



# LDS BUSINESS COLLEGE



**GENERAL CATALOG**  
**2010-2011**

# Academic Calendar

## Fall Semester 2010

March 8	MON	2nd Year Student Registration
March 22	MON	Continuing Student Registration
April 5	MON	New Student Registration
July 30	FRI	International Admissions App. Deadline
Aug. 24	TUE	Summer Session Ends
Aug. 27	FRI	President's Fall Workshop
Aug. 27	FRI	Summer Grades Due
Sept. 3	FRI	US Resident Admissions App. Deadline
Sept. 6	MON	Labor Day Holiday
Sept. 10-12	FRI-SUN	New Student Orientation
Sept. 13	MON	Classes Begin
Sept. 17	FRI	Last Day to Add/Drop Classes
Sept. 24	FRI	Tuition Payment Deadline
Nov. 5	FRI	Last Day to Withdraw from Classes
Nov. 24	WED	Semester Break
Nov. 25-26	TH-FRI	Thanksgiving Holiday
Dec. 16	THUR	Classes End/Graduation Application Due
Dec. 22	WED	Grades Due
Dec. 23-24	TH-FRI	Christmas Holiday
Jan. 3	MON	New Year Holiday

## Winter Semester 2011

Nov. 1	MON	2nd Year Student Registration
Nov. 8	MON	Continuing Student Registration
Nov. 15	MON	New Student Registration
Dec. 1	WED	International Admissions App. Deadline
Dec. 30	THUR	US Resident Admissions App. Deadline
Jan. 7	FRI	New Student Orientation
Jan. 10	MON	Classes Begin
Jan. 14	FRI	Last Day to Add/Drop Classes
Jan. 17	MON	Human Rights Day Holiday
Jan. 21	FRI	Tuition Payment Deadline
Feb. 21	MON	President's Day Holiday
March 4	FRI	Last Day to Withdraw from Classes
April 13	WED	Classes End/Graduation Application Due
April 14	THU	Commencement
April 20	WED	Grades Due

## Summer Session 2011

March 7	MON	2nd Year Student Registration
March 14	MON	Continuing Student Registration
March 31	THUR	International Admissions App. Deadline
March 21	MON	New Student Registration
May 20	FRI	US Resident Admissions App. Deadline
May 30	MON	Memorial Day Holiday
June 1	WED	Classes Begin
June 3	FRI	Last Day to Add/Drop Classes
June 10	FRI	Tuition Payment Deadline
July 4	MON	Independence Day Holiday
July 15	FRI	Last Day to Withdraw from Classes
July 25	MON	UT State Pioneer Day Holiday
Aug. 23	TUE	Classes End/Graduation Application Due
Aug. 26	FRI	Grades Due

## Fall Semester 2011

March 7	MON	2nd Year Student Registration
March 14	MON	Continuing Student Registration
March 21	MON	New Student Registration
July 29	FRI	International Admissions App. Deadline
Sept. 2	FRI	US Resident Admissions App. Deadline
Sept. 12	MON	Fall Classes Begin

# 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 skillful 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 collegewide 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 enrollment 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," visit [www.ldsbc.edu](http://www.ldsbc.edu)

### **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. For an executive summary of that document visit [www.ldsbc.edu](http://www.ldsbc.edu).

## **General Policies**

### **Discrimination and Sexual Harassment**

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

## **Classroom Conduct**

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

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

**Academic Honesty:** Students are expected to be honest and to help others fulfill the same responsibility. All forms of academic dishonesty are unacceptable behavior

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

## **Waiver of Risk**

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

## **Grievance Procedure**

Students with a grievance 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

## Admissions Policy

The College admits persons of any race, creed, gender, religion, or national origin who meet the College's admission requirements and agree to abide by its standards of behavior. Admission may be restricted by semester or department depending on College capacities. Qualified applicants are admitted based on educational goals and commitment to College policies and standards.

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/>.

# Tuition, Fees and Expenses

## Tuition per Semester

### LDS Members

12-18 credits .....	\$1,450
1-11 credits (per credit) .....	\$121
More than 18 credits (per credit) .....	\$121

### Others

12-18 credits .....	\$2,900
1-11 credits (per credit) .....	\$242
More than 18 credits (per credit) .....	\$242

## Health Insurance per Semester

Required Health Insurance Premium.....Premium Varies

Students with private insurance must submit an insurance waiver by the tuition/insurance deadline or they will automatically be charged for insurance provided through the Business College.

## 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.

## Nonpayment 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, plus 18% 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 one week 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 one-week period, the student's classes will be dropped. Students whose classes are dropped for non-payment will have a hold placed on their account and will be required to make a 30% down payment prior to being able to register for future semesters at LDSBC.

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:

<b>Drop/Withdrawal</b>	<b>Amount</b>
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 one week from the withdrawal date to contact the Bursar's office to make payment arrangements. Students who make payment arrangements within the week can have their classes reinstated by the Registrar. After 5:00 pm on the 5th 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.

## Tuition Refund Policy

To receive a tuition refund, students must submit written notification of withdrawal. Refunds are based on the date written notification is received in the Registrar's Office. Students are not eligible for a tuition refund if they stop attending class or unofficially withdraw. Fees are not refundable. All types of refunds are requested at the Cashier's Office. After classes begin, the tuition refund is automatically calculated using the schedule below. The schedule is based on the date written notification of withdrawal is received by the Registrar's Office.

<b>Withdrawal Date</b>	<b>Refund Amount</b>
1st week of class	100%
2nd week of class	100%
3rd week of class	70%
4th week of class	60%
5th week of class	50%
6th week of class	40%
7th week of class	NO REFUND

## Withdrawing or Dropping Classes When Tuition is Unpaid

Students who drop or withdraw from a class they have attended when their tuition has not been paid will be charged a fee calculated according to the chart above. (i.e. 1st & 2nd week of class = 0%, 3rd week of class = 30%, 4th week of class 40%, etc.)

## Financial Aid

Students who need financial assistance and are enrolled in eligible certificate or degree programs are encouraged to apply for financial aid. Grants, scholarships and loans are available to eligible students to help meet educational costs.

Federal financial aid also may be available to students who have qualified for a scholarship. Citizens and permanent residents of the United States may apply regardless of race, color, religion, age, sex, national origin, pregnancy-related condition, handicap or status as a veteran.

For further information on the application procedure, eligibility requirements and cost of attendance see [www.ldsbc.edu](http://www.ldsbc.edu).

## Student Services

A variety of services are available to students. Please visit [www.ldsbc.edu](http://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 whose native language is other than 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](http://www.ldsbc.edu).

## Transfer Credit and 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 Registrar's Office.

### 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](http://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](http://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](http://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](http://www.aacrao.org/credential/index.htm)  
Must request a “Course-by-Course Evaluation”

## **Adding Courses**

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

## **Dropping Courses**

Drops exist to allow students the ability to adjust their class schedule and load at the beginning of each semester. Courses may be dropped through the date noted on the Academic Calendar.

## **Withdrawal from Courses**

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

## **Withdrawal from the College**

Students can withdraw from the College at their own discretion. (However, be sure to see Withdrawal from Courses above for grading implications and Refund Policy on page 9 for refund information.) To withdraw, students must :

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

## **Auditing**

Students wishing to audit a class (register for and attend class as a "listener" without receiving credit) must declare this at the time of registration. Tuition and fees are the same as if the class were taken for credit. Audited courses fulfill no graduation requirements and earn no credit. Therefore, they do not count in the credit load for international students, veterans, students receiving financial aid, or other tuition support programs. Students may not challenge courses they have audited. Incomplete grade contracts may not be fulfilled by auditing a course. It is possible to change from audit status to credit status, or vice versa, from the beginning of the registration period through the last date to drop classes (the end of the first week of the semester). (See Academic Calendar.) 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.

# Academics

## Policies and Standards

### Grading System

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

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

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

**CR/NC (Credit/No Credit).** Credit/No Credit courses do not count towards graduation and are not calculated into the GPA. A mastery level of 80 percent is required to receive credit in the following courses:

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 reregistering is not permitted to make up the incomplete.

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

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

**“V” (Audit).** V is used when students audit a class (register for class as a “listener” without receiving credit).

## Challenging Courses

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 7) will apply.
3. A grade of B or better on the challenge examination is considered passing. However, only a P for passing is recorded on the transcript. Students who perform unsuccessfully receive no grade or credit.
4. Students may challenge a course one time only.
5. Courses which have been successfully challenged are counted toward graduation credit, but do not count as credits taken in residence at LDSBC for purposes of graduation.
6. Permission of the department chair is required to challenge a course. After permission is granted, students must pay a nonrefundable challenge examination fee of \$40 to the Cashier’s Office and present the receipt to the department chair before taking the exam. Students who successfully pass the challenge examination must, within the same semester that the course is challenged, present the challenge examination form obtained from the department chair to the Registrar’s Office to have the course and the P for passing recorded on the transcript.
7. International students must have authorization from an international student advisor.

## 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 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 Honor Roll. Students who carry at least 12 credit hours per semester, and who attain a 3.7 semester GPA or higher, qualify for the Dean's List. Students who have completed a minimum of 30 credit hours and attained a cumulative GPA of 3.7 or higher qualify for the Honor Roll. Both lists are published after each semester and posted on campus bulletin boards. Copies are available from the Academic Administrative Assistant.

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

**Probation:** Students are placed on academic probation if their cumulative GPA falls below 2.0 (C average) upon admittance or at the end of any semester. Students who are on probation may be required to take LE 100 (Learning Techniques) and may not register for more than 14 credit hours. 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 honors, however, all grades on the transcript will be calculated into the GPA.)

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

## **Academic Advising**

LDS Business College provides a systematic program of academic advising. The mission of this program is to ensure that all students attending LDS Business College are:

1. Informed regarding College and program policies and procedures
2. Assisted in planning career goals and selecting appropriate educational programs to achieve those goals
3. Directed to campus services and resources designed to provide regular contact and support, and
4. Tracked from entry through completion of their educational programs.

The academic advising process is divided into two functions: preparatory advising and academic program advising. Preparatory advising occurs at the student service level and includes information relative to admissions, college orientation, college policies and procedures, career counseling, and placement testing through the Learning Assistance Lab. Academic program advising occurs with an academic advisor with backup provided by student services. Based upon the educational program declared while registering for the first semester, students are assigned to an academic advisor. They provide students with academic advising departmental graduation plans that guide them in selecting and sequencing their courses and tracking their progress from entry to graduation. Advisors also advise students concerning special resources, challenge exams, transfer issues, career decisions relative to their current academic program, and special resources designed to provide support through completion of their educational program. Students are encouraged to meet with their academic advisor each semester 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 fulfill the same responsibility. Violations of academic honesty include, but are not limited to:

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

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

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

## **Communicating with Students through E-mail**

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

personal 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 law:

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

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

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

Name, addresses, telephone numbers, and e-mail addresses  
Date and place of birth

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

Students have the right to restrict disclosure of the above directory information. To request restriction of disclosure, students must file a written request on or before the tenth day of a semester or the sixth day of a term with the Registration Office. Students may also restrict this information by logging into LDSBC Online and clicking *LDS Business College > Student Center*. Under "Personal Information" click on "Demographic Data." Choose the "Security" tab and then click on "ferpa restrictions."

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act")**

The College makes available its annual security report (Campus Security Report and Federal Legal Disclosure Document.) and information on completion or graduation rates. This information is available in the Dean of Students Office.

## **Graduation**

### **Graduation Requirements**

1. Meet all departmental requirements.
2. Earn at least 50 percent of required credits directly from LDS Business College.  
(Challenge and CLEP exams are not included in this 50 percent.)
3. Have all financial accounts with the College current.
4. Apply and be approved for graduation.

### **Change in Graduation Requirements**

The College reserves the right to change the requirements for graduation at any time. Students are responsible to know the current departmental requirements of their program for graduation. Students are encouraged to counsel with their assigned academic advisor each semester. Students may graduate using the departmental requirements for their program of study within the three years prior to their graduation date.

### **Graduation Exercises**

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

### **Graduation Honors**

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

## College Transfer

The Associate of Science in General Studies degree and the Associate of Science in Integrated Studies degree are transferable to all four-year institutions in Utah that are accredited by the Northwest Commission on Colleges and Universities. These degrees have been designed specifically to meet the general education requirements of those institutions but are 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 25 students. Learn from a dedicated professional faculty, not teaching assistants.

Check the departmental prerequisites and degree requirements of the four-year institution to which you plan to transfer. You should also meet with your academic advisors to receive transfer articulation agreements and guides.

## 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.

Alumni have access to helpful College services. Lifetime Career Center privileges give alumni access to the College's employment services website where they can review available positions, upgrade and post resumes, and receive assistance in resume writing and interview coaching.

Alumni may also take one free course from the regular curriculum each year beginning the third year after graduation. Alumni may choose either to audit the course or take it for credit. Alumni returning as degree-seeking students may use the course with the lowest number of credit hours as the free course.

Alumni can contact fellow classmates by accessing the LDSBC Alumni website at [www.ldsbc.edu/alumni](http://www.ldsbc.edu/alumni) Once registered on the site, alumni can then search for information about fellow alumni, including selected contact information.

Those interested in more information about the Alumni Association may contact the Alumni Office at (801) 524-8174, or write to the LDS Business College Alumni Association at 95 North 300 West, Salt Lake City, UT 84101-3500.

# College-Wide Requirements and 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, Associate of Science (AS) and Certificate program for the specific requirements.
2. **Collegewide Courses:** To develop communications, human relations, computation, and computer skills. See each Associate of Applied Science (AAS) degree, Associate of Science (AS) and Certificate program for the specific requirements.
3. **General Education:** To re-enforce the College's mission to provide a spiritually grounded liberal education founded on the divine doctrines and principles of The Church of Jesus Christ of Latter-Day Saints. The general education program has been developed specifically to broaden perspective and intellectual flexibility by exploring Fine Arts, Humanities, Life and Physical Sciences, and Social Sciences. General education is required to help students acquire the skills and knowledge that will enable them to succeed in life. The curriculum has been designed to emphasize cultural literacy, written and oral communication, quantitative reasoning, critical analysis and logical thinking.

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, Associate of Science (AS) and Certificate program for the specific requirements.

## College-Wide Program Prerequisites

1. ENG 87, ENG 88, ENG 90, ENG 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required in each 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. Students 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 between 1.0 and 2.5 or for those students who need improved college-level learning skills. Students placed on academic probation may be required to take LE 100 the semester they are placed on probation.

## **Degrees and Certificates Offered**

### **Associate of Applied Science Degrees and Certificates (or Technical/Terminal Degrees)**

#### **Business**

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**

Executive Administrative Assistant Associate of Applied Science Degree  
Legal Secretary Associate of Applied Science Degree  
Medical Administrative Assistant Associate of Applied Science Degree  
Paralegal Studies Associate of Applied Science Degree  
Administrative Assistant Certificate  
Medical Office Assistant Certificate

#### **Health Professions**

Executive Medical Assistant Associate of Applied Science Degree  
Medical Assistant Certificate  
Medical Coding Certificate

#### **Interior Design**

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

### **Associate of Science Degrees (Transfer Degrees)**

Associate of Science in Business Degree  
Associate of Science in General Studies  
Associate of Science in Integrated Studies (Choose an emphasis)

Accounting	Professional Sales
Accounting-Financial/Managerial	Windows Administration
Administrative Assistant	
Business Entrepreneurship	
Business Information Systems	
Business Management	
Executive Administrative Assistant	
Executive Medical Assistant	
Legal Secretary	
Interior Design	
Interior Design Sales	
Medical Administrative Assistant	
Medical Office Assistant	
Medical Assistant	
Medical Coding	
Paralegal Studies	

## **Visiting Students**

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

# Accounting-Financial/Managerial

## Associate of Applied Science Degree

### Overview

Business solutions, profitability enhancement, and information analysis are a few of the skills employers seek in today's accounting field. Accounting graduates fit into large companies with responsibilities of analyzing, classifying, recording transactions, and more. At a smaller firm, accountants may be responsible for maintaining part of all of the company's financial records, usually under the direction of an outside CPA.

Accounting serves as a universal base that allows you to talk "the language of business." A thorough understanding of QuickBooks gives you proficiency in the leading software of the profession. Other skills you'll acquire in your training at LDS Business College include

- Critical thinking
- Judgment and decision making
- Break-even analysis
- Cost assignment and responsibility accounting

People who are detail-oriented and orderly enjoy accounting work. Good communication skills and the ability to maintain confidences also enhance your opportunities for success in this profession.

### Career Opportunities

Career opportunities are vast with an accounting degree. Large and small companies keep records of business financial 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, corporations, and LLCs). Hands-on personal computer experience is emphasized.

## **Expected Outcomes**

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.

