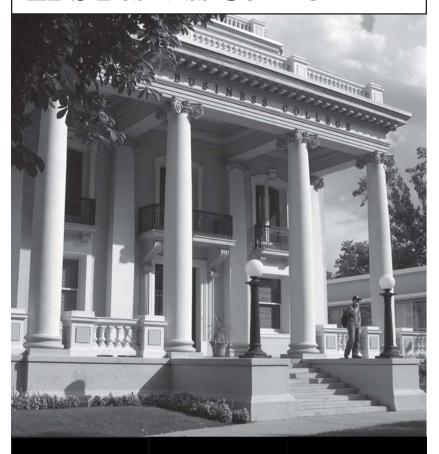# LDS BUSINESS COLLEGE

GENERAL CATALOG
2005-2006

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

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

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

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

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

Stephen K. Woodhouse

Stephen K. Woodhouse
President

Table of Contents

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 2005-06

Fall Semester 2005

April 4	MON	Registration Begins for 2nd Year Students
April 18	MON	Registration Begins for All Continuing Students
May 2	MON	Registration Begins for New Students
Aug. 15	MON	Tuition Payment Deadline
Aug. 19	FRI	New Student Orientation
Aug. 22	MON	Classes Begin
Aug. 26	FRI	Last Day to Drop Classes
Aug. 29	MON	Last Day to Add Classes
Sept. 5	MON	Labor Day Holiday
Oct. 11-14	TUE-FRI	Academic Advising Week
Nov. 11	FRI	Last Day to Withdraw from Classes
Nov. 23	WED	Semester Break
Nov. 24-25	TH-FRI	Thanksgiving Holiday
Dec. 9	FRI	Classes End

Winter Semester 2006

Oct. 24	MON	Registration Begins for 2nd Year Students
Nov. 7	MON	Registration Begins for All Continuing Students
Nov. 21	MON	Registration Begins for New Students
Jan. 2	MON	Tuition Payment Deadline
Jan. 9	MON	Classes Begin
Jan. 11	WED	New Student Orientation
Jan. 13	FRI	Last Day to Drop Classes
Jan. 16	MON	Last Day to Add Classes
Jan. 16	MON	Human Rights Day Holiday
Feb. 20	MON	President's Day Holiday
March 7-10	TUE-FRI	Academic Advising Week
March 13-17	MON-FRI	Spring Break
April 7	FRI	Last Day to Withdraw from Classes
May 3	WED	Classes End
May 4	THU	Commencement

Summer Term 2006

Feb. 27	MON	Registration Begins for 2nd Year Students
March 13	MON	Registration Begins for All Continuing Students
March 27	MON	Registration Begins for New Students
May 8	MON	Tuition Payment Deadline
May 15	MON	Classes Begin
May 19	FRI	Last Day to Drop Classes
May 22	MON	Last Day to Add Classes
June 23	FRI	Last Day to Withdraw from Classes
June 30	FRI	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 211.

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 148 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 119 years. The school began November 15, 1886, as the Salt Lake Academy under the direction of Dr. Karl G. Maeser and William B. Dougall. Willard Done, the first teacher, welcomed 84 students when the College first opened its doors.

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

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

LDS Business College and the Church Educational System

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

Accreditation

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

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

Veterans Education Benefits

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

Codes and Standards

Honor Code

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

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

Honor Code Statement

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

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

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

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

Dress and Grooming Standards

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

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

Men

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

Women

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

Academic Honesty

Students are expected to be honest and to help others fulfill the same responsibility. All forms of academic dishonesty are unacceptable behavior. See the College's full statement of policy listed under Academic Honesty on page 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.besmart.com).
• 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 4 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.besmart.com).
• 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 (2005-06 minimum amount of $10,100 U.S. for LDS members, or $11,700 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 or December 1 for Winter. 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, 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 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.

Changing Majors, Program Extensions, and Transfers

The student computer record (PeopleSoft) will notify the appropriate International Student Office official when students change majors. Students should apply for the change of major at the Registration Office. After the change has been approved, the International Student Office will contact the student to confirm when the new I-20 is ready.

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. Students must submit a SEVIS transfer form to complete the transfer process.

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

Financial Aid/Scholarships for International Students

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

Name and Address Changes

Students must enter name changes to the student's personal computer record (PeopleSoft) 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 translation/ evaluation is 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 your academic advisor 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 your academic advisor 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 department chair.

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 department chair 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 department chair 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. **This test may only be taken once.** Placement guidelines are as follows:

	SAT Score	ACT Score	COMPASS Score	Placement
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* Under 25**	MATH 90
	410 or over	17 or over	40 or over* 25-30**	MATH 97
	440 or over	18 or over	31 or over**	MATH 104/106
	520 or over	22 or over	65 or over** Col Alg over 50	MATH 110 May test out of MATH 110
Pers. Finance	360 or over	15 or over	20 or over** 30 or over*	MATH 101

*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:

	COMPASS Score	Placement
ESL	Listening under 90	ENG 87***
	Reading/Grammar Average 74-89	ENG 88***
	Reading/Grammar Average 90 or over	ENG 99/ ENG101****

*** 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 an essay to determine placement in ENG 99 or ENG 101. Placement will be determined by the English Department after essay is scored.

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 1 p.m. Students should plan on one and one half hours for the 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.ldsbc.edu/Catalog/Catalog/ClassSchedule.htm) and determine when classes are offered.
4. Register online at www.ldsbc.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 tuition deadline will be assessed a $60 late fee and may be dropped from their classes. 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 documented and presented in a petition to the Appeals Committee. In cases of serious illness or injury, family members may petition for student withdrawal.

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

Withdrawal from the College

Students can withdraw from the College at their own discretion. (However, be sure to see Withdrawal from Courses above for grading implications and Refund Policy on pages 27-28 for refund information.) To withdraw, students must :

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

Auditing

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

It is possible to change from audit status to credit status, or vice versa, from the beginning of the registration period through the last date to drop classes (the end of the first 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 $1,240
 1 - 11 credits (per credit) $103
More than 18 credits (per credit) $103
Spring or Summer Term 6-9 hours $620

Others

12 - 18 credits $1,860
 1 - 11 credits (per credit) $155
More than 18 credits (per credit) $155
Spring or Summer Term 6-9 hours $930

Fees

Admission Application $30
Assessment Fee (COMPASS) $15
Assessment Fee (COMPASS ESL) $20
Challenge Examinations $40
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
Health Insurance .... (see page 43)
Incomplete Grade Fee per class $5
Late Tuition Fee $60
Locker $5
Medical Assistants Lab Fee $25
Parking Permits, All Student Lots $25
Parking Permits, Summer Only, All Student Lots $5

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 152 for details.

Tuition Policy

Tuition must be paid in full on the tuition payment deadline (see academic calendar for deadlines). Failure to pay the full amount will result in a late fee and may result in your classes being dropped.

