills specific to the Web & Visual Communications A.A.S. major. Demonstration of skill in the degree competencies coupled with the development of a portfolio that showcases samples of skills developed will be required. Note: If an internship opportunity is needed, contact the Career Services office one month prior to the beginning of the semester for assistance.

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 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 (3)

Day: F, W

Ngt: F

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 90 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 97 Introductory Algebra (3)

Day: F, W, S

Ngt: F

Prerequisites: MATH 90, ACT score of 17, SAT score of 410 or a minimum score of 40 on the COMPASS pre-algebra math test.

MATH 97 is designed to prepare students for MATH 104 or MATH 106. Covers rules of operation, first degree equations, inequalities, exponents, and graphing. This is a non-matriculating course; the credit hours do not count toward the total credit hours required for graduation.

MATH 101 Personal Finance Math (3)

Day: F, W, S

Ngt: F, W, S

Prerequisites: IT 120; MATH 90; 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 104 Intermediate Algebra (3)

Day: F, W, S

Ngt: F

Prerequisites: Math 97, 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: F, W, S

Ngt: W

Prerequisites: MATH 97, 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: F, W, S

Ngt: 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, S

Ngt: F

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: None. 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: Required for all Medical Careers majors their first semester of classes. 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 be allowed only 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 dispensing.

MC 199 Medical Careers Co-op (2)

Day: F, W, S

Ngt: F, W, S

Prerequisites: Department Chair 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 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. 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 classes.
 Provides EMA student with review and additional practice of clinical procedures learned in MC 210-212 during their first year of classes. 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 cwpm (30 recommended), IT 120, 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 cwpm (75+ recommended), MC 140, IT 120, 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 cwpm (75+ recommended), MC 140, IT 120, 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/footers.

MC 280 Externship for Medical Office Assistants & Medical Administrative Assistants (Capstone) (2)
 Day: Arranged
 Prerequisites: Last semester, department chair 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.

MC 281 Externship for Medical Coding (Capstone) (2)
 Day: Arranged
 Prerequisites: Last semester, department chair 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 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, department chair 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, department chair 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.

Military Science (Army ROTC)

MILS 1010 Leadership Discovery I (2)
Day: F
Ngt: None
Prerequisites: Call University of Utah Advisor (801-581-6176)
Acquaints students with leadership, management, and life skills. Strong focus on assessing an individual's leadership strengths and weaknesses through classroom instruction and hands-on application via a wide variety of activities including rappelling, land navigation, rifle marksmanship, leadership reaction course, and water survival. Introduces students to the Army culture and lifestyle through basic soldier skills including drill and ceremony and the wearing of the army battle dress uniform. Students must participate in a one or two hour lab each week which gives hands-on training for the above. Includes a camping trip.

MILS 1020 Leadership Discovery II (2)
Day: W
Ngt: None
Prerequisites: Call University of Utah Advisor (801-581-6176)

Continued leadership development and confidence building through practical exercises. Activities include helicopter assault and squad and platoon situational exercises. Includes the use of basic military skills as a vehicle for leader development. Introduces students to Army customs and traditions. Capstone events include a military exercise with Weber State and BYU. Students are required to participate in a one or two hour lab each week which gives hands-on training for the above.

MILS 1060 Military Physical Readiness (1)
Day: F
Ngt: None
Prerequisites: Call University of Utah Advisor (801-581-6176) Must be enrolled in MILS 1010, 1020, 2010, 2020, 3010, 3020, 4010, or 4020.

A concentrated physical training program to prepare students for the rigors of military service and warfare through a systematic physical-conditioning program. Emphasis on cardiovascular and muscular development as well as stamina. May be repeated for credit.

MILS 2010 Leadership Challenge I (3)
Day: F
Ngt: None
Prerequisites: Call University of Utah Advisor (801-581-6176)
Development of leadership and management skills through practical exercises, adventure training, and basic military skills. Emphasis on problem-solving and decision-making skills at the team level. Training exercises include land navigation, rappelling, mountaineering, water safety, and rifle marksmanship. Includes camping trip.