## 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
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>

### Core Courses

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II	3
ACC 211	Cost Accounting	3
ACC 212	Managerial Accounting	3
ACC 223	Intro to Tax Entities	2
BUS 101	Business Fundamental	3
BUS 121	Business Law & Ethics	3
BUS 199	Business Internship	2
ENG 220	Business Communications	3
<b>Total Core Credit Hours</b>		<b>32</b>

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

1. Recommended Courses: BUS 200 Project Management (2); BUS 201 Principles of Management (3)
2. BUS AS Transfer major courses not included above
3. General education distribution courses
4. Other courses: For example, the following courses, although they generally do not transfer, lead to a Business AAS degree: ENTR 140 Entrepreneurship (2); BUS 151 Principles of Marketing (3)

**Total Elective Credit Hours** **10-12**

**Total Minimum Credit Hours Required for the Degree** **60**

## Recommended Sequence of Courses

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

<b>First Semester</b>		<b>Credit Hours</b>
ACC 105	Financial Accounting	4
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>14</b>

<b>Second Semester</b>		
ACC 110	Accounting in QuickBooks	3
BUS 101	Business Fundamentals	3
BUS 121	Business Law & Ethics	3
FIN 101	Personal Finance	2
Elective		3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

<b>Third Semester</b>		
ACC 201	Intermediate Accounting I	3
ACC 211	Cost Accounting	3
ENG 220	Business Communications	3
Elective		2-3
Elective		2-3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>15-17</b>

<b>Fourth Semester</b>		
ACC 202	Intermediate Accounting II	3
ACC 212	Managerial Accounting	3
ACC 223	Introduction to Tax Entities	2
BUS 199	Business Internship	2
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>15</b>

## Graduation Requirements

1. Minimum of 60 total semester credit hours as outlined
2. C grade or higher in all ACC core courses
3. Cumulative grade-point average of 2.0 or higher
4. See page 146 for religion requirements for this degree
5. Because of the need to stay current with technology, computer software courses must have been taken within three (3) years of graduation, except IT 102, which must be taken within four (4) years of graduation.
6. An internship is required for this degree (see course description for BUS 199).

# Accounting

## Certificate

### Overview

The Accounting Certificate qualifies you to fill entry-level positions in the accounting field. The composition of accounting, computer, and workplace skills provides a base from which to grow. The accounting certificate is designed to provide business experience in the accounting field while continuing your education. You'll gain an understanding of

- Basic financial transactions
- QuickBooks
- Journal entries, financial statements, and subsidiary ledgers
- Reconciliations and receivables
- Payroll, chart of accounts
- Automated general ledger

People who are detail-oriented and orderly enjoy accounting work. Good communication skills and the ability to maintain confidences also enhance your opportunities for success in this profession.

### Career Opportunities

With this certificate, graduates are qualified to perform entry-level accounting duties required to maintain a computer-based accounting system. The composite of accounting, computer and workplace skills provides a base adaptable to most office settings. This practical approach is viewed favorably by prospective employers.

### Expected Outcomes

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.
- Gain familiarity with basic business operating principles.

## 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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	2
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
ACC 212	Managerial Accounting	3
BUS 101	Business Fundamentals	3
BUS 121	Business Law & Ethics	3
<b>Total Core Credit Hours</b>		<b>16</b>
<b>Electives</b>		
ACC 223	Tax Entities	2
BUS 120	Consultative Sales	3
BUS 201	Management Principles	3
BUS 205	Human Resources	3
ECON 162	Macro Economics	3
IS 240	Info and Web Systems	3
<b>Total Elective Credit Hours</b>		<b>2-3</b>
<b>Total Minimum Credit Hours Required for Program</b>		<b>32</b>

## Recommended Sequence of Courses

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

<b>First Semester</b>		<b>Credit Hours</b>
ACC 105	Financial Accounting	4
BUS 101	Business Fundamentals	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

<b>Second Semester</b>		
ACC 110	Accounting in QuickBooks	3
ACC 212	Managerial Accounting	3
BUS 121	Business Law & Ethics	3
FIN 101	Personal Finance	2
Elective		2-3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>15-16</b>

## Graduation Requirements

1. Minimum of 32 total semester credit hours as outlined
2. Grade of C or better in all Certificate core courses
3. Cumulative grade point average of 2.0 or better
4. See page 146 for religion requirements for this degree
5. 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

# Business-Management Emphasis

## Associate of Applied Science Degree

### 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 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 processes, a professional salesperson, customer service pro, or an effective employee in a great variety of career opportunities.

This experience-driven program gives you both foundational skills and the flexibility to specialize. Because LDS Business College is located in the central business district of Salt Lake City, you'll have access to an amazing array of opportunities for business research and development. In fact, the College works closely with small, medium, and national companies to give you critical experience while you attend classes. Courses taught by faculty who have real-world experience on a new, high-tech campus make this the only two-year program of its kind in the State.

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.

## **Career Opportunities**

The Business degree prepares students for employment in a business career as a business owner, manager, professional salesperson, customer services representative or as an effective employee in the great variety of business career opportunities that exist. Salaries widely vary.

## **Expected Outcomes**

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.

## 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
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing*	3
FIN 101	Personal Finance*	2
IT 102	Computer Applications*	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>

### Core Courses

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
BUS 120	Introduction to Sales I	3
BUS 121	Business Law & Ethics	3
BUS 151	Principles of Marketing	3
BUS 175	Advanced Sales II	3
BUS 199	Business Internship	2
BUS 200	Project Management	2
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	3
BUS 260	Financial Management for Small Business	3
BUS 295	Business Analysis	3
ENG 220	Business Communications	3
ENTR 140	Entrepreneurship Fundamentals	2
<b>Total Core Credit Hours</b>		<b>44</b>

**Total Minimum Credit Hours Required for Program      62**

\*Students are encouraged to take challenge tests of these courses if they believe they already have subject- matter competency.

## Recommended Day Sequence of Courses

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

### First Semester

BUS 101	Business Fundamentals	3
COM 122	Interpersonal Communications	2
ENTR 140	Entrepreneurship Fundamentals	2
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15</b>

### Second Semester

ACC 105	Financial Accounting	4
BUS 110	Business Lecture Series	1
BUS 200	Project Management	2
FIN 101	Personal Finance	2
ENG 220	Business Communications	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>14</b>

### Third Semester

ACC 110	Accounting in QuickBooks	3
BUS 120	Introduction to Sales I	3
BUS 121	Business Law & Ethics	3
BUS 151	Principles of Marketing	3
BUS 205	Human Resource Management	3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>17</b>

### Fourth Semester

BUS 175	Advanced Sales II	3
BUS 199	Business Internship	2
BUS 201	Principles of Management	3
BUS 260	Financial Management for Small Business	3
BUS 295	Business Analysis (Capstone)	3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 62 total semester credit hours as outlined
2. Grade of C or better in all core courses
3. Cumulative grade point average of 2.0 or better
4. See page 146 for religion requirements for this degree
5. 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
6. An internship is required for this degree (see course description for BUS 199)

# Business-Entrepreneurship Emphasis

## Associate of Applied Science Degree

### 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:

- Financial-Managerial AAS
- Business AS (Transfer)
- Business Information Systems AAS
- Executive Assistant AAS
- Interior Design AAS
- Medical Coding Certificate

## **Expected Outcomes**

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.

## 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
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>

### Core Courses

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
BUS 120	Introduction to Sales I	3
BUS 121	Business Law & Ethics	3
BUS 151	Principles of Marketing	3
BUS 175	Advanced Sales II	3
BUS 201	Principles of Management	3
BUS 260	Financial Management for Small Business	3
ENG 220	Business Communications	3
ENTR 140	Entrepreneurship Fundamentals	2*
ENTR 170	Opportunity Analysis	2*
ENTR 210	Launch and Learn	3
ENTR 290	Business Planning	3*
ENTR 299	Entrepreneurship Internship	2
<b>Total Core Credit Hours</b>		<b>44</b>

**Total Minimum Credit Hours Required for Program 62**

\*These three courses are offered as a Cluster so that students completing the seven college programs previously listed under the Overview can obtain a Certificate of Completion in Entrepreneurship.

## Recommended Sequence of Courses

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

### First Semester

BUS 101	Business Fundamentals	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
ENTR 140*	Entrepreneurship Fundamentals	2
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15</b>

### Second Semester

ACC 105	Financial Accounting	4
BUS 110	Business Lecture Series	1
ENG 220	Business Communications	3
ENTR 170*	Opportunity Analysis	2
ENTR 210	Launch and Learn	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>15</b>

### Third Semester

ACC 110	Accounting in QuickBooks	3
BUS 120	Introduction to Sales I	3
BUS 121	Business Law & Ethics	3
BUS 151	Principles of Marketing	3
ENTR 290*	Business Planning	3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>17</b>

### Fourth Semester

BUS 175	Advanced Sales II	3
BUS 201	Principles of Management	3
BUS 260	Financial Management for Small Business	3
ENTR 299	Entrepreneurship Internship	2
FIN 101	Personal Finance	2
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>15</b>

## Graduation Requirements

1. Minimum of 62 total semester credit hours as outlined
2. Grade of C or better in all core courses
3. Cumulative grade point average of 2.0 or better
4. See page 146 for religion requirements for this degree
5. 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
6. An internship is required for this degree (see course description for ENTR 299)

# Professional Sales

## Certificate

### Overview

For those with an ability to sell, the employment field offers strong employment opportunities. Success in the field requires hard work, persistence, and an understanding of fundamental skills. The successful graduate can find employment in a wide variety of markets--retail, real estate, commercial, business to business, and a host of other industries. Employees can also advance in their organizations, switch to related positions such as marketing, or become independent business owners. Students interested in those fields may wish to add a Professional Sales Certificate to a two-year marketing or entrepreneurship program.

Career preparation includes training in three critical areas:

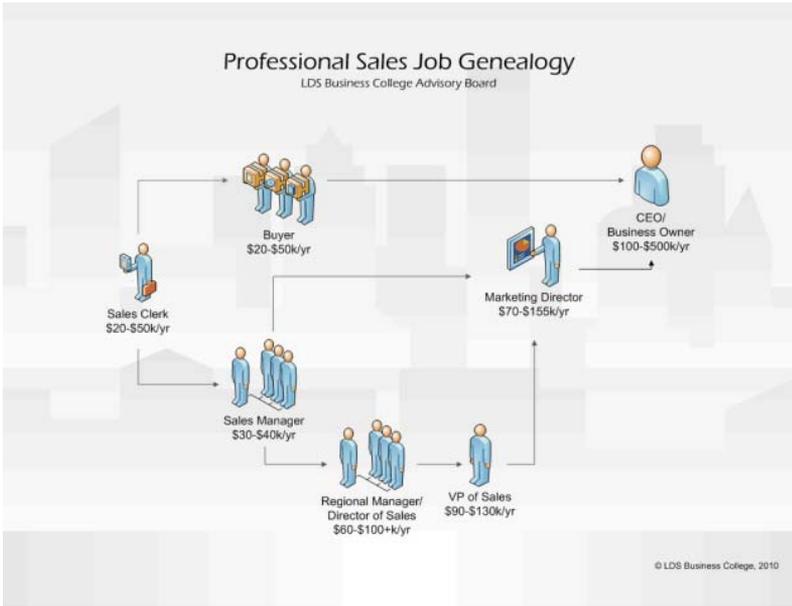
- Understanding the sales process, including knowing how to qualify leads.
- Establishing a work ethic that leads to a successful sales career.
- Demonstrating how to build and maintain the relationship between customers and sales people.

This is an excellent quick entry into the job market with strong earning potential.

### Career Opportunities

Salaries for LDSBC graduates typically start at between \$20,000 to \$50,000 per year and increase depending on circumstances and the determination of the employee. Within three to five years, many can be earning higher salaries. This degree gives students the chance to immediately begin building their career. It also offers a viable way to pay for continued schooling.

The chart on the next page outlines the job progression of the professionals who currently advise the Professional Sales program at the College. They started as sales representatives and moved up. Most, after 15 or more years in the industry, make six-figure salaries.



## Expected Outcomes

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.

## 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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	2
<b>Total Religion Credit Hours</b>		<b>4</b>

### Collegewide Courses

ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>8</b>

### Core Courses

BUS 101	Business Fundamentals	3
BUS 120	Introduction to Sales I	3

BUS 151	Principles of Marketing	3
BUS 175	Advanced Sales	3
BUS 180	Sales Communication	4
BUS 190	Sales Lab	2
<b>Total Core Credit Hours</b>		<b>18</b>

**Total Minimum Credit Hours Required for Program 30**

## Recommended Sequence of Courses

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

### First Semester

BUS 101	Business Fundamentals	3
BUS 120	Introduction to Sales I	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>14</b>

### Second Semester

BUS 151	Principles of Marketing	3
BUS 175	Advanced Sales II	3
BUS 180	Sales Communication	4
BUS 190	Sales Lab	2
FIN 101	Personal Finance	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 30 total semester credit hours as outlined
2. Grade of C or better in all Certificate core courses
3. Cumulative grade point average of 2.0 or better
4. See page 146 for religion requirements for this degree
5. 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

# Business Information Systems

## Associate of Applied Science

### Overview

The Business Information Systems program integrates the skills of accounting and systems operation management. Those who install, operate, and support small computer network systems, design software and systems, and know how to apply accounting principles are in demand in small businesses. System security is also a necessary skill in many offices. Skills you'll acquire in the College's BIS program include:

- System design and analysis
- LAN & WAN administration
- Client support
- Administration and security
- Troubleshooting
- Systems analysis and evaluation
- Project management

LDS Business College is a Microsoft IT Academy program member. In addition, students will receive training to take the following IT certifications exams:

- Security+ from CompTIA
- Microsoft Certified Technology Specialist (MCTS) Windows Server 2008 Active Directory Configuration
- Microsoft Certified Technology Specialist (MCTS) Windows Server 2008 Network Infrastructure Configuration
- Microsoft Certified Technology Specialist (MCTS) Microsoft SQL Server 2005
- Linux + from CompTIA

### Career Opportunities

This degree provides a wide range of skill for working with web and information technology. A complete listing of possible job descriptions is not possible. However, student will be prepared to work as computer support specialists. In addition students, will be ready for entry level positions as network administrators, database administration, system analysts, and web development.

### Expected Outcomes

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

- Analyze and design network systems for small and medium sized businesses using project management applications.
- Use information systems to solve business problems and improve business effectiveness.
- Administer Windows network operating systems.
- Advance usage of spreadsheets and databases
- Administer Microsoft SQL server.

- Provide secure web and information systems.
- Basic programming skills
- Linux administration
- Analyze, classify and record accounting transactions.
- Prepare and interpret financial statements and other financial reports.
- Distinguish accounting requirements for proprietorships, partnerships, and corporations.
- Operate and enhance computerized general ledger accounting and spreadsheet applications.
- Communicate verbally and in writing with effectiveness.
- Demonstrate professionalism.

## **Program Prerequisites**

1. You must receive a C or higher in IS 181 to continue in this 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.

Course #	Title	Credit Hours
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>

### Core Courses

BUS 200	Project Management	2
ENG 220	Business Communications	3
IS 181	Security and Windows Client	3
IS 185	Windows Server and Networking	4
IS 199	Support Internship	2
IS 230	Advanced Spreadsheet & Databases	3
IS 240	Information and Web Systems for Business	3
IS 242	System Design & Analysis	3
IS 245	Introduction to Programming	3
IS 247	Database Design and Implementation	3
IS 290	Linux Administration	3
IT 201	Advanced Computer Applications	2
<b>Total Core Credit Hours</b>		<b>34</b>

**Electives** (Select 8-12 credit hours from the following. Be sure to check for prerequisites.)

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
ACC 201	Intermediate Accounting I	3
BUS 101	Business Fundamentals	3
BUS 121	Business Law and Ethics	3
BUS 151	Principles of Marketing	3
BUS 175	Advanced Sales II	3
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	3
ENTR 140	Entrepreneurship Fundamentals	2
ENTR 170	Opportunity Analysis	2
ENTR 290	Business Planning	3
MAT 110	College Algebra	4
MAT 111	Calculus	3
MAT 252	Statistics	3

**Total Minimum Elective Credit Hours** **8**

**Total Minimum Credit Hours Required for Program      60**

## **Recommended Sequence of Courses**

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

<b>First Semester</b>		<b>Credit Hours</b>
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
IS 181	Security and Windows Client	3
IS 240	Information and Web Systems for Business	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

<b>Second Semester</b>		
FIN 101	Personal Finance	2
IT 201	Advanced Computer Applications	2
IS 185	Windows Server and Networking	4
Elective		2-3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>12-13</b>

<b>Third Semester</b>		
ENG 220	Business Communications	3
IS 199	Support Internship	2
IS 230	Advanced Spreadsheet & Databases	3
IS 242	System Design & Analysis	3
Elective		3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>16</b>

<b>Fourth Semester</b>		
BUS 200	Project Management	2
IS 245	Introduction to Programming	3
IS 247	Database Design and Implementation	3
IS 290	Linux Administration	3
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>16</b>

## **Graduation Requirements**

1. Minimum of 60 total semester credit hours as outlined
2. Grade of C or better in all BIS AAS Degree core courses
3. Cumulative grade point average of 2.0 or better
4. See page 146 for religion requirements for this degree
5. 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.

# Windows Administration

## Certificate

### Overview

With this certificate, graduates are qualified to provide Windows client support, systems security, and server administration functions in entry-level positions. These qualifications, combined with basic workplace skills, fill a need in many business settings. Students will also receive training to prepare them for the exams to become a Microsoft Certified System Administrator and to receive the COMP TIA Security+ certification.

### Career Opportunities

This certificate prepares students to certify in the area of windows security. Students gain skills to maintain the security of an organization's information system including installation of security software, monitoring networks for security breaches, and responding to security risks. The responsibilities of computer security specialists have increased in recent years as cyber attacks have become more sophisticated.

Graduates are prepared to accept positions in Windows client support, systems security and server administration functions at the entry level. Beginning employees in Utah earn around \$13 per hour increasing to \$20.90 at the national median. Job opportunities increase with business expansion.