Refund Policy

To receive a tuition refund, students must submit written notification of withdrawal. Refunds are based on the date written notification is received in the Registrar's Office. Students are not eligible for a tuition refund if they stop attending class or unofficially withdraw. Fees are not refundable. Refund applications are available from the Cashier's Office.

The following charges are made to withdrawing students:

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

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

Financial Aid

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

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

Student Dependent/Independent Cost of Attendance 2004-2005

	Off Campus	On Campus	Commuter
Tuition*	$ 2,480	$2,480	$2,480
Books and Supplies	850	850	850
Room and Board	5,900	4,050	2,300
Transportation Costs	950	950	950
Misc. Expenses	1,400	1,400	1,400
Total	$11,580	$9,680	$7,980

*Tuition for students who are not members of the LDS Church is $3,720.

Financial Aid Application Procedure

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 2004-2005 academic year will be able to complete a renewal FAFSA on line at www.fafsa.ed.gov. 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 FASA are available at the Financial Aid Office.

Notification of Offers

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 by the accounting office and will be mailed to the student within approximately five business days.

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 (UCOPE) - 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."

Other Programs

Veteran Services. Programs at LDS Business College are approved for veteran benefits. Veterans may obtain assistance at the Veterans' Service Office at 524-8171.

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 $310 to $2,480 per academic year. Students must first fulfill all admission requirements. Applicants for freshman awards must submit an ACT or SAT score.

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.besmart.com or in the Admissions Office. Complete Parts 1 through 7, submit a high school transcript and ACT or SAT score, and pay the $30 application fee. Application deadline is February15.

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 place 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 week 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: 58 days divided by 115 days = 50%

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Example $1650 - $355.50 = $1,294.50

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

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

Example: Pell Grant repayment owed by student is
$1,294.50 x 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' 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)	$711.00
Amount credited for other charges	$ 0.00
Amount credited for prior year charges less than $100	$ 0.00
Total amount credited to student's account	$711.00

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 7:00 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 photocopy machine near the information desk is available for student use. Copies are ten cents for regular copies and fifteen cents to enlarge. Scanners are available in the computer labs and the library for students 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. Due to the planned move to the new campus in the summer of 2006, services may be disrupted without notice to facilitate the move.

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 collection supports the academic programs of the College. It includes books, electronic books, magazines newspapers, annual reports, AV materials and over 100 licensed databases. Interlibrary loan services are available to students, faculty and staff. Books and articles may be requested online from a link on the Library page.

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

Five laptop computers may be checked out for three hours in the Library by students who have completed an Annual Laptop Computer Checkout Form. The laptop computers connect to the campus network. 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. Off-Campus access to the databases is available by authentication with valid student ID and password.

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 9:30 p.m.
Saturday (Fall and Winter Semester) .... 10:00 a.m. to 3:00 p.m.
Semester Break (Monday through Friday) .... 8:00 a.m. to 5:00 p.m.
Check the library web page for Summer 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 80 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 2005-2006 academic year are as follows:
Fall and Winter Semesters, three payment options
   One payment $2,205
   Two payments .... $1,118 each
   Eight payments .... $285 each
Summer Term, two payment options
   One payment each term $550
   Two payments each term .... $280 each
Christmas break (December 10, 2005 - January 7, 2006) $250
Contact the Housing 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. In July of 2006 the College will move to a new location in the Triad Center three blocks west of Temple Square. The new campus mailing address will be 350 West North Temple Street.

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 210), 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:

ENG 87   Listening/Speaking for Non-native Speakers
ENG 88   Reading/Writing for Non-native Speakers
ENG 99   College Preparatory English
IT 98   Introduction to Keyboarding
MAT 90   Basic Mathematics
MAT 97   Introductory Algebra

"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:

ENG 87   Listening/Speaking for Non-native Speakers
ENG 88   Reading/Writing for Non-native Speakers

IT 98   Introduction to Keyboarding
IT 109   Skillbuilding
MAT 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.

"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).

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.

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. Submit petitions to the Registrar's Office.

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 or 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. Students who have a personal email address should transfer their College e-mail to their personal address so they will not miss messages from their instructors or College personnel.

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 LDSBC community 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 that 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. 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. If the alumnus is returning as a degree-seeking student, he or she may use the course with the lowest number of credit hours as the free course.

Those interested in more information about the Alumni Association may contact the Alumni Office at (801) 524-8156, 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. General education competencies are found on page 143.

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/ Humanities Distribution (9 hrs. Students must take three courses from three different areas).

ART 101	Survey of Art History	3
ART 104	Design Fundamentals	3
ART 106	Introduction to Drawing	3
ART 206	Introduction to Photography	3
COM 121	Principles of Public Speaking	3
ENG 250	Introduction to Literature	3
ENG 260	Eminent Writers & Themes in Literature	3
ENG 270	Genres of Film	3
MUS 105	Music & Culture	3
PHIL 225	Critical Thinking and Reasoning	3
THE 102	Acting I	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	Introduction to Metetorology	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 66
Accounting Certificate (2 semesters),* page 70
Business Associate of Applied Science Degree (4 semesters),* page 74
Professional Sales Certificate (2 semesters),* page 78

Information & Office Technology

Executive Assistant Associate of Applied Science Degree
(4 semesters), page 86
Legal Administrative Assistant Associate of Applied Science Degree
(4 semesters), page 90
Office Technology Support Certificate (2 semesters), page 94
IT Support Specialist Certificate (2 semesters), page 98
Visual Communications Associate of Applied Science Degree
(4 semesters), page 102
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 81

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 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 (Applied 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.

	Added Hours
Accounting AAS plus Business AS	19
Business AAS plus Business 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 - Financial/Managerial 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 194
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, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. Because of the need to stay current with technology, 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 RequirementsGraduation 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 (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 152).

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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.)

1. BUS AS Transfer Major courses not included above (See pages 83 to 84 for specific course selections.)
2. General Education Distribution Courses
   (See pages 144 to 145 for specific course selections.)
3. 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 68	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 68	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 68	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 68	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 194
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, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. Because of the need to stay current with technology, 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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

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 143 to 144.) See your academic advisor to select the best options to achieve your academic objectives.

Total Elective Credit Hours	**6**

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 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 Associate of Applied Science (Applied Skills) Degree (BUS AAS)
(Four Semesters)

Department Chair / Instructor: Keith A. Poelman, M.B.A., F.L.M.I.
Business AAS 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 194
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, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.

3. Because of the need to stay current with technology, 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 AAS (Applied 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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 143 to 144 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 AAS Director / Instructor: J. Larry Richards, B.S.
Adjunct Instructors: See page 194
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, 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. Because of the need to stay current with technology, 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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
SS 101	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 Associate of Science (Transfer) Degree (BUS AS) (Four Semesters)

Department Chair / Instructor: Keith A. Poelman, M.B.A., F.L.M. I.
Business AS 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 194

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 AS (Transfer) (Continued)

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

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. Because of the need to stay current with technology, 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. MATH 104 is preparatory to MATH 110. See Course Descriptions.

