LDS Business College

General Catalog

2009-10 Academic Year

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About LDS Business College

Mission Statement

LDS Business College provides a distinctive educational experience rooted in the restored gospel of Jesus Christ. We work together to cultivate a nurturing environment, teach practical skills, and develop confident and skill.ful learners. We enlighten minds, elevate hope, and ennoble souls to strengthen individuals, families, communities, and the Lord's Church.

Culture Belief Statements

LDS Business College adopted six Cultural Belief Statements that serve as the fundamental culture adopted by students, faculty and staff.

Do Right: I honor my commitments.
(D&C 42:13)

Support Each Other: I help others reach their full eternal potential.
(D&C 82:19)

Value Others: I respect different viewpoints, cultures and contributions.
(D&C 38:23-24)

Counsel Together: I learn from others and add to a culture of learning by study and by faith.
(D&C 88:118, 123)

Be Accountable: I take responsibility for my obligations.
(D&C 101:99-100)

Measure Success: I seek and apply honest appraisal for life-long improvement.
(2 Ne 28:30)

Historical Sketch

LDS Business College has provided quality education for 123 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 continued under 12 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 December 9, 2008, President Russell M. Nelson, Chairman of the Church Board of Education Executive Committee, announced John Lawrence (Larry) Richards as the College's twelfth president.

The College moved to its present location at the Triad Campus in July 2006. The College has a rich tradition shared by more than 76,000 alumni and 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 Medical Assisting Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Academic Program Improvements

LDS Business College uses its Comprehensive Assessment Master Plan to systematically guide the assessment of its educational programs. The plan integrates both college wide and program-specific assessment. Information is collected, synthesized, and utilized by faculty, staff and administration in order to make informed decisions that will ensure continuous improvement and support the College's institutional mission and fundamental goals.

Veterans Education Benefits

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

LDS Business College Anthem

For more information about the College anthem, "Rise and Shine Forth," click here.

LDS Business Vision Document

The President's Strategic Implementation Committee developed a guidance document based on guidance given by members of the Board of Trustees and other General Authorities.

General Policies

General Policies

Discrimination and Sexual Harassment

LDS Business College does not allow unlawful discrimination on the basis of race, colour, 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 fulfil the same responsibility. All forms of academic dishonesty are unacceptable behaviour. (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. Enrolment 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 relating to academic, student services, and/or financial matters should visit with the Dean of Students. Challenges regarding issued grades must be initiated no later than 45 calendar days following the last day of the semester in which the grade was issued.

Firearms and Weapons Policy

LDS Business College prohibits the possession or use of firearms and weapons on property owned or controlled by the College. For the purposes 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.

No one except law enforcement officers of either the 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 LDS Business College without specific written permission from the Church Security Department (CSD.)

Campus security officers may carry weapons upon those terms established by CSD. Campus employees who must use knives in the performance of their job responsibilities may do so.

Students, faculty, and staff should report violations to CSD, to an LDS Business College administrative officer or to local police enforcement officers.

Social Security Number

Students who choose not to report their social security numbers will not be able to apply for financial aid or be sent 1098T tax forms. This is primarily due to the DOE requiring social security numbers on financial aid applications and the IRS requiring social security numbers on the 1098T form.

Admissions Policy

The College admits persons of any race, gender, religion, or national origin who meet the College's admissions 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.

Current admissions requirements and fees for U.S/Permanent Residents, International Students, Former Students, Home Schooled Students, Students with Disabilities, Concurrent Enrollment and Non-Matriculated Students may be found at http://www.ldsbc.edu/.

Transfer Credit and Credit by Examination

Transfer Credits & Credit by Exam

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 “Subject Analysis 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 26) 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 non refundable 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.

Tuition, Fees and Expenses

Tuition, Fees and Expenses

TUITION PER SEMESTER

LDS Members	
12-18 credits	$1,400
1-11 credits (per credit)	$117
More than 18 credits (per credit)	$117
Others	
12-18 credits	$2,800
1-11 credits (per credit)	$234
More than 18 credits (per credit)	$234

Health Insurance per Semester

Required Health Insurance	Premium varies

Waiver available for private insurance, if submitted by the tuition/insurance deadline.

FEES

Admission Application	$35
Assessment Fee (COMPASS)	$20
Assessment Fee (COMPASS ESL)	$25
Challenge Examinations	$40
College Printing: 130 pages per semester free;10 cents per page thereafter; 30 cents for color copies, in minimum of $3 increments	
Graduation	$10
Health Insurance (required for 3/4 time students)	Premium varies
Incomplete Grade Fee	$5
Late Tuition Fee	10% of the overdue balance
Medical Assistant Lab Fee	$25

ESTIMATED EXPENSE (PER SCHOOL YEAR)

Books and Supplies	$1,026
Housing and Food	$2,450 to $6,400
Health Insurance	Premium varies

Course Fees: Some courses have special fees, such as field trips, transportation, and supplies.

Non payment Policy

Tuition and insurance must be paid in full by the tuition and insurance payment deadline (see academic calendar for deadlines). Failure to pay the full amount or arrange other financial support with the College will result in a late fee of 10% of the amount due, plus18% interest per annum. Additionally, a hold will be placed on the student account, which will block the account from any activity (registering for future semesters, requesting grades or transcripts, etc.). This hold will remain on the account until the balance is paid in full.

Dropped Classes for Non-payment

In addition to late fees and interest, students will be given two weeks after the payment deadline to contact the Bursar's office and make payment arrangements. If the student fails to make payment arrangements by the end of the two-week period, the student's classes will be dropped.

Failure by the College to make contact with the student during this process does not relieve the student of their financial commitment.
Students who make payment arrangements with the Bursar's office, but do not comply with the terms of their agreement, will be withdrawn from their classes.

Students withdrawn from their classes will be charged a percentage of tuition based on the date dropped/withdrawn as follows:

Drop/Withdrawal	Amount
3rd week of class	30% of tuition
4th week of class	40% of tuition
5th week of class	50% of tuition
6th week of class	60% of tuition
7th week of class	100% of tuition

Affect of Drop on International Students

In the event of international students, a withdrawal will result in the cancellation of their I-20.

Reinstatement of Classes Dropped for Non-payment

The first time a student's classes are dropped for non-payment they will be given seven business days from the withdrawal date to contact the Bursar's office to make payment arrangements. Students who make payment arrangements within this seven business day period can have their classes reinstated by the Registrar. After 5:00 pm on the seventh business day the student's classes will not be reinstated.

The second time a student is withdrawn from their classes for non-payment during their academic career at LDS Business College their classes will no longer be eligible for reinstatement.

Collections Policy

Students who do not pay the balance due in full will have their accounts sent to a collection agency. The College will charge students a collection fee of 33.33 percent or more, depending on the charges from the collection agency. The additional 33.33 percent will become due the day the collection agency receives the account if payment has not been received by the College.

Reporting to Credit Bureaus

When uncollected balances are sent to the collection agency they will also be reported to the credit bureaus.

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 veteran.

For further information on the application procedure, eligible requirements and cost of attendance see www.ldsbc.edu

Student Services

A Variety of services are available to students. Please visit www.ldsbc.edu to view the resources available to students.

Registration

Assessment Testing and placement Policy

All entering students must provide a placement test score (ACT, SAT, Accuplacer or COMPASS) or submit a transcript showing college-level transfer credit in English and math prior to registration for English and math course classes. Students may take the COMPASS test on campus to meet this requirement. The COMPASS test is required if the math test score is more than two years old. The COMPASS test is encouraged if the English test score is more than two years old or if the student placed below English 101.

Students who native language is other and English are required to take the ESL COMPASS test. Exceptions will be made for those who have graduated from high school in the U.S or have U.S. College credit.
Additional information on testing procedures, fees and placement can be found at www.ldsbc.edu

Adding Courses:

Courses may be added through the date noted on the Academic Calendar

Dropping Courses

Drops exist to allow students the ability to determine if a class fits their ability and goals. 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:

Withdrawal from Courses

With drawls exists to allow students time to determine if a class fits their ability and goals. 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.

3. After the time period designated above, students who officially with draw 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 for information about how to withdraw from all classes simultaneously and Refund Policy for refund information.)
5. Under no circumstance 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 Registrar. In cases of serious illness or injury, family members my petition for student withdrawal.
6. Students who never attended class or who stop attending class but do not officially withdraw from Courses above for grading implications and Refund Policy on page 29 for refund information.) To withdraw, statements must:

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 page 29 for refund information.) To withdraw, students must:

1. Submit a completed withdrawal from 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 an attend class as " listener" Without receiving credit) must declare this at the time of registration. Tuition Fees are the same as if the class were taken for credit. Audited courses fulfill No graduation requirement and earn no credit. Therefore, they do not count in

In the credit load for international students, veterans, students receiving Financial aid or other tuition support programs. Students may not challenge 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.) 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.

Academic Policies

Policies and Standards

Grading System

A student's academic standing is indicated at the end of each semester or session 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)

NOTE: Check your specific program(s) for the required GPA for graduation.

The grades of P, I, W, X 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, I, W, X or V under some conditions. Consult the Financial Aid Office (801-524-8110) for information specific to your situation.

Pass(P)/Fail(E)

Although the "P" grade is not calculated in the GPA, the "E" grade 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 90 Basic English
ENG 99 College Preparatory English
MAT 90 Basic Mathematics
MAT 97 Introductory Algebra

"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 re-registering 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.

"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 a X only in the following skills-based courses:

ENG:87 Listening/ Speaking for Non-native Speakers

ENG:88 Reading/Writing for Non-native speakers

MAT:90 Basic Mathematics

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.

"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 Department Chair to repeat the course. (Different rules may apply for financial aid eligibility.)

Academic Standing

Honors: Students with outstanding academic records are recognized in two ways: the Dean's List and the Honour 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 Honour 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 re-admittance without interruption of attendance. Re-admittance is granted only at the discretion of the Appeals Committee, and conditions of re-admittance are set by the Committee. If the Committee does not allow a student immediate re-admittance 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.

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'" grade 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 honours, 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:

Informed regarding College and program policies and procedures
Assisted in planning career goals and selecting appropriate educational programs to achieve those goals
Directed to campus services and resources designed to provide regular contact and support, and
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 counselling, 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 as necessary to ensure they complete their program in a timely manner.

For academic advising assistance: new students call 801-524-8141, continuing students call, 801-524-8151.

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 801-524-8118. 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.

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 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 as a 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 their 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 fulfil 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
5. Failing to cite the source of quoted or paraphrased passages or
6. 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.
7. Knowingly giving false information.
8. 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.
9. Unlawfully copying and using copyrighted materials, including photocopying of textbooks.
10. 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 e-mail 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

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 enrol.
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

Enrolment status (full-time, part-time, less that half-time)

Degrees and awards received

Previous educational institution attended

Anticipated future enrolments

Course registrations prior to the beginning of a semester or session

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 session. Forms for this request are available in the Office of the Registrar.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery 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 Requirement

1. Meet all departmental requirements.

2. Earn at least 50 percent of required credits from LDS Business college. (Challenge and CLEP exams are not included in this 50 percent)

3. Have all financial accounts with the College current

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 for 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 their wearing a gold braid during graduation.

College Transfer

The Associate of Science in General Studies is transferable to all four-year institutions in Utah which are accredited by the Northwest Association of Scholl and of Colleges and Universities. The degree has been designed specifically to meet the general education requirements of those institutions but is recognized by accredited colleges and universities throughout the United States.

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 advisors to receive transfer articulation agreements and guides that are available.

Alumni Association

The LDSBC Alumni Association provides opportunities for alumni to continue their association with the College in meaningful ways. Students become alumni after completing 25 credit hours of academic course work. For further information and benefits for alumni visit www.ldsbc.edu

College- Wide Requirements for All Degree 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 See each Associate of Applied Science (AAS) degree and certificate program for the specific requirements.

2. College wide Courses: To develop communications, human relations, computation, and computer skills. See each Associate of Applied Science (AAS) degree and certificate program for the specific requirements.

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 The Church of Jesus Christ of Later-Day Saints. The general education program has been developed specifically to broaden perspective and intellectual flexibility by exploring Fine Arts, Humanities, life and Physical Science, and Social Science. 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.

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

Preparatory courses

1. **ENG 87**, **ENG 88**, **ENG 90**, **ENG 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. These courses are non-matriculating and do not count toward credit hours required for graduation

2. IT 102, Integrated Computer Applications is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute with our looking at the keyboard at should take TI100, Introduce to Keyboarding, concurrently with IT102.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, which must be taken within four (4) years of graduation.

4. Student with a cumulative high school and/or college transfer grade point average below 2.0 are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a cumulative high school and/or college transfer grade-point average of between 2.0 and 2.5 or for those students who need improved college to take-level learning skills. Students placed on probation and must earn a B-grade or higher to continue at the College. Students required to take LE 100 must enrolling LE 100 in order to be able to enrol in other courses.

Aerospace Studies

Air Force ROTC (Four Semesters)

Career Opportunities.

Aerospace Studies (Air Force ROTC) trains' individual 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 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 (AIRROTC) 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 on 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 students vital to the carrier of 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 structure 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 Course 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 modification 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 Course

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	11
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 1020	Air Force Way I I	
AERO 2110	General Military Lab III	0-1
Fourth Semester		
AERO 1020	Air Force Way II I	
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 coursed 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 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. higher degree requirements in academic fields of the students' choice. Army ROTC provides 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 Army commissioning requirements. Entry into the Advanced Course during the final two years is selective and is normally initiate 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 Course

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

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

Contact an Army ROTC career counselor

Degree and Certificates Offered by Department Associate of Applied Science Degree and Certificate (or Technical/Terminal Degrees)

Business Department.

Accounting-Financial/Managerial Associate of Applied Science Degree
Accounting Certificate
Business Entrepreneurship Emphasis Associate of Applied Science Degree.
Business management Emphasis Associate of Applied Science Degree
Professional Sales Certificate
Business Information Systems Associate of Applied Science Degree
Windows Administration Certificate.

Business Administrative Support Department

Executive Assistant Associate of Applied Science Degree
Legal Administrative Assistant Associate of Applied Science Degree
Medical Administrative Assistant Associate of Applied Science Degree
Administrative Assistant Certificate
Medical Office Assistant Certificate
Medical Transcription Certificate

Inter Design Department

Interior Design Associate of Applied Science Degree
Interior Design Sales Associate Certificate

Health Professions Department

Executive Medical Assistant Associate of Applied Science Degree
Medical Assistant Certificate

Associate of Science Degrees (Transfer Degrees)

Business Department

Associate of Science in General Studies Degree

General Studies Department

Associate of Science in General studies Degree

Visiting Students: Students who wish to attend to College without intending to graduate may enroll as visiting students. This category in 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 CAREERS

Business Careers

From accounting to sales to managing a business of your own, we've got you covered. Business careers at LDS Business College are arranged 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 four degrees are similar. After completing the recommended first-year requirements, students will have an understanding of the options and will be ready to focus in an area where their talents and interests lie. By carefully selecting elective courses, it is possible for a student to concurrently earn a one-year certificate as well.

ACCOUNTING-FIN.MNGRL

Accounting Program Overview

With a two-year degree, you will enter the job market early which means that opportunities for increased earnings and career advancements will start sooner. You will acquire the skills and conceptual framework necessary to work as an in-charge accountant in a small or medium firm. Many graduates choose to grow with a firm where their continuing experience is rewarded with company advancements. Others use their accounting and financial background to advance careers in sales or business.

Accounting Areas of Competence

Upon completion of the program, successful graduates will 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.

Accounting 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.

Accounting Program 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.

Religion Courses

Religion	Click to view Religion Course Descriptions (Click here for specifics on Religion course requirements)	8
Total Religion Credit Hours		**8**

College wide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
Total First Semester Credit Hours		**12**

Degree Courses

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
ACC 201	Intermediate Accounting I	3

ACC 202	Intermediate Accounting II(Service Learning)	3
ACC 211	Cost Accounting	3
ACC 212	Managerial Accounting	3
ACC 223	Intro to Tax Entities	2
BUS 121	Business Law & Ethics	3
BUS 199	Business Internship	2
BUS 201	Principles of Management	3
ENG 220	Professional Business Writing	2
Total Degree Course Credit Hours		**31**

Recommended Electives:

BUS 200	Project Management	2

Other 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
2. General Education Distribution Courses
3. Other Electives (generally do not transfer).

For example –	ENTR 140 Entrepreneurship, BUS 151 Principles of Marketing (These lead to a Business Skills Degree)	
Total Elective Course Credit Hours		**12**

Total Credit Hours for the Degree	**63**

Accounting Program Prerequisites

Program Preparatory Courses and Departmental Requirements

1. IT 102, Computer Applications, is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102.
2. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, This must be taken within four (4) years of graduation.
3. Students with a high school grade-point average of 2.5 or less are required To take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level Learning skills. 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 at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
4. A minimum grade of B- is required in ACC 105 to continue the Accounting - Financial/ Managerial AAS degree into the second year.

ENG 87, ENG 88, ENG 90, ENG 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. These courses are no matriculating and do not count toward credit hours required for graduation.

Accounting Program Semester Sequence

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

First Semester

ACC 105	Financial Accounting	4
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		15

Second Semester

ACC 110	Accounting in QuickBooks	3
BUS 121	Business Law & Ethics	3
BUS 201	Principles of Management	3
FIN 101	Personal Finance	3
Elective	See Electives	3
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
Total Second Semester Credit Hours		17

Third Semester

ACC 201	Intermediate Account I	3
ACC 211	Cost Accounting	3
ENG 220	Professional Business Writing	2
Elective	See Electives	3
Elective	See Electives	3
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
Total Third Semester Credit Hours		16

Forth Semester

ACC 202	Intermediate Account II	3
ACC 212	Managerial Accounting	3
ACC 223	Introduction to Tax Entities	2
BUS 199	Business Internship	2
Elective	See Electives	3
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
Total Forth Semester Credit Hours		15

What Accounting students say

Testimonials

"I've only been here one-and-a-half years, but I've moved up quite quickly. I credit it to my teachers; everything they taught me was helpful."

Elisa Pavis '96
Franklin Building Supplies
Boise, Idaho

“I was better prepared than some with years of experience. I jumped way ahead because of the training I had.”

Meigin Larson ’96
Ballard, Spahr, Andrews & Ingersoll
Salt Lake City, Utah

Accounting Graduation Requirements

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

BUSINESS CAREERS
BUSINESSMANAGEMENT

Business Management

Business Associate of Applied Science Degree (BUS AAS)
(4 semesters)

Overview

The objective of the Business Degree at LDS Business College is to meet your needs, whether your interests include working in a small business, working for a large corporation, or starting your own entrepreneurial venture. It offers you practical, hands-on, project-based coursework that optimizes your two-year investment and helps propel you into the workforce and a meaningful career. The degree is designed to be foundational and flexible, providing you two areas of emphasis from which to choose after the first semester -- **Management** or **Entrepreneurship.**

Management Emphasis

Whether you're interested in a viable career with a small business, honing your leadership skills in your current position, or serious about managing a state-of-the-art operation for a large company, you'll find what you need at LDS Business College. This degree prepares you to become a leader of people and process, a professional salesperson, customer service pro, or an effective employee in a great variety of career opportunities that presently exist or will be created in the future.

This experience-driven program gives you essential foundational skills while also providing the flexibility to specialize in a particular area of interest. And because LDS Business College is located in the central business district of Salt Lake City, you'll have access to an amazing seedbed of opportunities for business research and development. In fact, LDS Business College works closely with small, medium, and national companies to give you critical experience while you attend classes. Since this program is from a business college with courses taught by faculty who have real-world experience; since it's the only two-year program of its kind in the state; and since it's housed in a brand new, high-tech campus, you can have confidence that your education will prepare you for success.

Instruction in the Management Emphasis includes:

Human resources supervision

Project management

Sales and marketing
Professional business writing and oral presentations
Skills and practice in budgeting, forecasting, working capital requirements, investment analysis and decision making
Financial accounting and transaction analysis and recording
Information systems for business
Understanding the global economy
As part of the program, you will have an internship opportunity to gain practical experience in a real business setting. You'll also develop a comprehensive resume and employment portfolio encompassing your body of scholastic work.

What else is here for you?

Small classes – Average class size is 20. That means more one-on-one time with the faculty.
LDS environment – Your experience will include friends who share your goals and values.
Affordable – Tuition is $1,400 per semester. About 70 % of freshmen scholarship applicants receive awards. More than 50% of the College's students qualify for federal financial aid.
Degrees & Certification – Graduating students can earn a two-year associate degree in business, as well as one-year accounting or professional sales certificates.

Business Management Areas of Competence

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

Apply professional sales and marketing skills to a wide range of business opportunities
Apply effective management principles to new and existing business ventures
Perform basic financial analysis and accounting functions.
Develop solutions to basic human resources management issues.
Operate standard computer software applications.
Demonstrate ethical professionalism.
Build a detailed business plan ready to take to bankers to sell an entrepreneurial venture.