### Expected Outcomes

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.

### Program Prerequisites

1. You must receive a C or higher in IS 181 to continue in this 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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	2
<b>Total Religion Credit Hours</b>		<b>4</b>

### Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>

### Core Courses

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
<b>Total Core Credit Hours</b>		<b>12</b>

**Elective Courses** (Select 4-7 credit hour from the following. Be sure to check for prerequisites.)

ACC 105	Financial Accounting	4
ACC 110	Accounting in Quickbooks	3
ACC 201	Intermediate Accounting	3
BUS 101	Business Fundamentals	3
BUS 121	Business Law & Ethics	3
BUS 151	Principles of Marketing	3
BUS 175	Advanced Sales II	3
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	3
ENTR 140	Entrepreneurship Fundamentals	3
ENTR 170	Opportunity Analysis	2
ENTR 290	Business Planning	3
MAT 110	College Algebra	4
MAT 111	Calculus	3
MAT 252	Statistics	3

**Total Minimum Elective Credit Hours** **4**

**Total Minimum Credit Hours for the Program** **30**

## Recommended Sequence of Courses

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

### First Semester

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
IS 181	Security and Windows Client	3
IS 240	Information and Web Systems for Business	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

FIN 101	Personal Finance	2
IS 185	Windows Server and Networking	4
IT 201	Advanced Computer Applications	2
Elective		4
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>14</b>

## Graduation Requirements

1. Minimum of 30 total semester credit hours as outlined
2. Grade of C or better in all Certificate core courses
3. Cumulative grade point average of 2.0 or better
4. See page 146 for religion requirements for this degree
5. 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

# Executive Assistant

## Associate of Applied Science Degree

### Overview

Executive assistants are in demand – the occupation ranks among those with the largest number of job openings according to the Bureau of Labor Statistics. Qualified assistants increasingly take on responsibilities once reserved for managers and professional staff. Those with extensive knowledge of software applications have a competitive advantage. The diversity of skills acquired gives you the opportunity to pursue employment in a variety of settings. Your qualifications will include training in eight significant areas:

- Accounting and Quickbooks
- Office procedures and software projects
- Legal procedures
- Human resource management
- Project management (includes Microsoft Project training)
- Professional business writing and editing
- Visual communications and design
- Entrepreneurship fundamentals for those who want to build their own business

### Career Opportunities

This career is in constant demand with a high volume of annual job openings. Students in this major are prepared to move quickly into first-line supervisory and management positions. The average salary for new workers in Utah is \$12.50 per hour with a median wage of \$16.10. In the U.S., the median salary is \$19.20 with an annual median wage over \$40,000. Students with strong skills may move up the organization more quickly.

### Expected Outcomes

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® InDesign 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.

## 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.

<b>Course #</b>	<b>Title Credit</b>	<b>Hours</b>
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>

### Core Courses

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BAS 122	Introduction to Transcription	1
BAS 129	Office Procedures	3
BAS 138	Introduction to Legal Procedures	3
BAS 199	Certificate Internship	1
BAS 205	Software Projects	3
BAS 296	Portfolio Development	2
BAS 299	AAS Degree Internship	2
BUS 200	Project Management	2
BUS 205	Human Resource Management	3
ENG 115	Document Editing	2
ENG 220	Business Communications	3
ENTR 140	Entrepreneurship Fundamentals	2
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
IT 110	Skillbuilding III	1
IT 151	Visual Communications	3
IT 201	Advanced Computer Applications	2
<b>Total Core Credit Hours</b>		<b>42</b>

### Electives

HP 106	Medical Law and Ethics	2
HP 140	Medical Terminology	3
PHIL 225	Critical Thinking and Reasoning	3
<b>Total Minimum Elective Hours</b>		<b>3</b>

**Total Minimum Credit Hours for the Program 63**

## Recommended Sequence of Courses

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

### First Semester

BAS 129	Office Procedures	3
ENG 101	Introduction to College Writing	3
ENG 115	Document Editing	2
IT 102	Computer Applications	3
IT 108	Skillbuilding I	1
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>14</b>

### Second Semester

BAS 122	Introduction to Transcription	1
BAS 138	Introduction to Legal Procedures	3
BAS 199	Certificate Internship	1
COM 122	Interpersonal Communications	2
ENTR 140	Entrepreneurship Fundamentals	2
FIN 101	Personal Finance	2
IT 109	Skillbuilding II	1
IT 201	Advanced Computer Applications	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

ACC 105	Financial Accounting	4
BAS 205	Software Projects	3
BUS 200	Project Management	2
ENG 220	Business Communications	3
IT 151	Visual Communications	3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>17</b>

### Fourth Semester

ACC 110	Accounting in QuickBooks	3
BAS 296	Portfolio Development	2
BAS 299	AAS Degree Internship	2
BUS 205	Human Resource Management	3
IT 110	Skillbuilding III	1
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>16</b>

## **Graduation Requirements**

1. Minimum of 63 total semester credit hours as outlined
2. C (not C-) grade or higher in all IT and BAS AAS degree courses
3. Cumulative grade point average of 2.0 or better
4. See page 146 for religion requirements for this degree
5. 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
6. An internship and a professional portfolio are required for graduation (see BAS 296, 299 course requirements)

# Legal Secretary

## Associate of Applied Science Degree

### Overview

Critical thinking and decision-making skills are essential for legal secretaries. In the legal program you also develop an understanding of

- Court systems
- Law-office ethics and legal terminology and
- Legal research
- 

During the second year, focus on litigation, contracts, torts, various legal specialties, and legal documents such as agreements, probate, and real estate.

Your choice of elective classes allows for specialization in the medical field or enhancing your management skills to prepare for supervising employees in a larger firm.

### Career Opportunities

Students who specialize in the legal area can anticipate a starting wage of \$12.60 in Utah with a median wage of \$16.40. The hourly median for the U.S. is around \$19.00 with an annual median salary approaching \$40,000. Career opportunities can be found in legal offices, government agencies, and within private corporations.

### Expected Outcomes

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.
- Show they understand the integrated use of business tools such as Microsoft® PowerPoint, Word, Excel, Access, e-mail, and the Internet.
- Show they understand routine office skills such as teamwork, information processing, reprographics, telecommunication, records management, customer service, and ethics.
- Utilize the principles of good page and on-screen layout and design.
- Complete professional onscreen and print publications such as flyers, portfolios, and newsletters using Adobe® InDesign and Adobe® Acrobat skills.
- Prepare simple legal documents using Corel WordPerfect® and/or Microsoft® Word by applying such skills as macros, templates, mail merge, and redline.
- Show they understand various types of law offices, law-office ethics, the court system, legal references, and administrative agencies.
- Demonstrate familiarity with the courts, law library, law office setting, and legal research.

- Complete integrated projects by applying advanced features of word processing, spreadsheets, databases, and electronic presentation software.
- Write internal and/or external business correspondence and reports that are clear, complete, correct, concise, courteous, and require research and documentation.
- Transcribe documents such as letters, memos, and court pleadings.
- Demonstrate familiarity with legal documents in areas of tort, family law, corporate law, legal agreements, estate planning, probate/wills, real estate, and bankruptcy.
- Show they understand litigation, contracts, torts, criminal law, family law, business law, real estate law, estate planning, probates, guardianships, bankruptcy, and correct legal vocabulary usage.
- Develop additional skill in selected focus areas such as accounting, E-commerce, human resource management, and public speaking.
- Show they understand the process of preparing court documents for filing.

## 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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
BAS 122	Introduction to Transcription	1
BAS 129	Office Procedures	3
BAS 138	Introduction to Legal Procedures	3
BAS 199	Certificate Internship	1
BAS 237	Legal Transcription	3
BAS 238	Advanced Legal Procedures	4
BAS 296	Portfolio Development	2
BAS 299	AAS Degree Internship	2
BUS 121	Business Law & Ethics	3
BUS 205	Human Resource Management	3
ENG 115	Document Editing	2
ENG 220	Business Communications	3
ENTR 140	Entrepreneurship Fundamentals	2
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
IT 110	Skillbuilding III	1
IT 151	Visual Communications	3
IT 201	Advanced Computer Applications	2
<b>Total Core Credit Hours</b>		<b>40</b>
<b>Electives (Select from the following list):</b>		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
HP 106	Medical Law and Ethics	3
HP 140	Medical Terminology	3
IT 100	Introduction to Keyboarding	1
<b>Total Minimum Elective Credit Hours</b>		<b>3</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>61</b>

## Recommended Sequence of Courses

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

### First Semester

BAS 129	Office Procedures	3
ENG 101	Introduction to College Writing	3
ENG 115	Document Editing	2
IT 102	Computer Applications	3
IT 108	Skillbuilding I	2
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>14</b>

### Second Semester

BAS 122	Introduction to Transcription	1
BAS 138	Introduction to Legal Procedures	3
BAS 199	Certificate Internship	1
COM 122	Interpersonal Communications	2
ENTR 140	Entrepreneurship Fundamentals	2
FIN 101	Personal Finance	2
IT 109	Skillbuilding II	1
IT 102	Advanced Computer Applications	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

BAS 237	Legal Transcription	3
BAS 238	Advanced Legal Procedures	4
ENG 220	Business Communications	3
IT 110	Skillbuilding III	1
IT 151	Visual Communications	3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>16</b>

### Fourth Semester

BAS 296	Portfolio Development	2
BAS 299	AAS Degree Internship	2
BUS 121	Business Law & Ethics	3
BUS 205	Human Resource Management	3
Electives		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>15</b>

## **Graduation Requirements**

1. Minimum of 61 total semester credit hours as outlined below
2. Grade of C (not C-) or higher in all IT and BAS AAS degree courses
3. Cumulative grade point average of 2.0 or better.
4. See page 146 for religion requirements for this degree
5. 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
6. An internship and a professional portfolio are required for graduation (see BAS 296, 299 course requirements)

# Medical Administrative Assistant

## Assistant Associate of Applied Science Degree

### Overview

Those who find it rewarding to help others are often drawn to this career choice. Work in a medical setting is demanding. Duties vary from scheduling appointments and maintaining medical records to billing and coding for insurance. Employment opportunities for well-trained personnel are growing nationally in hospitals, insurance companies, outpatient medical offices, and clinics.

Those who are responsive to the needs of others thrive in the medical environment.

### Career Opportunities

This specialty should experience faster than average employment growth as the U.S. population ages. Medical secretaries in Utah earn about \$9.20 per hours, with a median wage of \$12. Opportunities for employment are found in hospitals, insurance companies, outpatient medical offices, and health maintenance organizations.

### Expected Outcomes

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

- Perform appropriate medical business administrative support functions including correct patient instructions.
- Process insurance claims.
- Demonstrate correct file management of both printed and onscreen documents.
- 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® InDesign 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.
- Perform all job functions with professionalism

## 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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BAS 122	Introduction to Transcription	1
BAS 129	Office Procedures	3
BAS 131	Medical Office Procedures	3
BAS 135	Medical Transcription I	2
BAS 199	Certificate Internship	1
BAS 296	Portfolio Development	2
BAS 299	AAS Degree Internship	2
BUS 205	Human Resource Management	3
ENG 115	Document Editing	2
ENG 220	Business Communications	3
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 226	Beginning Coding	2
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
IT 151	Visual Communications	3
IT 201	Advanced Computer Applications	2
<b>Total Core Credit Hours</b>		<b>43</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>61</b>

## Recommended Sequence of Courses

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

### First Semester

BAS 129	Office Procedures	3
ENG 101	Introduction to College Writing	3
ENG 115	Document Editing	2
IT 102	Computer Applications	3
IT 108	Skillbuilding I	1
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>14</b>

### Second Semester

BAS 131	Medical Office Procedures	3
BAS 199	Certificate Internship	1
COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
HP 106	Medical Law and Ethics	2
HP 140	Medical Terminology	3
IT 109	Skillbuilding II	1
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

ACC 105	Financial Accounting	4
BAS 122	Introduction to Transcription	1
HP 226	Beginning Coding	2
IT 151	Visual Communications	3
IT 201	Advanced Computer Applications	2
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>14</b>

### Fourth Semester

ACC 110	Accounting in QuickBooks	3
BAS 135	Medical Transcription I	2
BAS 296	Portfolio Development	2
BAS 299	Internship	2
BUS 205	Human Resource Management	3
ENG 220	Business Communications	3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>17</b>

## **Graduation Requirements**

1. Minimum of 61 total semester credit hours as outlined
2. C (not C-) grade or higher in all BAS, IT, and HP courses
3. Cumulative grade point average of 2.0 or higher
4. See page 146 for religion requirements for this degree
5. 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
6. An internship and a professional portfolio are required for graduation (see course requirements for BAS 299, 296)

# Paralegal Studies

## Associate of Applied Science Degree

### 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

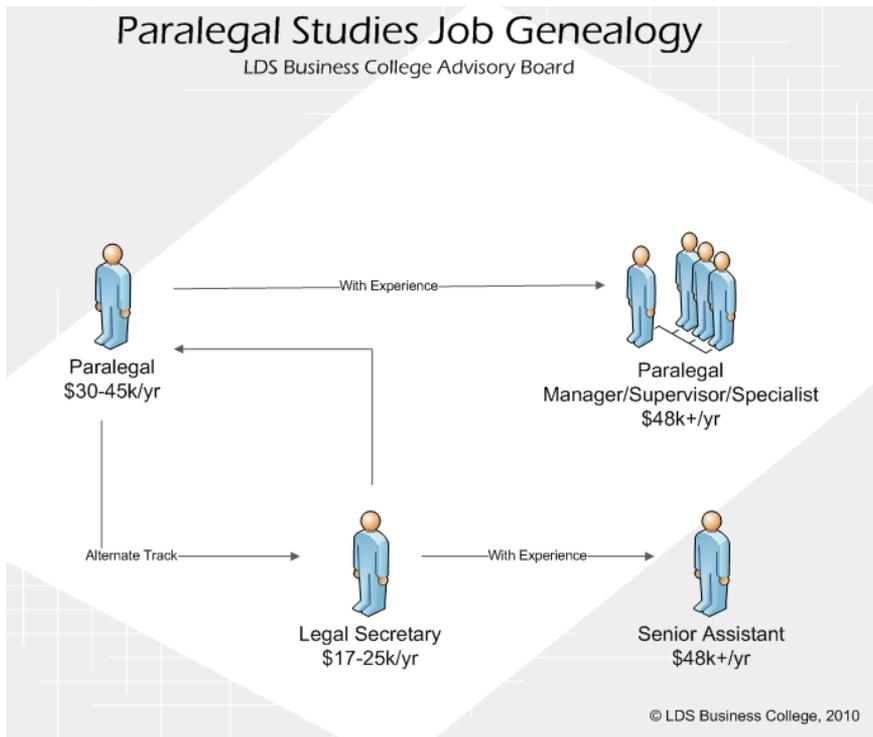
- Legal courses taught by legal professionals/lawyers
- Caring faculty
- Instructors are facilitators
- Students responsible for own learning
- Students are required to come to class prepared
- Teaching is done by the Learning Model which is based on teaching and learning by the Spirit
- Learning involves the student, the instructor, and the Spirit
- Practical application with project-based learning
- Internship at end of coursework to apply what has been learned

### Career Opportunities

A successful paralegal finds fulfillment 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:

- Average starting salary for paralegals is \$36,000 a year. The upward range for experienced paralegals is approximately \$50,000 annually.
- Steady, upward trend for starting salaries
- Attractive to individuals seeking to improve their career and earning potential
- Allows current Legal Administrative Assistants to advance their legal career
- Shows healthy job market in Utah and throughout the country with an increased employment demand for paralegals for the next 7 years
- Listed by Department of Workforce Services 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

The chart below outlines the job progression of the professionals who currently advise the Paralegal Studies program at the College. They began a number of years ago and moved up. Their starting salaries reflect salaries at that time.