Graduation Requirements

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

Computer Competency Requirement

The four-year institutions 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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 AS (Transfer) (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 150 to 151 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: Kenneth Larson, M.S.C.S., C.C.P.
OT Director / Instructor: Marjean Lake, M.S.
Instructors: Lynda Henrie, M.S.; Kevin McReynolds, M.S., CNI, MCT
Adjunct Instructors: See page 194
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, and database with 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 communications skills.
- Develop written communications skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and onscreen 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 onscreen and print publications such as flyers, portfolios, 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 and/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, image editing, vector graphics, or digital communications.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, 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- or better.
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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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
BUS 205	Human Resource Management	2
COM 121	Principles of Public Speaking	3
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 130	Intermediate Computer Applications	3
IT 151	Introduction to Visual Communications	4
IT156	Digital Communications	3
IT 200	Project Management	3
IT 296	Portfolio Development (Capstone)	1
LE 124	Career Strategies	1
OT 129	Office Procedures	3
OT 138	Introduction to Legal Procedures	4
IT 299	IOT Internship	3
	Total Degree Courses Credit Hours	**37**

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)	
IT 152	Introduction to Image Editing (3)	
IT 154	Vector Graphics (2)	
IT 268	Special Projects (3)	
	Total Elective Credit Hours	**5**

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	Book of Mormon I or II	2
	Total First Semester Credit Hours	**16**

Second Semester

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

Third Semester

ACC 101	Financial Accounting I	3
ENG 220	Professional Business Writing	2
IT 200	Project Management	3
LE 124	Career Strategies	1
COM 121	Principles of Public Speaking	3
Electives	See previous page	2
Religion	See Course Descriptions	2
	Total Third Semester Credit Hours	**16**

Fourth Semester

BUS 205	Human Resource Management	2
IT 156	Digital Communications	3
IT 296	Portfolio Development (Capstone)	1
IT 299	IOT Internship	3
Electives	See previous page	3
Religion	See Course Descriptions	2
	Total Fourth Semester Credit Hours	**14**

Information & Office Technology Department (IOT)

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

Department Chair / Instructor: Kenneth Larson, M.S.C.S., C.C.P.
OT Director / Instructor: Marjean Lake, M.S.
Instructors: Lynda Henrie, M.S.; Kevin McReynolds, M.S., CNI, MCT
Adjunct Instructors: See page 194
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, spreadsheets, database, 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 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 communications skills.
- Develop written communications skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and onscreen 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, repro-graphics, telecommunication, records management, customer service, and ethics.
- Utilize the principles of good page and on-screen layout and design.
- Complete professional onscreen and print publications such as flyers, portfolios, 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 and/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, and public speaking.
- Understand the process of preparing court documents for filing.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, 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 on page 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, 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- or better.
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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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
BUS 205	Human Resource Management	2
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 130	Intermediate Business Applications	3
IT 151	Introduction to Visual Communications	4
IT 156	Digital Communications	3
IT 296	Portfolio Development (Capstone)	1
IT 299	IOT Internship	3
LE 124	Career Strategies	1
OT 129	Office Procedures	3
OT 138	Introduction to Legal Procedures	4
OT 237	Legal Transcription	3
OT 238	Advanced Legal Procedures	4
	Total Degree Courses Credit Hours	**38**

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)	
COM 121	Principles of Public Speaking (3)	
	Total Elective Credit Hours	**4**

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	Book of Mormon I or II	2
	Total First Semester Credit Hours	**16**

Second Semester

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

Third Semester

ENG 220	Professional Business Writing	2
LE 124	Career Strategies	1
OT 237	Legal Transcription	3
OT 238	Advanced Legal Procedures	4
Electives	See previous page	4
Religion	See Course Descriptions	2
	Total Third Semester Credit Hours	**16**

Fourth Semester

BUS 121	Business Law & Ethics	3
BUS 205	Human Resource Management	2
IT 156	Digital Communications	3
IT 296	Portfolio Development (Capstone)	1
IT 299	IOT Internship	3
Religion	See Course Descriptions	2
	Total Fourth Semester Credit Hours	**14**

Information & Office Technology Department (IOT)

Office Technology Support Certificate (Two Semesters)

Department Chair / Instructor: Kenneth Larson, M.S.C.S., C.C.P.
OT Director / Instructor: Marjean Lake, M.S.
Instructors: Lynda Henrie, M.S.; Kevin McReynolds, M.S., CNI, MCT
Adjunct Instructors: See page 194
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 Communications 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 communications skills.
- Develop written communications skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and onscreen 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 onscreen and print publications such as flyers, portfolios, and newsletters using Adobe® InDesign 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, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, 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- or better.
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 152.)
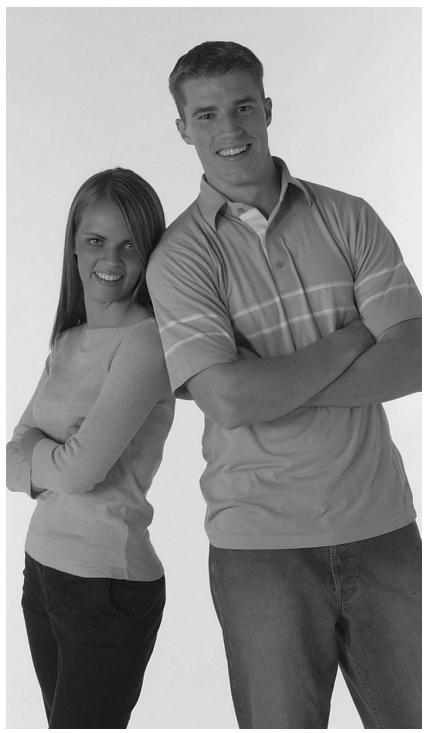
Course #	Title	Credit Hours
Religion	See LDSBC Religion requirements on page 185	
	and Course Descriptions	4
	Total Religion Credit Hours	**4**

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 Communications	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	Book of Mormon I or II	2
	Total First Semester Credit Hours	**16**

Second Semester

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

Total Semester Credit Hours for the Certificate	**32**

Information & Office Technology Department (IOT)

IT Support Specialist Certificate (Two Semesters)

Department Chair / Instructor: Kenneth Larson, M.S.C.S., C.C.P.
IT Support Director / Instructor: Kevin McReynolds, M.S., CNI, MCT
Instructors: Marjean Lake, M.S.; Lynda Henrie, M.S.;
Adjunct Instructors: See page 194
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+®, exam as well as the Microsoft Certified System Administrator exam. See http://www.microsoft.com/learning/mcp/mcsa/ for more details.