Business Management 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.

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions (Click here for specifics on Religion course requirements)	8
	Total Religion Credit Hours	**8**
College wide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
Total College wide Courses Credit Hours		**12**
Program Courses		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BUS 108	Business Fundamentals	2
BUS 120	Consultative Sales & Customer Relations	2*
BUS 121	Business Law & Ethics	3
BUS 151	Principles of Marketing	3
BUS 199	Business Internship	2
BUS 200	Project Management	2
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	2
BUS 225	Advanced Sales & Marketing	2
BUS 260	Financial Management for Small Business	3
BUS 295	Business Analysis (Capstone)	3

ECON 162	Macroeconomics	3
ENG 220	Professional Business Writing	3**
ENTR 140	Entrepreneurship Fundamentals	2
IS 240	Information and Web Systems for Business	3
	Total Program Courses Credit Hours	**45**
	Grand Total Courses Credit Hours	**65**

*Effective Fall 2010

** BETA version of this course taught as a 3 credit course Winter 2010 for AAS BUS-MAN and BUS-ENTR students only. All components of ENG 220 exist, added is an oral presentation component.

Business Management Prerequisites

Program Preparatory Courses and Departmental Requirements

1. ENG 87, **ENG 88**, **ENG 90**, **ENG 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. These courses are non-matriculating and do not count toward credit hours required for graduation

2. IT 102, 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, email, Internet Browser use, and basic word processing . 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 102. 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 102, 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 enrol in that course to be allowed to enrol in other courses. To continue in the Business AAS degree, students must receive a B- or better in BUS 151 and BUS 201.

Business Management Semester Sequence.

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

First Semester		
BUS 108	Business Fundamentals	2
ENTR 140	Entrepreneurship Fundamentals	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**15**
Second Semester		
ACC 105	Financial Accounting	4
COM 122	Interpersonal Communications	3
BUS 151	Principles of Marketing	3
BUS 200	Project Management	2
ENG 220	Professional Business Writing	3*
Religion	Select from among Religion Courses ***(Click here for specifics on Religion course requirements)***	2
	Total Second Semester Credit hours	**17**
Third Semester		
ACC 110	Accounting in QuickBooks	3

BUS 120	Consultative Sales/Customer Relations	2**
BUS 121	Business Law & Ethics	3
BUS 205	Human Resource Management	2
ECON 162	Macroeconomics	3
IS 240	Information and Web Systems for Business	3
Religion	Select from among Religion Courses ***(Click here for specifics on Religion course requirements)***	2
	Total Third Semester Credit Hours	**18**
Fourth Semester		
BUS 199	Business Internship	2
BUS 201	Principles of Management	3
BUS 225	Advanced Sales & Marketing	2
BUS 260	Financial Management for Small Business	3
BUS 295	Business Analysis (Capstone)	3
Religion	Select from among Religion Courses ***(Click here for specifics on Religion course requirements)***	2
	Total Fourth Semester Credit Hours	**15**

*BETA version of this course taught as a 3 credit course Winter 2010 for AAS BUS-MAN and BUS-ENTR students only. All components of ENG 220exist, added is an oral presentation component.

**Effective Fall 2010

What Business Management students say?

Testimonials

"The training was excellent and the hands-on focus prepared me to get out in the real world. I liked that the professors were experts in their field; they gave me helpful insights."
Shae Farmer '2000
Eye Internet Solutions, SLC, UT
"LDSBC gave me the personal attention, academic preparation, and confidence I needed to earn a business skills degree and get a good job while I continued at BYU and received a bachelor's degree in business. The small classes allowed me to get in-depth learning that was not available in larger classes."
Nicole Burnett Douglas '1998
Western Wats Market Research, Provo, UT
"Skills I learned help me deal with the people I manage. I am a better manager for it."
Randy Brinkerhoff '1996
Wasatch Mailing Systems, SLC, UT
"Classes I took at other universities did not give me real-world knowledge. I use more of what I learned at LDS Business College every day."
Jeff Tacy '1991
Universal Savings Bank, Atlanta, GA

Business Management

Graduation Requirements

1. A minimum of 65 total semester credit hours as outlined under the Course Requirements section.
2. A grade of C or better in all Degree core courses.
3. A cumulative grade-point average of 2.0 or better.

BUSINESS INTEREPRENEURSHIP

Business Entrepreneurship

Business Associate of Applied Science Degree (BUS AAS)

(4 semesters)

Overview.

The objective of the Business Degree at LDS Business College is to meet your needs, whether your interests include working in a small business, working for a large corporation, or starting your own entrepreneurial venture. It offers you practical, hands-on, project-based coursework that optimizes your two-year investment and helps propel you into the workforce and a meaningful career. The degree is designed to be foundational and flexible, providing you two areas of emphasis from which to choose after the first semester -- **Entrepreneurship** or **Management.**

Entrepreneurship Emphasis

Whether you're serious about starting a business, need a viable work-from-home option, or want to transition from management into business ownership, you'll find what you need at LDS Business College.

This experience-driven program gives you essential foundational skills while also providing the flexibility to specialize in a particular area of interest. And because LDS Business College is located in the central business district of Salt Lake City, you'll have access to an amazing seedbed of opportunities for business research and development. In fact, LDS Business College works closely with small, medium, and national companies to give you critical experience while you attend classes. Since this program is from a business college with courses taught by faculty who have real-world experience; since it's the only two-year program of its kind in the state; and since it's housed in a brand new, high-tech campus, you can have confidence that your education will prepare you for success.

Instruction in the Entrepreneurship Emphasis includes:

Basic principles of free enterprise

Identifying and evaluating small business ideas through a step-by-step process

Professional business writing and oral presentations

Skills and practice in budgeting, forecasting, working capital requirements, investment analysis and decision making

Financial accounting and transaction analysis and recording

Business opportunity analysis
Hands-on marketing opportunities
Information systems for business
As part of the program, you will prepare a detailed business plan for launching the entrepreneurial venture and marketing it. You'll also gain the experience of incubating a small business.

Certificate of Completion in Entrepreneurship

Students in seven other college programs will be able to take a cluster of three courses (7 credit hours) to earn a certificate of completion in Entrepreneurship in combination with their course study. These programs include:

Accounting Certificate
Business AS (Transfer)
Business Information Systems
Executive Assistant AAS
Interior Design AAS
Medical Coder Certificate
Medical Transcriptionist Certificate

What else is here for you?

Small classes – Average class size is 20. That means more one-on-one time with the faculty.

LDS environment – Your experience will include friends who share your goals and values.

Affordable – Tuition is $1,400 per semester. About 70 % of freshmen scholarship applicants receive awards. More than 50% of the College's students qualify for federal financial aid.

Degrees & Certification – Graduating students can earn a two-year associate degree in business, as well as one-year accounting or professional sales certificates.

Business Entrepreneurship Areas of Competence

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

Apply professional sales and marketing skills to a wide range of business opportunities
Apply effective management principles to new and existing business ventures

Perform basic financial analysis and accounting functions.

Develop solutions to basic human resources management issues.

Operate standard computer software applications.

Demonstrate ethical professionalism.

Build a detailed business plan ready to take to bankers to sell an entrepreneurial venture.

Business Entrepreneurship 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.

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions ***(Click here for specifics on Religion course requirements)***	8
Total Religion Credit Hours		**8**
College wide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Integrated Computer Applications	3
FIN 101	Personal Finance	3
Total College wide Courses Credit Hours		**12**

Program Courses

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BUS 108	Business Fundamentals	2*
BUS 120	Consultative Sales & Customer Relations	2**
BUS 121	Business Law & Ethics	3
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	3
BUS 225	Advanced Sales & Marketing	2
BUS 260	Financial Management for Small Business	3
ENG 220	Professional Business Writing	3***
ENTR 140	Entrepreneurship Fundamentals	2*
ENTR 170	Opportunity Analysis	2
ENTR 200	Entrepreneurship Ventures	2
ENTR 270	Business Funding	2
ENTR 290	Business Planning	3*
ENTR 299	Entrepreneurship Consulting (Capstone)	2
IS 240	Information and Web Systems for Business	3
Hours	**Total Program Courses Credit**	**44**

Grand Total Courses Credit Hours	**64**

*Represent the three cluster courses required for the Certificate of Completion in Entrepreneurship **Effective Fall 2010 ***BETA version of this course taught as a 3 credit course Winter 2010 for AAS BUS-MAN and BUS-ENTR students only. All components of ENG 220 exist, added is an oral presentation component.

Business Entrepreneurship Prerequisites

Program Preparatory Courses and Departmental Requirements

1. ENG 87, **ENG 88**, **ENG 90**, **ENG 99**, **MAT 90**, and **MAT 97** are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 102, 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, email, Internet Browser use, and basic word processing. In addition, it is recommended that students who do not type at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 102. 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 102, 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 enrol in that course to be allowed to enrol in other courses.

5. To continue in the Business AAS degree, students must receive a B- or better in BUS 151 and BUS 201.

Business Entrepreneurship Semester Sequence

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

First Semester		
BUS 108	Business Fundamentals	2
ENTR 140	Entrepreneurship Fundamentals	2*
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**15**
Second Semester		
ACC 105	Financial Accounting	4
COM 122	Interpersonal Communications	3
BUS 151	Principles of Marketing	3
ENG 220	Professional Business Writing	3**
ENTR 170	Opportunity Analysis	2*
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Second Semester Credit Hours	**17**
Third Semester		
ACC 110	Accounting in QuickBooks	3
BUS 120	Consultative Sales/Customer Relations	2***

BUS 121	Business Law & Ethics	3
ENTR 200z	Entrepreneurship Ventures	2
ENTR 270	Business Funding	2
ENTR 290	Business Planning	3*
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Third Semester Credit Hours	**17**
Fourth Semester.		
BUS 201	Principles of Management	3
BUS 225	Advanced Sales& Marketing	2
BUS 260	Financial Management for Small Business	3
ENTR 299	Entrepreneurship Consulting (Capstone)	2
IS 240	Information and Web Systems for Business	3
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Fourth Semester Credit Hours	**15**

*Represent the three cluster courses required for the Certificate of Completion in Entrepreneurship
**BETA version of this course taught as a 3 credit course Winter 2010 for AAS BUS-MAN and BUS-ENTR students only. All components of ENG 220 exist, added is an oral presentation component.
***Effective Fall 2010

Business Entrepreneurship

Graduation Requirements

1. A minimum of 64 total semester credit hours as outlined in the Course Requirements section.
2. A grade of C or better in all Degree core courses.

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

BUSINESS TRANSFER

Business Transfer Areas of Competence

Business Associate of Science Degree (BUS AS)

(4 semesters)

General Areas of Competence

Upon completion of the degree, successful graduates will be able to: Communicate written, oral and visual ideas in clear, correct and concise form.

Demonstrate mathematical proficiency including statistics and calculus.
Apply correct principles of law and ethics.

Understand accounting theory and practice for financial reporting and managerial

tools for decision making.

Solve problems, explore issues and make decisions based on reason and creativity.

Operate standard computer software applications.

Interact successfully with others to achieve positive goals.

Recognize that continuing to acquire and analyze knowledge provides a strong foundation for life.

Business Transfer 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 catalogue 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.**

Business Transfer 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.

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions (Click here for specifics on Religion course requirements)	8
	Total Religion Credit Hours	**8**
College wide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
	Total College wide Courses Credit Hours	**12**
Program Courses		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
ACC 212	Managerial Accounting	3
BUS 121	Business Law & Ethics	3

ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3
ENG 201	Intermediate College Writing	3
IT 201	Advanced Computer Applications	2
MAT 110	College Algebra	4
MAT 111	Calculus	3
MAT 252	Statistics	3
COM 121	Principles of Public Speaking	3
	Total Program Courses Credit Hours	37

General Education Requirements

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

Fine Arts 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

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 (select one)		
LS 103	Nutrition & Health	3
LS 110	Environmental Biology	4
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	Introduction to Meteorology	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 Program		**69**

Business Transfer Prerequisites

Program Preparatory Courses and Departmental Requirements

1. ENG 87, **ENG 88**, **ENG 90**, **ENG 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. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 102, Computer Applications, is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102. [ldh1] (about:blank#_msocom_1)

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, which must be taken within four (4) years of graduation

4. LE 100

Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Third Semester Credit Hours	**15**
Fourth Semester		
IS 245	Introduction to Programming	3
IS 247	Database Design and Implementation	3
IS 290	Linux Administration	3
BUS 200	Project Management	2
	Elective	3
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Second Semester Credit Hours	**16**

Business Information Systems Graduation Requirements

1. A minimum of 63 total semester credit hours as outlined below.

2. A grade of C or better in all BIS AAS Degree core courses.

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

CERTIFICATES

ACCOUNTING CERTIFICATE

Accounting Certificate 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 favourably by prospective employers.

Accounting Areas of Competence

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

Analyze, classify and record 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.

Accounting 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 favourably 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.

Accounting Certificate 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.

Religion Courses

Religion	Click to view Religion Course Descriptions (Click here for specifics on Religion course requirements)	4
	Total Religion Credit Hours	**4**

College wide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
	Total College-wide Courses Credit Hours	**12**

Certificate Courses

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BUS 201	Principles of Management	3
BUS 121	Business Law & Ethics	3
Total Certificate Courses Credit Hours		**13**

Electives

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

Total Elective Credit Hours	**3**
Total Credit Hours for the Certificate	**32**

Accounting Certification Prerequisites

Program Preparatory Courses and Departmental Requirements

Preparatory Courses and Departmental Requirements

1. ENG 87, **ENG 88**, **ENG 90**, **ENG 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. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 102, Computer Applications, is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102. [ldh1] (about:blank#_msocom_1)

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, 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 enrol in that course to be allowed to enrol in other courses.

Accounting Certificate Semester Sequence

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

First Semester

ACC 105	Financial Accounting	4

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		15

Second Semester

ACC 110	Accounting in QuickBooks	3
BUS 121	Business Law & Ethics	3
BUS 201	Principles of Management	3
FIN 101	Personal Finance	3
Elective	See Electives	3
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
Total Second Semester Credit Hours		17

What Accounting Certificate students say

Testimonials.

"I've only been here one-and-a-half years, but I've moved up quite quickly. I credit it to my teachers. Everything they taught me was helpful."

Elisa Pavis '96
Franklin Building Supplies
Boise, Idaho

“I was better prepared than some with years of experience. I jumped way ahead because of the training I had.”

Meigin Larson ’96
Ballard, Spahr, Andrews & Ingersoll
Salt Lake City, Utah

Accounting Certificate Graduation Requirements

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

PROFESSIONAL SALES

Professional Sales Overview

General Areas of Competence

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

Practice professional sales and marketing techniques.

Apply appropriate communication skills with internal and external customers.

Apply effective entrepreneurship principles.

Operate standard computer software programs.

Demonstrate professionalism.

Professional Sales Career Opportunities

Professional Sales Certificate

(2 semesters)

Career Opportunities

To meet the increasing demand and expanding opportunities for those skilled in helping others meet their needs through the purchase of products and services, the college offers a professional sales certificate. The certificate provides fundamental skills for entry-level sales positions. Opportunities are available to advance into sales or general management, and marketing 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.

Professional Sales Certificate 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.

Religion Courses

Religion	Click to view Religion Course Descriptions (Click here for specifics on Religion course requirements)	4
	Total Religion Credit Hours	**4**

College wide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
	Total College-wide Courses Credit Hours	**12**

Certificate Courses

BUS 120	Consultative Sales & Customer Relations	3
ENTR 140	Entrepreneurship Fundamentals	2
BUS 151	Principles of Marketing	3
BUS 199	Business Internship	2
ECON 161	Microeconomics	3
COM 121	Principles of Public Speaking	3
	Total Certificate Courses Credit Hours	**16**

Total Credit Hours for the Certificate 32

Professional Sales Prerequisites

Program Preparatory Courses and Departmental Requirements

1. ENG 87, **ENG 88**, **ENG 90**, **ENG 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. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 102 (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, email, Internet Browser use, and basic word processing . 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 102. 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 102, 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 enrol in other courses.

Professional Sales Semester Sequence

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

First Semester		
BUS 151	Principles of Marketing	3
COM 121	Principles of Public Speaking	3
BUS 120	Consultative Sales & Customer Relations	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**17**
Second Semester		
COM 122	Interpersonal Communications	3
ENTR 140	Entrepreneurship Fundamentals	2
BUS 199	Business Internship	2
ECON 161	Microeconomics	3
FIN 101	Personal Finance	3
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Second Semester Credit Hours	**15**

What business students are saying?

Testimonials

"The training was excellent and the hands-on focus prepared me to get out in the real world. I liked that the professors were experts in their field; they gave me helpful insights."
Shae Farmer '2000
Eye Internet Solutions, SLC, UT

"LDSBC gave me the personal attention, academic preparation and confidence I needed to earn a business skills degree and get a good job while I continued at BYU and received a bachelor's degree in business. The small classes allowed me to get in-depth learning that was not available in larger classes."
Nicole Burnett Douglas '1998
Western Wats Market Research, Provo, UT

"Skills I learned help me deal with the people I manage; I am a better manager for it."
Randy Brinkerhoff '1996
Wasatch Mailing Systems, SLC, UT

"Classes I took at other universities did not give me real-world knowledge. I use more of what I learned at LDS Business College every day."
Jeff Tacy '1991
Universal Savings Bank, Atlanta, GA

Professional Sales

Graduation Requirements

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

WINDOWS ADMININISTRATIVE CERTIFICATE

Windows Administration Certificate (2 semesters)

Graduates with a Windows Administration Certification find challenging careers in small and medium sized businesses. Students gain experiential in LAN & WAN administration, Windows client support, administration and security, plus math, written and verbal communication skills. This is a good certificate to add to any degree at LDS Business College.

LDS Business College is Microsoft IT Academy In addition, students will receive training to take the following IT certifications exams: Security+ from Comp TIA

Microsoft Certified Technology Specialist (MCTS) Windows Server 2008 Active Directory Configuration
Microsoft Certified Technology Specialist (MCTS) Windows Server 2008 Network Infrastructure Configuration

Windows Administration Certificate

General Areas of Competence

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

Operate and support a computer system for a small business.
Assure the secure operation of a business system.
Understand basics of Information systems management.
Use Visual Basic for Applications for spreadsheets and databases
Perform computer functions in a variety of applications.
Understand basics of Information systems management.
Demonstrate professionalism.

Windows Administration Certificate 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.

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions (Click here for specifics on Religion course requirements)	4
	Total Religion Credit Hours	**4**
College wide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
	Total First Semester Credit Hours	**14**
Degree Courses		
ACC 105	Financial Accounting	4
IS 181	Security and Windows Client	3
IS 185	Windows Server and Networking	4
IS 240	Information and Web Systems for Business	3
IT 201	Advanced Computer Applications	2
	Total Program Courses Credit Hours	**16**
	Total Credit Hours for Certificate	**32**

Windows Administration Certificate

Program Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 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. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. **IT 102,** Computer Applications, is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, 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 enrol in that course to be allowed to enrol in other courses.
5. A minimum grade of C is required in IS 240 to continue the Business Information Systems AAS degree program.

Windows Administration Certificate Semester Sequence

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

First Semester		
IS 240	Information and Web Systems for Business	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IS 181	Security and Windows Client	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**17**
Second Semester		
ACC 105	Financial Accounting	4
IT 201	Advanced Computer Applications	2
IS 185	Windows Server and Networking	4
FIN 101	Personal Finance	3
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Second Semester Credit Hours	**15**

Windows Administration Certificate

Graduation Requirements

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

BUS.ADMIN. SUPPORT

Business Administrative Support

Welcome to the Business Administrative Support Department!
Interested in preparing to work as an Administrative Assistant, Legal Secretary, or Receptionist? If so, this program is for you. Employers have been pleased with the skills LDS Business College students and/ or graduates have received from this Department.
Come join us!

Department Chair: Lynda Henrie M.S.
BAS Director: Marjean Lake M.S.

Executive Administrative Assistant

Career Opportunities

Executive Administrative Assistants have become the key administrative support and software specialists in the office, taking on greater responsibilities within companies. Students in this major are prepared to move quickly into first-line supervisory and management positions. According to the U.S. Bureau of Labour Statistics, career opportunities should be the best for those who have extensive knowledge of software applications.

Objectives
The Executive Administrative Assistant major provides training in project management, decision-making, critical thinking, human relations, communications, accounting, and integrated technology skills including word processing, electronic presentations, spreadsheets, database, and desktop publishing with additional focused training in individually-selected elective areas. Hands-on personal computer experience is emphasized.