MILS 2020 Leadership Challenge II (3)
Day: W
Ngt: None
Prerequisites: Call University of Utah Advisor (801-581-6176)
Continued progressive development of leadership and management skills. Implementation of decision-making procedures in a classroom and field environment. Practical application in leadership principles. Provides an assessment of skills learned. Leadership development is evaluated through execution of basic military skills. Exercises include practical field training experience.

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) (3)

Day: F

Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm using the “touch” method

Students will develop an understanding of office technology careers as well as routine office skills including teamwork, information processing, reprographics, telecommunication, records management, customer service, ethics, and more. This is a service-learning course.

OT 138 Introduction to Legal Procedures (4)

Day: W

Prerequisites: IT 120; keyboarding speed of 50 cwpm or concurrent enrollment in IT 109

Introduces the preparation of simple legal documents using Corel WordPerfect®. Macro and template use, merging documents, redlining, and other word processing skills are developed. A basic understanding of various types of law offices, law-office ethics, the court system, legal references, and administrative agencies will be covered. Students will be exposed to the courts, the law library, the law office setting, and legal research.

OT 237 Legal Transcription (3)

Day: F

Prerequisites: OT 138 (taken within the past three years); OT 238 (taken concurrently); keyboarding speed of 60 cwpm or concurrent enrollment in IT 109

This course is in conjunction with OT 238, Advanced Legal Procedures, providing document transcription experience with letters, memos, and court pleadings. Exposure to legal documents in areas of tort, family law, corporate law, legal agreements, estate planning, probate/wills, real estate, and bankruptcy is included. Students will increase transcription speed and will gain experience in document editing and correction using Corel WordPerfect®.

OT 238 Advanced Legal Procedures (4)

Day: F

Prerequisites: OT 138 (taken within the past three years); OT 237 (taken concurrently); keyboarding speed of 60 cwpm or concurrent enrollment in IT 109

A sequential course for Legal Administrative Assistant students. Focuses on added training in litigation, contracts, torts, criminal law, family law, business law, real estate law, estate planning, probates, guardianships, and bankruptcy. proper document formatting using Corel WordPerfect® and correct legal terminology usage are emphasized. Course will include the completion of a law office notebook.

OT 299 Office Technology Internship (Capstone) (3)

Day: F, W, S

Ngt: F, W, S

Prerequisites: All Executive Assistant or Legal Administrative Assistant major 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. Concurrent Enrollment in IT 296 Portfolio Development.

This course requires 180 hours of on-site work experience in the student’s major. Students will attend class sessions and/or individual appointments throughout the semester as scheduled. Students will demonstrate mastery of degree competencies through on-the-job application of knowledge and skills specific to either the Executive Assistant or Legal Administrative Assistant A.A.S. degree. Demonstration of skill in the degree competencies coupled with the development of a portfolio that showcases samples of skills developed will be required. Note: If an internship opportunity is needed, contact the Career Services office one month prior to the beginning of the semester for assistance.

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: W

Ngt: W

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, S*
 Prerequisites: It is recommended that students complete IT 120 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.*

Political Science

POLS 110 American National Government (Service-Learning) (3)
 Day: F, W
 Ngt: F, W
 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.)

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
 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
 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 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.

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 138 Sociology of Marriage & Family (3)

Day: F, W

Ngt: F, S

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
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 online. (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

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.

Religion courses are provided so students may gain an increased knowledge and conviction of the gospel of Jesus Christ along with their vocational and academic education. The Church of Jesus Christ of Latter-day Saints has always maintained that education is not complete without proper balance; thus, all students need to include regular gospel classes as a continuous part of their college education.

Required Institute Courses

Eight credit hours of religion taken from LDS Business College are required for all full-time students to graduate with an AAS or AS degree. Four credit hours of religion, taken from LDS Business College are required for Certificate programs.

Full-time students at LDS Business College are required to take two credit hours of religion Fall and Winter semesters from LDS Business College. Summer religion courses may be taken if needed, but are not required.

Part-time students must take two credit hours of religion for every 12 credit hours of LDS Business College registration.

All students must complete two credit hours of religion in Book of Mormon, either REL 121 **or** 122. Students are encouraged to enroll in Book of Mormon their first semester to ensure completion.

Each course may only be taken for credit one time. If any course is taken more than once, credit will only be given for the class in which the student received the highest grade.