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 communications skills.
- Develop written communications skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of onscreen 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 Local Area Network (LAN) and Windows Networking services.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. Because of the need to stay current with technology, 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 Support Director. Check with the IT Support Director for more information.

Graduation Requirements

1. A minimum of 33 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- or better.
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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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 181	Windows Client Support	4
IT 182*	Hardware/Software Support (B- required)	5
IT 184*	Hardware/Software Support Lab	0
IT 185*	Windows Server and Networking	6
IT 199	IT Internship	2
	Total Certificate Courses Credit Hours	**17**

Total Credit Hours for the Certificate	**33**

*Note: Students planning to serve a full-time LDS mission prior to graduation should consult with their academic advisor prior to registering for IT 181, 182, 184, and/or IT 185.

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 181	Windows Client Support	4
IT 182*	Hardware/Software Support	5
IT 184*	Hardware/Software Support Lab	0
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		**17**

Second Semester

ENG 101	Introduction to College Writing	3
IT 185*	Windows Server and Networking	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 181, 182, 184, and/or IT 185.

Information & Office Technology Department (IOT)

Visual Communications
Associate of Applied Science Degree
(Four Semesters)

Department Chair / Instructor: Kenneth Larson, M.S.C.S., C.C.P.
Visual Communications Director / Instructor: Lynda Henrie, M.S.
Instructors: Marjean Lake, M.S.; Kevin McReynolds, M.S., CNI, MCT;
Adjunct Instructors: See page 194
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 digital design skills. Photoshop, vector graphics, and design skills open up opportunities in print or onscreen advertising as well as visual media development. Training in effective design for both printed and onscreen presentation prepares students to work in this field. In addition, graduates may, based upon elective course choices, be prepared to develop independent businesses or work as consultants.

Objectives

Students will develop skill in visual layout and design, desktop publishing, vector graphics, image editing, integrated computer applications, and onscreen publishing. 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 communications skills.
- Develop written communications skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of onscreen 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 onscreen and print publications such as flyers, portfolios, and newsletters for both print and onscreen use.
- Apply basic Web application languages such as HTML.
- 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 onscreen use.
- Use Adobe Illustrator® to create vector graphics such as logos and character/object drawings and to transform objects for use in print and onscreen.
- Write internal and/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 onscreen.
- Develop additional skill in selected focus areas such as drawing, photography, customer relations, business law, e commerce, entrepreneurship, or marketing.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. Because of the need to stay current with technology, 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 second year of the Visual Communications A.A.S. major, students must receive a B- or better in IT 151, Introduction to Visual Communications, and must have completed all the Visual Communications 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 courses except IT 151, which requires a B- or better.
3. A cumulative grade point average of 2.0 or better.

Visual Communications (Continued)

Course Requirements

Students are responsible to examine the course description of each course listed below for details concerning prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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 151	Introduction to Visual Communications (B- required)	4
IT 152	Introduction to Image Editing	3
IT 153	Advanced Image Editing	3
IT 154	Vector Graphics	3
IT 156	Digital Communications	3
IT 200	Project Management	3
IT 265	Advanced Visual Communications	4
IT 296	Portfolio Development (Capstone)	1
IT 299	IOT Internship	3
LE 124	Career Strategies	1
	Total Degree Courses Credit Hours	**33**

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 130	Principles of Electronic Commerce (2)	
BUS 140	Entrepreneurship (2)	
BUS 151	Principles of Marketing (3)	
IT 268	Special Projects (3)	
	Total Elective Credit Hours	**9**

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 Communications	4
IT 152	Introduction to Image Editing	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		**15**

Second Semester

COM 122	Interpersonal Communications	3
IT 153	Advanced Image Editing	3
IT 154	Vector Graphics	3
IT 156	Digital Communications	3
MATH 101	Personal Finance Math	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 Communications	4
LE 124	Career Strategies	1
Electives	See previous page	3
Religion	See Course Descriptions	2
Total Third Semester Credit Hours		**15**

Fourth Semester

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

Information & Office Technology Department (IOT)

Visual Communications Support Certificate (Two Semesters)

Department Chair / Instructor: Kenneth Larson, M.S.C.S., C.C.P.
Visual Communications Director / Instructor: Lynda Henrie, M.S.
Instructors: Marjean Lake, M.S.; Kevin McReynolds, M.S., CNI, MCT;

Career Opportunities

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 tasks. With completion of this two-semester certificate, students are prepared to work in entry-level desktop publishing support positions or to continue in the Visual Communications A.A.S. degree.

Objectives

This one-year certificate focuses on the basic principles of visual layout and design of both printed and onscreen documents. Students will develop basic skill in visual layout and design, digital and vector graphics development, and communications. Students will be prepared to obtain entry-level employment in the 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 communications skills.
- Develop written communications skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and onscreen 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 onscreen and print publications such as flyers, portfolios, and newsletters for both print and onscreen use.
- 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 onscreen.
- Use Adobe Illustrator® to create vector graphics such as logos and character/object drawings and to transform objects for use in print and onscreen.

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 99, IT 98, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. Because of the need to stay current with technology, 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 Visual Communications Support certificate, students must receive a B- or better in IT 151, Introduction to Visual Communications.

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- or better.
3. A cumulative grade point average of 2.0 or better.

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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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**

Degree Courses

IT 151	Introduction to Visual Communications (B- required)	4
IT 152	Introduction to Image Editing	3
IT 153	Advanced Image Editing	3
IT 154	Vector Graphics	3
IT 156	Digital Communications	3
	Total Degree Courses Credit Hours	**16**

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 Communications	4
IT 152	Introduction to Image Editing	3
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**15**

Second Semester

COM 122	Interpersonal Communications	3
IT 153	Advanced Image Editing	3
IT 154	Vector Graphics	3
IT 156	Digital Communications	3
MATH 101	Personal Finance Math	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 194
Advisory Council: See page 180

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, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. Because of the need to stay current with technology, 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 average. 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 with their application to the admissions department. 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 68 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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)	2
ID 275	Business of Interior Design	3
Total Degree Courses Credit Hours		**48**

Total Credit Hours for the Degree   **68**

* 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	Book of Mormon I or II	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)	2
ID 275	Business of Interior Design	3
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
	Total Fourth Semester Credit Hours	**18**

ID 231/232 only offered at night 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 194
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, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. Because of the need to stay current with technology, 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 with their application to the admissions department. 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 RequirementsGraduation 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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	Book of Mormon I or II	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: Brett Merkley, M.S.N., R.N .
Adjunct Instructors: See page 194
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 procedures
- 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, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT98, Introduction to Keyboarding, concurrently with IT120..

3. Because of the need to stay current with technology, 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, reinforce professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.

Graduation RequirementsGraduation 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.
4. A cumulative grade point average of 2.0 or better.