Executive Administrative Assistant

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.
- Utilize the integrated features 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 visual communication including page and on-screen layout and design.
- Complete professional onscreen and print publications such as flyers, portfolios, and newsletters using Adobe® In Design and Adobe® Acrobat skills.
- Complete integrated projects using the 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 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.
- 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 approved elective areas.

Executive Administrative Assistant

Career Opportunities

Executive Administrative Assistants have become the key administrative support and software specialists in the office, taking on greater responsibilities within companies. Students in this major are prepared to move quickly into first-line supervisory and management positions. According to the U.S. Bureau of Labor Statistics, career opportunities should be the best for those who have extensive knowledge of software applications.

Objectives

The Executive Administrative Assistant major provides training in project management, decision-making, critical thinking, human relations, communications, accounting, and integrated technology skills including word processing,

electronic presentations, spreadsheets, database, and desktop publishing with additional focused training in individually-selected elective areas. Hands-on personal computer experience is emphasized.

Executive Administrative Assistant 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.

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions *(Click here for specifics on Religion course requirements)*	8
	Total Religion Credit Hours	**8**
College wide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
IT 102	Computer Applications	3
		12
Degree Courses		
ACC 105	Financial Accounting	4
ACC 110	Accounting in Quick Books	3
BAS 129	Office Procedures (Service Learning)	3
BAS 137	Introduction to Transcription	1
BAS 199	Certificate Internship	1
BAS 205	Software Projects	3
BAS 296	Portfolio Development (Capstone)	2
BAS 299	Internship (Capstone)	2
BUS 200	Project Management	2
BUS 205	Human Resource Management	2
ENG 115	Document Editing	2
ENG 220	Professional Business Writing	2

ENTR 140	Entrepreneurship Fundamentals	2
IT 108	Skill building I	1
IT 109	Skill building II	1
IT 110	Skill building III	1
IT 201	Advanced Computer Applications	2
IT 151	Visual Communications	3
BAS 138	Introduction to Legal Procedures	3
	Total Degree Courses Credit Hours	**40**
Total Credit Hours for the Degree		**60**

Executive Administrative Assistant

Program Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, MAT 90, and MAT 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions in the online catalogue. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 102, Computer Applications, is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, which must be taken within four (4) years of graduation.

4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. 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 at the College. Students required to take LE 100 must enrol in LE 100 in order to be able to enrol in other courses.

5. A minimum grade of B- is required in ENG 115, Document Editing, to continue to the second semester courses.

6. A minimum grade of C is required in BAS 129, Office Procedures (Service Learning), to continue in

the second year of the Executive Administrative Assistant AAS degree.

7. An “A” grade in IT 108, Skill building I, or verified keyboarding speed of 35 correct words per minute or higher without watching the keyboard or fingers (based upon a timed writing taken by the first week of the semester) to continue to the second semester courses.

8 Students will complete an internship and a professional portfolio prior to graduation.

Executive Administrative Assistant Semester Sequence

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

First Semester		
BAS 129	Office Procedures (Service Learning)	3
ENG 101	Introduction to College Writing	3
ENG 115	Document Editing	2
IT 102	Computer Applications	3
IT 108	Skill building I	1
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**14**
Second Semester		
BAS 137	Introduction to Transcription	1
BAS 138	Introduction to Legal Procedures	3
BAS 199	Certificate Internship	1
COM 122	Interpersonal Communications	3
FIN 101	Personal Finance	3
IT 109	Skill building II	1
IT 201	Advanced Computer Applications	2
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Second Semester Credit Hours	**16**

Third Semester		
ACC 105	Financial Accounting	4
BAS 205	Software Projects	3
BUS 200	Project Management	2
ENG 220	Professional Business Writing	2
IT 151	Visual Communications	3
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Third Semester Credit Hours	**16**
Fourth Semester		
ACC 110	Accounting in Quick Books	3
BAS 296	Portfolio Development (Capstone)	2
BAS 299	Internship (Capstone)	2
BUS 205	Human Resource Management	2
ENTR 140	Entrepreneurship Fundamentals	2
IT 110	Skill building III	1
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Fourth Semester Credit Hours	**14**

What Executive Assistant students say

Testimonials

"I've only been here for one-a-half years, but I've moved up quite quickly. I credit it to my teachers; everything they taught was helpful."

Elisa Pavis '96
Franklin Building Supplies
Boise, Idaho

"Classes I took at universities did not give me real-world knowledge. I use more of what I learned at LDS Business College every day."
Jared Palmer '97
Computer Task Group
Buffalo, New York

"I was better prepared than some with years of experience. I jumped way ahead because of the training I had."
Meigin Larson '96
Ballard, Spahr, Andrews & Ingersoll
Salt Lake City, Utah

Executive Administrative Assistant

GRADUATION REQUIREMENTS

1. A minimum of 60 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT and BAS AAS degree core courses. Must receive a B-grade or better in ENG 115.
3. A cumulative grade point average of 2.0 or better.

LEGAL ADMININIMISTRATIVE DEGREE

Legal Administrative Assistant

Career Opportunities

Legal Administrative Assistant positions will experience an average growth rate according to the U.S. Bureau of Labour Statistics. Legal Administrative Assistants (also lmDstics

newsletters using Adobe® In Design and Adobe® Acrobat skills.

8. Complete integrated projects using the advanced features of word processing, spreadsheets, databases, and electronic presentation software.
9. Write internal and/or external business correspondence and reports that are clear, complete, correct, concise, courteous, and that require research and documentation.
10. Perform all job functions with professionalism

Medical Administrative Assistant

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 business administrative support accounting positions.

Objectives

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

Medical Administrative Assistant 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 in the online catalogue.)

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions (Click here for specifics on Religion course requirements)	8
	Total Religion Credit Hours	**8**
College wide Courses		

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
IT 102	Computer Applications	3
	Total College wide Courses Credit Hours	**12**
Degree Courses		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BAS 129	Office Procedures (Service Learning)	3
BAS 137	Introduction to Transcription	1
BAS 199	Certificate Internship	1
BAS 231	Medical Office Procedures	3
BAS 235	Medical Transcription	3
BAS 296	Portfolio Development (Capstone)	2
BAS 299	Internship (Capstone)	2
BUS 205	Human Resource Management	2
ENG 115	Document Editing	2
ENG 220	Professional Business Writing	2
IT 108	Skill building I	1
IT 109	Skill building II	1
IT 151	Visual Communications	3
IT 201	Advanced Computer Applications	2
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 226	Beginning Coding	2
	Total Required Courses Credit Hours	**42**
Total Credit Hours for the Degree		**62**

Medical Administrative Assistant Program Preparatory Courses and Departmental Requirements

Program Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 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 in the online catalogue. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 102, Computer Applications, is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, which must be taken within four (4) years of graduation.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. 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 at the College. Students required to take LE 100 must enrol in LE 100 in order to be able to enrol in other courses.
5. To continue in the Medical Office Assistant major, students must enrol 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. A minimum grade of B- is required in ENG 115, Document Editing, to continue to the second semester courses.

7. A minimum grade of C (not C-) is required in BAS 129, Office Procedures (Service Learning), to continue in the second year of the Administrative Assistant Medical degree.
8. An “A” grade in IT 108, Skill building I, or verified keyboarding speed of 35 correct words per minute or higher without watching the keyboard or fingers to continue to the second semester courses (based upon a timed writing taken by the first week of the semester).
9. Students will complete an internship and a professional portfolio prior to graduation.

Medical Administrative Assistant Semester Sequence

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

First Semester		
BAS 129	Office Procedures (Service Learning)	3
ENG 101	Introduction to College Writing	3
ENG 115	Document Editing	2
IT 102	Computer Applications	3
IT 108	Skill building I	1
HP 140	Medical Terminology	3
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**17**
Second Semester		
BAS 199	Certificate Internship	1
BAS 231	Medical Office Procedures	3
COM 122	Interpersonal Communications	3
FIN 101	Personal Finance	3
IT 109	Skill building II	1
HP 106	Medical Law & Ethics	2
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2

	Total Second Semester Credit Hours	**15**
Third Semester		
ACC 105	Financial Accounting	4
BAS 137	Introduction to Transcription	1
ENG 220	Professional Business Writing	2
IT 151	Visual Communications	3
IT 201	Advanced Computer Applications	2
HP 226	Beginning Coding	2
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Third Semester Credit Hours	**16**
Fourth Semester		
ACC 110	Accounting in Quick Books	3
BAS 235	Medical Transcription	3
BAS 296	Portfolio Development (Capstone)	2
BAS 299	Internship (Capstone)	2
BUS 205	Human Resource Management	2
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Fourth Semester Credit Hours	**14**
Total Credit Hours required		**62**

Medical Administrative Assistant

1. GRADUATION REQUIREMENTS

2. A minimum of 62 total semester credit hours as outlined below.
3. A grade of C (not C-) or better in all BAS, IT, and HP AAS degree core courses. Must receive a B- grade or better in ENG 115 and HP140.

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

PARALEGAL STUDIES

Paralegal Studies Overview

A two-year, associate degree in Paralegal Studies prepares you for a dynamic career in the legal profession. Receive training in case management and legal research. Learn how to analyze and summarize data to assist attorneys in preparation for hearings, trials, closings, corporate meetings, and other legal functions. Experience community learning opportunities that include job shadows, internships, and real-world projects. Paralegal Studies courses are offered in the evening, tailored for those with family or work commitments.

Personal Traits Leading to Success in Paralegal Program:

Ability to develop sound academic skills
Strong organizational skills
Minimum keyboarding skill of 40 cwpm
Excellent computer skills
Critical thinking skills
Ability to pay attention to detail and accuracy
Able to work under stressful circumstances
Assertive
Exhibit common sense
Desire to develop research abilities
Capacity to work as part of a legal team
Enjoy extensive research and writing

LDSBC Methods and Procedures for Teaching

Legal courses taught by legal professionals/lawyers
Caring faculty
Instructors are facilitators
Students responsible for own learning

Students are required to come to class prepared

Teaching is done by the Learning Model which is based on teaching and learning by the Spirit

Learning involves the student, the instructor, and the Spirit

Practical application with project-based learning

Internship at end of coursework to apply what has been learned

Paralegal Studies Areas of Competence

Upon graduation, you will demonstrate competency in the following areas:

- Understand federal, state, and local court systems
- Apply knowledge of substantive and procedural law within the civil and criminal legal systems
- Analyze factual situations and identify legal solutions available within the various jurisdictions
- Prepare a legal research plan by:
    - Identifying key facts associated with case
    - Locating and analyzing applicable law
    - Verifying the reliability of legal authority
- Apply and summarize legal research findings by writing a legal memorandum
- Understand client and witness interviewing and investigational procedures
- Assist attorneys at trial, including the preparation of all trial exhibits
- Understand legal office management systems including client database systems, proficiency in specialized legal software, and docket/calendaring systems including electronic court filing
- Understand and practice Paralegal professional and ethical obligations and standards

Paralegal Studies Career Opportunities

A successful paralegal finds fulfilment as a contributor in resolving difficult legal situations in behalf of families, non-profit organizations, law firms, government agencies, and corporations. A variety of positions can be found in numerous industries including banking, insurance, healthcare, business, entertainment industry, real estate, and public agencies. A number of benefits are associated with paralegal graduation:

- The average starting salary for Paralegals is $35,000 a year. The upward range for experienced Paralegals is $60,000 annually.
- Steady, upward trend for starting salaries
- Attractive to individuals seeking to improve their career and earning potential
- Current Legal Administrative Assistants can advance their legal career with a Paralegal degree
- Healthy job market in Utah and throughout the country with an increased employment demand for

paralegals for the next 7 years

- Department of Workforce Services lists Paralegal in its top “Five Star” jobs at the associate degree level
- Low cost program with high salary potential
- Excellent career possibilities for multiple-language students

Paralegal Studies 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 in the online catalog.)

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions *(Click here for specifics on Religion course requirements)*	8
	Total Religion Credit Hours	**8**
College wide Courses		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
	Total College wide Courses Credit Hours	**8**
General Education Courses		
Complete 9 credit hours from at least two Distribution areas; courses recommended are based on Core Course skills and areas of interest in the Elective Courses		
Fine Arts/Humanities Distribution		
COM 121	Public Speaking	3
PHIL 225	Critical Thinking and Reasoning	3
Life/Physical Sciences and Mathematics Distribution		
LS 110	Environmental Science	3
Social Sciences Distribution		
SS 101	Introduction to Psychology	3
SS 138	Sociology of Marriage and Family	3
	Total General Education Courses Credit Hours	**9**

Core Courses		
PLS 101	Introduction to Law	3
PLS 103	Introduction to Civil Litigation	3
PLS 110	Legal Research/Writing I	3
PLS 115	Legal Research/Writing II	3
PLS 120	Evidence	3
PLS 130	Criminal Law and Procedures	3
PLS 140	Paralegal Procedures	3
PLS 150	Paralegal Computer Applications	3
PLS 160	Ethics	3
PLS 296	Paralegal Portfolio	1
PLS 299	Paralegal Internship (Capstone)	2
	Total Program Courses Credit Hours	**30**
Electives (Select from the following list):		
PLS 205	Contract Law	3
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
PLS 220	Real Estate Law	3
PLS 225	Estate Planning and Probate	3
PLS 230	Family Law	3
PLS 235	Immigration Law	3
PLS 240	Intellectual Property	3
PLS 245	Environmental Law	3
PLS 250	Administrative Law	3
	Total Elective Credit Hours	**9**
Total Credit Hours for the Program		**64**

NOTE: To sit for the Certified Paralegal Exam (CP), students must be knowledgeable in 4 of 9 substantive clusters (Civil Litigation, Criminal Law, Administrative law, Bankruptcy, Business Law, Family Law, Real Estate Law, Estate Planning and Probate, and Torts).

PLS 290--Special Studies, CP Exam Prep Class (3) is available to Paralegal Studies graduates.

Paralegal Studies Program Prerequisites

Preparatory Courses and Departmental Requirements

The Paralegal Studies Program requires students to have the following characteristics: organizational skills, detailed and accuracy, able to work under stressful circumstances, assertive, excellent people and teamwork skills, must develop a trust with the attorneys, and common sense.

ENG 87, ENG 88, ENG 90, ENG 99, MAT 90, and MAT 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions in the online catalog. These courses are non-matriculating and do not count toward credit hours required for graduation.

Students should complete the Compass Test to assess English and Math Skills. Students must earn a Writing score of 75 or above, a Reading score of 81 or above, and a Pre-Algebra score of 30 or over to begin the Paralegal Studies Program courses. If Compass Test scores are below the requirement, students must complete preparatory courses listed in item number 2 above.

Completion of a Keyboarding Speed Readiness Test to measure correct words per minute (cwpm) with 40 cwpm recommended.

Pass a Computer Competency Test with 80 percent or higher. If scores are below 80 percent, students should enrol in the IT 102, Computer Applications, and preparatory course.

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 enrol in that course to be allowed to enrol in other courses.

Paralegal Studies Semester Sequence

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

Track 1 – Starting Summer Semester

First Semester—Summer		
ENG 101	Introduction to College Writing	3
PLS 101	Introduction to Law	3
	Total First Semester Credit Hours	**6**
Second Semester—Fall		
FIN 101	Personal Finance	3
PLS 103	Intro to Civil Litigation	3
	General Education	3
REL	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Second Semester Credit Hours	**11**
Third Semester—Winter		
PLS 120	Evidence	3
PLS 130	Criminal Law and Procedures	3
PLS 140	Paralegal Procedures	3
REL	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Third Semester Credit Hours	**11**
Fourth Semester—Summer		
COM 122	Interpersonal Communications	2
	General Education Elective	3
PLS	TBA for off-track (3)	

REL	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Fourth Semester Credit Hours	**7**
Fifth Semester—Fall		
PLS 110	Legal Research/Writing I	3
PLS 150	Paralegal Computer Applications	3
PLS (205)	Elective (Contract Law)	3
REL	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Fifth Semester Credit Hours	**11**
Sixth Semester—Winter		
PLS 115	Legal Research/Writing II	3
PLS (210)	Elective(Torts)	3
PLS (215)	Elective (Bankruptcy)	3
	Total Sixth Semester Credit Hours	**9**
Seventh Semester—Summer		
PLS 160	Ethics	3
PLS 296	Paralegal Portfolio	1
PLS 299	Paralegal Internship (Capstone)	2
	General Education Elective	3
PLS	TBA for off-track (3)	
	Total Fourth Semester Credit Hours	**9**

Track 2 – Starting Fall Semester

First Semester—Fall		
ENG 101	Introduction to College Writing	3
PLS 101	Introduction to Law	3
PLS 103	Introduction to Civil Litigation	3
	Total First Semester Credit Hours	**9**
Second Semester—Winter		
PLS 120	Evidence	3
PLS 130	Criminal Law and Procedures	3
PLS 140	Paralegal Procedures	3

REL	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Second Semester Credit Hours	**11**
Third Semester—Summer		
COM 122	Interpersonal Communications	2
	General Education Elective	3
REL	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
PLS	TBA for off-track (3)	
	Total Third Semester Credit Hours	**7**
Fourth Semester—Fall		
PLS 110	Legal Research/Writing I	3
PLS 150	Paralegal Computer Applications	3
PLS (205)	Elective (Contract Law)	3
REL	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Fourth Semester Credit Hours	**11**
Fifth Semester—Winter		
PLS 115	Legal Research/Writing II	3
PLS (210)	Elective (Torts)	3
PLS (215)	Elective (Bankruptcy Law)	3
	Total Fifth Semester Credit Hours	**9**

What Administrative Assistant students say

Testimonials

"I've only been here for one-a-half years, but I've moved up quite quickly. I credit it to my teachers; everything they taught was helpful."
Elisa Pavis '96
Franklin Building Supplies
Boise, Idaho

"Classes I took at universities did not give me real-world knowledge. I use more of what I learned at LDS Business College every day."
Jared Palmer '97
Computer Task Group
Buffalo, New York

"I was better prepared than some with years of experience. I jumped way ahead because of the training I had."
Meigin Larson '96
Ballard, Spahr, Andrews & Ingersoll
Salt Lake City, Ut

Administrative Assistant

GRADUATION REQUIREMENTS

1. A minimum of 30 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT and BAS Certificate core courses. Must receive a B- grade or better in ENG 115.

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

MEDICAL OFFICE ASSISTANT

Medical Office Assistant

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.

Medical Office Assistant Competencies

General Areas of Competence

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

Administrative Area

Perform appropriate clerical functions
Perform accurate bookkeeping 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

Medical Office Assistant

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.

Medical Office Assistant 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

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions (Click here for specifics on Religion course requirements)	4
	Total Religion Credit Hours	**4**
College wide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3

	Total College wide Courses Credit Hours	**12**
MOA Required Courses		
BAS 129	Office Procedures	3
BAS 199	Certificate Internship	1
BAS 231	Medical Office Procedures	3
ENG 115	Document Editing	2
IT 108	Skill building I	1
IT 109	Skill building II	1
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
	Total Program Courses Credit Hours	**16**
Total Certificate Program Hours		**32**

Medical Office Assistant Prerequisites

Program Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, 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. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 102, Computer Applications is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, which must be taken within four (4) years of graduation.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. 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 at the College. Students required to take LE 100 must enrol in LE 100 in order to be able to enrol in other courses.

5. To continue in the Medical Office Assistant major, students must enrol 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. A minimum grade of B- is required in ENG 115, Document Editing, to continue to the second semester courses.
7. Students will complete an internship prior to graduation. The internship will consist of a minimum 45 hours in a health care setting. The course number is BAS 199 Certificate Internship. A student will register for the course the last semester of classes. The internship/experiential service-learning course is to be completed 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.
8. An "A" grade in IT 108, Skill building I, or verified keyboarding speed of 35 correct words per minute or higher without watching the keyboard or fingers to continue to the second semester courses (based upon a timed writing taken by the first week of the semester).

Medical Office Assistant Semester Sequence

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

First Semester		
BAS 129	Office Procedures	3
ENG 101	Introduction to College Writing	3
ENG 115	Document Editing	2
IT 102	Computer Applications	3
IT 108	Skill building I	1
HP 140	Medical Terminology	3
Religion	Book of Mormon I or II	2

	Total First Semester Credit Hours	**17**
Second Semester		
BAS 199	Certificate Internship	1
BAS 231	Medical Office Procedures	3
COM 122	Interpersonal Communications	3
FIN 101	Personal Finance	3
IT 109	Skill building II	1
HP 106	Medical Law & Ethics	2
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Second Semester Credit Hours	**15**
Total Certificate Program Hours		**32**

Medical Office Assistant

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 BAS, IT, and HP courses. Must receive a B- or better in ENG 115 and MC 140.
3. A cumulative grade point average of 2.0 or better.