## Expected Outcomes

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:
  1. Identifying key facts associated with case
  2. Locating and analyzing applicable law
  3. 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

## **Program Prerequisites**

This is a rigorous program. It is strongly recommended you have the following skills before enrolling in the first Paralegal Studies class, PLS 101, Introduction to Law:

1. The Paralegal Studies Program requires the following characteristics:
  - organizational skills, attentiveness to detail and accuracy, ability to work under stressful circumstances, assertiveness, excellent people and teamwork skills, capacity to develop a trust with the attorneys, and common sense.
2. Students must complete a keyboarding speed readiness test to measure correct words per minute (cwpm), with 40 cwpm required to continue to the second semester

## 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.

Course #	Title	Credit Hours
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6

**Total Religion Credit Hours 8**

### Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Integrated Computer Applications	3
<b>Total Collegewide Courses Credit Hours</b>		<b>10</b>

### 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 205	Contract Law	3
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
PLS 220	Administrative Law	3
PLS 296	Paralegal Portfolio	1
PLS 299	Paralegal Internship (Capstone)	2
<b>Total Core Credit Hours</b>		<b>42</b>

**General Education Courses** (Complete 9 credit hours from at least 3 Distribution Areas listed below. Suggested electives are preceded by an asterisk)

Fine Arts Distribution—ART 101, ART 106, ART 206, MUS 105  
Humanities Distribution—\*COM 121, ENG 250, ENG 260, \*PHIL 225  
Life Sciences Distribution—LS 103, \*LS 110, LS 130, \*LS 265  
Physical Sciences Distribution—PS 108, PS 120  
Social Sciences Distribution—ECON 161, ECON 162, \*SS 101, \*SS 105, SS 138

**Total Minimum General Education Credit Hours 9**

**Total Minimum Credit Hours for the Program 69**

## Recommended Sequence of Courses

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

### Track 1—Summer Start

#### First Semester-Summer

ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
PLS 101	Introduction to Law	3
<b>Total First Semester Hours</b>		<b>9</b>

#### Second Semester-Fall

PLS 103	Intro to Civil Litigation	3
PLS 120	Evidence	3
PLS 130	Criminal Law and Procedures	3
Religion	Book of Mormon I or II	2
<b>Total Second Semester Hours</b>		<b>11</b>

#### Third Semester-Winter

PLS 110	Legal Research/Writing I	3
PLS 140	Paralegal Procedures	3
PLS 150	Paralegal Computer Applications	3
Religion		2
<b>Total Third Semester Hours</b>		<b>11</b>

#### Fourth Semester-Summer

PLS 115	Legal Research/Writing II	3
PLS 205	Contract Law	3
PLS 210	Torts	3
Religion		2
<b>Total Fourth Semester Hours</b>		<b>11</b>

#### Fifth Semester-Fall

PLS 160	Ethics	3
PLS 215	Bankruptcy	3
PLS 220	Administrative Law	3
Religion		2
<b>Total Fifth Semester Hours</b>		<b>11</b>

#### Sixth Semester-Winter

COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
PLS 296	Paralegal Portfolio	1
PLS 299	Paralegal Internship (Capstone)	2
<b>Total Sixth Semester Hours</b>		<b>7</b>

#### Seventh Semester-Summer

General Education Elective	3
General Education Elective	3
General Education Elective	3

<b>Total Seventh Semester Hours</b>	<b>9</b>
<b>Track 2—Fall Start</b>	
<b>First Semester-Fall</b>	
ENG 101 Introduction to College Writing	3
IT 102 Computer Applications	3
PLS 101 Introduction to Law	3
<b>Total First Semester Hours</b>	<b>9</b>
<b>Second Semester-Winter</b>	
PLS 103 Intro to Civil Litigation	3
PLS 140 Paralegal Procedures	3
PLS 150 Paralegal Computer Applications	3
Religion Book of Mormon I or II	2
<b>Total Second Semester Hours</b>	<b>11</b>
<b>Third Semester-Summer</b>	
PLS 110 Legal Research/Writing I	3
PLS 205 Contract Law	3
PLS 210 Torts	3
Religion	2
<b>Total Third Semester Hours</b>	<b>11</b>
<b>Fourth Semester-Fall</b>	
PLS 115 Legal Research/Writing II	3
PLS 120 Evidence	3
PLS 130 Criminal Law and Procedures	3
Religion	2
<b>Total Fourth Semester Hours</b>	<b>11</b>
<b>Fifth Semester-Winter</b>	
PLS 160 Ethics	3
PLS 215 Bankruptcy	3
PLS 220 Administrative Law	3
<b>Total Fifth Semester Hours</b>	<b>9</b>
<b>Sixth Semester-Summer</b>	
FIN 101 Personal Finance	2
PLS 296 Paralegal Portfolio	1
PLS 299 Paralegal Internship (Capstone)	2
General Education Elective	3
<b>Total Sixth Semester Hours</b>	<b>8</b>
<b>Seventh Semester-Fall</b>	
COM 122 Interpersonal Communications	2
General Education Elective	3
General Education Elective	3
Religion	2
<b>Total Seventh Semester Hours</b>	<b>10</b>

**Track 3—Winter Start****First Semester-Winter**

ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
PLS 101	Introduction to Law	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Hours</b>		<b>11</b>

**Second Semester-Summer**

PLS 103	Intro to Civil Litigation	3
PLS 205	Contract Law	3
PLS 210	Torts	3
<b>Total Second Semester Hours</b>		<b>9</b>

**Third Semester-Fall**

PLS 120	Evidence	3
PLS 130	Criminal Law and Procedures	3
PLS 215	Bankruptcy	3
<b>Total Third Semester Hours</b>		<b>9</b>

**Fourth Semester-Winter**

PLS 110	Legal Research/Writing I	3
PLS 140	Paralegal Procedures	3
PLS 150	Paralegal Computer Applications	3
Religion		2
<b>Total Fourth Semester Hours</b>		<b>11</b>

**Fifth Semester-Summer**

PLS 115	Legal Research/Writing II	3
PLS 160	Ethics	3
PLS 220	Administrative Law	3
<b>Total Fifth Semester Hours</b>		<b>9</b>

**Sixth Semester-Fall**

COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
PLS 296	Paralegal Portfolio	1
PLS 299	Paralegal Internship (Capstone)	2
Religion		2
<b>Total Sixth Semester Hours</b>		<b>9</b>

**Seventh Semester-Winter**

General Education Elective		3
General Education Elective		3
General Education Elective		3
Religion		2
<b>Total Seventh Semester Hours</b>		<b>11</b>

## **Graduation Requirements**

1. Minimum of 69 total semester credit hours as outlined
2. Grade of C or better in PLS 101
3. Grade of B or better in all Paralegal Studies courses
4. Cumulative grade point average of 2.0 or better
5. See page 146 for religion requirements for this degree
6. 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
7. An internship and portfolio are required for graduation (see course descriptions for PLS 296, 299)

# Administrative Assistant

## Certificate

### Overview

Qualified assistants increasingly take on responsibilities once reserved for managers and professional staff. Those with strong software applications have a competitive advantage in the employment market. Your qualifications will include training in the areas of:

- Accounting and Quickbooks
- Office procedures and software projects
- Legal procedures
- Document editing
- Advanced computer applications

Strong computer skills enable you to be competitive in a variety of settings. Good communication skills and a strong portfolio contribute to your earning power as you continue your education.

### Career Opportunities

The demand for administrative assistants continues to be strong; the Bureau of Labor Statistics ranks the occupation among those with the largest number of job openings. This is an excellent quick entry into an entry-level position in the job market.

### Expected Outcomes

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

- Demonstrate professional and ethical standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communications skills.
- Demonstrate written communications skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and onscreen documents.
- Understand the integrated use of business tools such as Microsoft® PowerPoint, Word, Excel, Access, e-mail, and the Internet.
- Employ routine office skills such as teamwork, information processing, reprographics, telecommunication, records management, customer service, and ethics.
- Utilize the principles of good page and on-screen layout and design.
- Complete professional onscreen and print publications such as flyers, portfolios, and newsletters using Adobe® InDesign skills.
- Complete integrated projects applying advanced features of word processing, spreadsheets, databases, and electronic presentation software.

## 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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Integrated Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
BAS 122	Introduction to Transcription	1
BAS 129	Office Procedures	3
BAS 138	Introduction to Legal Procedures	3
BAS 199	Certificate Internship	1
ENG 115	Document Editing	2
ENTR 140	Entrepreneurship Fundamentals	2
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
IT 201	Advanced Computer Applications	2
<b>Total Core Credit Hours</b>		<b>16</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>30</b>

## Recommended Sequence of Courses

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

### First Semester

BAS 129	Office Procedures	3
ENG 101	Introduction to College Writing	3
ENG 115	Document Editing	2
IT 102	Computer Applications	3
IT 108	Skillbuilding I	1
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>14</b>

### Second Semester

BAS 122	Introduction to Transcription	1
BAS 138	Introduction to Legal Procedures	3
BAS 199	Certificate Internship	1
COM 122	Interpersonal Communications	2
ENTR 140	Entrepreneurship Fundamentals	2
FIN 101	Personal Finance	2
IT 109	Skillbuilding II	1
IT 201	Advanced Computer Applications	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 30 total semester credit hours as outlined
2. Grade of C (not C-) or higher in all IT and BAS Certificate courses
3. Cumulative grade point average of 2.0 or better
4. See page 146 for religion requirements for this degree
5. 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
6. A 45-hour internship is required for graduation (see course requirements for BAS 199)

# Medical Office Assistant

## Certificate

### Overview

The Medical Office Assistant program allows those seeking basic office skills training to specialize in the medical area. Duties for medical assistants vary from scheduling appointments and maintaining medical records to medical transcription. Employment opportunities are growing nationally and are available for well-trained personnel in hospitals, insurance companies, outpatient medical offices, and clinics. Good communication skills can contribute to earning power in this field.

This certificate provides training for entry-level positions in the medical area, providing employment while continuing an education.

### Career Opportunities

Employment opportunities can be found in hospitals, insurance companies, outpatient medical offices and HMOs. Medical office assistants can anticipate a beginning salary of \$9.20 per hour in Utah with \$11.60 as the median hourly wage. The annual beginning wage in Utah is between \$18,000 and \$20,000; the U. S. median wage is more than \$29,000.

### Expected Outcomes

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

- Perform appropriate support functions
- Perform appropriate medical office procedures
- Process insurance claims
- Demonstrate effective communication skills
- Maintain HIPA confidentiality
- Exhibit professionalism
- Interact with patients in a friendly, professional manner
- Communicate and perform office functions using correct medical terms
- Utilize appropriate software to complete assigned tasks
- Apply correct records management skills
- Format medical documents correctly

## 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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	2
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
BAS 129	Office Procedures	3
BAS 131	Medical Office Procedures	3
BAS 199	Certificate Internship	1
ENG 115	Document Editing	2
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
<b>Total Core Credit Hours</b>		<b>16</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>30</b>

## Recommended Sequence of Courses

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

### First Semester

BAS 129	Office Procedures	3
ENG 101	Introduction to College Writing	3
ENG 115	Document Editing	2
IT 102	Computer Applications	3
IT 108	Skillbuilding I	1
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>14</b>

### Second Semester

BAS 131	Medical Office Procedures	3
BAS 199	Certificate Internship	1
COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
IT 109	Skillbuilding II	1
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 30 total semester credit hours
2. Grade of C (not C-) higher in all BAS, IT, and HP
3. Cumulative grade point average of 2.0 or higher
4. See page 146 for religion requirements for this degree
5. 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.
6. A 45-hour internship is required for graduation (see course requirements for BAS 199).

# Executive Medical Assistant

## Associate of Applied Science Degree

### Overview

Employment opportunities in the medical field exist in hospitals, insurance companies, outpatient medical offices, and clinics. Clinical duties of executive medical assistants may include taking patient histories, exam preparation, drawing blood, diagnostic testing, and patient care. Added administrative responsibilities include scheduling appointments, managing medical records, insurance billing, medical coding, and employee scheduling and supervision.

Those who enjoy helping others and are perceptive of others' needs find the medical environment rewarding. Critical thinking, monitoring, and assessment are valued skills in this profession. Skill training at the College includes:

- Medical law and ethics
- Medical terminology
- Medical office procedures
- Clinical procedures
- Techniques for patient care
- Administering injections and medications
- Introduction to pharmacology
- Medical lab procedures and clinical procedures labs
- Beginning coding
- Medical transcription
- Schedule management and employee supervision
- Basics of accounting (Quickbooks)

A practicum and service-learning classes give you professional experience prior to graduation. LDS Business College graduates in this field enjoy a pass rate above 80 percent as first-time test takers in national medical assisting exams.

### Accreditation

The program is 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).

### Career Opportunities

There are employment opportunities in hospitals, insurance companies, outpatient medical offices, and HMOs for well-trained executive medical assistants. Medical assistants in Utah earn \$9.30 as inexperienced workers with a salary ranging above \$10.70 at the median level. In the U.S., median salaries can be \$13.60 per hour. Students may advance to supervisory positions where wages are higher than those listed here.

## Expected Outcomes

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

## Program Prerequisites

1. 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.
2. Obtain navy blue scrubs, B/P cuff/stethoscope, and lab coat to wear while taking HP 200 and HP 210.

## 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
REL 121 or 122	Book of Mormon I or II	2
REL	See page 145 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>

### Core Courses

ACC 105	Financial Accounting	4
BAS 122	Intro to Transcription	1
BAS 131	Medical Office Procedures	3
BAS 135	Medical Transcription I	2
ENG 220	Business Communications	3
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
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	4
HP 212	Clinical Procedures Lab	0
HP 226	Beginning Coding	2
HP 283	Practicum for MA/EMA (Capstone)	3
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
LS 265	Anatomy & Physiology	4
<b>Total Core Credit Hours</b>		<b>39</b>

### Electives (Choose from the following)

BAS 129	Office Procedures	3
BUS 205	Human Resource Management	3
HP 228	Intermediate Coding	4
IT 201	Advanced Computer Applications	2
LS 103	Nutrition and Health	3
<b>Total Minimum Elective Credit Hours</b>		<b>3</b>

**Total Minimum Credit Hours for the Program 60**

## Recommended Sequence of Courses

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

### First Semester

HP 106	Medical Law and Ethics	2
HP 150	CPR/First Aid for Professionals	1
HP 200	Introduction to Medical Lab Procedures	3
HP 201	Medical Laboratory Procedures Lab	0
IT 102	Computer Applications	3
IT 108	Skillbuilding I	1
LS 265	Anatomy & Physiology	4
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

BAS 131	Medical Office Procedures	3
ENG 101	Introduction to College Writing	3
HP 140	Medical Terminology	3
HP 210	Clinical Medical Assisting (SL)	4
HP 212	Clinical Procedures Lab	0
IT 109	Skillbuilding II	1
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

BAS 122	Introduction to Transcription	1
COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
HP 170	Introduction to Pharmacology	2
HP 226	Beginning Coding	2
Elective		3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>14</b>

### Fourth Semester

ACC 105	Financial Accounting	4
BAS 135	Medical Transcription I	2
ENG 220	Business Communications	3
HP 283	Practicum for MA/EMA (Capstone)	3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>14</b>

## **Graduation Requirements**

1. Minimum of 60 total semester credit hours as outlined
2. Keyboard at minimum of 32 correct words per minute (cwpm) (47 cwpm encouraged).  
The keyboarding skill must be verified the last semester before graduation.
3. Cumulative grade-point average of 2.0 or higher
4. Executive Medical Assistant students must register or state the date for expected registration for the American Association of Medical Assistants (AAMA) Certified Medical Assistant exam (fee is \$125.00), OR the American Medical Technologies (AMT) Registered Medical Assistant exam (fee is \$95.00) for degree completion.
5. See page 146 for religion requirements for this degree
6. 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.
7. A practicum is required the last semester prior to graduation. The practicum will consist of a minimum 180 hours, without remuneration, in an ambulatory health care setting. (See the course description for HP 283.) You must be CPR certified and pass drug and background checks prior to your practicum.

# Medical Assistant

## Certificate

### Overview

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. The duties of clinical medical assistants vary according to state laws. 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.

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.

This major provides students with entry-level administrative and clinical skills for a variety of healthcare settings. Students learn and demonstrate current outpatient laboratory collection procedures, assistance with office surgery, front office billing and insurance procedures, and basic computer/word processing skills.

### Accreditation

The program is 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).

### Career Opportunities

There are employment opportunities in hospitals, insurance companies, outpatient medical offices, and HMOs for well-trained executive medical assistants. Medical assistants in Utah earn \$9.30 as inexperienced workers with a salary ranging above \$10.70 at the median level. In the U.S., median salaries can be \$13.60 per hour.

### Expected Outcomes

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

### **Program Prerequisites**

1. 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.
2. Obtain navy blue scrubs, B/P cuff/stethoscope, and lab coat to wear while taking HP 200 and HP 210.

## 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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
REL 121 or 122	Book of Mormon I or II	2
REL	See page145 for requirements	2
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
BAS 131	Medical Office Procedures	3
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
HP 200	Introduction to Medical Lab Procedures	3
HP 201	Medical Laboratory Procedures Lab	0
HP 210	Clinical Medical Assisting (SL)	4
HP 212	Clinical Procedures Lab	0
HP 283	Practicum for MA/EMA (Capstone)	3
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
LS 265	Anatomy & Physiology	4
<b>Total Core Credit Hours</b>		<b>25</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>39</b>

## Recommended Sequence of Courses

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

### First Semester

HP 106	Medical Law & Ethics	2
HP 150	First Aid/CPR for Health Professionals	1
HP 200	Introduction to Medical Lab Procedures	3
HP 201	Medical Laboratory Procedures Lab	0
IT 102	Computer Applications	3
IT 108	Skillbuilding I	1
LS 265	Anatomy & Physiology	4
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

BAS 131	Medical Office Procedures	3
ENG 101	Introduction to College Writing	3
HP 140	Medical Terminology	3
HP 210	Clinical Medical Assisting (SL)	4
HP 212	Clinical Procedures Lab	0
IT 109	Skillbuilding II	1
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Summer Term

COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
HP 283	Practicum for MA/EMA (Capstone)	3
<b>Total Third Term Credit Hours</b>		<b>7</b>

## Graduation Requirements

1. Minimum of 39 semester credit hours as outlined
2. Keyboard at a minimum of 32 corrected words per minute (cwpm); (47 cwpm encouraged). The keyboarding skill must be verified the last semester before graduation
3. Cumulative grade point average of 2.0 or better
4. Medical Assistant students must register or state the date for expected registration for the American Association of Medical Assistants (AAMA) Certified Medical Assistant exam (fee is \$125.00), OR the American Medical Technologies (AMT) Register Medical Assistant exam (fee is \$95.00) for degree completion
5. See page 146 for religion requirements for this degree
6. 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.
7. A practicum is required the last semester prior to graduation. The practicum will consist of a minimum 180 hours, without remuneration, in an ambulatory health care setting. (See the course description for HP 283.) You must be CPR certified and pass drug and background checks prior to your practicum.