Executive Medical Assistant (Continued)

Course Requirements

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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	Book of Mormon I or II	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: Brett Merkley, M.S.N., R.N.
Adjunct Instructors: See page 194
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 152. 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, 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 170	Introduction to Pharmacology	2
MC 226	Beginning Coding	2
MC 231	Medical Office Procedures	4
MC 235	Medical Transcription	3
MC 280	Externship for MAA (Capstone)	2
	Total 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	Book of Mormon I or II	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
LS 265	Anatomy & Physiology	4
MC 170	Introduction to Pharmacology	2
Religion	See Course Descriptions	2
	Total Second Semester Credit Hours	**16**

Third Semester

ACC 102	Financial Accounting II	3
BUS 121	Business Law & Ethics	3
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 Office Assistant Certificate (MOA) (Two Semesters)

Department Chair / Medical Administrative Director,
Medical Assisting Director / Instructor: Brett Merkley, M.S.N., R.N .
Adjunct Instructors: See page 194
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.

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, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.

3. Because of the need to stay current with technology, 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, reinforce 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 33 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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	Book of Mormon I or II	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 Assistant Certificate (MA)
(Three Semesters)

Department Chair / Medical Administrative Director,
Medical Assisting Director / Instructor: Brett Merkley, M.S.N., R.N.
Adjunct Instructors: See page 194
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, 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.

3. Because of the need to stay current with technology, 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, reinforce professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.

Graduation Requirementsraduation 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.

Medical Assistant Certificate (Continued)

Course Requirements
Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course. (See Course Descriptions beginning on page 152.)

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

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	**16**

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

COM 122	Interpersonal Communications	3
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	**12**

Medical Careers Department (MC)

Medical Coding Certificate (Two Semesters)

Department Chair / Medical Administrative Director,
Medical Assisting Director / Instructor: Brett Merkley, M.S.N., R.N.
Adjunct Instructors: See page 194
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 coding 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, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. .
3. Because of the need to stay current with technology, 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, reinforce professional attitudes, interact with other health care professionals and patients and perform applicable coding procedures.

Graduation RequirementsGraduation 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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

LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 170	Introduction to Pharmacology	2
MC 226	Beginning Coding	2
MC 228	Intermediate Coding	4
MC 281	Externship for MC (Capstone)	2
	Total 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	Book of Mormon I or II	2
	Total First Semester Credit Hours	**18**

Second Semester

LS 265	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	Book of Mormon I or II	2
	Total First Semester Credit Hours	**18**

Second Semester

ENG 101	Introduction to College Writing	3
LS 265	Anatomy & Physiology	4
MC 170	Introduction to Pharmacology	2
MC 228	Intermediate Coding	4
MC 281	Externship for MC (Capstone)	2
Religion	See Course Descriptions	2
	Total Second Semester Credit Hours	**17**

Medical Careers Department (MC)

Medical Transcription Certificate (MT) (Two Semesters)

Department Chair / Medical Administrative Director,
Medical Assisting Director/Instructor: Brett Merkley, M.S.N., R.N.
Adjunct Instructors: See page 194
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 transcription 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, 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 152. 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. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. IUn addition, it is recommended that students who do not keyboard at a minimum speed of 20 words per minute without looking at the keyboard take IT 98, Indroduction to Keyboarding, currently wwith IT 120.
3. Because of the need to stay current with technology, 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 applicable transcription 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 170	Introduction to Pharmacology	2
MC 235	Medical Transcription	3
MC 236	Medical Transcription Lab	0
MC 282	Externship for MT (Capstone)	2
Total 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	Book of Mormon I or II	2
	Total First Semester Credit Hours	**18**

Second Semester

LS 265	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	Book of Mormon I or II	2
	Total First Semester Credit Hours	**18**

Second Semester

ENG 101	Introduction to College Writing	3
LS 265	Anatomy & Physiology	4
MC 170	Introduction to Pharmacology	2
MC 235	Medical Transcription	3
MC 236	Medical Transcription Lab	0
MC 282	Externship for MT (Capstone)	2
Religion	See Course Descriptions	2
	Total First Semester Credit Hours	**16**

General Studies Department (GS)

Associate of Science in General Studies Degree (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 provided a broad 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 three major areas of knowledge: Fine Arts and 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 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

Student will be required during their last semester to take the Academic Profile, which is a nationally standardized test of general academic knowledge and skills. The score of this test will be printed on the student's transcript and become a permanent part of the academic record. Within each of the general education sections, competencies in reading, writing, critical thinking, and mathematics will be evaluated.

Fine Arts and Humanities:

1. Reading:
   Understand and interpret figurative language.
   Recognize the salient features or themes in a work of art.
   Discern the main idea, purpose, or focus of a passage.
   Recognize explicitly presented information.
   Draw appropriate inferences.
2. Writing:
   Recognize agreement among basic grammatical elements.
   Organize units of language for coherence and rhetorical effect.
3. Critical Thinking:
   Evaluate hypotheses.
   Identify flaws and inconsistencies in an argument.
   Draw reasonable conclusions.
4. Mathematics:
   Interpret a trend represented in graphic form.
   Solve problems involving insight or logical reasoning.
   Solve problems involving sets.

Social Sciences

1. Reading:
   Understand the primary purpose for which a piece of social science writing was composed.
   Comprehend statements that are explicitly made in a piece of social science writing.
   Become familiar with rhetorical devices used in social science writing.
   Interpret the meaning of key terms used in a piece of social science writing.
2. Writing:
   Identify the most grammatically correct revision of a clause, sentence, or sentences from a piece of social science writing.
   Order units of language into coherent larger units.
   Understand and reword figurative language used in a social science passage.
3. Critical Thinking:
   Evaluate assumptions made in a piece of social science writing.
   Determine the best hypothesis to account for information presented in a social science passage.
   Weigh information that strengthens or weakens arguments.
4. Mathematics:
   Read and interpret tables and graphs.
   Evaluate formulas.
   Order and compare large numbers.

Associate of Science in General Studies (Continued)

Physical and Life Sciences
1. Reading:
   Comprehend the primary purpose of a given science passage.
   Understand explicitly presented statements.
   Recognize valid inferences that can be made based on information presented in a
   passage.
2. Writing:
   Pick out the most grammatically correct revision of a sentence or sentence drawn from
   an example of scientific writing.
   Organize elements of scientific writing into larger units of meaning.
3. Critical Thinking:
   Determine the best hypothesis to explain a scientific phenomenon.
   Interpret the relationship between variables.
   Draw valid conclusions from data.
   Recognize statements that strengthen or weaken an argument.
4. Mathematics
   Interpret scientific material presented in graphs and tables.
   Understand ratios, proportions, or percents presented in scientific materials.
   Order and compare very large and very small numbers.
   Recognize equivalent mathematical formulas or expressions
   Read a scientific measuring instrument.