MEDICAL TRANSCRIPTION

Medical Transcription

Career Opportunities

Medical transcription is one of the fastest growing home-based professions in the country. Transcriptionists are in demand by hospitals, clinics, private doctors' offices, insurance companies, and transcription firms. Potential for home-based employment is excellent. Because of the nature of the work, most medical transcriptionists are able to work from home. A recent survey of MTs in the United States indicated that the majority of transcriptionists work at home.

Objectives

Medical transcriptionists translate doctor dictated audio files into an electronic typed format. Students learn to use digital transcription equipment to accurately transcribe medical information dictated by various medical professionals.

Medical Transcription Competencies

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.

Exhibit effective transcription skills.

Medical Transcription

Career Opportunities

Medical transcription is one of the fastest growing home-based professions in the country. Transcriptionists are in demand by hospitals, clinics, private doctors' offices, insurance companies, and transcription firms. Potential for home-based employment is excellent. Because of the nature of the work, most medical transcriptionists are able to work from home. A recent survey of MTs in the United States indicated that the majority of transcriptionists work at home.

Objectives

Medical transcriptionists translate doctor dictated audio files into an electronic typed format. Students learn to use digital transcription equipment to accurately transcribe medical information dictated by various medical professionals.

Medical Transcription Certificate 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.

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions (Click here for specifics on Religion course requirements)	4
	Total Religion Credit Hours	**4**

College wide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
	Total College wide Courses Credit Hours	**12**
MT Required Courses		
BAS 137	Introduction to Transcription	1
BAS 199	Certificate Internship	1
BAS 235	Medical Transcription	3
ENG 115	Document Editing	2
IT 108	Skill building I	1
IT 109	Skill building II	1
LS 265	Anatomy & Physiology	4
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 170	Introduction to Pharmacology	2
	Total Required Courses Credit Hours	**20**
Total Certificate Program Hours		**36**

Medical Transcription Prerequisites

Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, MAT 90, and MAT 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions in the online catalogue. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 102, Computer Applications is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, which must be taken within four (4) years of graduation.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. 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 at the College. Students required to take LE 100 must enrol in LE 100 in order to be able to enrol in other courses.
5. Students are required to take MC 140, Medical Terminology, during the first semester and earn a minimum grade of B- or better to continue to the second semester of the Medical Transcription program. This is a prerequisite course and must be completed with the appropriate grade. A repeat of MC 140 will be allowed only once.
6. A minimum grade of B- is required in ENG 115, Document Editing, to continue to the second semester courses.
7. An “A” grade in IT 108, Skill building I, or verified keyboarding speed of 35 correct words per minute or higher without watching the keyboard or fingers (based upon a timed writing taken by the first week of the semester) to continue to the second semester courses.
8. Students will complete an internship prior to graduation. The internship will consist of a minimum of 45 hours in a health care setting. The course number is BAS 199 and is the capstone class for the MT certificate. The internship/experiential service-learning course is the capstone course to be completed 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.

Medical Transcription Semester Sequence

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

First Semester		
BAS 137	Introduction to Transcription	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 115	Document Editing	2

IT 102	Computer Applications	3
IT 108	Skill building I	1
HP 140	Medical Terminology	3
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**18**
Second Semester		
BAS 199	Certificate Internship	1
BAS 235	Medical Transcription	3
FIN 101	Personal Finance	3
IT 109	Skill building II	1
LS 265	Anatomy & Physiology	4
HP 106	Medical Law & Ethics	2
HP 170	Introduction to Pharmacology	2
Religion	Select from among Religion Courses (Click here for specifics on Religion course requirements)	2
	Total Second Semester Credit Hours	**18**
Total Certificate Program Hours		**36**

Medical Transcription

Graduation Requirements

1. A minimum of 36 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all BAS, HP, IT, and LS courses. Must receive a B- or better in ENG 115 and HP140.
3. A cumulative grade point average of 2.0 or better.
4. Register Medical Assistant exam for degree completion.

HEALTH PROFESSIONS

PROGRAMS- Health Professions

LDS Business College can prepare you in a healthcare specialty with a one-year certificate or within two years for an Associate of Applied Science degree. Choose a satisfying career in a profession that emphasizes service, life-long learning, and growth opportunities.

Enter the work force as a medical assistant prepared for the American Association of Medical Assistants (AAMA) certification exam or become a medical coding/billing specialist prepared for the American Academy of Professional Coders (AAPC) certified coding apprentice exam.

EXECUTIVE MEDICAL ASST

Executive Medical Assistant

Career Opportunities

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. Clinical medical assistants, duties vary according by State law. Common skills include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations. Medical assistants collect and prepare laboratory specimens and administer medications of varied forms and routes.

Administrative skills may include updating and filing patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping. Medical Assistant labour statistics

Objectives

This major provides students with entry-level administrative and clinical skills to work in a variety of healthcare settings. Students learn and demonstrate current outpatient libratory collection procedures, how to assist with office surgery, front office billing and insurance procedures, and basic computer/word processing skills. The student graduates from a program accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) for the American Association of Medical Assistants (AAMA) and are qualified for the Certified Medical Assistant Exam (CMA).

Executive Medical Assistant

General Areas of Competence

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

Administrative Area

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

Clinical Area

- Document to legal standards
- Perform fundamental clinical procedures
- Use correct specimen collection skills
- Perform accurate diagnostic testing
- Perform appropriate patient care within skills and competencies

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 job functions with professionalism

Executive Medical Assistant

Career Opportunities

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. Clinical medical assistants, duties vary according by State law. Common skills include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations. Medical assistants collect and prepare laboratory specimens and administer medications of varied forms and routes.

Administrative skills may include updating and filing patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping. Medical Assistant labour statistics

Objectives

This major provides students with entry-level administrative and clinical skills to work in a variety of healthcare settings. Students learn and demonstrate current outpatient libratory collection procedures, how to assist with office surgery, front office billing and insurance procedures, and basic computer/word processing skills. The student graduate from a program accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) for the American Association of Medical Assistants (AAMA) and is qualified for the Certified Medical Assistant Exam (CMA).

Health Professions 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.

Course #	Title	Credit Hours

Religion	Click to view Religion Course Descriptions *(Click here for specifics on Religion course requirements)*	8
	Total Religion Credit Hours	**8**
College wide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
	Total College wide Courses Credit Hours	**12**
EMA Required Courses		
ACC 105	Financial Accounting	4
BAS 137	Intro to Transcription	1
BAS 231	Medical Office Procedures	3
BAS 235	Medical Transcription	3
ENG 220	Professional Business Writing	2
HP 150	First Aid/CPR for Health Professionals	1
IT 108	Skill building I	1
IT 109	Skill building II	1
LS 265	Anatomy & Physiology	4
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 170	Introduction to Pharmacology	2
HP 200	Introduction to Medical Lab Procedures	3
HP 201	Medical Laboratory Procedures Lab	0
HP 210	Clinical Medical Assisting	5
HP 212	Clinical Procedures Lab	0
HP 226	Beginning Coding	2
HP 283	Practicum for MA/EMA (Capstone, Service Learning)	3
SS 101	Introduction to Psychology	3
Elective*	See Elective List	2
	Total Program Courses Credit Hours	**45**

Electives*	
BAS 129 Office Procedures (3)	
BUS 205 Human Resource Management (2)	
IT 201 Advanced Computer Applications (2)	
LS 103 Nutrition & Health (3)	
LS 130 Health & Lifestyle Management (3)	
Total Credit Hours for the Program	**65**

Executive Medical Assistant Prerequisites

Program Preparatory Courses and Departmental Requirements

1. **ENG 87**, **ENG 88**, **ENG 90**, **ENG 99**, **MAT 90**, and **MAT 97** are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. **IT 102**, Computer Applications is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take It 100, Introduction to Keyboarding, concurrently with IT 102.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, 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 enrol in that course to be allowed to enrol in other courses.
5. To continue in the Medical Assistant major, students must:
    a. Enrol in LS 265 or HP 140 the first semester of study and receive a B- or better. This is a co-requisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of HP 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 practicum site.
    c. Have navy blue scubs, B/P cuff/stethoscope, and lab coat in conjunction with taking HP 200 and HP 210.
6. Students will complete a practicum prior to graduation. The practicum will consist of a minimum 180 hours, without remuneration, in an ambulatory health care setting. The course number is HP 283 and is the capstone

and service-learning course for the MA major. A student will register for the course the last semester of classes. The practicum should be completed after 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. Students must be CPR certified and pass drug and background checks prior to their externship experience.

Executive Medical Assistant Semester Sequence

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

First Semester		
IT 102	Computer Applications	3
IT 108	Skill building I	1
LS 265	Human Anatomy & Physiology	4
HP 106	Medical Law and Ethics	2
HP 200	Introduction to Medical Lab Procedures	3
HP 201	Medical Laboratory Procedures Lab	0
HP 150	First Aid/CPR for Health Professionals	1
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**16**
Second Semester		
ENG 101	Introduction to College Writing	3
BAS 231	Medical Office Procedures	3
IT 109	Skill building II	1
HP 140	Medical Terminology	3
HP 210	Clinical Medical Assisting	5
HP 212	Clinical Procedures Lab	0
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2

	Total Second Semester Credit Hours	**17**
Third Semester		
BAS 137	Introduction to Transcription	1
COM 122	Interpersonal Communications	3
SS 101	Introduction to Psychology	3
FIN 101	Personal Finance	3
HP 226	Beginning Coding	2
Elective*	See Electives Below	2
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Third Semester Credit Hours	**16**
Fourth Semester		
ACC 105	Financial Accounting	4
BAS 235	Medical Transcription	3
ENG 220	Professional Business Writing	2
HP 170	Introduction to Pharmacology	2
HP 283	Externship for EMA (Capstone, SL)	3
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Fourth Semester Credit Hours	**16**
Electives*:		
BAS 129	Office Procedures (3)	
BUS 205	Human Resource Management (2)	
IT 201	Advanced Computer Applications (2)	
LS 103	Nutrition & Health (3)	
LS 130	Health & Lifestyle Management (3)	
	Total Program Semester Credit Hours	**65**

Executive Medical Assistant

GRADUATION REQUIREMENTS

1. A grade of C (not C-) or better in all HP and LS courses. Must receive a B- or better in HP 140 Medical Terminology.
2. A minimum of 65 total semester credit hours as outlined.
3. Keyboarding skill – 40 cwpm minimum; 50 cwpm encouraged. The keyboarding skill may be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.
5. The Student Medical Assistant (SMA) must register for the American Association of Medical Assistants (AAMA) Certified Medical Assistant exam OR American Medical Technologies (AMT) Register Medical Assistant exam for degree completion.

CERTIFICATES

MEDICAL ASSISTANT

Medical Assistant

Career Opportunities

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. Clinical medical assistants, duties vary according by State law. Common skills include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations. Medical assistants collect and prepare laboratory specimens and administer medications of varied forms and routes.

Administrative skills may include updating and filing patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, and scheduling appointments.

Medical Assistant labour statistics

Objectives

This major provides students with entry-level administrative and clinical skills to work in a variety of healthcare settings. Students learn and demonstrate current outpatient laboratory collection procedures, how to assist with office surgery, front office billing and insurance procedures, and basic computer/word processing skills. The student graduates from a program accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) for the American Association of Medical Assistants (AAMA) and are qualified for the Certified Medical Assistant Exam

(CMA).

Medical Assistant Competencies

General Areas of Competence

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

Administrative Area

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

Clinical Area

- Document to legal standards
- Perform fundamental clinical principles
- Use correct specimen collection skills
- Perform 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 job functions with professionalism

Medical Assistant

Career Opportunities

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. Clinical medical assistants, duties vary according by State law. Common skills include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations. Medical assistants collect and prepare laboratory specimens and administer medications of varied forms and routes.

Administrative skills may include updating and filing patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, and scheduling appointments.

Medical Assistant labour statistics

Objectives

This major provides students with entry-level administrative and clinical skills to work in a variety of healthcare settings. Students learn and demonstrate current outpatient libratory collection procedures, how to assist with office surgery, front office billing and insurance procedures, and basic computer/word processing skills. The student graduates from a program accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP) for the American Association of Medical Assistants (AAMA) and is qualified for the Certified Medical Assistant Exam (CMA).

Medical Assistant 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.

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions *(Click here for specifics on Religion course requirements)*	4
	Total Religion Credit Hours	**4**
College wide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
	Total College wide Courses Credit Hours	**12**
MOA Required Courses		
BAS231	Medical Office Procedures	3
HP 106	Medical Law and Ethics	2
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
HP 200	Introduction to Medical Lab Procedures	3
HP201	Medical Laboratory Procedures Lab	0
HP 210	Clinical Medical Assisting (SL)	5
HP 212	Clinical Procedures Lab	0
HP 283	Practicum for MA/EMA (Capstone)	3
IT 108	Skill building I	1
IT 109	Skill building II	1
LS 265	Anatomy & Physiology	4
SS 101	Introduction to Psychology	3
	Total Program Courses Credit Hours	**29**

Total Certificate Program Hours	**45**

Medical Assistant Prerequisites

Program Preparatory Courses and Departmental Requirements

1. ENG 87, **ENG 88**, **ENG 90**, **ENG 99**, **MAT 90**, and **MAT 97** are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 102, Computer Applications is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, 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 enrol in that course to be allowed to enrol in other courses.

5. To continue in the Medical Assistant major, students must:

Enrol in LS 265 or HP 140 the first semester of study and receive a B- or better. This is a co-requisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of HP 140 will be allowed only once.

6. 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 practicum site.

7. Have navy blue scubs, B/P cuff/stethoscope, and lab coat in conjunction with taking HP 200 and HP 210.
Students will complete a practicum prior to graduation. The practicum will consist of a minimum 180 hours, without remuneration, in an ambulatory health care setting. The course number is HP 283 and is the capstone and service-learning course for the MA major. A student will register for the course the last semester of classes. The practicum should be completed after 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. Students must be CPR certified and pass drug and background checks prior to their externship experience

Medical Assistant Semester Sequence

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

First Semester		
IT 102	Computer Applications	3
IT 108	Skill building I	1
LS 265	Human Anatomy & Physiology	4
HP 106	Medical Law & Ethics	2
HP 200	Introduction to Medical Lab Procedures	3
HP 201	Medical Lab Procedures Lab	0
HP 150	First Aid/CPR for Health Professionals	1
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**16**
Second Semester		
ENG 101	Introduction to College Writing	3
BAS 231	Medical Office Procedures	3
IT 109	Skill building II	1
HP 140	Medical Terminology	3
HP 210	Clinical Medical Assisting	5
HP 212	Clinical Procedures Lab	0

Religion	Select from among Religion Courses *(Click here for specifics on Religion course*

b. Floor coverings - i.e. carpet, stone, wood, etc.
c. Window treatments - i.e., drapery, blinds, shutters, etc.
d. Furniture finishes - i.e. wood, metal, plastic, etc.
e. Upholstery fabrics - minimum of three
f. Accent colors

3. Affix materials firmly to the mat board so they do not fall off. Double-sided carpet tape works well for heavy samples. There is also special mounting tape available that works well (available at art supply stores).
4. Arrange the materials in an attractive manner on the board and carefully label each sample.
5. Students may use discontinued samples which are usually available from local design firms, furniture stores, etc. The College also has a sample library available to local students. It is located on the eighth floor in room 803 and is opened during regular school hours.
6. Your board will be judged by a panel of designers including the program director, part-time faculty and outside professionals. The panel will be looking for ability in blending color, use of appropriate textures, and the professionalism of your board arrangement.
7. Include your name and address on the back of the mat board.
8. Include a separate sheet with your name, address, phone number, specific program (ID A.A.S. degree or ID certificate) you are applying for and the date you mailed your admissions package to the college.
9. Include your email address and phone number where you may be contacted.
10. Place your color board in a padded envelope (available at your local post office) and mail it Attn: Admissions Department 95 North 300 West, Salt Lake city, UT 84101-3500, or you may hand deliver it to Admissions on the 2nd floor.

You will be notified as to whether or not you have been accepted into the ID program by email or return mail. The sooner you send in your color board, the sooner you will be notified and the greater your chances of acceptance because enrolment is limited. **Color boards will not be returned.**

A.A.S DEGREE

Interior Design

Interior Design A.A.S. (4 Semesters)

This program provides hand skills and a visual design sense necessary to perform professional work in the interior design industry.

Students graduate with a presentation portfolio sufficient to continue in higher education or move immediately into an interior design career.

This program also prepares students in the business skills of interior design such as use of computers and business writing.

Interior Design

General Areas of Competence

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

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

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

Interior Design

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. Students who successfully complete the AAS degree in Interior Design plus four years of work experience are qualified to sit for the NCIDQ Exam.

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.

Interior Design Degree 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.

Course #	Title	Semester Available*	Credit Hours
Religion	Click to view Religion Course Descriptions *(Click here for specifics on Religion course requirements)*	F, W, S	8
		Total Religion Credit Hours	**8**
College wide Courses			
IT 102	Computer Applications	F, W, S	3
COM 122	Interpersonal Communications	F, W, S	3
ENG 101	Introduction to College Writing	F, W, S	3
FIN 101	Personal Finance	F, W, S	3
		Total College wide Courses Credit Hours	**12**
Degree Courses			
ENG 220	Professional Business Writing	F, W, S	2
ID 104	Principles of Design	F, W, S	2
ID 105	Introduction to Interior Design	F, W	3
ID 110	Color Theory	F, W	2
ID 117	Perspective Drawing	F, W, S	3
ID 125	Drafting	F, W, S	3
ID 126	Space Planning	F, W, S	4
ID 128	Textiles	F, W	2
ID 130	Studio I	W, S	2
ID 131	Introduction to AutoCAD	F, W, S	2
ID 299	Interior Design Internship	F, W, S	1
ID 205	Resources & Career Issues	W	2
ID 210	Historical Furnishings & Architecture	F, W	3
ID 211	Modern Furnishings & Architecture	F, W	2
ID 217	Rendering Techniques	F, S	2
ID 230	Studio II	F, S	2

ID 231	Computer Design I	F	3
ID 232	Computer Design II	W	3
ID 270	Portfolio I	F	1
ID 271	Portfolio II (Capstone)	W	1
ID 275	Business of Interior Design	W	3
	Total Program Courses Credit Hours		**48**
	Total Credit Hours for the Program		**68**

*** F** = Fall semester; **W** = Winter semester, **S** = Summer semester

Interior Design Prerequisites

Program Preparatory Courses and Departmental Requirements

1. ENG 87, **ENG 88**, **ENG 90**, **ENG 99**, **MAT 90**, and **MAT 97** are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions in the online catalogue. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 102, Computer Applications, is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102, which must be taken within four (4) years of graduation.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, 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 enrol 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 colour board with their application to the admissions department. no later

than August 1st for Fall Semester, December 1st for Winter Semester, and May 1st for Summer Semester. Click on this link for colour board criteria 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.

Interior Design Degree Semester Sequence

This Semester Sequence is based on a full-time student starting Fall semester. Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

First Semester			
IT 102	Computer Applications	F, W, S	3
ENG 101	Introduction to College Writing	F, W, S	3
ID 104	Principles of Design	F, W, S	2
ID 105	Introduction to Interior Design	F, W	3
ID 110	Color Theory	F, W	2
ID 125	Drafting	F, W	3
Religion	Book of Mormon I or II	F, W, S	2
	Total First Semester Credit Hours		**18**
Second Semester			
COM 122	Interpersonal Communications	F, W, S	3
ID 117	Perspective of Drawing	F, W, S	3
ID 126	Space Planning	F, W, S	4
ID 128	Textiles	F, W	2
ID 130	Studio I	W, S	2
ID 131	Introduction to AutoCAD	F, W, S	2
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	F, W, S	2
	Total Second Semester Credit Hours		**18**
Third Semester			
ENG 220	Professional Business Writing	F, W, S	2

ID 299	Interior Design Internship	F, W, S	1
ID 210	Historical Furnishings & Architecture	F, W	3
ID 217	Rendering Techniques	F, S	2
ID 230	Studio II	F, S	2
ID 231	Computer Design I	F	3
ID 270	Portfolio I	F	1
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	F, W, S	2
	Total Third Semester Credit Hours		**16**
Fourth Semester			
ID 205	Resources & Career Issues	W	2
ID 211	Modern Furnishings & Architecture	F, W	2
ID 232	Computer Design II	W	3
ID 271	Portfolio II (**capstone**)	W	1
ID 275	Business of Interior Design	W	3
FIN 101	Personal Finance	F, W, S	3
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*		2
	Total Fourth Semester Credit Hours		**16**
Optional Course Recommendations			
ART 101	Survey of Art History	F, W, S	3
ART 106	Introduction to Drawing	F, W, S	3
BUS 120	Consultative Sales/Customer Relations	W, S	3
LS 110	Environment Science	F, W	3
PHIL 225	Critical Thinking and Reasoning	F, W, S	3
SS 101	Introduction to Psychology	F, W, S	3

Interior Design

Interior Design AAS (4 Semesters) -

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

SALES ASSOCIATES

Interior Design Program

This program provides students with necessary design skills along with professional selling skills in

order to prepare them for employment in design-related firms.