# Medical Coding

## Certificate

### Objectives

Medical coders are in demand by hospitals, insurance companies, medical offices, and health clinics.

This major prepares students to function in medical records settings. Students learn to organize medical records, to assign codes to disease processes and procedures, and to facilitate third-party reimbursement and record keeping. The student is prepared for the American Academy of Professional Coders (AAPC) certified coding apprentice (CPCa) exam.

### Career Opportunities

Medical coders are in demand by hospitals, insurance companies, medical offices, and health clinics. This occupation is expected to experience faster than average employment growth with a moderate volume of annual job openings. Coders can anticipate an hourly median wage of \$13 per hour in Utah with salaries over \$27,000. The U.S. median is more than \$30,000 annually.

### Expected Outcomes

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

- Perform all job functions with professionalism.
- Demonstrate appropriate oral and written communication skills.
- Perform medical coding procedures efficiently.
- Apply correct principles of law and ethics.
- Perform appropriate billing and coding skills.

## 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.

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	2
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 170	Introduction to Pharmacology	2
HP 197	Medical Coder Certificate Internship	2
HP 226	Beginning Coding	2
HP 228	Intermediate Coding	4
LS 265	Anatomy & Physiology	4
<b>Total Core Credit Hours</b>		<b>19</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>33</b>

## Recommended Sequence of Courses

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

### First Semester

COM 122	Interpersonal Communications	
ENG 101	Introduction to College Writing	3
HP 106	Medical Law and Ethics	2
HP 140	Medical Terminology	3
HP 226	Beginning Coding	2
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

### Second Semester

FIN 101	Personal Finance	2
HP 170	Introduction to Pharmacology	2
HP 197	Medical Coder Certificate Internship	2
HP 228	Intermediate Coding	4
LS 265	Anatomy & Physiology	4
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 33 total semester credit hours as outlined
2. Minimum keyboarding speed of 32 correct words per minute (cwpm) must be verified the last semester before graduation Cumulative grade-point average of 2.0 or higher
3. Cumulative grade-point average of 2.0 or higher
4. See page 146 for religion requirements for this degree
5. 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.
6. An internship consisting of a minimum 120 hours, without remuneration, in an ambulatory health care setting (see the course description for HP 197).

# Interior Design

## Associate of Applied Science Degree

### Overview

The design program provides hand skills and a visual design sense necessary for 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. Graduates from this rigorous program have a reputation for excellence in the design industry.

LDS Business College design students are required to compete in the annual IIDA Portfolio Review featuring students of both two-year and four-year interior design programs throughout the region. The College's students have a long tradition of top placement in the competition. Winners of the 2010 competition included second place and honorable mention awards, a national award from the IFDA.

### 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.

### Expected Outcomes

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

### Program Prerequisites

1. To be accepted into the Interior Design AAS degree, you must have a minimum 3.0 grade-point average from high school. If you are transferring in from another college or university, you must have a 3.0 grade-point average. If you have been out of high school for more than 10 years, you may be accepted into this major based on a



## Recommended Sequence of Courses

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

### First Semester

ENG 101	Introduction to College Writing	3
ID 104	Principles of Design	2
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 125	Drafting	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>18</b>

### Second Semester

COM 122	Interpersonal Communications	2
ID 117	Perspective Drawing	3
ID 126	Space Planning	4
ID 128	Textiles	2
ID 130	Studio I	2
ID 131	Introduction to AutoCAD	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>17</b>

### Third Semester

ENG 220	Professional Business Writing	3
ID 210	Historical Furnishings & Architecture	3
ID 217	Rendering Techniques	2
ID 230	Studio II	2
ID 231	Computer Design I	3
ID 270	Portfolio I	1
ID 299	Interior Design Internship (Capstone)	1
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>17</b>

### Fourth Semester

FIN 101	Personal Finance	2
ID 205	Resources & Career Issues	2
ID 211	Modern Furnishings & Architecture	2
ID 232	Computer Design II	3
ID 271	Portfolio Preparation II (capstone)	1
ID 275	Business of Interior Design	3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>15</b>

## **Graduation Requirements**

1. Minimum of 67 total semester credit hours as outlined
2. 3.0 grade-point average or higher in all ID courses
3. Cumulative grade-point average of 2.0 or higher
4. All students graduating as Interior Design majors must take at least 50 percent of their Interior Design courses at LDS Business College
5. See page 146 for religion requirements for this degree
6. 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.
7. A portfolio is required for graduations (see course requirements for ID 270, 271).

# Interior Design

## Certificate

### Overview

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

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

### Expected Outcomes

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., color, textiles, furniture construction, etc.
- Understand and address technical issues - i.e., use correct terminology, read and prepare blueprints, read and understand product specifications.
- Understand business practices and procedures.
- Demonstrate understanding of interpersonal skills.

### Program Prerequisites

1. To be accepted into the Interior Design Certificate program, you must have a minimum 2.0 grade-point average from high school. If you are transferring in from another college or university, you must have a 2.0 grade-point average. If you have been out of high school for more than 10 years, you may be accepted into this major based on a personal interview with the Program Director. Prospective students must submit a [color board](#). Criteria for color boards are available from the Admissions office. Students who meet the admission requirements are admitted on a space-available basis.
2. Applications must be submitted to the Admissions office no later than September 1st for fall semester, December 1st for winter semester, and May 1st for summer session.
3. You must maintain a 2.0 GPA in all your ID course work to continue in this program.



ID 210	Historical Furnishings & Architecture	3
ID 211	Modern Furnishings & Architecture	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

## **Graduation Requirements**

1. Minimum of 34 total semester credit hours as outlined
2. 2.0 GPA or higher in all ID courses
3. Cumulative grade-point average of 2.0 or higher
4. See page 146 for religion requirements for this degree
5. 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.
6. An internship is required for graduation (see course description for ID 199).

# Business

## Associate of Science Degree

### Overview

In two years, you can gain a broader background that will make you more valued as a professional, and increase your earnings potential and earn one degree that meets three academic requirements:

- Complete the pre-admission requirements for enrollment in a college of business at the university level. Many universities have a number of prerequisites for students in accounting, finance, or business which must be filled prior to being accepted into a college of business. Complete them at LDS Business College as part of your transfer degree.
- Fulfill your general education requirements and prepare for college transfer.
- Earn an accounting certificate that will increase job options as needed to finance your further education.

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Coursework includes the following:

- Financial and managerial accounting and Quickbooks
- All general education requirements set by the state of Utah
- Economics, calculus, and statistics (pre-business requirements)
- Advanced business computer applications
- College writing and interpersonal communications

Four-year institutions still require formal application to their respective Colleges of Business. A few additional specialized general education or business degree courses may be required at some of these institutions.

### 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 schools. 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 certificate in accounting after completing the first year. This certificate and related training will increase job options as needed to finance further education. Students who complete the degree courses coupled with the general education requirements will gain a broader background that will make them more valued as a professional and will increase their earnings potential.

### Objectives

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

See your academic advisor for transfer articulation agreements and guides that are available. Students are encouraged to check the degree prerequisites and requirements of the four-year institutions to 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. Also, there may be 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.**

### Expected Outcomes

In two years, you can gain a broader background that will make you more valued as a professional, increase your earning potential, and earn one degree that meets three academic requirements:

- Complete the pre-admission requirements for enrollment in a college of business at the university level. Many universities have a number of prerequisites which must be filled prior to being accepted into a college of business in order to study accounting, finance, or business.
- Fulfill your general education requirements and prepare for college transfer.
- Earn an accounting certificate that will increase job options to finance your further education.

Coursework includes the following:

- Financial and managerial accounting and QuickBooks
- All general education requirements set by the Utah System of Higher Education
- Economics, calculus, and statistics (pre-business requirements)
- Advanced business computer applications
- College writing and interpersonal communications

Four-year institutions still require formal application to their respective College of Business. A few additional specialized general education or business courses may be required at some of these institutions.

### Course Requirements

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course.

Course #	Title	Credit Hours
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>

#### Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction To College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>

**Core Courses**

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
ACC 212	Managerial Accounting	3
BUS 121	Business Law & Ethics	3
COM 121	Principles of Public Speaking	3
ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3
ENG 201	Intermediate College Writing	3
IT 201	Advanced Computer Applications	2
MATH 110	College Algebra	4
MATH 111	Calculus	3
MATH 252	Statistics	3
<b>Total Core Credit Hours</b>		<b>37</b>

**General Education Requirements**

Select 12 credit hours as indicated below. Please note that each four-year school has some minimal added institution-specific requirements for admissions, which students will need to complete either at LDS Business College or at the four-year school the student desires to attend. Learn the institution-specific requirements in order to make the most advantageous selections below.

Fine Arts Distribution (select one)

ART 101	Survey of Art History	3
ART 106	Introduction to Drawing	3
ART 206	Introduction to Photography	3
MUS 105	Music & Culture	3

Humanities Distribution (select one)

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

Life/ Physical Sciences Distribution (select one)

LS 103	Nutrition & Health	3
LS 110	Environmental Science	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

American Institutions (select one)

HIST 170	American Civilization	3
POLS 110	American National Government	3

**Total Minimum General Education Requirements** **12**

**Total Minimum Credit Hours for the Program** **67**

## Recommended Day Sequence of Courses

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

### First Semester

ACC 105	Financial Accounting	4
COM 122	Interpersonal Communications	2
ECON 162	Macroeconomics	3
ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

### Second Semester

ACC 110	Accounting in QuickBooks	3
BUS 121	Business Law & Ethics	3
FIN 101	Personal Finance	2
IT 201	Advanced Computer Applications	2
MATH 110	College Algebra*	4
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

ECON 161	Microeconomics	3
ENG 201	Intermediate College Writing	3
MATH 252	Statistics	3
Elective		3
Elective		3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>17</b>

### Fourth Semester

ACC 212	Managerial Accounting	3
COM 121	Principles of Public Speaking	3
MATH 111	Calculus	3
Elective		3
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>17</b>

\*Course has prerequisites

## **Graduation Requirements**

1. Minimum of 67 total semester credit hours as outlined
2. C grade or higher in all BUS AS core courses
3. Cumulative grade-point average of 2.0 or higher; (A 2.5 GPA or higher is recommended)
4. See page 146 for religion requirements for this degree
5. 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.
6. The four-year institutions in Utah require students to achieve various computer competencies for transferring to their respective institutions. You must have a B- or higher grade in IT 201 in order to establish the required computer competences for transfer.

# General Studies Department (GS)

## Associate of Science in General Studies Degree

### Overview

This degree gives you a head start at your university studies. It meets the general education requirements for college transfer. The associate of science program will teach you basic workplace skills will help you become computer literate and will broaden your perspective.

### 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.

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. Carefully choosing electives will allow a student to obtain an applied skills certificate as well.

## Expected Outcomes

You are required during your last semester to take the Academic Profile, which is a nationally standardized test of general academic knowledge and skills. 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.

## Program Prerequisites

1. **LE 120** Career Exploration (a two-hour class to help select a major) is not required but is strongly recommended the first semester.

## Course Requirements

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course.

Course #	Title	Credit Hours
<b>Religion</b>		
REL 121 or 122	Book of Mormon I or II	2
REL	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses (first year)

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>

### English/Math Requirements (second year)

ENG 201	Intermediate College Writing	3
ENG 220	Professional Business Writing	3
MATH 110	College Algebra	4
-OR- (see an advisor)		
MATH 106	Introduction to Quantitative Analysis	3
<b>Total Minimum English/Math Credit Hours</b>		<b>9</b>

### 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/ Humanities Distribution (Students must take at least three courses from the five different prefix areas)

ART 101	Survey of Art History	3
ART 106	Introduction to Drawing	3
ART 206	Introduction to Photography	3
COM 121	Principles of Public Speaking	3
ENG 250	Introduction to Literature	3
ENG 260	Eminent Writers & Themes in Literature	3
MUS 105	Music & Culture	3
PHIL 225	Critical Thinking and Reasoning	3

Life/Physical Sciences (Students must take at least one course in each section, A & B)

#### A. Life Sciences:

LS 103	Nutrition & Health	3
LS 110	Environmental Science	3
LS 130	Health & Lifestyle Management	3
LS 265	Anatomy & Physiology	4

B. Physical Sciences:

PS 108	Introduction to Astronomy	3
PS 120	Introduction to Physical Geography	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 Requirement (select one)

HIST 170	American Civilization	3
POLS 110	American National Government	3

**Electives**

Students will normally take 11-12 elective credit hours, depending upon the number of electives needed. Students should counsel with their advisor early in their program to determine which courses they should take to fill the electives portion of their curriculum. Those who plan carefully may obtain an applied skills certificate in addition to the General Studies degree without taking more than four semesters to graduate. See individual certificate pages for requirements.

Certificate

Accounting  
Administrative Assistant  
Professional Sales  
Interior Design Sales Associate  
Medical Assistant  
Medical Coding  
Medical Office Assistant  
Medical Transcription  
Windows Administration

**Total Minimum Elective Credit Hours** **9-12**

**Total Minimum Credit Hours for the Program** **63**

## Recommended Sequence of Courses

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

### First Semester

ENG 101	Introduction to College Writing	3
IT 102	Computer Applications	3
LE 120 (Elective)	Career Exploration	2
General Ed.		3
Elective		3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
Math Requirement	MAT 110 or MAT 106 (see an advisor)	3-4
General Ed.		6
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>15-16</b>

### Third Semester

ENG 201	Intermediate College Writing	3
General Ed.		6
Elective		4
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>15</b>

### Fourth Semester

ENG 220	Professional Business Writing	3
American Institutions	HIST 170 or POLS 110	3
General Ed.		6
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>17</b>

## Graduation Requirements

1. Minimum of 63 total semester credit hours as outlined
2. Cumulative GPA of 2.0 or higher (A 2.5 GPA or higher is recommended)
3. See page 146 for religion requirements for this degree
4. You are required during your last semester to take the Academic Profile, which is a nationally standardized test of general academic knowledge and skills. (see Program Expected Outcomes for further details.)
5. 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
6. MAT 111 Calculus is recommended for Associate of Science students who plan to major in business at a four-year institution.

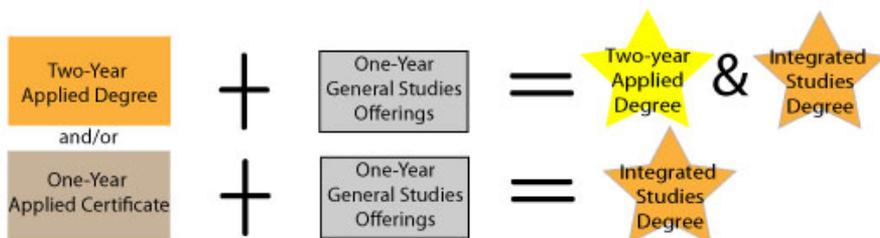
# Integrated Studies

## Associate of Science Degree

### Overview

Integrated Studies is a powerful program that combines career skills with preparation to transfer to a four-year institution. It works with any two- or one-year program offered at the College\* and is a great way to earn while you learn.

The program works like this:



Any College program\* added to the general education offerings equals an Integrated Studies degree. And you can complete the programs in any order.

Let's say, for example, that you want to be a certified public accountant, which requires a master's degree. You could take the Financial/Managerial Accounting two-year program and combine it with Integrated Studies. You would enter the marketplace sooner, earning better wages, building your resume, and strengthening your professional network. Or, assume you want to be a lawyer, why not earn a Paralegal degree with an Integrated Studies emphasis. For the student intending to transfer, this is a great approach.

And Integrated Studies can be completed in two semesters beyond the time required for the applied skills degree. Some students are able to complete both a two-year applied degree and an Integrated Studies degree in a total of only five semesters.

The degree has been designed specifically to meet general education requirements of institutions in Utah, and is recognized by accredited colleges and universities as well throughout the United States. Students complete classes in these areas:

- Institute of Religion instruction to develop gospel understanding, insight, and personal moral values.
- Collegewide courses to gain skills in written and verbal communications, human relations, mathematics, and computers.
- General education courses to broaden perspectives by exploring fine arts, humanities, life and physical sciences, and social science.
- American Institutions course to become a better informed and more responsible citizen.

*\*This program does not work with students who have undecided majors or are Visiting Students.*

## Career Opportunities

The Integrated Studies program gives you a quick entry into the marketplace, even while you continue your studies. The courses in the skill areas provide experience that replicate real-world experiences as closely as possible. Your hands-on knowledge gives you a leg up in the employment arena. Because the program also focuses on continued education, you gain life-long skills that help your upward mobility. And the eternal truths you acquire in this distinctly LDS environment help you build your family and prepare you for leadership to your employer, the Church and your community.

You will find career opportunities for each skills program on the web pages for that degree.

Once you complete the Integrated Studies program, you will:

- Experience temporal and spiritual growth
- Acquire immediate skills to enter the job market in your area of interest
- Expand your earning options while you continue your education
- Enhance your critical thinking and problem-solving skills
- Transfer to a four-year college or university
- Develop a life-long love of learning

## Expected Outcomes

Students will be required during their last semester to take the Academic Profile, which is a nationally standardized test of general academic knowledge and skills. 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.