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, 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. The
   competency prerequisite for this course indicates that students should have basic
   computer literacy including knowledge of the Windows operating system. In
   addition, it is recommended that students who do not keyboard at a minimum speed
   of 20 correct words per minutes without looking at the keyboard take IT 98,
   Introduction to Keyboarding, concurrently with IT 120.
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.

8. During their last semester, all students must take the general education post assess-ment.
9. 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 cumulative GPA of 2.0 or better. (A 2.5 GPA or better is recommended.)
3. 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 152.)

Course #	Title	Credit Hours
Religion	See LDSBC Religion 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 twenty-one hours in the three major areas of knowledge listed below as well as three hours in the American Institutions area for total minimum of 24 hours.

Fine Arts/ Humanities Distribution (9 hrs. Students must take three courses from three different areas.)

ART 101	Survey of Art History	3
ART 104	Design Fundamentals	3
ART 106	Introduction to Drawing	3
ART 206	Introduction to Photography	3
COM 121	Principles of Public Speaking	3
ENG 250	Introduction to Literature	3
ENG 260	Eminent Writers & Themes in Literature	3
ENG 270	Genres of Film	3
MUS 105	Music & Culture	3
PHIL 225	Critical Thinking and Reasoning	3
THE 102	Acting I	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.

Certificate required	Elective hours
Accounting	10
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	Book of Mormon I or II	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	3-4
Elective	See NOTE 2 below	3
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	3
	(see an advisor)	
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. Credits 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	LDSBC Courses
ACC 200 Principles of Accounting (3)	ACC 101
ACC 201 Principles of Financial Accounting (3)	ACC 101
ACC 202 Principles of Managerial Accounting (3)	ACC 102
(Prerequisite: ACC 201)	
ACC 210 Principles of Accounting 2 (3)	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) Prerequisite: MATH 104 or equivalent

Fine Arts /Humanities B
ARTHC 212 Survey of Western Art 2 (3)
TMA 101 Introduction to the Theatre (3)
*ENGL 230 Introduction to Literature: Fiction, Drama, Poetry (3)
PHIL 205 Introduction to Logic (3)

Life Sciences
*BIOL 100 Principles of Biology (3)
HEPE 129 Fitness and Lifestyle Management (2)

Physical Sciences
GEOG 101 Global Environment: Physical Geography (3)
STAT 221 Principles of Statistics (3)   Prerequisite: MATH 110
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) Prerequisite: HIST 201
MFHD 160 Marriage, Family, and Human Development (3)
MFHD 210 Human Development (3)
PYSCH 111 General Psychology (3)

* Note: These are paper and pencil courses. All other courses are online courses.

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

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 102
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. Students will need a camera that has manual settings for shutter and aperture.

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
Ngt: F
Prerequisites: IT 120 (or concurrent enrollment)
Focuses on and gives practical experience in the principles of effective public speaking:
choosing the topic, using library resources to develop and organize 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
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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, W, 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. All incoming international students must enroll for ENG 87.
Provides non-native students practice in listening for academic information and in speaking English in an academic setting. Students take notes in formal lectures; present reports; and participate in group work, role plays and group discussions. This is a non-matriculating course; the credit hours do not count toward the total credit hours required for graduation. Students will receive a P (Pass) or F (Fail).

ENG 88   Reading/Writing for Non-native Speakers (3)
Day: F, W
Prerequisites: ENG 87 concurrently; taken the student's first semester. All incoming international students must enroll for ENG 88.
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 have a P (pass) to move on to the next course. They then will take the standard COMPASS test for placement in ENG 99 or ENG 101. Students who receive an X will be required to take ENG 88 again the following semester.

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. Students must have a P (pass) to move on to the next course.

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 P in Eng 99 . 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 in editing and proofreading. Associate of Science students who believe they have the skills to succeed in ENG 201, Intermediate College Writing, without taking ENG 101 may take the Writing Placement Essay Exam. Students who pass may enroll directly in ENG 201. (This is a service-learning course.)

ENG 201   Intermediate College Writing (3)
Day: F, W, S
Ngt: W
Prerequisites: ENG 101 with a C or higher or pass the placement essay exam

Develops critical reading, thinking and writing skills. Emphasizes defining audience and purpose as well as writing and revising essays for clarity, coherence, organization and persuasiveness. Deals with grammar usage, sentence structure and punctuation problems within the context of their writing. Students read and analyze essays, write analytical essays, and complete one argumentative paper requiring research.

ENG 220   Professional Business Writing (2)
Day: F, W, S
Ngt: F, W
Prerequisites: ENG 101 with a C or higher

Prepares students to write internal or external business letters and reports that are concise, grammatically correct, organized with strategy and expressed with formal or informal style. Also prepares students to write a short analytical report requiring research and documentation. Continues to emphasize the ability to proofread and edit one's own and others' writing.

ENG 250   Introduction to Literature (3)
Day: W
Ngt: TBA
Prerequisites: ENG 101

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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 it 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, S
Prerequisites: ID majors only
Introduces drafting principles; use of drafting equipment; measuring, lettering and
reading blueprints.

ID 126   Space Planning (4)
Day: F, W
Ngt: S
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)
Ngt: 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: F, 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, W
Prerequisites: ID majors only
Studies historical interiors, furnishings and architecture from antiquity to the late Nineteenth Century.

ID 211   Modern Furnishings & Architecture (2)
Day: F, 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) (2)
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)
Ngt: 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 cannot keyboard without watching the keyboard or whose speed is less than 20 cwpm develop keyboarding skill. Alphabetic and numeric keys are introduced. Students are expected to keyboard without watching the keyboard 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 109   Skillbuilding (2)
Day: F, W, S
Ngt: F, W
Prerequisites: IT 120 (may be taken concurrently); keyboarding speed of 20 cwpm
                without watching the keyboard
Helps students increase keyboarding skill on alphabetic and alphanumeric copy as well as on the numeric key pad. Technique and speed development drills are provided. Skill level is measured through completion of both 1-minute and 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. 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 120   Integrated Computer Applications (3)
Day: F, W, S
Ngt: F, W, S

Prerequisites: Recommend Basic Computer Literacy including knowledge of the
                  Windows® operating system and a keyboarding speed of 20
                  cwpm without watching the keyboard

Reviews the Windows operating system and prepares students to use computer
integrated business software tools including word processing, spreadsheets, presenta-
tions, databases, graphics, Internet, and e-mail. 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 OT Director.

IT 130   Intermediate Computer Applications (3)
Day: F, W, S
Ngt: W
Prerequisites: IT 120; ENG 101 or minimum ACT score of 17 or minimum
                 COMPASS reading score of 75 and COMPASS Writing score of 67

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, and databases in order to create a variety of business documents.