Interior Design Competencies

General Areas of Competence

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

Demonstrate knowledge of design theory and history.
Demonstrate understanding of design process.
Demonstrate understanding of various design components - e.g., colour, textiles, furniture construction,
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.

Interior Design

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.

Interior Design Sales Certificate (2 Semesters)

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.

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions F W S	4

	Total Religion Credit Hours		**4**
College wide Courses			
COM 122	Interpersonal Communications	F W S	3
ENG 101	Introduction to College Writing	F W S	3
IT 102	Computer Applications	F W S	3
FIN 101	Personal Finance	F W S	3
	Total College wide Courses Credit Hours		**12**
Certificate Courses			
BUS 120	Consultative Sales/Customer Service	F W	3
ID 104	Principles of Design	F W S	2
ID 105	Introduction to Interior Design	F W	3
ID 110	Color Theory	F W S	2
ID 125	Drafting	F W S	3
ID 128	Textiles	F W	2
ID 210	Historical Furnishings & Architecture	F W	3
ID 211	Modern Furnishings & Architecture	F W	2
ID 199	Interior Design Internship	F W S	1
	Total Program Courses Credit Hours		**21**
Total Credit Hours for the Program			**37**

Interior Design Sales Certificate Prerequisites

Program Preparatory Courses and Departmental Requirements

1. ENG 87, **ENG 88**, **ENG 90**,**ENG 99**, **MAT 90**, and **MAT 97** are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions in the online catalogue. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 102, Computer Applications, is required the first semester. Students, who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard, should take IT 100, Introduction to Keyboarding, concurrently with IT 102.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, 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 enrol in that course to be allowed to enrol 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 board with their application to the admissions department. no later than August 1st for Fall Semester, December 1st for Winter Semester, and May 1st for Summer Session. Use this link to find specifications for this colour board or you may go to Admissions for a printed copy. Students who meet the admissions requirements are admitted n 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.

Interior Design Sales Certificate Semester Sequence

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

First Semester

IT 102	Computer Applications	F W S	3
ENG 101	Introduction to College Writing	F W S	3
ID 104	Principles of Design	F W S	2
ID 105	Introduction to Interior Design	F W	3
ID 210	Historical Furnishings	F W	3
ID 125	Drafting	F W S	3
Religion	Book of Mormon I or II	F W S	2
	Total First Semester Credit Hours		**19**
Second Semester			
BUS 120	Consultative Sales/Customer Service	F W	3
COM 122	Interpersonal Communications	F W S	3
ID 128	Textiles	F W	2
ID 110	Color Theory	F W	2
ID 211	Modern Furnishings & Architecture	F W	2
ID 199	Interior Design Internship (capstone)	F W S	1
FIN 101	Personal Finance	F W S	3
Religion	Select from among Religion Courses	F W S	2
	Total Second Semester Credit Hours		**18**

Interior Design Sales -(2 semesters)

GRADUATION REQUIREMENTS

1. A minimum of 37 total semester credit hours.
2. A 2.0 GPA or better in all ID coursework.
3. A cumulative grade point average of 2.0 or better.

GEN. STUDIES & TRANSFER

General Studies Transfer Degrees

The Associate of Science in General Studies is transferable to all four-year institutions in Utah which are accredited by the Northwest Commission on Colleges and Universities. The degree has been designed specifically to meet the general education requirements of those institutions but is recognized by accredited colleges and universities throughout the United States.

Join with other students who prefer to learn in a setting where freshman classes are small - our average class size is 20 students. Learn from a dedicated professional faculty; no teaching assistants are employed.

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 advisors to receive transfer articulation agreements and guides that are available.

PROGRAMS

AS IN BUSINESS

Business Transfer Areas of Competence

Business Associate of Science Degree (BUS AS)
(4 semesters)

General Areas of Competence

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

- Communicate written, oral and visual ideas in clear, correct and concise form.
- Demonstrate mathematical proficiency including statistics and calculus.
- Apply correct principles of law and ethics.
- Understand accounting theory and practice for financial reporting and managerial tools for decision making.
- Solve problems, explore issues and make decisions based on reason and creativity.
- Operate standard computer software applications.
- Interact successfully with others to achieve positive goals.
- Recognize that continuing to acquire and analyze knowledge provides a strong foundation for life.

Business Transfer 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 catalogue 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.**

Business Transfer 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.

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions *(Click here for specifics on Religion course requirements)*	8
	Total Religion Credit Hours	**8**

College wide Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
	Total College wide Courses Credit Hours	**12**

Program Courses

ACC 105	Financial Accounting	4
ACC 110	Accounting in Quick books	3
ACC 212	Managerial Accounting	3
BUS 121	Business Law & Ethics	3
ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3
ENG 201	Intermediate College Writing	3
IT 201	Advanced Computer Applications	2
MAT 110	College Algebra	4
MAT 111	Calculus	3
MAT 252	Statistics	3
COM 121	Principles of Public Speaking	3
	Total Program Courses Credit Hours	37

General Education Requirements

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

Fine Arts 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
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 (select one)		
LS 103	Nutrition & Health	3
LS 110	Environmental Biology	4
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	Introduction to Meteorology	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 Program		**69**

Business Transfer Prerequisites

Program Preparatory Courses and Departmental Requirements

1. **ENG 87**, **ENG 88**, **ENG 90**, **ENG 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. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 102, Computer Applications, is required the first semester. Students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 100, Introduction to Keyboarding, concurrently with IT 102. [ldh1] (about:blank#_msocom_1)

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 102, 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 enrol in that course to be allowed to enrol in other courses.

5. MATH 104 is preparatory to MATH 110. See Course Descriptions.

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 compl

Business Transfer Semester Sequence

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

First Semester		
ACC 105	Financial Accounting	4

COM 122	Interpersonal Communications	3
ECON 162	Macroeconomics	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
	Total First Semester Credit Hours	**18**
Second Semester		
ACC 110	Accounting in Quick books	3
BUS 121	Business Law & Ethics	3
FIN 101	Personal Finance	3
IT 201	Advanced Computer Applications	2
MAT 110	College Algebra	4
Elective	See Electives/MATH 104 if needed	3
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Second Semester Credit Hours	**16 - 20**
(16 - 20 credits hours depending on what MAT course you test in to)		
Third Semester		
ECON 161	Microeconomics	3
ENG 201	Intermediate College Writing	3
MAT 252	Statistics	3
Elective	See Electives	3
Elective	See Electives	3
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Third Semester Credit Hours	**17**

Fourth Semester		
ACC 212	Managerial Accounting	3
COM 121	Principles of Public Speaking	3
MAT 111	Calculus	3
Elective	See Electives	3
Elective	See Electives	3
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Fourth Semester Credit Hours	**17**

Business Transfer

Graduation Requirements

1. A minimum of 69 total semester credit hours as outlined below.
2. A grade of C or better in all BUS AS core courses.
3. A cumulative grade-point average of 2.5 or better.

AS IN GENERAL STUDIES

General Studies

Why an Associate of Science Degree?

1. Gives you a head start at your university studies
2. Meets the general education requirements for college transfer
3. The associate of science program will teach you basic workplace skills
4. Will help you become computer literate
5. Will broaden your perspective

General Education

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.

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.

General Education

Career Opportunities

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.

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 Education Degree 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.

Course #	Title	Credit Hours
Religion	Click to view Religion Course Descriptions *(Click here for specifics on Religion course requirements)*	8
	Total Religion Credit Hours	**8**
College wide Courses (first year)		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
FIN 101	Personal Finance	3
	Total College wide Courses Credit Hours	**12**
English/Math Requirements (second year)		
ENG 201	Intermediate College Writing	3
ENG 220	Professional Business Writing	2
MAT 110	College Algebra	4
	-OR- (see an Advisor)	
MAT 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 nine hours in the Fine Arts/Humanities distribution and six hours in both the Life/Physical Science and Social Science distributions as well as three hours in the American Institutions area for total of 24 hours.		
Fine Arts Distribution/Humanities Distribution (Students must take at least 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
MUS 105	Music & Culture	3
ENG 250	Introduction to Literature	3
ENG 260	Eminent Writers & Themes	3
ENG 270	Genres of Film	3
PHIL 225	Critical Thinking & 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 Biology	3
LS 120	Field Botany w/Lab	3
LS 130	Health & Lifestyle Management	3
LS 265	Anatomy & Physiology	4
B. Math & Physical Sciences:		
MAT 252	Statistics	3
PS 108	Introduction to Astronomy	3
PS 120	Introduction to Physical Geography	3
PS 130	Introduction to Meteorology(IS)	3
Social Sciences Distribution (select two)		
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 (select one)		
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 the 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 pages for requirements.

Certificate	Elective hours required
Accounting	13
Professional Sales	12*
Windows Administration	16
Interior Design Sales Associate	21
Medical Assistant	22**
Medical Office Assistant	17
Medical Coding	15***
Medical Transcription	16***
Administrative Assistant	14
Entrepreneurship Certificate of Completion	7

* If ECON 161 is taken to fulfill the Social Science requirement and COM 121 is taken to fulfill the Fine Arts/Humanities requirement for the General Studies degree.
** If LS 265 is taken to satisfy the Life Science requirement and SS 101 is taken to satisfy the Social Science requirement for the General Studies degree.
*** If LS 265 is taken to satisfy the Life Science requirement for the General Studies degree.

General Education Prerequisites

Program 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 90**, **ENG 99**, **IT 98**, **MAT 90** AND **MAT 97** are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.

3. IT 102, 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, email, Internet Browser use, and basic word processing . 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.

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 enrol in that course to be allowed to enrol in other courses.
5. **MAT 97** is preparatory to **MAT 106**. See Course Descriptions.
6. **MAT 104** is preparatory to **MAT 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 assessment.
9. **MAT 111** Calculus is recommended for A.S. students who plan to major in business at the four-year institution they will attend.

General Studies Semester Sequence

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

First Semester		
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
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	**16**
Second Semester		
COM 122	Interpersonal Communications	3
FIN 101	Personal Finance	3
General Ed.	See Note 1 below	6
Elective	See Note 2 below	3
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Second Semester Credit Hours	**17**
Third Semester		
ENG 201	Intermediate College Writing	3
POLS 110 or HIST 170	American Institutions Course	3
General Ed.	See Note 1 below	3-4
Elective	See Note 2 below	3
Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
	Total Third Semester Credit Hours	**14-15**
Fourth Semester		
ENG 220	Professional Business Writing	2
MAT 110	College Algebra	4
	OR (see an advisor)	
MAT 106	Introduction to Quantitative Analysis	3
General Ed.	See Note 1 below	9

Religion	Select from among Religion Courses *(Click here for specifics on Religion course requirements)*	2
Total Fourth Semester Credit Hours		**16-17**

NOTE 1: See General Education Requirements.
NOTE 2: Associate of Science students may carefully choose electives to obtain a one-year applied skills certificate. For example, a student may obtain an Accounting Certificate by taking ACC 101, ACC 102, ACC 104, and BUS 121 as electives. Students interested in any certificate program should see a General Studies Department academic advisor.

General Education

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.
4. **Graduation Checklist** [*Printable Version*]

INSTITUTE OF RELIGION

Institute of Religion

LDS Business College is sponsored by The Church of Jesus Christ of Latter-day Saints; however, other faiths are represented on the campus and all are welcome.

The Church of Jesus Christ of Latter-day Saints has always maintained that education is not complete without the study of religion. For this reason, 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.

Required Institute Courses

Eight credit hours of religion taken from LDS Business College are required for all students to graduate with an AAS and/or AS degree. Four credit hours of religion, taken from LDS Business College, are required for one-year Certificate programs. All students must complete two credit hours of religion in Book of Mormon, either Rel. 121 or 122. Students are encouraged to enrol in Book of Mormon their first semester to ensure completion.

Because regular gospel study should be a continuous part of a student's college experience, it would be ideal to take one religion class each semester of enrolment. To encourage this, no more than 4 hours of religion credit per semester may be counted toward the required religion hours to be taken at LDSBC. Each course may be taken only one time for credit. If any course is taken more than once, credit will only be given for the class in which the student receives the highest grade.

Students transferring to LDS Business College should refer to the chart below to determine the number of religion hours required to be taken at the College.

Total credits needed from LDSBC	Religion hours required
50 or more	8
33-49	6
32	4

Religion classes taken at Church Schools and LDS Institutes of Religion do not count toward the Religion requirements to be taken at LDS Business College. However, Book of Mormon classes taken from other institutions for transfer credit fulfil the requirement to take either Book of Mormon Rel 121 or 122, but are not counted as part of the required hours to be taken at LDS Business College.

Institute Choir

Only two credit hours of Institute Choir can count toward the religion requirement.

Open Choir:

This choir is open for any students of the LDS Business College who desire an uplifting experience in

bearing testimony of our Savoir through music. Participation in a choir is a great way to make close friends and share meaningful experiences.

Latter-day Jubilee:

This choir provides an opportunity for students to bear testimony of the Savoir through music as well as entertain through a variety of music performance opportunities. Membership requires an audition and some extracurricular time. Auditions must be scheduled through the Institute office. Students will be selected on the basis of talent and performance skills. This class meets Monday through Thursday each week at 1:30 p.m.

Course Descriptions

Accounting Course Descriptions

Accounting ACC 101 – Financial Accounting I (3)

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)

Prerequisites: ACC 101 with C or higher

Examines concepts, journal entries and alternatives: 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)

Prerequisites: ACC 101 with C or higher

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 105 - Financial Accounting (4)

Prerequisites: None

Introduces the basics of accounting: accounting equation, transaction analysis and recording journal entries, accounting cycle, financial statements, matching concept, adjusting entries, closing entries, worksheets, subsidiary ledgers and special journals. Further, examines accounting concepts and procedures: cash, bank reconciliations, receivables, allowance method, estimation and pricing methods for inventories, plant assets and methods of depreciation, sole proprietor, partnership, and corporate forms of business organization including differences in presentation of equity sections for each; distributions and dividends.

ACC 110 - Accounting in QuickBooks (3)

Prerequisites: ACC 102, or ACC105, with C or higher

Introduces computerized general ledger accounting. Focuses on taking accounting princiiples and procedures previously learned and developing skills for their application through the use of accounting software, including sales / receivables, expenses / accounts payable, payroll, journal entries, chart of accounts, and automated general ledger. Projects will be used to guide students through an

accounting cycle including the preparation of computer-generated financial statements and various special reports.

ACC 201 – Intermediate Accounting I (3)

Prerequisites: ACC 102 or ACC 105, with C or higher

Examines in more depth and detail the financial accounting procedures and reporting and evaluation of results of operations through income statements, balance sheets, statements of cash flow, and associated worksheets. Also focuses on revenue and expense recognition, working capital, and ratio analysis of financial statements. Taught Fall Semester only.

ACC 202 – Intermediate Accounting II (Service Learning) (3)

Prerequisites: ACC 201 with C or higher

Continues ACC 201. Covers plant assets, depreciation, depletion, amortization, corporations, stock transactions, retained earnings, instalment sales, consignment sales, equity financing. Students will apply the skills learned by perform accounting service for a non-profit organization. Taught Winter Semester only.

ACC 205 – Integrated Computer Accounting (1)

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 210 – Advanced QuickBooks (3)

Prerequisites: ACC 101, 102, 104, IT120

In-depth QuickBooks skills development by applying the functions to case studies of business accounting challenges. Taught Winter Semester only.

ACC 211 – Cost Accounting (3)

Prerequisites: ACC 102 with C or higher

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 labour, 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)

Prerequisites: ACC 102 with C or higher

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)

Prerequisites: ACC 101 with C or higher

Introduces individual income tax return preparation. Special attention is given to working with the basic federal income tax.

Aerospace Course Descriptions

Aerospace (Air Force ROTC)

AEROS 1010 – Foundations of the USAF (1)

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)

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)

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)

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)

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)

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)

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 honours. 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)

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 honours. First-hand exposure to various career opportunities within the Air Force and their applications on a typical Air Force base.

Art Course Descriptions

Art- ART 101 – Survey of Art History (3)

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)

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)

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)

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. Students are introduced to basic image editing using Photoshop. All work is accomplished in Digital format. Students will need a digital camera that has manual settings for shutter and aperture.

Business Course Descriptions

Business

BUS 108 -- Business Fundamentals (2)

Prerequisites: None

Successful completion of this introductory course trains the student in the basic principles of the free enterprise system in the context of the expanding global economy. Provides an understanding of how today's technology and communications have made the world "flat" in commerce and competition. In addition, explains the fundamentals of starting and running a business, basic business "survival skills," and the interrelationship among the four functional areas of marketing, management, finance, and accounting.

BUS 120 -- Consultative Sales & Customer Relations (3)

Prerequisites: None

Provides a real-world, hands-on opportunity with for-profit and not-for-profit companies. The student will collaborate with an organizations' management in learning and practicing the techniques of consultative selling and quality customer care. Skills are developed by role-playing direct sales and customer relations encounters, case studies, in-class demonstrations, and partnering with a mentor to research and present a product or service, including the product's industry, company, competitors, and prospective customers. In addition, the student will assist in recruiting for the college and organizing the annual LDSBC Career Fair (Winter Semester only.)

BUS 121 -- Business Law & Ethics (3)

Prerequisites: None

Develops sensitivity to ethics in business. Through class discussion and case studies, this course provides practical business knowledge of contracts, sales, negotiable instruments, real estate, warranties, business organizations, employment issues, torts, consumer protection and Internet law.

BUS 151 -- Principles of Marketing (3)

Prerequisites: None

Provides a real-world, hands-on opportunity with for-profit or not-for-profit companies. The student will collaborate with an organization's marketing managers in performing market research, determine target marketing and segmentation, developing product/service requirements, pricing and distribution strategies, analyzing buyer behaviour and ethical considerations, and recommending promotion and advertising methods. (This is a service-learning course.)

BUS 199 -- Business Internship (2)

Prerequisites: Approval of program director

Provides work experience in student's field of study with a one-hour weekly lab during the first four weeks of the semester. The student will develop measurable learning objectives related to the business degree/certificate competencies that can be documented and accomplished during the semester. The internship allows the student to relate classroom study with on-the-job application of knowledge and skills. Two objectives and a minimum of 60 work hours are required per credit hour with 2 credit hours possible.

BUS 200 -- Project Management (2)

Prerequisites: None

Trains in the basic concepts of project management, utilizing Microsoft Project software. Includes project integration, scope, time, cost, quality, human resources, communications, risk, and procurement management. Prepares students to pass the Certified Associate Project Manager (CAPM) exam. This can result in employment in an entry level position in the project management field.

BUS 201 -- Principles of Management (3)

Prerequisites: None

Provides a real-world, hands-on opportunity with for-profit or not-for-profit companies. The student will collaborate with an organization's management in performing a study of how the key elements of planning, organizing, leading, and controlling are applied. The student will present recommendations for improvement, utilizing effective management theories and practices. Emphasis will be on class discussion, case studies, small-group activities, and written and oral communication.

BUS 205 -- Human Resource Management (2)

Prerequisites: None

Trains students in personnel supervision and conflict resolution, human relations, performance appraisal, manpower planning, communication, training and governmental regulations. Provides skills in compensation administration including wage, salary, incentive and benefits administration.

BUS 225 -- Advanced Sales & Marketing (2)

Pre requites: BUS 120 and BUS 151

Provides advanced training in consultative sales through a required out-of-class selling stint with a real-life organization. The student will further hone skills and techniques learned through the introductory sales course (BUS 120), as well as concentrate on how to organize, manage, and measure an effective sales team. In addition, the course focuses on teaching insights essential for marketing an entrepreneurial venture, utilizing innovative and financially-responsible marketing strategies. The student will prepare a marketing plan to launch the entrepreneurial venture and market it during the first two years of business operation.

BUS 260 -- Financial Management for Small Business (3)

Prerequisites: BUS 108 and ENTR 140, ACC 105, and should be taken concurrently with BUS 201

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. The student will collaborate with a real-world organization's management in performing a study of its financial management performance.

BUS 295 -- Business Analysis (Capstone) (2)

Prerequisites: BUS 108 and ENTR 140, BUS 121, BUS 151, BUS 201, BUS 260, and ACC 105

Upon completion of this project-based course, the student will be able to identify management problems that frequently arise in business and use problem-solving skills to formulate solutions. The course is structured around case studies and actual business situations, wherein the student can apply the knowledge of business concepts and techniques learned. In addition, the student will finalize a comprehensive employment portfolio encompassing their body of work over the previous semesters.