## Program Prerequisites

1. **LE 120** Career Exploration (a two-hour class to help select a major) is not required but is strongly recommended the first semester.

## Course Requirements

Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course.

Course #	Title	Credit Hours
REL 121 or 122	Book of Mormon I or II	2
Religion	See page 146 for requirements	6
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses (first year)

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3 (counts under GE core)
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
<b>Total Collegewide Credit Hours</b>		<b>10</b>

### General Education Core Courses

LDS Business College General Education Core Course requirements meet the Utah State Board of Higher Education required core areas of Composition, Quantitative Literacy and American Institutions.

#### Composition (both courses required)

ENG 101	Introduction to College Writing	3
ENG 201	Intermediate College Writing	3

#### Quantitative Literacy (choose one)

MATH 110	College Algebra	4
MATH 106	Introduction to Quantitative Analysis	3

#### American Institutions Requirement (choose one)

HIST 170	American Civilization	3
POLS 110	American National Government	3

**Total Minimum General Education Core Credit Hours 12**

### General Education Distribution Area Courses

LDS Business College General Education Distribution Area Course requirements meet the Utah State Board of Higher Education requirements.

#### Fine Arts (choose one)

ART 101	Survey of Art History	3
ART 106	Introduction to Drawing	3
ART 206	Introduction to Photography	3
MUS 105	Music & Culture	3

#### Humanities (choose one)

COM 121	Principles of Public Speaking	3
ENG 250	Introduction to Literature	3
ENG 260	Eminent Writers & Themes in Literature	3
PHIL 225	Critical Thinking and Reasoning	3

Life Sciences (choose one)

LS 103	Nutrition & Health	3
LS 110	Environmental Science	3
LS 130	Health & Lifestyle Management	3
LS 265	Anatomy & Physiology	4

Physical Sciences (choose one)

PS 108	Introduction to Astronomy	3
PS 120	Introduction to Physical Geography	3

Social Sciences (Choose one)

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

Elective 3

(Choose one additional course from the General Education Distribution Areas)

<b>Total Minimum General Education Distribution Credit Hours</b>	<b>18</b>
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**Certificate Emphasis Options**

The required credit hours will depend upon the Certificate Emphasis selected. Counsel with your academic advisor the first semester or sooner to determine which Certificate Emphasis will match your aptitudes and interests. See individual pages for Certificate Program requirements.

Emphasis

- Accounting
- Accounting-Financial/Managerial
- Administrative Assistant
- Business Entrepreneurship
- Business Information Systems
- Business Management
- Executive Administrative Assistant
- Executive Medical Assistant
- Legal Secretary
- Interior Design
- Medical Administrative Assistant
- Medical Office Assistant
- Medical Assistant
- Medical Coding
- Paralegal Studies
- Professional Sales
- Windows Administration

<b>Total Minimum Credit Hours for the Program</b>	<b>60</b>
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## **Recommended Day Sequence of Courses**

See your Academic Advisor!

### **Graduation Requirements**

1. Minimum of 63 total semester credit hours as outlined
2. Cumulative GPA of 2.0 or higher (A 2.5 GPA or higher is recommended)
3. See page 146 for religion requirements for this degree
4. You are required during your last semester to take the Academic Profile, which is a nationally standardized test of general academic knowledge and skills. (see Program Expected Outcomes for further details.)
5. 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
6. MAT 111 Calculus is recommended for Associate of Science students who plan to major in business at a four-year institution.

# Aerospace Studies

## Air Force ROTC (Four Semesters)

### Career Opportunities

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

### Objectives

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

### General Areas of Competence

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

### Program Preparatory Courses and Departmental Requirements

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

1. Are U.S. citizens or applicants for naturalization (aliens may participate in the general military course for academic credit only)
2. Are at least 14 years of age and
3. Are enrolled as full-time students in a course of study leading to an academic degree.

## Recommended Day Sequence of Courses

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

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

<b>Second Semester</b>		
AERO 1020	Air Force Today II	1
AERO 1120	General Military Lab II	0-1

<b>Third Semester</b>		
AERO 2010	Air Force Way I 1	
AERO 2110	General Military Lab III	0-1

<b>Fourth Semester</b>		
AERO 2020	Air Force Way II 1	
AERO 2120	General Military Lab IV	0-1

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

# Military Science

## Army ROTC

### (Four Semesters)

### Career Opportunities

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

### Objectives

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

### General Areas of Competence

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

### Preparatory Courses and Departmental Requirements

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

## Recommended Day Sequence of Courses

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

<b>First Semester</b>		<b>Credit Hours</b>
MILS 1010	Leadership Discovery I	2
<b>Second Semester</b>		
MILS 1020	Leadership Discovery I	2
<b>Third Semester</b>		
MILS 2010	Leadership Challenge I	3
<b>Fourth Semester</b>		
MILS 2020	Leadership Challenge II	3

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

# Course Descriptions

## Accounting

### ACC 105 Financial Accounting (4)

Prerequisites: None

Examines accounting concepts and procedures and 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.

### ACC 110 Accounting in QuickBooks (3)

Prerequisites: ACC105 with a C or higher

Introduces computerized general ledger accounting. Through projects, develops skills for applying accounting principles and procedures using accounting software, including sales/receivables, expenses/accounts payable, payroll, journal entries, chart of accounts, and automated general ledger. .

### ACC 201 Intermediate Accounting I (3)

Prerequisites: ACC 105 with a C or higher

Examines in more depth financial accounting procedures and reporting and evaluation of results of operations. Also focuses on revenue and expense recognition, working capital, and ratio analysis of financial statements.

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

Prerequisites: ACC 105 with a C or higher

Covers plant assets, depreciation, depletion, amortization, corporations, stock transactions, retained earnings, installment sales, consignment sales, equity financing. Students will apply the skills learned by perform accounting service for a non-profit organization.

### ACC 210 Advanced QuickBooks (3)

Prerequisites: ACC 105 with a C or higher; IT 102

Develops in-depth QuickBooks skills by applying the functions to case studies of business accounting challenges..

### ACC 211 Cost Accounting (3)

Prerequisites: ACC 105 with a C or higher

Introduces manufacturing accounting and transaction journal entries. Includes inventories, statements of cost of goods, job order and process costing, direct materials and labor, factory overhead, service versus production departments, factory overhead, equivalent units, and production reports.

### ACC 212 Managerial Accounting (3)

Prerequisites: ACC 105 with a C or higher

Explores the applications of financial statements, various types of analysis; and costs, costing systems and schedules, job order system, process system, equivalent units, activity-based accounting, budgeting procedures, segmented reporting, responsibility accounting, and capital budgeting.

ACC 223      Income Taxes (2)

Prerequisites: ACC 105 with a C or higher

Introduces individual income tax return preparation. Concentrates on working with the basic federal income tax.

## **Aerospace (Air Force ROTC)**

AEROS 1010 Foundations of the USAF (1)

Prerequisites: Call University of Utah Advisor (801-581-6236)

Covers the development, organization, and doctrine of the United States Air Force. Emphasizes strategic force requirements..

AEROS 1020 Foundations of the USAF II (1)

Prerequisites: Call University of Utah Advisor (801-581-6236)

Covers the development, organization, and doctrine of the United States Air Force Defensive Forces, including general purpose forces and tactical air forces.

AEROS 1110 General Military Leadership Laboratory I (1)

Prerequisites: Call University of Utah Advisor (801-581-6236)

Provides experience in Air Force standards, customs and courtesies. Introduces 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)

Provides experience in Air Force standards, customs and courtesies. Introduces 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)

Introduces 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)

Introduces 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)

Introduces Air Force standards, customs and courtesies, drill and ceremonies leadership, reviews and honors. Provides 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)

Introduces Air Force standards, customs and courtesies, drill and ceremonies leadership, reviews and honors. Provides first-hand exposure to various career opportunities within the Air Force and their applications on a typical Air Force base.

## Art

### ART 101 Survey of Art History (3)

Prerequisites: None

Reviews the continuing evolution of art forms with an aim toward understanding the influence of antiquity on modern civilization and appreciating varying art styles.

### 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

Covers basics of camera handling and controls and explores the relationship of photography to visual design. Introduces basic image editing using Photoshop. Requires a digital camera with manual settings for shutter and aperture.

## Business

### BUS 101 Business Fundamentals (3)

Prerequisites: None

Introduces the basic principles of running a business and the interrelationship among the four functional areas of marketing, management, finance, and accounting..

### BUS 110 Business Lecture Series (1)

Prerequisites: None

A repeatable course offered to any student who is interested in business. Class assignments will ensure understanding of business lessons taught by guest lecturers.

### BUS 120 Introduction to Sales I (3)

Prerequisites: None

Introduces fundamental skills of selling and customer care. Develops these skills through 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.

### BUS 121 Business Law & Ethics (3)

Prerequisites: None

Develops sensitivity to ethics in business through class discussion and case studies. Provides a 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: BUS 101

Provides a real-world, hands-on, service-learning opportunity with for-profit or not-for-profit companies. Students collaborate with an organization's marketing managers in

performing all marketing skills including conducting market research, analyzing buyer behavior, determining target market, developing product/service requirements, recommending pricing and distribution, and recommending promotion and advertising strategies.

**BUS 175      Advanced Sales II (3)**

Prerequisites: BUS 120 with a C or higher

Provides advanced training to further hone skills learned in BUS 120. These skills include relationship sales, longer cycle sales, advanced finding techniques, qualifying customers, and sales to specific markets.

**BUS 180      Sales Communications (4)**

Prerequisites: ENG 101 with C or higher

Provides practice in delivering effective public presentations with or without PowerPoint, in one-on-one customer sales scenarios, and in writing effective business emails, letters, reports, and sales-related documents. Embeds aspects of COM 122, COM 121, and ENG 220.

**BUS 190      Sales Lab (2)**

Prerequisites: None

Provides students with opportunities on campus to practice sales techniques, such as cold calls, with instructor supervision and feedback.

**BUS 199      Business Internship (2)**

Prerequisites: Requires program director approval

On-the-job application of knowledge and skills acquired in classroom study.

Requires accomplishment of two measurable learning objectives related to the business degree/certificate competencies that can be documented and accomplished during the semester. A minimum of 60 work hours are required per credit hour, with 2 credit hours possible. One-hour weekly lab weeks 1-4.

**NOTE:** Students will be responsible for finding internship positions. For assistance in finding an internship opportunity, contact the Career Advising office one month prior to the beginning of the semester.

**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. Passing the CAPM exam can lead to employment in an entry level position in the project management field.

**BUS 201      Principles of Management (3)**

Prerequisites: BUS 101

Provides a real-world opportunity to collaborate with the management of a for-profit or not-for-profit company to study how the key elements of planning, organizing, leading, and controlling are applied and to present recommendations for improvement, utilizing effective management theories and practices. Includes class discussion, case studies, small-group activities, and written and oral communication.

**BUS 205 Human Resource Management (3)**

Prerequisites: None

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

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

Prerequisites: ACC 105; BUS 101; ENTR 140

Trains students in the financial management and profit maximization of a business enterprise. Develops skills in basic financial analysis, budgeting, forecasting, determining working capital requirements, determining operating and financial leverage, analyzing capital investment, and making financial decisions. Includes collaborating with a real organization's management to perform a study of its financial management performance.

**BUS 295 Business Analysis (3) (Capstone)**

Prerequisites: ACC 105; BUS 101; BUS 121; BUS 151; ENTR 140

Provides project-based experience in identifying management problems that frequently arise in business and using problem-solving skills to formulate solutions. Uses case studies and actual business situations to apply knowledge of business concepts and techniques. Also includes completion of a comprehensive employment portfolio encompassing the student's work over previous semesters.

## **Business Administrative Support**

**BAS 122 Introduction to Transcription (1)**

Prerequisites: IT 102 (may be taken concurrently); ENG 99 or ENG 101 (may be taken concurrently); IT 108 with a B or higher or IT 109 (may be taken concurrently)

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 129 Office Procedures (Service Learning) (3)**

Prerequisites: IT 102 (may be taken concurrently); ENG 99 or ENG 101 (may be taken concurrently); IT 100 or IT 108 (may be taken concurrently)

Builds and applies functional office skills in time management, interpersonal communications, records management, teamwork and customer service. Also teaches how to plan meetings, take minutes, and use critical decision-making skills to identify and solve problems. This is a service-learning course which requires weekly volunteer work in an office setting.

**BAS 131 Medical Office Procedures (3)**

Prerequisites: IT 102; IT 108 (may be taken concurrently); HP 140 (may be taken concurrently)

Teaches the fundamentals of medical office procedures, including patient reception, appointment scheduling, financial record keeping, insurance billing and work schedule

coordination. Provides experience in processing records for outpatient settings using a medical office software program. Addresses ethical and legal requirements and restrictions for record retention, transfer, and disposal.

**BAS 135 Medical Transcription I (2)**

Prerequisites: BAS 122; ENG 101; ENG 115; HP 140; IT 102; IT 109 with a B or higher  
Provides experience transcribing medical dictation to increase 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 138 Introduction to Legal Procedures (3)**

Prerequisites: IT 102; ENG 101 (may be taken concurrently); IT 108 with a B or higher or IT 109 (may be taken concurrently); BAS 129 (may be taken concurrently)

Introduces guidelines for preparing simple legal documents using Corel WordPerfect® and Microsoft® Word. Develops skills in macro and template use, merging of documents, redlining, and other word processing skills. Covers a basic understanding of various types of law offices, law-office ethics, the court system, legal research, and administrative agencies.

**BAS 199 Certificate Internship (1)**

Prerequisites: IT 102 with a C or higher; BAS 129 with a C or higher.

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 the first semester courses and in student's chosen major. Actual work experience in a business setting helps students evaluate their career choice.

**NOTE:** Students will be responsible for finding internship positions. For assistance in finding an internship opportunity, contact the Career Services office one month prior to the beginning of the semester.

**BAS 205 Software Projects (3)**

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

Practices using integrated software skills to complete software business projects developed in IT 102 and 201.

**BAS 235 Medical Transcription (2) [taught through Fall 2010 to finish Medical Transcription students and then changed to BAS 135 Winter 2011]**

**BAS 237 Legal Transcription (3)**

Prerequisites: BAS 122; BAS 138 with a B- or higher (taken within the past three years); BAS 238 (may be taken concurrently); IT 109 with a B or higher

Develops skill in 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)**

**Prerequisites:** BAS 138 with a B- or higher (taken within the last three years); BAS 237 (may be taken concurrently); IT 109 with a B or higher

Focuses on litigation, contracts, torts, criminal law, family law, business law, real estate law, estate planning, probates, guardianships, and bankruptcy. Emphasizes legal document formatting using Corel WordPerfect® and Microsoft® Word. Students will complete a law office notebook. A sequential course for Legal Secretary students.

**BAS 296**      **Portfolio Development (Capstone) (2)**

**Prerequisites:** Requires program director approval; to be taken the last semester before graduation; (recommend concurrent enrollment in BAS 299)

Produces a professional portfolio to showcase skills developed during the Executive Assistant, Legal Secretary, or Medical Administrative Assistant course of study.

**BAS 299**      **Internship (Capstone) (2)**

**Prerequisites:** Requires program director approval; to be taken the last semester before graduation; (recommend concurrent enrollment in BAS 296)

Demonstrates mastery of degree competencies through on-the-job application of knowledge and skills specific to the Executive, Legal, or Medical Administrative Assistant AAS degree. Requires 120 hours of on-site work experience in the student's major. Requires class sessions and/or individual appointments as scheduled throughout the semester.

**NOTE:** Students will be responsible for finding an internship position (either paid or unpaid) prior to the end of the fourth week of the semester. For assistance in finding an internship opportunity, contact the Career Advising office one month prior to the beginning of the semester.

## **Business Information Systems**

**IS 181**      **Security and Windows Client (3)**

**Prerequisites:** IT 102 (may be taken concurrently)

Introduces the basics of workstation, server, infrastructure, and personnel security. Includes hands-on experience in protecting and securing network hardware and software. Includes preparing for and taking the Security + IT certification.

**IS 185**      **Windows Server and Networking (4)**

**Prerequisites:** IS 181 with a C or higher

Prepares students to support Microsoft Windows servers. Covers planning, implementation, and support of OS and networking features such as DHCP, DNS and WINS. Also includes installing and configuring file, print, Web, and terminal services. Prepares students to take the Microsoft Exam: MCTS: Windows Server 2008 Network Infrastructure Configuration.

**IS 199**      **Support Internship (2)**

**Prerequisites:** IS 181 with a C or higher; Third-semester BIS degree students only

Demonstrates and documents mastery of major competencies through on-the-job application of knowledge and skills specific to the BIS degree. Requires 90 hours of on-site paid or unpaid work. Requires attending class sessions and/or individual appointments.

**NOTE:** Students will be responsible for finding internship positions. For assistance in finding an internship opportunity, contact the Career Services office one month prior to the beginning of the semester.

IS 230            Advanced Spreadsheets and Databases (3)

Prerequisites: IS 181 with a C or higher; 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.

IS 240            Information and Web Systems for Business (3)

Prerequisites: None

Provides hands-on exposure to databases including Visual Basic for applications, access, system design, network security, HTML development and other software applications. Gives authentic experience in using information systems to solve business problems and improve business effectiveness. Includes registering a domain name and publishing a website.