Transfer credit earned at CES Institutes of Religion or other Church schools will transfer as additional Institute credit toward an Institute Certificate or Diploma if they were taken for credit and the student received a grade of C- or better. Transfer credits do not replace Institute of Religion requirements at LDS Business College.

Institute Choir may be taken one time for 2 credit hours of religion.

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. A maximum of two credit hours of Choir may be applied to fulfillment of the religion requirement.

Administration and Faculty

Church Board of Education and Board of Trustees of LDS Business College

Officers

Gordon B. Hinckley, Chairman
Thomas S. Monson, First Vice-Chairman
James E. Faust, Second Vice-Chairman
Roger G. Christensen, Secretary

Executive Committee

Richard G. Scott, Chairman
Earl C. Tingey
Bonnie D. Parkin
Roger G. Christensen, Secretary

Board Members

Gordon B. Hinckley, Chairman
Thomas S. Monson, First Vice-Chairman
James E. Faust, Second Vice-Chairman
David B. Haight
Richard G. Scott
Robert D. Hales
Henry B. Eyring
Earl C. Tingey
Bonnie D. Parkin
Susan W. Tanner
Roger G. Christensen, Secretary

Church Education System Administrators

Henry B. Eyring, Commissioner—Church Education System
Paul Johnson, Administrator—Religious Education and Elementary and Secondary Education
Roger G. Christensen, Administrator—Finance and Services

Advisory Boards

Information includes year the individual joined the College (in parentheses), their title and degrees earned, including dates and institutions.

Business Department, Accounting Major

Doug Dredge
President
C.H. Dredge & Co., Inc.

Lynn Hansen
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

Suzanne Paul
Senior Secretary
Welfare Department
LDSBC Program Graduate

Business Department, Business Major

Craig Ballard
Managing Director
Promontory Capital

Andy Barfus
Partner
Hamilton Park, Inc.

Julia Hogan
Retired Marketing Director
ZCMI Center Mall
Distinguished LDSBC Alumnus

Roger L. Kirkham
President
American Training Alliance

Benjamin Preisler
Inspector
House Hounds Home Inspection
LDSBC Business Degree Graduate

Todd Stevens
Managing Director
Wasatch Venture Fund

IOT Department, Web & Visual Communication Major

Chris Briggs
BYU Web Developer

DeVon Cook
Deseret First Credit Union

Mike Dodge
Odyssey Web

Allen Loyborg
LDS Church Publishing Specialist

Paul LaForge
Dept. of Workforce Services
(Also Executive Assistant & Legal Administrative Assistant Major)

Ann Marie Wood
SOS Technical Services

Susan Jenssen
The Digital Ranch

Alta Wickham
Alphagraphics

IOT Department, IT Support Major

Eric Johnson
Bell and Howell

Roger Bailey
Information and Communication
Systems, LDS Church

James Hall
Systems Administrator
LDS Business College

Duke Mossman
Utah State Office of Education

Mike Tohinaka
Morgan Bay Management

IOT Department, Executive Assistant Major

Ann Marie Wood
SOS Technical Services

Abra Johnson
LDS Church

Kathryn Lewis
Park City School District
LDSBC Graduate

IOT Department, Legal Administrative Assistant Major

Carolyn Dennis
Suittert Axland
LDSBC Graduate

Melanie Anderson
Morgan Minnock & Rice
LDSBC Graduate

Dave Caudill
Paralegal
Utah Attorney General's Office

Kristen Wilson
Parson Behle & Lastsmer
LDSBC Graduate

Joe Minnock
Morgan, Minnock & Rice

Sanda Kirkham
Stron & Hanni

Janet Walker
Williams & Hunt

Interior Design Major

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 Major

Don Stromquist
M.D.
Rheumatology

Jackie Andersen
Office Manager
Avenues Women's Clinic

Jacque Younis, CMA
Medical Transcriptionist

Beth Swearngin, CMA-A
Office Manager
Richard Alder, M.D.