Business Administrative Support Courses.

BAS 129 Office Procedures (Service Learning) (3)

Only Taught Fall Semester Day; Winter Semester Night

Prerequisites: IT 102 (may be taken concurrently); ENG 101 and 115 (both may be taken concurrently); verified keyboarding speed of 20 correct words per minute or higher without watching the

keyboard

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

BAS 137 Introduction to Transcription (1)

Only Taught Fall and Winter Semester Day; Fall Semester Night

Prerequisites: IT 102 (may be taken concurrently); ENG 101 and ENG 115 (both may be taken concurrently); minimum verified keyboarding rate of 35 correct words per minute or concurrent enrolment in IT 108

Develops basic skills required to transcribe business documents using transcription equipment. This course stresses the transcription process of listening and transcribing concurrently. Students use reference materials to produce documents with correct word usage, grammar, spelling, and punctuation. Students are encouraged to increase their transcription rate and produce error-free business documents.

BAS 138 Introduction to Legal Procedures (3)

Only Taught Winter Sem Only Taught Fall Semester Dayester Day

Prerequisites: IT 102; BAS 129 (may be taken concurrently); minimum verified keyboarding rate of 35 correct words per minute and concurrent enrolment in IT 109

This course introduces guidelines for preparing simple legal documents using Corel WordPerfect® and Microsoft® Word. Students develop skills in macro and template use, merging documents, redlining, and other word processing skills. The course covers a basic understanding of various types of law offices, law-office ethics, the court system, legal references, and administrative agencies. Students will be exposed to the courts, the law library, the law office setting, and legal research.

BAS 199 Certificate Internship (1)

Prerequisites: IT 102; BAS 129

This course must be taken the second semester. Course provides work experience in the student's field of study. Students spend a minimum of 45 hours working (either paid or volunteer) in a business that utilizes the skills developed in IT 102 and BAS 129. This course provides actual work experience in a business setting and assists students in evaluating that their career choice is indeed the correct choice for them.

BAS 205 Software Projects (3)

Only Taught Fall Semester Day

Prerequisites: BAS 129, BAS 137, IT 201, BAS 199 (may be taken concurrently), ENG 220 (may be taken concurrently), IT 151(may be taken concurrently).

Students will complete software business projects utilizing integrated software skills developed in the IT 102 and 201 courses.

BAS 231 Medical Office Procedures (3)

Only Taught Fall and Winter Semester Day

Prerequisites: Verified keyboarding speed of 50 correct words per minute or concurrent enrolment in IT 109; IT 102; HP 140; only MAA majors have a prerequisite of BAS 129

Presents the fundamentals of medical office procedures including patient reception, appointment scheduling, financial record keeping, insurance billing, and coordinating work schedules. Provides experience in processing records for outpatient settings. This course addresses ethical and legal requirements and restrictions for record retention, transfer, and disposal. Students are introduced to a medical office software program that facilitates scheduling, patient record keeping, billing, insurance filing, and other data entry needs.

BAS 235 Medical Transcription (3)

Only Taught Fall and Winter Semester Day

Prerequisites: Verified keyboarding speed of 35 correct words per minute, BAS 137, and concurrent enrolment in IT 109, IT 102, ENG 101, ENG 115, HP 140

This course provides experience transcribing medical dictation. Students will increases familiarity with basic and specialty medical terminology and with various types of medical reports and documents. Stresses practice using reference materials, proofreading, and increasing transcription rate.

BAS 237 Legal Transcription (3)

Only Taught Fall Semester Day

Prerequisites: Verified keyboarding rate of 50 correct words per minute and concurrent enrolment in IT 110; BAS 137; BAS 138 (taken within the past three years); BAS 238 (taken concurrently).. This course should be taken in conjunction with BAS 238, Advanced Legal Procedures. Provides legal document transcription in the following areas: court pleadings, tort, family law, corporate law, legal agreements, estate planning, probate/wills, real estate, and bankruptcy. Students will increase transcription rate and gain experience in document editing and correction using Corel WordPerfect® and Microsoft® Word.

BAS 238 Advanced Legal Procedures (4)

Only Taught Fall Semester Day

Prerequisites: Verified keyboarding rate of 50 correct words per minute and concurrent enrolment in IT

110; BAS 138 (taken within the past three years); BAS 237 (taken concurrently); IT 110 (may be taken concurrently);

A sequential course for Legal Administrative Assistant students. Focuses on training in litigation, contracts, torts, criminal law, family law, business law, real estate law, estate planning, probates, guardianships, and bankruptcy. Legal document formatting using Corel WordPerfect® and Microsoft® Word will be emphasized. A law office notebook will be completed.

BAS 296 Portfolio Development (Capstone) (2)

Only Taught Fall and Winter Semester Day

Prerequisites: All BAS, IT, and HP courses to the 4th semester with a C grade or higher (must be verified by academic advisor); to be taken the last semester before graduation; Recommend concurrent enrolment in BAS 299.

This course helps students develop a professional portfolio that displays samples of skills developed in the Executive, Legal, or Medical Administrative Assistant AAS degree. Students will develop a professional portfolio that will showcase skills developed during the course of study. Course is not available summer.

BAS 299 Internship (Capstone) (2)

Prerequisites: All BAS, IT, and HP courses to the 4th semester with a C grade or higher (must be verified by academic advisor); to be taken the last semester before graduation; an internship position (either paid or unpaid) must be secured prior to the end of the fourth week of the semester. Recommend concurrent enrolment in BAS 296 Portfolio Development.

This course requires 120 hours of on-site work experience in the student's major. Students will attend required class sessions and/or individual appointments as scheduled throughout the semester. Students will demonstrate mastery of degree competencies through on-the-job application of knowledge and skills specific to the Executive, Legal, or Medical Administrative Assistant AAS degree. Note: If an internship opportunity is needed, contact the Career Management office one month prior to the beginning of the semester for assistance.

Business Information Systems Course Descriptions

Business Information Systems

IS 181 – Security and Windows Client Support (3)

Prerequisites: IT 102 (may be taken concurrently); recommended minimum keyboarding speed of 20 cwpm without watching the keyboard.

This course covers the basics of workstation, server, infrastructure, and personnel security. Students have hands on experience hardening and security network hardware and software. In addition, students are prepared to take the Security + IT certification (This is optional).

IS 185 – Windows Server and Networking (4)

Prerequisites: IS 181

This course prepares students to support Microsoft Windows Servers. 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 file, print, Web, and terminal services. This course also prepares students to take the Microsoft Exam:

MCTS: Windows Server 2008 Network Infrastructure Configuration.

Student will also take on of these exams.

IS 199 – Support Internship (2)

Prerequisites: None All third semester BIS Degree should enrol in this course. The internship can be paid or unpaid position and the 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 BIS Degree. 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.

IS 230 – Advanced Spreadsheets and Databases (3)

Prerequisites: IT 201

Provides in-depth skills in using Excel and Access to organize, calculate, present, and recover business data. This class also introduces students to macros and Visual basic. Taught Fall Semester only.

IS 240 – Web and Information Systems for Business (3)

Prerequisites: None

Using information systems to solve business problems and improve business effectiveness. Provides hands-on exposure to databases; Visual Basic for applications, access, system design, network security, HTML development and other software applications. Students will publish a website and register a domain name. Taught Winter Semester only.

IS 242 – Systems Design and Analysis (3)

Prerequisites: IT 201

Analysis and Design systems for business; focus on System Life Development Cycle. Student will also learn the basics of project management. Students will learn to use Microsoft Visio and Project during the design process. Taught Fall Semester only.

IS 245 – Introduction to Programming (3)

Prerequisites: IS 242

Provides skills in object-oriented program design and development; principles of algorithm formulation and implementation. Student will learn the basics of Windows, Web and Mobile development using Microsoft Development tools. Taught Winter Semester only.

IS 247 – Database Design and Implementation (3)

Prerequisites: IS 130

Teaches concepts and techniques of database administration and small system development; topics include data normalization, design methodology, DBMS functions, database administration and other concepts; hands-on projects on Microsoft SQL. TSQL is also taught. Students will be prepared to take Microsoft Certified Technology Specialist exam for SQL server. Taught Winter Semester only.

IS 290 – Linux Administration (3)

Prerequisites: IT 185

Teaches principles Linux administration and focus on user, group, printer and file systems rights. Students also basic shell scripting. Students are prepared to take the Linux + IT certification. Taught Winter Semester only.

Communications Course

Communications

COM 121 – Principles of Public Speaking (3)

Prerequisites: IT 102 (or concurrent enrolment)

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)

Prerequisites: None

Explores intra- and interpersonal human communication through small-group interaction and role-playing. Emphasizes College wide Courses including communication styles, listening, self-esteem, goal setting, creative thinking, problem solving, teamwork, customer service, negotiation, diversity, managing stress and conflict constructively, and recognizing the effects of personal attitudes on organizational effectiveness and productivity. Students increase their effectiveness in working with people personally and professionally.

Economics Course Descriptions

Economics- ECON 161 – Microeconomics (3)

Prerequisites: Accounting 101 recommended

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, labour and capital, and addresses the redistribution of income by taxation and welfare programs.

ECON 162 – Macroeconomics (3)

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 Course Descriptions

English - ENG 87 – Listening/Speaking for Non-native Speakers (2)

Prerequisites: ENG 88 concurrently; taken the student's first semester. All incoming international students must enrol 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 no 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 (4)

Prerequisites: ENG 87 concurrently; taken the student's first semester. All incoming international students must enrol 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 90 – Basic English (3)

Prerequisites: Student with an ACT score of 15 or less or a COMPASS writing score of 50 or less and a reading score of 70 or less are required to take this course.

Helps students with limited writing skills improve skills and gain confidence. Focuses on writing correctly structured sentences, developing paragraphs using topic sentences, and using evidence. Includes comprehensive grammar review. Students must have a P (pass) to enroll in the next course. This course is non-matriculated: the credits do not count towards the total credit hours required for graduation.

ENG 99 – College Preparatory English (3)

Prerequisites: Students with an ACT score of 16-18 or a COMPASS writing score of 51-74 and a reading score of 71-80 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 short essays. Introduces research strategies. 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 enrol in the next course. This course is non-matriculated: the credits do not count towards the total credit hours required for graduation.

ENG 101 – Introduction to College Writing (3)

Prerequisites: Students with an ACT score of 19 or above or COMPASS writing score of 75 or above and a reading score of 81 or above. Concurrent enrolment in IT 102.

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 enrol directly in ENG 201.

ENG 115 -- Document Editing (2)
Perquisite: ENG 101 (may be taken concurrently)
Concentrates on developing effective punctuation, business grammar, vocabulary, spelling, capitalization and proofreading skills. This course is required of all BAS department students and should be taken during the first semester.

ENG 201 – Intermediate College Writing (3)

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)

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.(BETA Version of this course taught as a 3 credit course winter semester 2010. All components of ENG 220 exist, added is an oral presentation compound.

ENG 250 – Introduction to Literature (3)

Prerequisites: ENG 101
Introduces students to the study of fiction, drama, poetry and cinema. Students practice techniques of literary analysis as well as exchange ideas freely, both in small and large groups, toward an understanding of human values. Taught only Winter semester.

ENG 260 – Eminent Writers & Themes in Literature (3)

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. Taught only Fall semester.

ENG 270 – Genres of Film (3)

Prerequisites: 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.

Entrepreneurship Course Descriptions

ENTR 140 -- Entrepreneurship Fundamentals (2)

Prerequisites: None

Provides an understanding of the role of entrepreneurial business in the United States and the impact on the national and global economy. The student will evaluate the skills, attitude, and commitment necessary to successfully operate an entrepreneurial venture. Emphasis will be on reviewing the challenges and rewards of entrepreneurship as a career choice, as well as entrance strategies to accomplish such a choice. Provides training on key elements of a business plan.

ENTR 170 -- Opportunity Analysis (2)

Prerequisites: BUS 108 and ENTR 140

Successful completion of this course provides the student the ability to identify and evaluate small business ideas through a step-by-step process incorporating the current economic, social, and political climate. Explains how demographic, technological, and social changes create opportunities for start-up ventures. The student will be required to devise a business idea during this class that will be worked on as well in the BUS 225 (Advanced Sales and Marketing) and BUS 290 (FastTrac Business Plan) courses.

ENTR 200 -- Entrepreneurship Ventures (2)

Prerequisites: BUS 108 and ENTR 140

Trains the student in the various formats in which to successfully launch and grow a small business, including home-based, family, and franchising. Emphasis is on application with real-life companies, case studies, and class discussion, intermixed with small-group activities. The use of the Internet to create an effective web presence for start-up business will also be highlighted.

ENTR 270 -- Business Funding (2)

Prerequisites:
BUS 108 and ENTR 140, ENTR 170, and should be taken concurrently with or after BUS 290
The student will understand the importance and impact of funding sources for their entrepreneurial venture. Reviews the impact of venture capital in every phase of the venture from idea to exit, including planning, team building, and protecting intellectual capital, identifying funding sources, raising money, writing funding agreements, and managing through to an IPO or merger and acquisition. The student will develop and present a funding proposal ready to take to a banker.

ENTR 290 – Fast Trac Business Plan (Capstone) (3)

Prerequisites: BUS 108 and ENTR 140, ENTR 170, BUS 120, ENTR 200, and should be taken concurrently with or before ENTR 270
Trains the student in evaluating a business concept and writing a sound business plan. Enables the student to assess the strengths and weaknesses of a business concept, collect and organize market research data into a marketing plan, and prepare the financial projections for their business concept. As a capstone course, this draws on the student's experience in marketing, selling, general and human resource management, finance, accounting, business law, data processing, teamwork, and entrepreneurship. In addition, the student will finalize a comprehensive employment portfolio encompassing their body of work over the previous semesters.

ENTR 299 -- Entrepreneurship Consulting (2)

Prerequisites: BUS 108 and ENTR 140, ENTR 170, ENTR 200, and approval of program director
Upon successful completion of this course, the student should be able to apply classroom knowledge and activities to the actual experience of incubating a small business. Provides measurable learning objectives related to the degree/certificate competencies that can be documented. A minimum of 60 hours of incubator work are required.

Finance Course Description

Finance-FIN 101 – Personal Finance (3)

Prerequisites: IT 102; P (pass) in MATH 90, ACT score of 15, SAT score of 360 or COMPASS pre-algebra score of 30. **Description:** Provides a semester online course that will develop the lifelong learning skills of distance learning. This is a blended course that meets during each regular class period. Attendance is recorded and students who attend regularly experience much better performance in the course. Class discussion and instructor explanation and assistance is available in

each class. Two proctored exams will be taken in class to assess understanding of concepts and performance skills - one on the first half and the other on the last half of the course. Students learn to identify the appropriate concepts needed to solve personal finance problems and make good personal financial decisions. Excel software is used 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, retirement and estate planning.

History Course Descriptions

History-HIST 170 – American Civilization (Service Learning) (3)

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.)

Information Technology Courses

IT 100 – Introduction to Keyboarding (1)

Prerequisites: None

This course is intended only for students who do not keyboard by touch at 20 cwpm or higher. Students learn to keyboard by touch using correct technique on alphabetic and alpha-numeric copy without watching their fingers or the keyboard. To receive a passing grade in the class, students must achieve a keyboarding rate of 20 correct words per minute or higher. This course is also for students who have never had a keyboarding class or who keyboard at a speed of less than 20 correct words per minute. This is a pass/fail class.

IT 102 – Computer Applications (3)

Prerequisites: Minimum keyboarding speed of 20 correct words per minute or higher without watching the fingers or the keyboard or concurrent enrolment in IT 100, Introduction to Keyboarding

This course satisfies the computer literacy requirement for all students and should be taken during the first semester. Students will develop skill in the use of computer hardware, operating system, networks, Internet, electronic mail, word processing, spreadsheets, and electronic presentations. Students will have the opportunity to earn an IC^3 Certification as part of this course. Students who have earned an IC^3 Certification prior to coming to LDS Business College can present their certification transcript to the

registrar to earn a passing grade (P) for the course.

IT 108 – Skill building I (1)

Prerequisites: Verified keyboarding speed of 20 correct words per minute or higher without watching the keyboard or fingers (based upon a timed writing taken by the first week of the semester); IT 102 (may be taken concurrently)

This course is the first course in a series of three that provide the opportunity to increase keyboarding skills on alphabetic, alphanumeric, and numeric keypad copy beyond 20 correct words per minute. Technique and speed development drills are provided. Students in the Executive, Legal, and Medical Administrative Assistant Majors should take this course their first semester unless enrolled in IT 100, Keyboarding. In this case, IT 108 should be taken during the second semester. This course is open for challenge; check with the BAS Program Director for details.

IT 109 – Skill building II (1)

Prerequisites: Verified keyboarding speed of 35 correct words per minute or higher without watching the keyboard or fingers (based upon a timed writing taken by the first week of the semester); IT 102 (may be taken concurrently).

This course is the second in a series of three skill building courses that provide the opportunity to increase keyboarding skills on alphabetic, alphanumeric, and numeric keypad copy beyond 35 correct words per minute. Technique and speed development drills are provided. Students in the Executive, Legal, and Medical Administrative Assistant Majors are required to take this course. This course is open for challenge; check with the BAS Program Director for details.

IT 110 – Skill building III (1)

Prerequisites: Verified keyboarding speed of 50 correct words per minute or higher without watching the keyboard or fingers (based upon a timed writing taken by the first week of the semester); IT 102

This is the third in a series of three skill building courses that provide the opportunity to increase keyboarding skills on alphabetic, alphanumeric, and numeric keypad copy beyond 50 correct words per minute. Technique and speed development drills are provided. A student's grade will be dependent on the percentage of increase in speed achieved during the semester. This course is intended primarily for Legal and Medical Administrative Assistant majors.

IT 151 – Visual Communications (3)

Only Taught Fall and Winter Semester Day

Prerequisites: IT 102 (may be taken concurrently); ENG 101 and 115; verified keyboarding speed of 20 correct words per minute (cwpm) or higher without watching the keyboard or their fingers.

Students will learn and apply the principles of good page layout and design using Adobe® In Design

and Acrobat software. Skills will be developed and utilized in the completion of print projects such as flyers,

Portfolio template and newsletters. In addition, students will develop both an online portfolio template and an online newsletter. A hybrid learning approach is employed using independent software training, class discussion, team collaborative activities, and individual projects.

IT 201 – Advanced Computer Applications (3)

Prerequisites: IC3 Certification

This course prepares students to use computer integrated business software tools including advanced word processing, spreadsheets, presentations, and database skills. A grade of B- or higher in each module is required in order to transfer this course to another institution.

Language Course Descriptions

Language- LAN 101 – Beginning Spanish (3)

Prerequisites: Students who speak Spanish may not enroll in LAN 101.
Teaches beginning skills in listening, speaking, reading and writing Spanish.

Learning Enhancement Course Descriptions

LE 100 – Learning Techniques (2)

Prerequisites: See preparatory courses and departmental requirements. Required during the first semester of all students with a high school grade point average of 2.0 or less. Students placed on academic probation are required to take LE 100 and it 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 2.5.
Emphasizes learning strategies including discovering and using your learning style, thinking critically, taking notes, reading text, and taking tests more effectively and efficiently.

LE 110 – Tutoring Training – Level 1 (1)

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)

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)

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)

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 115 – Foundations of Learning (1)

Prerequisites: None
LE 115 offers principles that can help you have a positive and successful college experience. You can also learn how to maximize opportunities available to you at LDS Business College. Additionally, this course can help you prepare to be more serviceable in work, home, Church, and other settings; all in an environment free from the stresses of more traditional classes. Four major objectives of the course are:

To familiarize you with prophetic guidance and counsel about the kind of experience you should have here
To help you effectively respond to Elder Oaks and President Faust's challenge to become something and not just know something
To explore ways to better learn by study and by faith and understand what education can be like when done the Lords way
To empower you to overcome challenges in college and in life
The course also offers opportunities to connect meaningfully with the campus, students, and with staff members who are committed to your success. These objectives are met as you engage in interesting and meaningful activities, discussions, and projects in and out of the classroom. The College strongly recommends this course for everyone.

LE 120 – Career Exploration (2)

Prerequisites: None Heightens awareness of how values, interests and aptitudes play an important role in career decisions; the difference between rational, effective career decision making and ineffective approaches; the importance of developing a long-range perspective for career planning; effects of self-concept on occupational choices; how "families" of occupations resemble and differ from each other; ways to avoid stereotyping which limits opportunities; how to narrow the field of possibilities; how to plan strategies to attain career goals.

LE 124 – Career Strategies (1)

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 Course Descriptions

Life Sciences- LS 103 – Nutrition & Health (3)

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 (3)

Prerequisites: None

Introduces principles of ecology: the interconnected relationships among organic and inorganic components of global ecosystems. Explores human attitudes toward our impact on the environment.