IS 242            Systems Design and Analysis (3)

Prerequisites: IS 181 with a C or higher; IT 201

Provides skills in object-oriented program design and development as well as principles of algorithm formulation and implementation. Includes the basics of Windows, Web and Mobile development using Microsoft Development tools.

IS 245            Introduction to Programming (3)

Prerequisites: IS 181 with a C or higher; 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 181 with a C or higher; IS 230

Teaches concepts and techniques of database administration and small system development. Topics include data normalization, design methodology, DBMS functions, database administration, and hands-on projects on Microsoft SQL. TSQL is also taught. Prepares for the Microsoft Certified Technology Specialist exam for SQL server.

IS 290            Linux Administration (3)

Prerequisites: IS 181 with a C or higher; IT 185

Teaches principles of Linux administration. Focuses on user, group, printer and file systems rights, as well as basic shell scripting. Prepares students to take the Linux + IT certification.

## **Communications**

COM 121        Principles of Public Speaking (3)

Prerequisites: None

Provides 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. Includes preparing and presenting visual aids with the use of Microsoft PowerPoint.

### COM 122 Interpersonal Communications (2)

Prerequisites: None

Explores intra- and interpersonal human communication through small-group interaction and role-playing. Emphasizes communication styles, listening, self-esteem, goal setting, creative thinking, problem solving, teamwork, customer service, negotiation, diversity, constructive management of stress and conflict, and recognition of the effects of personal attitudes on organizational effectiveness and productivity. Increases effectiveness in working with people personally and professionally.

## Economics

### ECON 161 Microeconomics (3)

Prerequisites: None; ACC 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, labor, 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

### ENG 87 Listening/Speaking for Non-native Speakers (2) (non-matriculating)

Prerequisites: ENG 88 (taken concurrently)

Provides non-native students practice in listening for academic information and in speaking English in an academic setting. This course is non-matriculating which means the credit hours do not count toward graduation. Students will not receive a grade but will receive Credit (CR) or No Credit (NC) on their transcript.

### ENG 88 Reading/Writing for Non-native Speakers (4) (non-matriculating)

Prerequisites: ENG 87 ENG 87 (taken concurrently)

Helps non-native students develop reading and writing skills needed to succeed in academic reading and writing. This course is non-matriculating which means the credit hours do not count toward graduation. Students must receive Credit (CR) to move on to the next course and take the standard COMPASS test for placement in ENG 99 or ENG 101.

ENG 90 Basic English (3) (non-matriculating)

Prerequisites: ACT score of 15 or less, or SAT score under 390, or Accuplacer score under 70, or STD COMPASS writing score of 50 or less and a reading score of 70 or less

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 receive Credit (CR) to move on to the next course. This course is non-matriculating which means the credits do not count towards graduation.

ENG 99 College Preparatory English (3) (non-matriculating)

Prerequisites: ACT score of 16-18, or STD COMPASS writing score of 51-74 and a reading score of 71-80, or SAT score of 390-445, or Accuplacer score of 70-86, or ENG 90 with Credit CR

Helps students gain skills needed to succeed in college-level writing classes. Includes inventing, planning, writing, and revising short essays. Introduces research strategies. Reviews grammar, punctuation, and sentence structure. Students must receive Credit (CR) to move on to the next course. This course is non-matriculating which means the credits do not count towards graduation.

ENG 101 Introduction to College Writing (3)

Prerequisites: ACT score of 19 or above, or COMPASS writing score of 75 or above and a reading score of 81 or above, or Accuplacer score of 87 or above, or ENG 99 with Credit (CR); IT 102 (may be taken concurrently)

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. Deals with grammatical problems as they arise within the context of students' writing. Also includes some emphasis in editing and proofreading.

Associate of Science students who believe they have the skills to succeed in ENG 201 Intermediate College Writing without taking ENG 101 may take the writing placement essay exam. Students who pass may enroll directly in ENG 201.

ENG 115 Document Editing (2)

Co-requisites: ENG 101 (must 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 for clarity, coherence, organization and persuasiveness. Deals with grammar, usage, sentence structure and punctuation problems within students' own writing. Includes reading and analyzing texts, writing analytical essays, and completing one argumentative paper requiring research.

**ENG 220 Business Communications (3)**

Prerequisites: ENG 101 with a C or higher

Prepares students to write business email, memos, letters and reports that are concise, grammatically correct, organized with strategy and expressed in a formal or informal style. Includes two oral presentations, a progress report, and a proposal. Editing, proofreading, research, and documentation are also part of the curriculum.

**ENG 250 Introduction to Literature (3)**

Prerequisites: ENG 101

Introduces the study of fiction, drama, and poetry. Students practice techniques of literary analysis as well as exchange ideas freely, both in small and large groups, toward an understanding of human values.

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

Prerequisites: ENG 101

Covers 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.

## **Entrepreneurship**

**ENTR 140 Entrepreneurship Fundamentals (2)**

Prerequisites: None

Explores the role of entrepreneurial business in the United States and the impact on the national and global economy. Evaluates the skills, attitude, and commitment necessary to successfully operate an entrepreneurial venture. Emphasizes the challenges and rewards of entrepreneurship as a career choice and provides training on key elements of a business plan.

**ENTR 170 Opportunity Analysis (2)**

Prerequisites: BUS 101; ENTR 140

Identifies and evaluates small business ideas through a step-by-step process incorporating current conditions. Explains how demographic, technological, and social changes create opportunities for start-up ventures. Requires students to devise a business idea that will also be worked on in BUS 225 and BUS 290.

**ENTR 210 Launch and Learn (3)**

Prerequisites: None

This course is designed to give business and non-business majors the opportunity to launch a small business during the semester and learn from operating it.

**ENTR 290 Business Planning (3)**

Prerequisites: ENTR 140; ENTR 170

Draws on the students' experience to evaluate a business concept and write a sound business plan. Includes assessing the strengths and weaknesses of a business concept, collecting and organizing market research data into a marketing plan and preparing financial projections. Also includes finalizing a comprehensive employment portfolio encompassing work done during the previous semesters.

## ENTR 299 Entrepreneurship (2) Capstone

Prerequisites: Requires program director approval

Applies classroom knowledge and activities to the actual experience of incubating a small business. Provides measurable learning objectives related to the degree competencies. A minimum of 60 hours of incubator work is required.

## Finance

### FIN 101 Personal Finance (2)

Prerequisites: ACT score of 14-36, or SAT score of 340-800, or COMPASS pre-algebra score of 30-100, or Accuplacer arithmetic score of 33 -120, or MAT 90 with Credit (CR); IT 102 (may be taken concurrently)

Introduces personal financial concepts, including goal setting, budgeting, major purchase decision making, credit, risk, investments and retirement. Uses Excel software to perform the mathematical calculations necessary to arrive at solutions. Trains students to solve personal financial problems and make good decisions.

## Health Professions

### HP 106 Medical Law & Ethics (2)

Prerequisites: None

Introduces legal and ethical issues pertinent to allied health professionals. Introduces statutes and common laws that govern the delivery of health care and professional relationships. Correlates principles of medical ethics to the principles of law. Defines federal and state regulatory agencies as they pertain to patient care.

### HP 140 Medical Terminology (3)

Prerequisites: None

Introduces 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. Must receive a B- or higher in order to enroll in most program courses. Repeat of this course will only be allowed once.

### HP 150 CPR/First Aid Health Professionals (1)

Prerequisites: None

Provides instruction in Basic Life Support for Healthcare Providers and emergency and disaster situations. Includes learning and demonstrating CPR skills for victims of all ages, using an automated external defibrillator (AED) and relieving choking. A written exam and skills test must be successfully completed to receive BLS for Healthcare Providers completion card.

### HP 170 Introduction to Pharmacology (2)

Prerequisites: HP 140 or LS 265 (may be taken concurrently)

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; requires program director approval  
Provides a minimum of 120 hours directed work and service-learning experience in a clinical site where medical coding can be performed under supervision with ongoing evaluation of performance. Includes exhibiting service skills and performing various assignments of a medical coder. Students shall not receive pay for service-learning internship hours.

HP 200 Introduction to Medical Laboratory Procedures (3)

Prerequisites: HP 201(concurrent enrollment); HP 140 or LS 265 (may be taken concurrently)

Presents the fundamentals of the purposes, techniques, and recording of diagnostic laboratory procedures commonly performed: urinalysis, hematology, 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 200 (concurrent enrollment); HP 140 or LS 265 (may be taken concurrently.)

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)

Prerequisites: HP 212 (concurrent enrollment); HP 140 or LS 265 (may be taken concurrently)

Introduces communication and professionalism for medical assistants in ambulatory patient care, including preparing and caring for patients during specialty exams. Emphasizes asepsis, sterilization of equipment, care of surgical instruments, taking and recording vital signs, basic pharmacology and administration of medications, including injections. Includes the role of medical assistants in minor surgical procedures, patient treatments, ECG, and radiology.

HP 212 Clinical Procedures Lab (0)

Prerequisites: HP 210 (concurrent enrollment); HP 140 or LS 265 (may be taken concurrently)

Provides opportunity for supervised practice of procedures learned in HP 210. Satisfactory performance will be measured against the standards and competencies set 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 (may be taken concurrently)

Introduces procedural coding in CPT, HCPCS and other nomenclatures. Introduces 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.

HP 228 Intermediate Coding (4)

Prerequisites: HP 140

Continues 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).

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

Prerequisites: HP 200; HP 210; last semester; requires program director approval

Required for Medical Assistant and Executive Medical Assistant students. 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, exhibit skills and perform procedures required of a medical assistant. Students shall not receive pay for service-learning practicum hours.

**NOTE:** Students will be responsible for finding internship positions. For assistance in finding an internship opportunity, contact the Career Advising office one month prior to the beginning of the semester.

## History

HIST 170 American Civilization (Service Learning) (3)

Prerequisites: None

Examines the founding, development, and current course of the United States. Provides a significant understanding of political, cultural, economic, and social factors that shaped the United States as well as the significance of the past and its implications on the present. A civic engagement experience is included in this course.

## Information Technology

IT 100 Introduction to Keyboarding (1)

Prerequisites: None

This course is intended only for students who have never had a keyboarding class or who do not keyboard by using correct touch keyboarding techniques at 20 corrected words per minutes (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. This is a pass/fail class. To receive a passing grade in the class, students must achieve a keyboarding rate of 20 (cwpm) or higher.

IT 102 Computer Applications (3)

Prerequisites: Recommended: ability to type without watching the keyboard or concurrent enrollment in IT 100 Introduction to Keyboarding (1 credit hour)

Satisfies the computer literacy requirement. Develops skills in using computer hardware, operating system, networks, Internet, electronic mail, word processing, spreadsheets, and electronic presentations. Includes the opportunity to earn an IC3 Certification. Students who have already earned an IC3 Certification can present their certification transcript to the registrar to receive a (P) for passing this course. Should be taken during the first semester.

IT 108 Skillbuilding I (1)

Prerequisites: IT 102 (may be taken concurrently). Continued enrollment in IT 108 will be based on a verified minimum keyboarding speed of 20 correct words per minute (cwpm) using correct keyboarding technique during class the first week of the semester. Students with less than 20 cwpm will be required to enroll in IT 100

This course is the first in a series of three that provide technique and speed development drills to increase keyboarding skills on alphabetic, alpha-numeric, and numeric keypad copy beyond 20 cwpm. Students in the Executive, Legal, or Medical Administrative Assistant programs should take this course their first semester unless enrolled in IT 100 Introducton to 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 Skillbuilding II (1)

Prerequisites: IT 102 (may be taken concurrently). Continued enrollment in IT 109 will be based on a verified minimum keyboarding speed of 32 correct words per minute (cwpm) using correct keyboarding technique during class the first week of the semester. Students with less than 32 cwpm will be required to enroll in IT 108

This course is the second in a series of three that provides technique and speed development drills to increase keyboarding skills on alphabetic, alpha-numeric, and numeric keypad copy beyond 35 correct words per minute (cwpm). Students in the Executive, Legal, or Medical Administrative Assistant programs are required to take this course. This course is open for challenge; check with the BAS program director for details.

IT 110 Skillbuilding III (1)

Prerequisites: IT 102 (may be taken concurrently). Continued enrollment in IT 110 will be based on a verified minimum keyboarding speed of 47 correct words per minute (cwpm) using correct keyboarding technique during class the first week of the semester. Students with less than 47 cwpm will be required to enroll in IT 109

This course is the third in a series of three that provides technique and speed development drills to increase keyboarding skills on alphabetic, alpha-numeric, and numeric keypad copy beyond 50 correct words per minute (cwpm). Grade will depend 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)

Prerequisites: IT 102; ENG 99 or 101; 32 cwpm or IT 109 with a B or higher  
Introduces principles of good page layout and design using Adobe® InDesign and Acrobat software. Develops and utilizes skills through print projects such as fliers, portfolio templates, and newsletters as well as an online portfolio template and an online newsletter. Combines independent software training, class discussion, team collaborative activities, and individual projects.

IT 201 Advanced Computer Applications (2)

Prerequisites: IT 102 with a B- grade or higher.

Prepares students to use computer integrated business software tools, including advanced word processing, spreadsheets, presentations, and database skills. A B- or higher is required on the individual project for each module to earn a course grade higher than C+.

## Interior Design

ID 104 Principles of Design (2) (ID majors and ID cluster students only, first semester)

Prerequisites: None

Introduces applied visual communication methods using design principles and elements. Develops projects in two- and three-dimension. Encourages individual creativity through concept development and design evaluation.

ID 105 Introduction to Interior Design (3) (ID majors and ID cluster students only, first semester)

Prerequisites: None

Explores color and its role and applications in interior design. Emphasizes the psychological impact of and the influence of nature on color selections. Includes the development of professional color boards.

ID 110 Color Theory (Service Learning) (2) (ID majors and ID cluster students only)

Prerequisites: ID 104 (may be taken concurrently); ID 105 (may be taken concurrently)

Explores color and its role and applications in interior design. Emphasizes the psychological impact of and the influence of nature on color selections. Includes the development of professional color boards.

ID 117 Perspective Drawing (3) (ID majors only)

Prerequisites: ID 104 (may be taken concurrently); ID 105 (may be taken concurrently)

Develops skills required to draw interiors and furnishings in one- and two-point perspective. Combines quick sketching and 3-D computer modeling software in various media for informal presentations.

ID 125 Drafting (3) (ID majors only)

Prerequisites: ID 104 (may be taken concurrently); ID 105 (may be taken concurrently)

Introduces drafting principles, use of drafting equipment, measuring, lettering and reading blueprints.

ID 126 Space Planning (4) (ID majors only, service-learning)

Prerequisites: ID 105; ID 125

Emphasizes drafting and space planning skills. Covers how to work with space and how to plan both residential and contract spaces. Addresses issues relating to proxemics, anthropometrics, ADA requirements, etc.

ID 128 Textiles (2) (ID majors only)

Prerequisites: ID 104; ID 105

Covers the properties and characteristics of natural and synthetic textile fibers and fabrics, with emphasis on textile terminology used in the industry as well as common trade names. Includes the selection of appropriate textiles for various applications along with their maintenance. This course includes a service-learning opportunity.

ID 130            Studio I (2) (ID majors only)  
Prerequisites: ID 105; ID 110; ID 125  
Includes preparation of presentation boards for specific residential projects. Develops problem-solving skills and verbal presentation techniques.

ID 131            Introduction to AutoCAD (2) (ID majors only)  
Prerequisites: IT 102 B- or higher; ID 105; ID 125  
Introduces computer-aided design and its application for interior designers using AutoCAD software.

ID 199            Interior Design Certificate Internship (1) (ID Certificate majors only)  
Prerequisites: IT 102; ENG 101; ID 104; ID 105; ID 110; ID 125  
Provides real-world experience through 45 hours of on-site work experience or participation in a volunteer position in a field related to interior design. Requires accomplishment and documentation of measurable learning objectives during the semester.

**NOTE:** Students will be responsible for finding internship positions. For assistance in finding an internship opportunity, contact the Career Advising office one month prior to the beginning of the semester for assistance.

ID 205            Resources & Career Issues (2) (second-year ID majors only)  
Prerequisites: ID 270  
Includes field trips to local design firms and suppliers as well as presentations by guest speakers. Addresses issues pertaining to interior design as a profession.

ID 210            Historical Furnishings & Architecture (3) (ID majors only)  
Prerequisites: ID 104; ID 105  
Covers historical interiors, furnishings and architecture from antiquity to the late nineteenth century.

ID 211            Modern Furnishings & Architecture (2) (ID majors only, service-learning)  
Prerequisites: ID 104; ID 105  
Covers the development of modern furniture, interiors and architecture from the Industrial Revolution to the present.

ID 217            Rendering Techniques (2) (ID majors only)  
Prerequisites: ID 117; ID 230 (concurrent enrollment)  
Explores various media and rendering techniques. Includes perspective drawings using hand techniques to produce full color rendering for projects in conjunction with Studio II. Emphasizes portfolio work.

ID 230            Studio II (2) (ID majors only)  
Prerequisites: ID 126; ID 130; ID 217 (concurrent enrollment)  
Develops further the skills used in ID 130. Utilizes space planning skills and rendering skills to produce presentation boards as well as specifications for contract interiors.

ID 231            Computer Design I (3) (second-year ID majors only)

Prerequisites: ID 126; ID 131 with a B- (not C) or higher  
Continues the development of computer-aided design skills with relationship to interior spaces.