IT 151   Introduction to Visual Communications (4)
Day: F, W
Ngt: F
Prerequisites: IT 120 (may be taken concurrently); ENG 101 or minimum ACT score
                 of 17 or minimum COMPASS reading score of 75 and COMPASS
                 Writing score of 67; recommended keyboarding speed of 20 cwpm
                 without watching the keyboard

Students will learn and apply the principles of good page layout and design using
Adobe® InDesign . Skills will be developed and utilized to complete basic print and on-
screen projects such as flyers , portfolios, and newsletters. A hybrid learning approach is
employed using independent software training, class discussion, team collaborative
activities, and individual projects. Students must earn a B- or better in this course to
continue in the Visual Communications Support Certificate or A.A.S. major.

IT 152   Introduction to Image Editing (3)
Day: F
Prerequisites: IT 120 (may be taken concurrently); ENG 101 or minimum ACT score
                 of 17 or minimum COMPASS reading score of 75 and COMPASS
                 Writing score of 67; recommended keyboarding speed of 20 cwpm
                 without watching the keyboard

Students are introduced to the basics of digital photography including basic camera usage,
seeing photographically, photographic composition, using light, and other elements to
compose digital images. Using Adobe Photoshop, students will learn how to manipulate
digital images to achieve a desired look and purpose using selections, layers, masks,
channels and other Photoshop tools to prepare digital images for either print or onscreen
publication. Students will focus on basic photographic techniques and the basic
Photoshop tools for creating, editing and enhancing photographs and Illustrations.
(A digital camera is recomended for this course)

IT 153   Advanced Image Editing (3)
Day: W
Prerequisites: IT 152
Students will build upon the photographic and basic image editing skills developed in IT

152. The course will explore portraiture, advertising photography, as well as both studio and natural lighting techniques, etc. Students will utilize advanced Photoshop techniques such as color correction, image restoration, filter effects, channels, and layers to create portfolio quality results. As final projects, students will prepare portfolio documents of their work. Visual Communications majors will utilize this project in their capstone portfolio development course.

IT 154   Vector Graphics (3)
Day: W
Prerequisites: IT 120 (may be taken concurrently); recommended keyboarding speed of 20 cwpm without watching the keyboard

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 onscreen. 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. As final projects, students will prepare portfolio documents of their work.

IT 156   Digital Communications (3)
Day: W
Prerequisites: IT 120 (may be taken concurrently); IT 151; recommended keyboarding speed of 20 cwpm without watching the keyboard

This course builds upon the layout and design principals and skills taught in IT 151, focusing on applying those design principles and skills in onscreen publication. Adobe Acrobat Professional skills will be developed to create dynamic onscreen documents. Fundamental Web design skills, including basic HTML, will also be introduced. Projects include creating a basic Web page and converting the portfolio template created in IT 151 to PDF format for onscreen viewing. As final projects, students will prepare portfolio documents of their work. In addition, projects created in the IT 151, 152, and 153 courses will be converted to PDF format and included in the electronic portfolio.

IT 181   Windows Client Support   (4)
Day: F, W
Prerequisites: IT 120 (may be taken concurrently); recommended keyboarding speed of 20 cwpm without watching the keyboard; Concurrent enrollment in IT 182

This course prepares students to support Microsoft Windows Professional in a standalone and network environment. It covers planning, implementation, and support of the OS. This course also prepares students to take the Microsoft Exam: Installing, Configuring, and Administering Microsoft Windows XP Professional. This is one of the Core requirements for the Microsoft Certified Network Administrator (MCSA) certification exam.

IT 182   Hardware/Software Support (Service Learning) (5)
Day: F, W
Prerequisites: IT 120 (may be taken concurrently); Concurrent enrollment in the IT 184, Hardware/Software Support Lab; recommended keyboarding speed of 20 cwpm without watching the keyboard

This course has the specific purpose of preparing students for the industry-accepted CompTIA A+® Certification exam, which is also an elective exam for the Microsoft Certified System Administrator. 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 184   Hardware/Software Support Lab (Service Learning) (0)
Day: F, W
Prerequisites: IT 120 (may be taken concurrently); concurrent enrollment in IT 182; recommended keyboarding speed of 20 cwpm without watching the keyboard
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 Server and Networking (6)
Day: F, W
Prerequisites: IT 182 (B- grade or higher)
This course prepares students to support Microsoft Windows Professional in a standalone and network environment. It covers planning, implementation, and support of the OS and networking features such as DHCP, DNS and WINS. 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 2000 Server and implementing, managing, and maintaining a Microsoft Windows Server 2003 Network Infrastructure. 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: F

Prerequisites: IT 120; recommended keyboarding speed of 20 cwpm without watching the keyboard

This course covers the skills necessary for successful project management. Students will be introduced to project management concepts including project integration, scope, time, cost, quality, human resources, communications, risk, and procurement using Microsoft Project 2003®.

IT 265   Advanced Visual Communications (Service Learning) (4)
Day: F
Prerequisites: IT 151 (B- grade or higher); IT 153; IT 154; IT 156

This course is for second-year Visual Communications majors. Students will study advanced features of Adobe InDesign, Acrobat, Photoshop, and Illustrator. Skills developed will be used to design and layout projects that can be printed or published onscreen. 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 onscreen 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; Recommend concurrent enrollment in IT 299.

This course helps students develop a professional portfolio that showcases samples of skills developed in the Executive Assistant, Legal Administrative Assistant, or Visual Communications A.A.S. degree. Students will develop a self-playing CD that will showcase onscreen the skills developed.

IT 299   IOT Internship (3)
Day: F, W, S
Ngt: F, W, S
Prerequisites: All Executive Assistant, Legal Administrative Assistant, or Visual Communications 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. Recommend 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 the Executive Assistant, Legal Administrative Assistant, or Visual Communications A.A.S. degree. 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 (2)
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 opportuni-
ties; 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. This course is a summer course, but takes place between Winter and Summer sessions. A student taking this course may register for more than the 9 hours maximum allowed for Summer session provided they pay for the extra hours.

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. (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.) Students must have a P (pass) to move on to the next course.

MATH 97 Introductory Algebra (3)
Day: F,W, S
Ngt: F, W
Prerequisites: MATH 90 or 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. Students must have a P (pass) to move on to the next course.

MATH 101   Personal Finance Math (3)
Day: F, W, S
Ngt: F, W, S
Prerequisites: IT 120; MATH 90 or equivalent; or minimum math ACT score of 15,
                SAT score of 360 or COMPASS pre-algebra score of 30.
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, W
Prerequisites: Math 97 or 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 or 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 or 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: F, 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 or MATH 106
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: F, 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 (2)
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 perfor-
mance, 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 responsibili-
ties 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 shills. 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
Ngt: W
Prerequisites: IT 120 (may be taken concurrently); ENG 101 or minimum ACT score
              of 17 or minimum COMPASS reading score of 75 and COMPASS
              Writing score of 67; recommend keyboarding speed of 20 cwpm
              without watching the keyboard
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; OT 129 (may be taken concurrently); recommended 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); recommended 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 concur
                rently); recommended 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.