LS 120 – Field Botany w/Lab (3)

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)

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)

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.

Math Course Descriptions

Mathematics-MATH 90 – Basic Mathematics (2 credit hours):

Available Fall, Winter, and Summer

Prerequisites: None

Description: This is a P/F class and does not count towards graduation credit hours. Reviews fractions, decimals, mixed numbers, operative properties, percentages, and signed numbers.

MATH 97 – Introductory Algebra (3 credit hours):

Available Fall, Winter, and Summer

Prerequisites:

P (pass) in MATH 90, 17 on ACT math, 410 on SAT math, or COMPASS pre-algebra score of 40.

Description: This is a P/F class and does not count towards graduation credit hours. Designed to prepare students for MATH 104 or MATH 106. Covers rules of operation, first degree equations, inequalities, exponents, and graphing.

MATH 104 – Intermediate Algebra (3 credit hours):

Available Fall, Winter, and Summer **Prerequisites:**

P (pass) in Math 97, 18 on ACT math, 440 on SAT math, or COMPASS algebra score of 31.

Description: 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.

MATH 106 – Quantitative Analysis (3 credit hours):

Available Fall, Winter, and Summer

Prerequisites:

P (pass) in Math 97, 18 on ACT math, 440 on SAT math, or COMPASS algebra score of 31.
Description: Provides an application-based program cantered 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 behavioural 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 credit hours): Available Fall, Winter, and Summer

Prerequisites: B- in MATH 104, 22 on ACT math, 520 on SAT math, or COMPASS algebra score of 65. **Description:** Covers equations, inequalities, systems of equations, partial fraction decomposition, conic sections, sequences, counting theory, probability, induction, and the binomial theorem. Covers polynomial, rational, radical, logarithmic, and exponential functions and their graphs.

MATH 111 – Calculus (3 credit hours): Available Fall, Winter, and Summer

Prerequisites: B- in MATH 110 or COMPASS college algebra score of 50.
Description: Teaches calculus designed primarily for business students. Covers limits, derivatives, and integrals of several elementary functions excluding trigonometric functions. Applications include optimization, curve sketching, elasticity of demand, related rate problems, area between curves, and money streams. Covers partial derivatives, optimization of surfaces, and Lagrange multipliers.

MATH 252 – Statistics (3 credit hours): Available Fall, Winter, and Summer.

Prerequisites: B- in MATH 110 or COMPASS college algebra score of 50. **Description:** 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.

Health Professions Course Descriptions

Health Professions- HP 150 – First Aid/CPR for Health Professionals (1)

Co-requisites: Required for all Medical Assistant declared majors Course provides instruction in Basic Life Support for Healthcare providers. The student will learn and demonstrate CPR skills for victims of all ages, use of an automated external defibrillator (AED) and relief of choking. A written exam and skills test must be successfully completed to receive BLS for Healthcare Providers completion card. The student will learn of emergency and disaster response situations within home, work, and

community. This course is for Medical Assistant majors.

HP 106 – Medical Law & Ethics (2)

Prerequisites: None. Required for all Medical Careers majors.

Introduces legal and ethical aspects pertinent to allied health professionals. Fundamentals of statutes and common laws that govern the delivery of health care and professional relationships are introduced. Principles of medical ethics are directly correlated to the principles of law. Federal and state regulatory agencies are defined as they pertain to patient care. Bioethical issues related to health care are reviewed and discussed.

HP 140 – Medical Terminology (3)

Co-requisites: Required for all Medical Careers majors their first semester of classes. Must receive a B- or better. This is a co-requisite course and must be completed with the appropriate grade in order to enrol in most program courses. A repeat of this course will only be allowed once.

Studies the definition, pronunciations, spelling, and correct usage of medical terms and abbreviations. Emphasizes mastery of prefixes, suffixes, word roots, combining forms and plural forms. Use of a medical dictionary and other medical reference material is practiced.

HP 170 – Introduction to Pharmacology (2)

Prerequisites: None. Concurrent with HP 140 or LS 265

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.

HP 197 – Medical Coder Certificate Internship (2)

Prerequisites: HP 226, HP 228 Last semester, Department Chair approval. Required for Medical Coders.

Provides a minimum of 120 hours of directed work and service-learning experience in a clinical site where medical coding skills can be performed. Students are under supervision with ongoing evaluation of performance. Will exhibit service skills and perform various assignments relative to responsibilities of a medical coder. Students shall not receive pay for service-learning internship hours. This is a designated service- learning course.

HP 200 – Introduction to Medical Laboratory Procedures (3)

Co-requisites: HP 140 or LS 265; HP 201 concurrently. Required for Medical Assistants and Executive Medical Assistants. Presents the fundamentals of the purposes, techniques and recording of diagnostic laboratory procedures commonly performed; e.g., urinalysis, haematology, white blood count and cultures. Emphasizes patient preparation for diagnostic studies, preparation of specimens for laboratory study and safety measures.

HP 201 – Medical Laboratory Procedures Lab (0)

Co-requisites: HP 140 or LS 265; HP 200 concurrently. Required for Medical Assistants and Executive Medical Assistants.

Provides supervised practice in performing the procedures learned in HP 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 competency profile and deemed appropriate by the instructor.

HP 210 – Clinical Medical Assisting (5)

Co-requisites: HP 140; LS 265, HP 212 concurrently. Required for Medical Assistants and Executive Medical Assistants.

Presents communication and professionalism as it relates to the medical assistant in the ambulatory patient care setting. Techniques for preparing and caring for the patient during various specialty exams are presented. Emphasizes asepsis, sterilization of equipment, care of surgical instruments, taking and recording vital signs, basic pharmacology and administering of medications, including injections. Includes the role of the medical assistant in minor surgical procedures, patient treatments, ECG, and radiology.

HP 212 – Clinical Procedures Lab (0)

Co-requisites: HP 140, LS 265; HP 210 concurrently. Required for Medical Assistants and Executive Medical Assistants.

Provides opportunity for supervised practice of procedures learned in HP 210. Satisfactory performance will be measured against the standards and competencies set forth by AAMA accreditation requirements. These procedures include proper use of equipment as well as task completion within a time frame and to a level of competency deemed appropriate by the instructor.

HP 226 – Beginning Coding (2)

Prerequisites: HP 140 concurrent. Required for Executive Medical Assistant and Medical Coders.

Introduction of procedural coding in CPT, HCPCS and other nomenclatures. Introduces students to skills needed to accurately complete and process insurance forms using current coding systems. Emphasizes understanding in basic CPT codes and nomenclature. Includes ethics involved in handling confidential medical data and billing/coding issues. Students that require this course must enrol in Fall semester; course offered only in Fall semester.

HP 228 – Intermediate Coding (4)

Prerequisites: HP 140. Required for Medical Coders.

Continuation of HP 226 with more advanced practice in ICD-9-CM codes. Prepares students to sit for national certification through AAPC (American Academy of Professional Coders). Students that require

this course must enrol in Winter semester; course offered only in Winter semester.

HP 283 – Practicum for Medical Assistants & Executive Medical Assistants (Capstone. SL) (3)

Prerequisites: Last semester, department chair or program director approval is required. Required for Medical Assistants and Executive Medical Assistants.
Provides a minimum of 180 practicum hours of directed work and service-learning 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 service-learning externship hours.

Military Science Course Descriptions

(Army ROTC) - MILS 1010 – Leadership Discovery I (2)

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)

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)

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)

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)

Prerequisites: Call University of Utah Advisor (801-581-6176)

Continued progressive development of leadership and management skills. Implementation of decision-making procedures in a classroom and field environment. Practical application in leadership principles. Provides an assessment of skills learned. Leadership development is evaluated through execution of basic military skills. Exercises include practical field training experience.

Music Course Descriptions

Music

MUS 105 – Music & Culture (3)

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.

Philosophy Course Descriptions

Philosophy- PHIL 225 – Critical Thinking and Reasoning (3)

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 Science Course Descriptions

Physical Sciences

PS 108 – Descriptive Astronomy (3)

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 night time sky.

PS 120 – Introduction to Physical Geography (3)

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 (Independent Study) (3)

Prerequisites: It is recommended that students complete IT 120 before taking this course
An Independent Study 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 Course Descriptions

Political Science

POLS 110 – American National Government (Service Learning) (3)

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 Course Descriptions

Religion

REL 031R – Devotional/Lecture Series (1)

Prerequisites: None
This course focuses on the weekly devotionals providing inspiration and motivation to live the gospel.

While all students are encouraged to attend the devotionals, registration is not necessary. Registration in Rel. 031R is provided for those students who, for whatever reason, need one more credit in a given semester. The course may only be taken for credit once, is offered Pass/Fail and transfers as elective credit only.

REL 110R – Institute Choir (2)

Prerequisites: None

This course is designed to give students the opportunity to express themselves culturally and spiritually through music. The hymns of Zion and other music appropriate to College Devotionals and Sacrament meetings are taught. 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)

Prerequisites: None

A study of the history and doctrinal teachings of the Book of Mormon. (1 Nephi -Alma 29)

REL 122 – Book of Mormon II (2)

Prerequisites: None

A study of the history and doctrinal teachings of the Book of Mormon. (Alma 30 - Moroni)

REL 130 – Missionary Preparation (2)

Prerequisites: None

A class designed to help prospective missionaries prepare themselves for effective service.

REL 150 – The Gospel and the Productive Life (2)

Prerequisites: None

This class will consider Gospel principles and prophetic counsel in making everyday decisions. Topics will include discipleship, spiritual and secular balance, a person's role in God's kingdom, personal responsibility for development, personal revelation, eternal perspective in daily living, pondering-meditating-praying, covenants, magnifying talents, maintaining a growing edge, goal setting, time management, pursuance of excellence, characteristics of successful people, personal finances, living happily, peacefully living through repentance, wholeness through service, wise and effective dating, physical health, self-reliance, and communicating with clarity.

REL 180R – Principles of Leadership (1)

Prerequisites: Student Council Members; concurrent enrolment in REL 182R

Introduces students to leadership principles, qualities, and skills that Jesus Christ demonstrated as a perfect leader.

REL 182R – Principles of Leadership Lab (1)

Prerequisites: Student Council Members; concurrent enrolment in REL 180R

Opportunities to practice the leadership principles, qualities and skills discussed in the Principles of Leadership class.

REL 190 – Latter-day Jubilee Choir (2)

Prerequisites: Audition with Brother Buckley

This choir provides an opportunity for students to bear testimony of the Savoir through music as well as entertain through a variety of music performance opportunities. Membership requires an audition and some extracurricular time. Auditions must be scheduled through the Institute office. Students will be selected on the basis of talent and performance skills. This class meets Monday through Thursday each week at 1:30 p.m.

REL 211 – New Testament I (2)

Prerequisites: None

A study of the life and teachings of Jesus Christ in the four gospels.

REL 212 – New Testament II (2)

Prerequisites: None

A study of history and doctrinal teachings of the New Testament from Acts to Revelations.

REL 234 – Preparing for An Eternal Marriage (2)

Prerequisites: None

Course considers the doctrine of celestial marriage, and dating and courtship practices leading to such a marriage.

REL 301 – Old Testament I (2)

Prerequisites: None

A study of the history and doctrinal teachings of the Old Testament from Genesis to 2 Samuel.

REL 302 – Old Testament II (2)

Prerequisites: None

A study of the history and doctrinal teachings of the Old Testament from 1 Kings to Malachi.

REL 324 – Doctrine and Covenants I (2)

Prerequisites: None

An analysis of the teachings of the Doctrine and Covenants in their historical settings. Sections 1-76.

REL 325 – Doctrine and Covenants II (2)

Prerequisites: None

An analysis of the teachings of the Doctrine and Covenants in their historical settings. Sections 77-138.

REL 327 – Pearl of Great Price (2)

Prerequisites: None

An analysis and detailed discussion of various writings in the Pearl of Great Price

REL 333 – Teachings of the Living Prophets (2)

Prerequisites: None

Studies the current teachings of the living Prophets, Seers and Revelatory from past and present general conferences.

REL 341 – Latter-day Saint History I (2)

Prerequisites: None

An examination of the history of the Church from 1805 through 1844.

REL 342 – Latter-day Saint History II (2)

Prerequisites: None

An examination of the history of the Church from 1844 to the present.

REL 392R – Isaiah for Beginners (2)

Prerequisites: None

Isaiah is known by many as "the Old Testament prophet of the latter-day restoration." Since he viewed detailed visions of the coming of our Lord Jesus Christ and the moving forward of the latter-day restoration, he becomes a very important prophet to members of the Church. This class will explore his life and writings in a simple and understandable way.

REL 430 – Doctrines of the Gospel I (2)

Prerequisites: None

A systematic study of the doctrines of the gospel as found in the scriptures and the teachings of the modern prophets, with emphasis on how these principles should affect daily living. Chapters 1-19.

REL 431 – Doctrines of the Gospel II (2)

Prerequisites: None

A systematic study of the doctrines of the gospel as found in the scriptures and the teachings of the modern prophets, with emphasis on how these principles should affect daily living. Chapters 19-37.

Social Sciences Course Descriptions

Social Sciences

SS 101 – Introduction to Psychology (3)

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 behavioural/communication patterns and social issues.

SS 105 – Introduction to Cultural Anthropology (3)

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)

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.

Theatre Course Descriptions

Theatre-THE 102 – Acting I (3),

Prerequisites: None

Introduces basic acting techniques. Includes voice production and movement. Acting ability is developed through exercises in pantomime, improvisation, and monologue.

FODUNDATION OF LEARNING

Foundations of Learning

I hope that we put through [LDS Business College] a student body of youn people who have a great desire to learn and make a contribution to the wor they will work with diligence and learn with faith and go forth to serve the w and their fellow man well qualified in their particular fields of expertise.

President Gordon B. Hinckley

About Foundations

A foundation of Learning explores principles that can help you have a positive and successful college experience. You can also learn how to maximize opportunities available to you at LDS Business College. Additionally, this course can help you prepare to be more serviceable in home, work, Church, and other settings; all in an environment free from the stresses of more traditional classes.

The course objectives are met as you engage in interesting and meaningful activities, discussions, and projects in and out of the classroom.

Five major objectives of the course are:

To familiarize you with prophetic guidance and counsel about LDS Business College, the kind of experience you should have here, and the kind of student God would have you be:

"This will become a great educational canter… All together, nothing could be better than what we will have here…. I hope the College will go on and grow and attract very bright and able and determined young people. That's why the Church maintains it. It fills a very important place in our system of education. I hope that we put through this place a student body of young people, who have a great desire to learn and make a contribution to the world, that they will work with diligence, and lean with faith and go forth to serve the world and their fellow man well qualified in their particular fields of expertise."
~ President Gordon B. Hinckley

"We love and appreciate this great school. We talk about it often in our executive committee meeting and in our board meeting. You have the full endorsement of the Board of Trustees for what's going on here; for your administration, your faculty, and this great student body. You have a unique place in Church education and I think what you're doing may be a forerunner for other things that may happen in the future."
Elder L. Tom Perry

"The First Presidency is very serious about LDS Business College… [The College] will be marked as the years go by with students of great distinction."
Elder Joseph B. Wirthlin

To help you effectively respond to Elder Oaks' and President Faust's challenge to become

something and not just know something.

“While traditional institutions teach us to know something, the gospel of Jesus Christ challenges us to become something.”
Elder Dallin H. Oaks

“The question is not what is their (LDS Business College students) SAT score. The question is what they can become.”
President Faust

To explore ways to better learn by study and by faith and understand what education can be like when done the Lord’s way

“Why does the Church have an LDS Business College? The only reason I can conceive of, and the Lord may have others, but to me most obvious is to be an example. The Lord talks about putting a light on a hill to show the world a kind of education that’s so superior that, as Isaiah said, people would come up to the mountain of the Lord’s House and will learn of His ways. … There are wonderful business colleges in the world, and my guess is you ought to be one of those. But that won’t be why people will come to see you or why they will want to know about you. It will be because you have combined excellence in study with power in faith. That’s what will happen. He will make you a light, a beacon, and the world will then have the value of knowing what education can be like when it is done the Lord’s way.”
Elder Henry B. Eyring

To empower you to overcome obstacles to learning and challenges in life.

To offer opportunities to connect meaningfully with the campus, students, and with staff members who are committed to your success.

What Others are Saying

"This class is the glue that brings the different parts of the College experience together and makes it stronger."

Stephen K. Woodhouse
President, LDS Business College

"This experience is part of an experiment... to rethink the educational process. It helps us

discover what learning by study and by faith really means... and encourages [you] to stay close to the Spirit so you can learn what Heavenly Father wants [you] to become."

J. Larry Richards
Assistant to the President

"Foundations of Learning gives you the chance to discover fundamental reasons behind your education. It will give you a framework for learning that can significantly impact your experience at the College. If you are willing to consider the concepts discussed, this course will help you discover ideas that can reshape how and what you learn. Many students find that the personal benefits of the course exceed their expectations. I encourage you to seriously consider enrolling in Foundations of Learning."

Craig Nelson
Vice President of Public Affairs and Advancement

Quotes from students

"I really love this class and it has helped me so much in my other classes. I wish I could take it again."

"It was easy to want to go to this class and enjoy what we learned in here on a daily routine."

"It's a class I never wanted to miss or do bad in. I wanted to better myself to be in that class."

"The class was good. Group activities were my favourite and I learned better how to learn!"

"This is my favourite class, I love it."

"I learned many things in this class. It really helped me develop more skills to become a better student."

Foundations of Learning - FAQ

Q: Do I have to take this course?

A: Although you aren't required to take LE 115, the College strongly recommends it for all students, and especially for students coming to LDS Business College for the first time or a period of time away from the College.

Q: Why should I take this course?

A: Perhaps the better question to ask is "why shouldn't I take this course?" as the answer to this

question is much shorter. Generally, you shouldn't take this course if you absolutely can't make it work with your schedule (though we suggest you try to make it work).

Some of the benefits participants have experienced in the past are making new friends, getting involved on campus, improved GPA, increased likelihood of graduating, meeting College administrators and other personnel, doing better in other classes, having a better overall experience at the College, etc.

A foundation addresses some of the core issues that make LDS Business College what it is. Without this course, you may miss out on some of the most opportunities available to you here. During the course, you also learn about learning the Lord's way, which Elder Bednar says may be one of the most important responsibilities and greatest challenges we face today, and will only become more vital given the world we are entering into.

Q: Who is the course designed for?

A: This is a class for everybody. Students who are new to LDS Business College (whether right out of high school, return missionaries, preparing for missions, transfer students, etc.) seem to benefit the most, and second semester students also get a lot out of it. Graduating students may feel like they wished they had had the course earlier on, but can still have an experience that will benefit them throughout the rest of their lives.

Q: Does this course fill any requirements?

A: While the class does not fill any requirements for any of our programs, it does count as elective credit and it does count towards credits for graduation. Also, LE 115 is a prerequisite for the LDS Business College Student Mentoring & Ambassador Program and the associated "Principles of Leadership" class and practicum.

Q: I'm going part-time and can't afford paying for an extra credit-hour. What should I do?

A: Students wishing to be a part of the Foundations of Learning experience who cannot afford it should contact the Director of Student Support (see contact information below). Financial assistance may be available to those who can demonstrate a need and a commitment to do well in the course.

Q: What if I can't take the class during the time(s) it is offered?

A: If the course doesn't work with your schedule, you might try arranging your schedule the following semester to take it. While the class seems to have the most impact during a student's first semester at the College, many students have still found it to be very beneficial in subsequent semesters.

Q: How come when I go to register for LE: 115 the computer calls it "Freshman Seminar"?

A: Freshman Seminar is an old title of an old class that used to be LE: 115. However, Foundations of Learning is NOT for Freshman only, nor is it a seminar. We hope that the name will be changed in the system soon—sorry for the confusion.

Q: How come the class is only one credit hour, but it meets twice a week?

A: Participants have requested that they meet more often to give more interaction with each other. More time to participate in small group discussions and class discussions has proved to be quite beneficial for most students. Also, remember that there are not standard exams or graded essays, etc., and you are not required to spend as much time out of class as you are in more traditional classes (although many students choose to spend more time out of class because they enjoy what they are learning and they find that the personal rewards are well worth the extra effort).

Q: Why was I automatically enrolled in the course?

A: Students are strongly encouraged to take LE 115. However, despite our best efforts, many students don't hear about, understand, or take advantage of this opportunity. Previous students have suggested, and the College's administration endorses the notion that as the new semester approaches, students not enrolled in the course be randomly selected to participate. This affords the opportunity to participate to more students at the time the course can be of most value to them—when they first get to campus rather than after a semester or two when they've heard about the class from their friends.

Q: What if I was automatically enrolled and I don't want to be?