Karla Hill
Pediatric/Rheumatology Faculty/Clinic
Coordinator
University of Utah Hospitals and Clinics

Kristen Bentley, CMA
Medical Assistant
Avenues Women's Clinic

Lori Morris, RN, MRN
Part-time Instructor LDSBC

Marisha Barton, RHIT
Coder for IHC-PCMC

Membership in Professional Organizations Institution, Administration, Faculty, Staff

American Association of Higher Education (AAHE)
American Association of Medical Assistants (AAMA)
American Institute of Certified Public Accounts (AICPA)
American Library Association
American Statistical Association
Association for Computing Machinery
Better Business Bureau (BBB)
College and University Personnel Association – Human Resources (CUPA-HR)
College Reading and Learning Association
Campus Compact
Computer Society
Council for the Advancement and Support of Education (CASE)
EDUCAUSE
Friends for Sight
Geographical Association
Institute of Electrical and Electronics Engineers (IEEE)
Institute of Internal Auditors (IIA)
International Association of Administrative Professionals
International Interior Design Association (IIDA)
Learning Disabilities Association of Utah
Mountain West Venture Group
NAFSA Association of International Educators
National Academic Advising Association (NACADA)
National Association of Student Financial Aid Administrators (NASFAA)
National Business Education Association (NBEA)
National Council of Teachers of English (NCTE)
PeopleSoft Higher Education User Group (HEUG)
Rocky Mountain Association of Colleges and Employers (RMACE)
Rocky Mountain Association of Institutional researchers
Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA)
Salt Lake Chamber of Commerce
Salt Lake City Macromedia User Group
Salt Lake Convention and Visitors Bureau (SLCVB)
Salt Lake Rotary Club
Southwest Association of Developmental Education
Students Serving Utah Network (SSUN)
Utah Academy of Sciences, Arts, and Letters
Utah Association of Certified Public Accountants (UACPA)
Utah Association of Colleges and Employers
Utah Association of College Registrars and Admissions Officers (UACRAO)
Utah Association of Student Financial Aid Administrators (UASFAA)
Utah Business & Computer Education Association (UBCEA)
Utah Colleges and Schools of Business Academic Advisor Network
Utah Information Technology Association (UITA)
Utah Library Association
Utah Professional in Student Administration
Utah State Society of Medical Assistants (USSMA)
Utah Transfer Articulation Committee
Western Business & Information Technology Educators
Western Association of College Business Officers (WACUBO)

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

Nelson, Craig V. (1995)
Vice President of Student Affairs and Advancement
B.A., 1980, 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

Buckley, Lonni (2004)
Institute of Religion Instructor
A.S., 1971, Snow College

B.A., 1972, Utah State University
M.Ed., 1977, Utah State University

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

Dyrenge, Steven Grant (2001)
Institute of Religion Director
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

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

McReynolds, Kevin (2000)
Information & Office Technology
Program Director
B.A., 1981, University of Utah
M.A., 1983, Brigham Young University

Mitchell, Bob (2004)
Institute of Religion Instructor
B.A., 1971, Brigham Young University
M.Ed., 1986, 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

Roberts, Bliss D. (2003)
Institute of Religion Instructor
B.S., 1975 University of Utah
M.S., 1980, Brigham Young University

Swiss, Ralph (2004)
Institute of Religion Instructor
B.S., 1974, Humboldt University
M.S., 1977, Utah State University

Staff

Baird, Tamra (1997)
Registrar
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
B.S., 2004, Weber State University

Cherrington, R. Brent (1986)
Chief Information Officer
B.A., 1968, University of Utah
M.Ed., 1996, Utah State University

Derbidge, Ross F. (1967)
Director of Regional Marketing
A.B.A., 1967, LDS Business College

Doran, Linda (1974)
Director of Retention Services
B.A., 1969, University of Utah

Egan, Robert M. (2003)
Director of Institutional Research
B.S., 1971, Brigham Young University
M.S., 1994, University of Utah

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

Janssen, Laurie (2004)
Billing Clerk
A.S., 2002, LDS Business College

Jenkins, S. Charlynn (2002)
Accounts Payable Clerk
A.A.S., 2003 LDS Business College

Johnston, Elizabeth (2003)
North Hall Head Resident

Keith, Jared (1998)
Physical Facilities Manager
A.A., 1982, Butte College
A.S., 2000, LDS Business College

McGettigan, Glenn (1988)
Assistant Controller
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

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

Poelman, Keith A. (1994)
Dean of Academic Outreach
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