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 include some basic algebraic calculations. The class will involve multimedia-based lecture, discussion, and personal observation of the daytime and nighttime sky.

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   Introduction to Meteorology (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 Leardership 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 relation-ships 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 four credit hours of religion each year from LDS Business College. Classes may be taken either Fall, Winter, or Summer semesters.

Part-time students must take two credit hours of religion for every 15 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 BYU 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
Robert D. Hales
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
Joseph B. Wirthlin
Richard G. Scott
Robert D. Hales
Earl C. Tingey
Bonnie D. Parkin
Susan W. Tanner
Roger G. Christensen, Secretary

Church Education System Administrators
W. Rolfe Kerr, 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, 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

Dan Bowles
University of Unit

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

Carolyn Allred
Cream of Weber

Sandra Erickson
Atkinson Electronics

Dawn Fellows
LDS Business College
LDSBC Graduate

Abra Johnson
LDS Church

Paul LaForge
Department of Workforce Services

Jill Larson
LDS Church (Former Graduate)

Kathryn Lewis
Park City School District
LDSBC Graduate

Ann Marie Wood
SOS Technical Services

IOT Department, Legal Administrative Assistant

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

Evan Cindrich
Interior Designer
E.D.A. Architects

Amanda Foutz
Interior Designer
Workspace Designs

Medical Careers Major

Don Stromquist
M.D.
Rheumatology

Jackie Andersen
Office Manager
Avenues Women's Clinic

Martha Gardiner
Medical Transcriptionist
Avenue Women's Center
.
Karla Hill Sanchez
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

Michelle Kramer CMA
Graduate – LDSBC MA program
Specimen Processor – Quest Diagnostics

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 Society of Interior Designers (ASID)
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

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

Nelson, Craig V. (1995)
Vice President for 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, Lonn (2004)
Insitute 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 Courses Supervisor
B.A., 1960, Brigham Young University
M.A., 1991, Utah State University

Dyreng, 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 Courses Supervisor
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

Henrie, Lynda D. (1994)
Information & Office Technology
Visual Communication Program Director
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
Executive and Legal Administrative
Assistant Programs Director
B.S., 1987, Weber State University
M.S., 1991, Weber State University

Larson, Kenneth J. (1994)
Information & Office Technology
Department Chair
B.S., 1976, Cal. State U. - Sacramento
M.S., 1988, Cal. State U. - Chico
C.C.P., 1985

Merkley, Brett R. (2005)
Medical Careers Department Chair
B.S.N., 1996, Idaho State University
M.S.N., 2003, University of Phoenix

McReynolds, Kevin (2000)
Information & Office Technology
IT Support 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 Skills Program Director
B.S., 1976, University of Utah

Richards, Paul C. (1993)
General Studies Department Chair
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)
Executive Assistant to the President,
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

Cannon, Lisa (2004)
Assistant Bookstore Manager

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

Fellows, Dawn (2004)
Academic Administrative Assistant
A.A.S. 2004 LDS Business College

Guenther, Steve (2004)
Maintenance Staff
A.S. 2004, LDS Business College

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

Janssen, Laurie (2004)
Tuition and Billing Clerk; Housing
Coordinator
A.S., 2002, LDS Business College

Jenkins, S. Charlynn (2002)
Financial Aid Specialist
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

Lampropoulos, Cynthia A. (2004)
Academic Advisor
B.A., 1997, Brigham Young University
M.A., 2000, University of Phoenix

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
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
B.S., 1989, University of Oslo

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 Director
Director of Internship Program
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

Watt, Kimberly (2004)
Accounts Payable Clerk
A.S. 2005 LDS Business College

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

Young, Stephanie (2001)
Cashier

Adjunct Faculty
2004-2005

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

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

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

Black, Jennifer A.
Business Instructor
B.S., 2000, Utah State University
M.B.A., 2003, University of Utah

Blakely, Robert P.
Business Instructor
B.S., 1992, University of Phoenix
M.B.A., 2003, University of Phoenix

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

Buckmiller, Ruth L.
Art Instructor
B.A., 1968, Brigham Young University

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

Cox, Richard S.
Physical Science Instructor
B.A., 1992, University of Utah

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

Cummings, Val A.
Math Instructor
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Information Technology and Mathematics
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M.A., 1992, Brigham Young University
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Communications and Social Science
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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

Starr, James E.
Political Science Instructor
B.A., 1968, California State University.
Fullerton
M.Ed., 1989, Brigham Young University

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English Instructor
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Math Instructor
B.A., 1968, University of Utah

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M.S., 1996, University of Utah

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M.S., 2003, Brigham Young University

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Watson, David R.
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Weber, Matthew B.
Math Instructor
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M.S., 2004, Brigham Young University

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Emeriti

Faculty

Anderson, J. Moyle (1965-1992)
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Chairman
B.S., Brigham Young University
M.S., New York University

Dewsnup, Edwin G. (1974-1984)
Accounting Instructor
B.S., University of Utah

Hamelin, Edith A. (1990-2005)
Medical Careers Department Chair
R.N., B.S.N., 1962, Univ. of Colorado
C.M.A., 1992

Kirk, Glenn R. (1966-1993)
In Memoriam
Office Administration Department
Chairman
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Koller, Mary L. (1965-1991)
Health Services Department Chairman and
Office Administration Instructor
B.S., M.S., University of Utah
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Math and Social Sciences Coordinator
B.A., 1959, Brigham Young University
M.A., 1961, Stanford University
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Interior Design Program Director
B.S., 1961, Brigham Young University
M.S., 1967, Iowa State University

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Office Administration Instructor
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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)
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B.S., 1960, Brigham Young University
M.A., 1967, Brigham Young University
Ph.D., 1974, University of Florida

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M.E.A., 1971, Brigham Young University
Ed.D., U. of Northern Colorado

Spencer, Virgil (2001-2004)
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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	MATH	Mathematics
AEROS	Aerospace	MC	Medical Careers
ART	Art	MILS	Military Science
BUS	Business	MUS	Music
COM	Communications	OT	Office Technology
ECON	Economics	PHIL	Philosophy
ENG	English	PS	Physical Sciences
HIST	History	POLS	Political Science
ID	Interior Design	REL	Religion
IT	Information Technology	SC	Special Courses
LAN	Language	SS	Social Sciences
LE	Learning Enhancement	THE	Theater
LS	Life Sciences		

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

A   Administration Building
C   Carriage House
E   East Wing
F   Career Placement Center
H   Hosting Center
L   Lowell School
M   Maintenance Building
N   North Residence Hall
S   South Residence Hall
W   West Wing
4th   Fourth East Chapel
6th   Sixth East Chapel

LDS
BUSINESS
COLLEGE

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-101 524-8156
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-128 524-8141
Housing E-115 524-8116
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-115 524-8146
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