A: You are free to drop the course without penalty. If you are pretty sure you don't want to be a part of the Foundations of Learning experience, please drop it right away to open a slot for someone else. If you are not sure, come to class the first day to get a feel for it and then make a decision. If, after attending, you decide to drop, you must do so by the end of the first week, and you will not be charged and there will not be a problem with your transcript. If, however, you attend even one class period and then drop without going through the proper procedures, you may be charged for the credit-hour.

Q: I still have questions and want to learn more about Foundations of Learning. Can I talk to someone?

A: Yes. You may contact the Director of Student Support, someone in Admissions, or a student who has been through the course: "Contact Us"

In the News

Last semester, Foundations of Learning students were featured in various settings. The following are a few highlights:

Foundations of Learning Celebration:

Students in Foundations of Learning celebrated their experience this semester with President Woodhouse and other administrators and College personnel. The celebration included lunch and a talent show produced by the students. Link to article

Foundations of Learning Students present at Library Consortium Conference:

Students from the Foundations of Learning course were invited to be the concluding speakers at an annual Library Consortium Conference. They spoke about their class project to write a book that will be featured in a new section in the library for student works. Link to article

Foundations Students Present to the Executive Committee:

Excerpted from an article written by Louise Brown, published April 28th, 2008

The CES Executive Committee met on the College's campus Wednesday, April 23, providing administration the opportunity to showcase the College and its mission. During that assigned hour, presenters focused on three objectives: how the College's distinctive role within CES impacts the student market it serves; how the College helps students; and how that is accomplished via a theme taken from the Case Statement—Enlighten Minds, Elevate Hope, Ennoble Souls. Committee members included Elders Russell M. Nelson, M. Russell Ballard, Earl C. Tingey and W. Rolfe Kerr, General Relief Society President Julie B. Beck, Roger Christensen, President Stephen K. Woodhouse, presidents of the other three CES universities, and others.

During the hour allotted to the College, committee members were treated to a variety of presentations. Throughout the presentation, they were exposed to students who participated in Foundations of Learning. From the moment they entered the building, they read quotes from Foundations students about their experience here. Later in the presentation, they saw a short video featuring Foundations students expressing what brought them to the College, and how they blossomed here.

The hour concluded with a short panel discussion by six students from the Foundations of Learning class, moderated by instructor Adrian Juchau, Director of Student Support. Prompted by questions from Brother Juchau, the students spoke briefly of how the College environment helps them learn as they experience personal growth and social opportunities.

Larry Richards summarized the event: "We tried to emphasize what makes LDS Business College distinctive in the CES system. In our preparations it became clear that our distinctiveness is in who we serve, which in turn drives what we do and how we do it, all for the purpose of helping build the youth of Zion. We attempted to share with the Executive Committee our passionate belief of and commitment to

our role within the CES. The brethren and Sister Beck seemed pleased, and they reacted positively, particularly when it came to the interaction with students who participated in the presentation."

Foundations Students Featured on Flat-screens:

Since the Executive Committee's visit in April, Foundations students have been featured on the College's flat screens. Recently, the editor for the Church News was impressed with these students as he was passing through the College. This prompted him to encourage our students to submit their stories to the Church News.

Contact Us

Adrian T. Juchau
Director of Student Support &
Foundations of Learning Advisor
Phone: (801) 524-8158
E-mail: ajuchau@ldsbc.edu

Sean Farris
Admissions Counsellor
Phone: (801) 524-8182
E-mail: SFarris@ldsbc.edu

Kimberly Pace
Admissions Counsellor
Phone: (801) 524-8148
E-mail: KPace@ldsbc.edu

Dawn Fellows
Assistant Director of Admissions
Phone: (801) 524-8156
E-mail: DFellows@ldsbc.edu

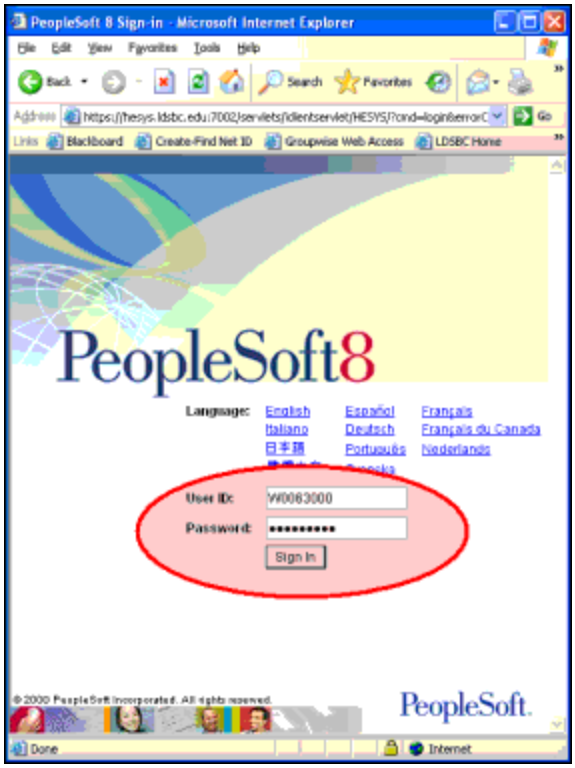
If you want to speak to a student about LE 115, please contact one of the listed College personnel and they will get you in touch with a student.

Register for LE 115

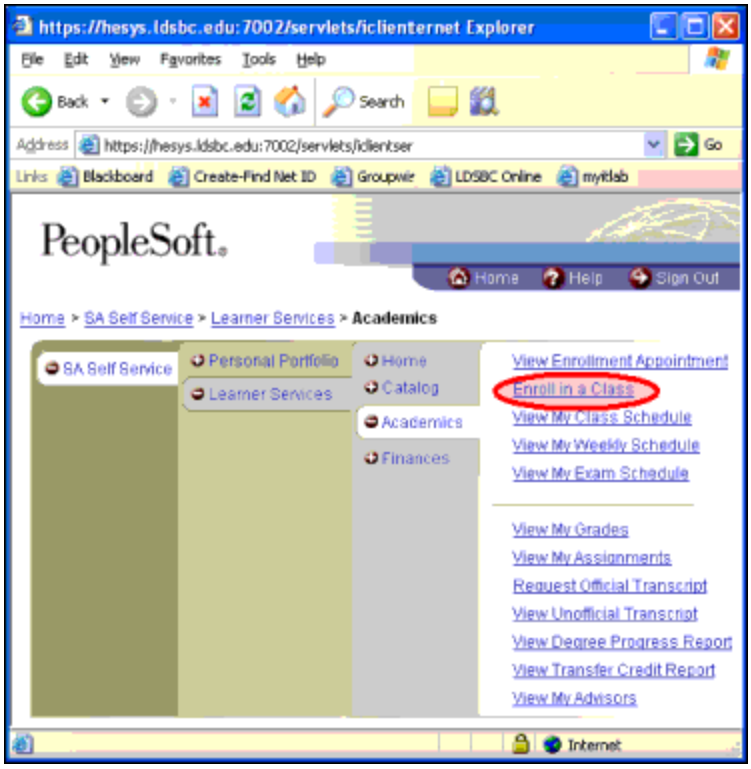
This semester (Summer 2008), Foundations is offered Tuesdays and Thursdays from 9:20 a.m. to 11:50 a.m. Students are also encouraged to make room in their day to attend devotionals on Tuesday afternoons, 12:40 to about 1:40 in the Multipurpose room.

Directions for registering for Foundations of Learning (LE: 115):

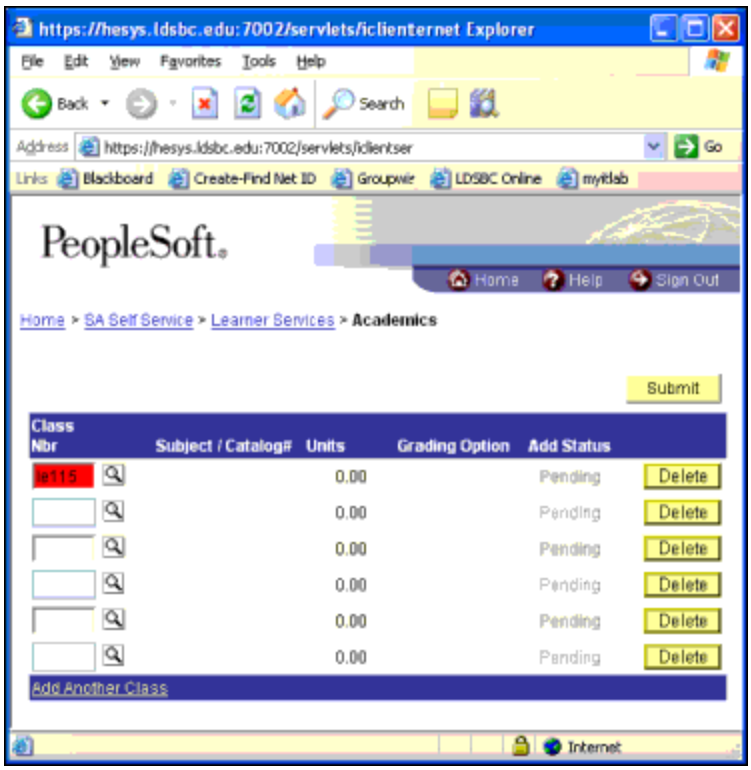
Sign in into PeopleSoft using your ID Number



Click the following sequence of links:
SA Self Service → Learner Services → Academics → Enroll in Class



Choose the semester in which you wish to register for the class, and click the Add Class button at the bottom of the page. Then type in the class number in the Class Nbr box and press the Submit button.



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Administration Directory

Administration

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

Richards, J. Larry (2002)
President
B.S., 1976, University of Utah
M.Ed., 2007, Capella University

Brown, Carolyn S. (1973)
Vice President for Academic Affairs,
Development & Accreditation (ALO)
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 and Liaison
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 Public Affairs and Advancement
B.A., 1980, Brigham Young University
M.P.A, 2008, 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 Directory

Faculty

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

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 L. (2004)
Institute of Religion
A.S., 1971, Snow College
B.A., 1972, Utah State University
M.Ed., 1977, Utah State University

Dunkley, Karen G. (1991)
General Studies Department - English
English Courses Supervisor
B.A., 1960, Brigham Young University
M.A., 1991, Utah State University

Finlinson, Kitt R. (1999)
Business Department - Accounting
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
Accounting Program Director
B.S., 1969, University of Utah
M.B.A., 1971, Harvard University
C.P.A., 1973, Colorado

Graham, Christine L. (2007)
General Studies Department - English
English Instructor
B.A., 1976, Brigham Young University
M.A., 1980, Brigham Young University

Gunnerson, Allan M. (2009)
Institute of Religion Director
B.S., 1972, University of Utah
M.Ed., 1978, Brigham Young University
Ed.D., 1983, Brigham Young University

Henrie, Lynda D. (1994)
Business Administrative Support Department Chair
B.S., 1973, Utah State University
M.S., 1984, Brigham Young University

Hunsaker, Miles R. (2003)
Interior Design Department Chair
B.F.A., 1991, Brigham Young University

King, Judd P. (2009)
Institute of Religion
B.S., 1974, Brigham Young University
M.T.S., 1976, Harvard University
Ph.D., 1981, Brigham Young University

Lake, Marjean S. (1991)
Business Administrative Support
Executive and Legal Administrative Assistant Program Director
B.S., 1987, Weber State University
M.S., 1991, Weber State University

Meredith, Douglas G. (2009)
Institute of Religion
B.S., 1989, University of Utah
M.A., 1995, University of Phoenix

McReynolds, Kevin V. (2000)
Business Department
IT Support Program Director
B.A., 1981, University of Utah
M.A., 1983, Brigham Young University

Merkley, Brett R. (2005)
Health Professions Department Chair
B.S.N., 1996, Idaho State University

M.S.N., 2003, University of Phoenix

Newman, Scott A. (2007)
Business Department
Business Program Director
B.A., 1978, University of Utah
M.B.A., 1981, 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
B.S., 1975, University of Utah
M.S., 1980, Brigham Young University

Weber, Matthew B. (2006)
General Studies Department - Math
Math Courses Supervisor
B.S., 2002, Brigham Young University
M.S., 2004, Brigham Young University

Wright, Gregory G. (2007)
Institute of Religion
B.A., 1979, Brigham Young University
M.E.P., 1984, Northern Arizona University

Adjunct Faculty 2009 - 2010

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

Andre, Lucy K.
Business Instructor
B.A., 1988, Webster University
J.D., 1992, University of Utah

Ashton, Kristina E.
General Studies / English Instructor
B.A., 2003, Brigham Young University
M.A., 2005, Brigham Young University

Barlow, Gary K.
General Studies / Math Instructor
B.S., 1978, Weber State University
M.S., 1981, University of Utah

Barss, Nelson S.
General Studies / Communications Instructor
B.S., 2002, University of Utah
M.B.A., 2007, University of Utah

Beck, Tracy S.
Business Instructor
B.S., 1984, Brigham Young University
M.B.A. , 1990, San Francisco State University

Bell, Kathy M.
General Studies / Communications & Music Instructor
B.S., 1979, University of Utah

Best, Morgan
Business Instructor
B.A., 2006, Weber State University
M.B.A., 2008, University of Phoenix

Bigger, Diane B.
Business Administrative Support Instructor
B.S., 1982, Brigham Young University

Brock, Angela K.
General Studies / Math Instructor
B.S., 2006, Utah State University
M.S., 2008, Utah State University

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

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

Christensen, James C.
General Studies / English Instructor
B.S., 1987, Utah State University
M.S., 1989, Utah State University

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

Crocker, Richard C.
General Studies / Communications Instructor
B.S., 1956, University of Utah
M.S., 1961, University of Utah

Crosby, Mark T.
General Studies / Math Instructor
B.S., 1994, University of Utah
M.B.A., 2007, Utah State University

Dredge, Douglas W.
Business / Accounting Instructor
B.A., 1977, University of Utah

Dunford, Wynton B.
Business Instructor

Edwards, Andrea N.
General Studies / English Instructor
B.A., 1978, Brigham Young University
M.A.T.E., 1988, University of Nevada

Ellis, Shaeli M.
Interior Design Instructor
B.S., 2007, Brigham Young University

Ethington, Wayne H.
General Studies / Math Instructor
B.A., 1968, University of Kentucky

Evans, Tracy A.
General Studies / Theatre Instructor
B.A., 1976, Brigham Young University
M.A., 1987, California State University
M.F.A, 1990, University of Utah

Featherstone, Tawni L.
General Studies / Math Instructor
B.S., 2004, California Baptist University

Flowers, Michael C.
General Studies / Social Science Instructor
B.A, 1969, University of Utah
M.S.W., 1971, University of Utah

Gagon, David R.
General Studies / English Instructor
B.A., 1976, Brigham Young University
M.B.A., 1987, University of Phoenix

Glenn, Diann A.
Interior Design Instructor
B.S., 1991, Utah State University

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

Gray, Emily E.
General Studies / Social Sciences Instructor
B.A., 2002, Utah State University
M.P.A., 2006, University of Utah

Gray, Russell P.
Business Administrative Support Instructor
B.F.A., 2006, University of Utah

Griffiths, Ryan K.
Interior Design Instructor
B.F.A., 2004, Brigham Young University

Grimm, Craig M.
General Studies / Math Instructor
B.S., 1988, University of Utah

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

Hall, Corinne J.
General Studies / English Instructor
B.A., 1973, Brigham Young University
B.A., 2000, Weber State University
M.S., 2005, Utah State University

Harmer, Patrice S.
General Studies / Life Sciences Instructor
B.S., 1973, Brigham Young University

Harrison, Tara L.
General Studies / Social Sciences Instructor
B.A., 2002, Brigham Young University
J.D., 2008, University of Utah

Heaton, Pattie J.
Interior Design Instructor
B.F.A., 1972, Brigham Young University

Hicks, Darin L.
General Studies / Math Instructor
B.S., 1993, University of Utah
M. B. A., 1995, University of Utah

Hoagland, Dennis R.
Business Instructor
B.S., 1968, Brigham Young University

J.D., 1980, University of Washington

Hunter, David R.
Interior Design Instructor
B.A., 1986, University of Utah
M.A., 1988, University of Utah

James, Rhett S.
General Studies / History Instructor
B.A., 1964, Washington State University
M.S., 1991, Utah State University
M.S., 1995, Utah State University

Kemp, Richard J.
General Studies / English Instructor
B.A., 1966, University of Utah

King, Lori R.
Interior Design Instructor
B.A., 1974, Brigham Young University

Knouse, Candace V.
Health Professions Instructor
A.A.S., 2004, LDS Business College

Krauel, Steven G.
General Studies / English Instructor
B.S., 1982, Brigham Young University

Lampropoulos, Cindy A.
General Studies Instructor
B.A., 1997, Brigham Young University
M.A., 2000, University of Phoenix

Lisman, A. LaMar
Interior Design Instructor
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Little, Ralph K.
Business Instructor
B.S., 1981, University of Utah
M.B.A., 2004, University of Utah

Lowrance, Daniel C.
Business Administrative Support
B.S., 1971, Brigham Young University
M.B.A., 1973, Brigham Young University

Mangum, Tracy D.
General Studies / English Instructor
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Marion, S. Wayne
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B.S., 1993, University of Phoenix
M.P.A., 1996, University of Utah

Martinson, Jon C.
Business Administrative Support Instructor
B. A., 1985, University of Utah
J.D., 1989, University of Utah

Meier, Sherisse W.
Business Administrative Support / Health Professions Instructor
B.S., 1983, Brigham Young University
M.S., 1988, Utah State University

Merchant, Susanna C.
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M.S., 1983, University of New Mexico

Morris, Heather M.
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B.S., 1995, Brigham Young University
M.B.A., 2000, University of Utah

Morris, Lori A.
Health Professions Instructor
R.N., 1975, Riverside College
B.S., 1980, Brigham Young University
M.S., 1993, University of Utah

Olinquevitch, Calisa C.
Business / Accounting Instructor
B.A., 2002, University of Utah
M.S., 2009, University of Utah

Oxborrow, Heather D.
Interior Design Instructor
B.S., 2006, Brigham Young University

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

Peterson, Karen F.
General Studies / Humanities Instructor
B.A., 1989, Westminster College
M.Ed., 1991, Westminster College

Poelman, Keith A.
Business Instructor
B.A., 1966, University of Utah
M.B.A., 1970, University of Michigan

Rasmussen, Don K.
Interior Design Instructor
B.S., 1994, University of Utah

Rhoads, Deborah J.
Interior Design Instructor
B.F.A., 1994, Brigham Young University

Rhodes, Carrie Ann
Interior Design Instructor
B.F.A., 2003, Brigham Young University

Robins, Elizabeth
Business / Accounting Instructor
B.A., 1995, University of Utah
B.A., 1999, Utah State University
M.B.A., 2004, Utah State University

Robbins, Leslie L.
General Studies / English Instructor
B.A., 1990, Brigham Young University
M.A., 1999, Brigham Young University

Rogers, Katie B.
General Studies / Communications Instructor
B.S., 2001, Weber State University
M.B.A, 2004, University of Utah

Rogers, Steven T.
General Studies / Economics Instructor
B.S., 2004, Weber State University
M.B.A., 2007, Western Governors University

Rollins, Bernard C.
Business / Accounting Instructor
B.S., 1968, Brigham Young University

Roper, Richard A.
Business Administrative Support Instructor
B.S., 1981, University of Utah
M.B.A., 1986, Portland State University

Rose, Diane B.
General Studies / Communications Instructor
B.A., 1977, Brigham Young University
M.A., 1978, Brigham Young University

Scardina, Jana L.
General Studies / English Instructor
B.A., 1998, Brigham Young University

Seminario, Sharon B.
General Studies / English Instructor
B.A., 2001, Brigham Young University
M.A., 2004, Utah State University

Skidmore, Jessica
Interior Design Instructor
A.A.S., 2006, LDS Business College

Smith, Brian W.
Business Instructor
B.S., 1986, Brigham Young University

Smith, Joanne D.
General Studies Instructor
B.S., 1996, Westminster College

Stallings, Alan W.
Business Instructor
B.A., 1980, University of Utah
M.B.A., 1992, University of Utah

Steenblik, Jason J.
Business / Accounting Instructor
B.S., 2002, University of Utah
M.B.A., 2006, University of Utah

Steorts, L. Scott
Business / Economics Instructor
B.S., 1971, University of Utah
M.B.A., 1972, University of Utah

Stout, Carolee R.
General Studies / English Instructor
B.A., 1964, University of Utah

Sugden, Kenneth W.
General Studies / Math Instructor
B.A., 1968, University of Utah

Sunderland, Robert A.
General Studies / Math Instructor
B.A., 1974, Brigham Young University

Thompson, Kathryn F.
Interior Design Instructor
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