Sano, Frank J. (2003)
Director of Utah Marketing
B.S., 1977, Brigham Young University
M.P.A., 1979, Brigham Young University

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

Stincelli, Nick (1981)
Maintenance Staff

Strain, Jeffrey L. (2001)
Computer Specialist
B.A., 2000, Utah State University

Tittle, Matt D. (1995)
Assistant Dean of Students
B.A., 1993, Brigham Young University
M.B.A., 2003, Utah State University

Tracy, Michael L. (2003)
Systems Administrator
A.S., 1986, Utah Valley State College
A.A.S., 1986 Utah Valley State College
MCSE, MCNE, CCNA

Valentin, Melisa (2002)
International Student Coordinator
B.A., 1999, University of Puerto Rico
M.A., 2001, Brigham Young University

Willson, David (2003)
Bookstore Manager/Financial Analyst
A.S., 2003, LDS Business College

Wood, Rebecca D. (2003)
South Hall Head Resident
A.S., 1998, Snow College

Woodhouse, Troy (2001)
Student Services Specialist
A.A.S., 1992, LDS Business College

Adjunct Faculty 2004-2005

Anderson, Jay M.
Economics Instructor
B.A., 1965, University of Utah
M.B.A., 1967, Northwestern University

Archibald, T. Noel
Communications Instructor
B.S., 1965, Utah State University
M.Ed., 1971, University of Utah

Archibald, Scott N.
Accounting Instructor
B.S., 1998, University of Utah
M.B.A., 2001, University of Utah

Barton, Marisha T.
Medical Careers Instructor
HIM: Coding, 1998, LDS Business College
RHIT, 2000, AHIMA

Bell, Kathy M.
Communications Instructor
B.S., 1979, University of Utah

Bentley, Kristin A.
Medical Careers Instructor
A.A.S., 2002, LDS Business College

Bowles, Daniel W.
Information & Office Technology Instructor
B.S., 1990, Brigham Young University
M.A., 2002, University of Utah

Brimhall, Merrill L.
Information Technology and Mathematics Instructor
B.S., 1978, University of Utah
M. B. A., 1982, University of Utah

Burrows, Elaine M.
Life Science Instructor
B.S., 1956, University of Utah
M.Ed., 1980, Brigham Young University

Call, Wendy M.
Interior Design Instructor
B. A., 2003, Brigham Young University

Chabries, Kristine A.
Communications Instructor
B.S., 1972, University of Utah
M.Ed., 1985 University of Utah

Clubb, Ellen J.
Interior Design Instructor
A.A.S., 1983, Utah Valley Community College
A.A.S., 1993, LDS Business College

Cox, Kerry J.
IOT, Instructor
B. A., 1993, Brigham Young University
M. A., 1995, Brigham Young University
Ph.D., 2003, University of Wisconsin-Madison

Crocker, Richard C.
Information Technology Instructor
B.S., 1956, University of Utah
M.S., 1961, University of Utah

Dean, Merry M.
Interior Design Instructor
B.S., 1987, Lesley College

Ence, Richard K.
Accounting Instructor
B. A., 1979, University of Utah

Erlandsson, Bengt E.
Interior Design Instructor
B.F.A., 1991, Brigham Young University
M.S., 1994, University of Utah

Ethington, Wayne H.
Information Technology and Mathematics Instructor
B.A., 1968, University of Kentucky

Farr, Jeanie G.
Social Science Instructor
B.S., 1978, University of Utah
M.Ed., 1990, University of Utah

Foulger, Tami J.
Interior Design Instructor
B.F.A., 1999, Brigham Young University

Fowler, Barry K.
Social Science Instructor
B.A., 1964, Weber State University
M.A., 1969, Utah State University

Gaertner, Gilbert
Mathematics Instructor
B.S., 1986, SPEI, Brazil

Gough, James A.
Art Instructor
B.M.E., 1973, University of Kansas
M.A., 1996, Brigham Young University

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

Haines, Ann B.
Life Science Instructor
B. S., 1974, Brigham Young University
M. S., 1978, Brigham Young University

Harrison, Jennifer B.
Accounting Instructor
B. S., 1989, Brigham Young University
M.A.C., 1989, Brigham Young University

Hart, Michele M.
Mathematics Instructor
B.S., 1979, University of Utah

Hartley, James E.
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B.A., 1976, Brigham Young University
M.P.A., 1995, Brigham Young University

Heiner, Gregory A.
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B. S., 1984, Westminster College
M.A.C., 1994, Weber State University

Hernandez, June-Lee
English Instructor
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Hicks, Darin L.
Mathematics Instructor
B.S., 1993, University of Utah
M. B. A., 1995, University of Utah

Hill, Karla
Medical Careers Instructor
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

Hodgman, Gary E.
Mathematics Instructor
B.S.E.E., 1966, University of Utah
M.S.E.E., 1968, University of California, Los Angeles

Howell, Drake J.
Economics Instructor
B.A., 1996, Brigham Young University
M.B.A., 2000, University of Utah

Huffaker, Timothy B.
Business Instructor
B.A., 1975, Brigham Young University

Jackson, Shirley
Interior Design Instructor
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

Kartchner, Jerry
Information & Office Technology Instructor
B.A., 1992, Brigham Young University
M.B.A., 1994, Thunderbird

Kemp, Richard J.
English Instructor
B.A., 1996, University of Utah

Krael, 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

Mangum, Tracy D.
English Instructor
B.A., 1998, University of Utah

Marion, S. Wayne
Accounting & Social Science 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

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

Owens, Gweneth A.
Medical Careers Instructor
B.S.N., 2002, University of Utah

Palmer, Alison
Interior Design Instructor
B.F.A., 2000, Brigham Young University

Pletsch, Kathryn H.
Interior Design Instructor
B.F.A., 2002, Brigham Young University

Plowman, L. Brent
Business Instructor
B.S., 1967, Utah State University
B.S., 1995, Utah State University
M.B.A., 1969, Utah State University

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

Ryan, Teresa K.
Interior Design Instructor
B. S., 1978, University of North Carolina
M.A., 1999, Summit University

Scardina, Jana L.
English Instructor
B.A., 1998, Brigham Young 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

Tew, Shelley W.
Life Science Instructor
B.S., 1987, Utah State University
M.S., 1992, Utah State 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

Toone, Nathan D.
Information & Office Technology
Instructor
B.S., 2001, Brigham Young University
M.S., 2003, Brigham Young University

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

Young, B. Tyler
Interior Design Instructor
B.A., 1999, Utah State University

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

Houck, Jerry H. (1996-2004)
Institute of Religion Instructor
B.S., 1966, Utah State University
M.E.A., 1971, Brigham Young University
Ed.D., U. of Northern Colorado

Spencer, Virgil (2001-2004)
Institute of Religion Director
B.S., 1968, Brigham Young University
M. Ed., 1975, University of Idaho
Ph.D., 1979, University of Idaho

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

LDS Business College Course Prefixes

ACC	Accounting	LS	Life Sciences
AEROS	Aerospace	MATH	Mathematics
ART	Art	MC	Medical Careers
BUS	Business	MILS	Military Science
COM	Communications	MUS	Music
ECON	Economics	OT	Office Technology
ENG	English	PHIL	Philosophy
HIST	History	PS	Physical Sciences
ID	Interior Design	REL	Religion
IT	Information Technology	SC	Special Courses
LAN	Language	SS	Social Sciences
LE	Learning Enhancement	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 http://www.ldsbc.edu

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	524-8112
Cooperative Education	E-126	524-8118
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	524-8105
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

A=Main Mansion; E=East Wing; F=34 South 500 East; W=West Wing

Student Activities

The College's expert faculty and focused curriculum provide serious career preparation. But don't think LDSBC is all work and no play. Last year, the Student Body Council and other campus organizations sponsored dances, talent shows, movie nights, picnics, barbeques and a host of other events. Here are some upcoming events to whet your appetite:

- Homecoming Week (including co-ed football)
- Mr. LDSBC Pageant
- Devotional with Elder E. Ray Bateman
- LDSBC Idol
- International Week
- Devotional with Elder Douglas L. Callister
- Movie-under-the-stars Night
- Devotional with Elder Richard H. Winkel
- Spring Formal and Student Awards Night
- Basketball, volleyball and other sports

Your campus experience will be whatever you make it. Join with the student council in making it great.





Notes