ID 232            Computer Design II (3) (second-year ID majors only)  
Prerequisites: ID 231; ID 275 (may be taken concurrently)  
Develops advanced computer-aided design skills in commercial projects and product specifications. A final project will be prepared using AutoCAD software in conjunction with ID 275.

ID 270            Portfolio I (1) (second-year ID majors only, capstone)  
Prerequisites: ID 126; ID 130; ID 217; ID 231 (concurrent enrollment)  
Develops a professional design identity and brand. Begins formatting and compiling of student portfolio.

ID 271            Portfolio II (1) (second-year majors only, capstone)  
Prerequisites: ID 270  
Refines portfolio elements and prepares final portfolio package for employment presentation.

ID 275            Business of Interior Design (3) (second-year majors only, capstone)  
Prerequisites: ID 270  
Emphasizes professional business practices and procedures, ways to work with clients and suppliers, and methods of setting up and operating a successful interior design business. A final project will be prepared in conjunction with ID 232.

ID 299            Interior Design AAS Internship (1) (ID majors only)  
Prerequisites: IT 102; ENG 101; ID 126, 128, 130, 131, or program director approval  
Provides real-world experience through 60 hours on-site work in a field related to interior design. Requires accomplishment of measurable learning objectives that can be documented and completed during the semester.

**NOTE:** Students will be responsible for finding internship positions. For assistance finding an internship opportunity, contact the Career Advising office one month prior to the beginning of the semester.

## Learning Enhancement

LE 100            Learning Techniques (2)  
Prerequisites: None. Students with a cumulative high school and/or college transfer grade-point average below 2.0 are required to take LE 100 their first semester. LE 100 is also recommended for all students who have a cumulative high school and/or college transfer grade-point average between 2.0 and 2.5 or who need to improve college-level learning skills. Students placed on academic probation may be required to take LE 100 the semester they are placed on probation.

Emphasizes learning strategies including discovering and using your learning style, thinking critically, taking notes, reading texts, and taking tests more effectively and efficiently.

LE 110 Tutoring Training – Level 1 (1)

Prerequisites: Hired as a tutor for the Learning Assistance Lab

Trains tutors in skills needed for an effective tutor session including communicating, questioning and listening skills and assisting students with development of good study habits. Requires 25 hours of tutoring.

LE 112 Tutor Training – Level 2 (1)

Prerequisites: Hired as a tutor for the Learning Assistance Lab

Trains tutors in skills needed for effective tutor sessions, including elements of the tutor session, documentation, cultural awareness, and tutoring in specific subjects. Requires 25 hours of tutoring.

LE 115 Foundations of Learning (1)

Prerequisites: None

Offers principles that can help students have a positive and successful college experience, maximize opportunities at LDS Business College and prepare to be more serviceable in work, home, Church, and other settings. 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. Promotes rational, effective, long-range career planning. Explores effects of self-concept on occupational choices; ways to avoid stereotyping, which limits opportunities; ways to narrow the field of possibilities; and how “families” of occupations resemble and differ from each other.

## 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 improvement.

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 130 Health & Lifestyle Management (3)

Prerequisites: None

Increases overall physical fitness. 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.

## Mathematics

MATH 90      Basic Mathematics (2) (non-matriculating)

Prerequisites: ACT math score below 15, or SAT math score below 360, or Accuplacer Arithmetic score below 75, or COMPASS Pre-Algebra score below 40, or COMPASS Algebra score below 25

Reviews fractions, decimals, mixed numbers, operative properties, percentages, and signed numbers. Students must receive Credit (CR) to move to the next course. This course is non-matriculating; the credits do not count towards graduation.

MATH 97      Introductory Algebra (3) (non-matriculating)

Prerequisites: MAT 90 with Credit (CR), or ACT math score of 15-17, or SAT math score of 360-459, or Accuplacer Arithmetic score of 75-120, or Accuplacer Elementary Algebra score of 0-59, or COMPASS Pre-Algebra score of 40-100, or COMPASS Algebra score of 25-29

Prepares students for MAT 104 or MAT 106. Covers rules of operation, first degree equations, inequalities, exponents, and graphing. Students must receive Credit (CR) to move to the next course. This course is non-matriculating; the credits do not count towards graduation.

MATH 104      Intermediate Algebra (3)

Prerequisites: MAT 97 with Credit (CR), or ACT math score of 18-21, or SAT math score of 460-539, or Accuplacer Elementary Algebra score of 60-120, or Accuplacer College Math score of 0-49, or COMPASS Algebra score of 30-64, or COMPASS College Algebra score of 0-29

Prepares students for MAT 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)

Prerequisites: MAT 97 with Credit (CR), or ACT math score 18-21, or SAT math score of 460-539, or Accuplacer Elementary Algebra score of 60-120, or Accuplacer College Math score of 0-49, or COMPASS Algebra score of 30-64, or COMPASS College Algebra score of 0-29

Provides an application-based program centered on the use of mathematics to model change in the real world and the effective communication of mathematical ideas. The course is primarily intended for students who plan to continue their studies in the areas of social and behavioral science, the health sciences or the humanities. This course is designed to satisfy the quantitative reasoning course requirements for a General Studies Associate of Science degree or an Associate of Science in Integrated Studies degree and 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)

Prerequisites: MAT 104 with a B- or higher (can test out; see program director), or ACT math score of 22-26, or SAT math score of 540-659, or Accuplacer College Math score of 50-74, or COMPASS Algebra score of 65-100, or COMPASS College Algebra score of 30-49

Covers equations, inequalities, systems of equations, partial fraction decomposition, conic sections, sequences, counting theory, probability, induction, and the binomial theorem. Also covers polynomial, rational, radical, logarithmic, and exponential functions and their graphs.

**MATH 111** Calculus (3)

Prerequisites: MAT 110 with a B- or higher (can test out; see program director), or ACT math score of 27-36, or SAT math score of 660-800, or Accuplacer College Math score of 75-120, or COMPASS College Algebra score of 50-100

Covers calculus designed primarily for business students. Covers derivatives, integrals and their applications.

**MATH 252** Statistics (3)

Prerequisites: MAT 110 with a B- or higher (can test out; see program director), or ACT math score of 27-36, or SAT math score of 660-800, or Accuplacer College Math score of 75-120, or COMPASS College Algebra score of 50-100

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.

## **Military Science (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. Assesses leadership strengths and weaknesses through classroom instruction and hands-on application via a wide variety of activities. Introduces students to Army culture and lifestyle through basic soldier skills, including drill and ceremony and wearing the army battle dress uniform. Includes a one- or two hour weekly lab and a camping trip.

**MILS 1020** Leadership Discovery II (2)

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

Continues leadership development and confidence building through practical exercises, such as helicopter assault and squad and platoon situational exercises. Introduces students to Army customs and traditions. Capstone events include a military exercise with Weber State and BYU. Includes a one- or two hour weekly lab.

**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.

Prepares students for the rigors of military service and warfare through a systematic, concentrated, physical-conditioning program. Emphasizes 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)

Develops leadership and management skills through practical exercises, adventure training, and basic military skills. Emphasizes 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)

Continues progressive development of leadership and management skills.

Implementation of decision-making procedures in a classroom and field environment.

Practical application in leadership principles. Provides an assessment of skills learned.

Leadership development is evaluated through execution of basic military skills. Exercises include practical field training experience.

## Music

### MUS 105 Music & Culture (3)

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.

## Paralegal Studies

### PLS 101 Introduction to Law (3)

Prerequisites: ENG 101 with a B or higher or must be taken concurrently; IT 102 (may be taken concurrently)

Introduces the study of law and the legal system, including the roles of branches of government and of federal and state court systems. Covers legal concepts, vocabulary, and areas of substantive law. Emphasizes the role of the paralegal. Introduces professional ethics, critical thinking, legal reasoning, and analysis. Provides opportunities to apply these skills. To continue with other Paralegal Studies courses, a C or better is required.

### PLS 103 Introduction to Civil Litigation (3) (Paralegal Studies majors only)

Prerequisites: PLS 101 with C or higher

Uses examples of actual cases to cover law office procedures and ethics, client interviews, investigating claims, the role of the rules of civil procedure and the rules of evidence in litigation, drafting complaints, the filing and serving process, motion practice, discovery, alternative dispute resolution, trial preparation and assistance at trial, and post-trial motions and appeals. To continue with other Paralegal Studies courses, a B or higher is required.

### PLS 110 Legal Research/Writing I (3) (Paralegal Studies majors only)

Prerequisites: PLS 101 with a C or higher; PLS 103 with a B or higher

Introduces basics of researching issues of substantive and procedural law and drafting basic legal documents. Also introduces traditional law library sources such as *Black's Law Dictionary*, *Corpus Juris Secundum*, the Utah Code, West's® Pacific Reporter®, West's® Pacific Digest®, and legal treatises and covers online research sources

including LexisNexis® *Academic* and the official Utah State Courts website. To continue with other Paralegal Studies courses, a B or higher is required.

PLS 115      Legal Research/Writing II (3) (Paralegal Studies majors only)

Prerequisites: PLS 110 with a B or higher; PLS 103 (may be taken concurrently)

Builds upon the knowledge and skills acquired in PLS 110 to research substantive and legal issues with more complexity and greater depth. Students will draft more intricate and varied legal documents including different forms of discovery, motions, and memoranda in support, orders, trial briefs, final pretrial orders, and appellate briefs. To continue with other Paralegal Studies courses, a B or higher is required.

PLS 120      Evidence (3) (Paralegal Studies majors only)

Prerequisites: PLS 101 with a C or higher; PLS 103 (may be taken concurrently)

Addresses the principles and practical applications of the law of evidence. Topics include the basics of evidence, the paralegal's role in working with evidence, and fact gathering within the court system. Specific rules of evidence are covered, as well as the role of evidence in trial presentation, at trial, and in appellate review. To continue with other Paralegal Studies courses, a B or higher is required.

PLS 130      Criminal Law and Procedures (3) (Paralegal Studies majors only)

Prerequisites: PLS 101 with a C or higher; PLS 103 (may be taken concurrently)

Introduces the foundations of criminal law, rules of criminal procedure, elements of crimes against persons, habitation, property, public order and safety, organized crime, and legal defenses to criminal prosecution. Provides hands-on experience with criminal law and procedure. Covers evidentiary issues and constitutional concerns, along with pretrial considerations and procedures, trial, sentencing, punishment, and appellate review. To continue with other Paralegal Studies courses, a B or higher is required.

PLS 140      Paralegal Procedures (3) (Paralegal Studies majors only)

Prerequisites: PLS 101 with a C or higher; PLS 103 (may be taken concurrently)

Covers the paralegal's role in a law office, including the legal marketplace, the legal team, personnel relations, the attorney-client relationship, paralegal ethics and client relations, timekeeping, financial management (including legal fees, costs, and client trust funds), technology in the law office, docket control and calendaring, and file management. To continue with other Paralegal Studies courses, a B or higher is required.

PLS 150      Paralegal Computer Applications (3) (Paralegal Studies majors only)

Prerequisites: PLS 101 with a C or higher; PLS 103 (may be taken concurrently)

Covers law office applications of client management software, litigation software, LexisNexis® *Academic*, and various state and federal websites. Students will use appropriate software to perform client conflicts checks, for timekeeping and file management, to prepare and maintain a database for each client, to organize and safeguard documentary evidence, and to assist during trial preparation and trial. To continue with other Paralegal Studies courses, a B or higher is required.

PLS 160      Ethics (3) (Paralegal Studies majors only)

Prerequisites: PLS 101 with a C or higher; PLS 103 (may be taken concurrently)

Examines the rules of ethics peculiar to the practice of law and the crucial role they play in the profession of a paralegal. Covers the regulation of the legal profession, the unauthorized practice of law, client confidentiality, conflicts of interest, advertising and

solicitation, client fees and fee sharing, and specific examples of Utah's Rules of Professional Conduct. To continue with other Paralegal Studies courses, a B or higher is required.

**PLS 205 Contract Law (3) (Paralegal Studies majors only)**

Prerequisites: PLS 101 with C or higher; PLS 103 (may be taken concurrently)

Provides in-depth analysis of and hands-on experiences with contract law including contract formation and the elements of an enforceable contract, rights and obligations of the parties to a contract, contract performance and discharge, elements of breach of contract defenses to a claim of breach, remedies for breach, implied-in-law contracts, implied-in-fact contracts, promissory estoppels, and secured transactions. To continue with other Paralegal Studies courses, a B or higher is required.

**PLS 210 Torts (3) (Paralegal Studies majors only)**

Prerequisites: PLS 101 with a C or higher; PLS 103 (may be taken concurrently)

Examines various theories of tort liability including intentional torts, negligence, strict liability, product liability, professional malpractice, defamation and related torts, and nuisance and related torts. Examines causation, vicarious liability, joint liability, and contributory and comparative negligence, as well as bad faith claims and tort reform. To continue with other Paralegal Studies courses, a B or higher is required.

**PLS 215 Bankruptcy Law (3) (Paralegal Studies majors only)**

Prerequisites: PLS 101 with a C or higher; PLS 103 (may be taken concurrently)

Introduces basic issues in bankruptcy law, including economic, ethical, and policy considerations as they apply to the competing interests of creditors and debtors. Introduces various non-bankruptcy options and Bankruptcy Acts, with particular attention to the Bankruptcy Abuse Prevention and Consumer Protection Act ("BAPCPA") of 2005. Examines filing for bankruptcy protection under Chapter 7 and Chapter 13 and petitioning under Chapters 11, 12, and 13. To continue with other Paralegal Studies courses, a B or higher is required.

**PLS 220 Administrative Law (3) (Paralegal Studies majors only)**

Prerequisites: PLS 101 with a C or higher; PLS 103 (may be taken concurrently)

Examines the foundations of administrative law in our constitutional form of government and the resulting bureaucracy, agency discretion, requirement of fairness, delegation agency rulemaking, agency investigations and information gathering, informal and formal adjudication, reviewability of agency decisions, accessibility of agency information through the Freedom of Information Act and other statutes and agency liability under constitutional and tort principles. To continue with other Paralegal Studies courses, a B or higher is required.

**PLS 296 Paralegal Portfolio Development (1)(Paralegal Studies majors only, capstone)**

Prerequisites: Requires program director approval; to be taken the last semester before graduation; (recommend concurrent enrollment in PLS 299)

Compiles a professional portfolio that will showcase samples of skills developed during the Paralegal AAS degree course of study.

PLS 299 Paralegal Internship (2) (Paralegal Studies majors only, capstone)

Prerequisites: Requires program director approval; to be taken the last semester before graduation; (recommend concurrent enrollment in PLS 296

Requires a minimum of 180 hours of on-site work experience in the paralegal field.

Students will demonstrate mastery of degree competencies through on-the-job application of knowledge and skills specific to the Paralegal AAS degree. Requires accomplishment of measureable learning objectives that can be documented and completed during the semester.

**Note:** Students will be responsible for finding internship positions (paid or unpaid). For assistance in finding internship opportunities, contact the Career Advising office one month prior to the beginning of the semester.

## **Philosophy**

PHIL 225 Critical Thinking and Reasoning (3)

Prerequisites: ENG 101

Develops critical thinking and reasoning capacities. Develops judgment skills and the ability to avoid rationalization in opinions and behavior. Focuses on practicing critical thinking skills in small groups.

## **Physical Sciences**

PS 108 Introduction to 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 includes some basic algebraic calculations. Involves multimedia-based short lectures, discussion, and personal observation of the daytime and nighttime sky.

PS 120 Introduction to Physical Geography (3)

Prerequisites: None

Covers the world's physical environment, with emphasis on weather, climate, vegetation, soil, water, landforms, and their relationship to humans.

## **Political Science**

POLS 110 American National Government (3) (service-learning)

Prerequisites: None

Examines the evolution and beginning of the American Republic. Patterns of historical development are explored with emphasis on the Constitution and current political events. A civic engagement experience is included in this course.

## **Religion**

REL 110R Institute Choir B.C. Singers (2) (non-audition)

Prerequisites: None

Provides an opportunity for spiritual expression through music. Explores hymns of Zion and other music appropriate to College devotionals. Discusses and highlights doctrine in the hymns. Memorization of some hymns is expected. Participants need not have audition but must show dedication and commitment.

REL 121 Book of Mormon I (2)

Prerequisites: None

Covers the history and doctrinal teachings of the Book of Mormon from 1 Nephi through Alma 29.

**Note:** REL 121 Book of Mormon I or REL 122 Book of Mormon II are required for graduation.

REL 122 Book of Mormon II (2)

Prerequisites: None

Covers the history and doctrinal teachings of the Book of Mormon from Alma 30 through Moroni.

**Note:** REL 121 Book of Mormon I or REL 122 Book of Mormon II are required for graduation.

REL 130 Missionary Preparation (2)

Prerequisites: None

Helps prospective missionaries prepare themselves for effective service.

REL 150 The Gospel and the Productive Life (2)

Prerequisites: None

Considers gospel principles and prophetic counsel in making the everyday decisions leading to a happy, peaceful, successful life.

REL 180R Principles of Leadership (1) (student council members only)

Prerequisites: REL 182R (concurrent enrollment)

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

REL 182R Principles of Leadership Lab (1) (student council members only)

Prerequisites: REL 180R (concurrent enrollment)

Provides opportunities to practice the leadership principles, qualities and skills discussed in REL 180R.

REL 190 Latter-day Jubilee Choir Sounds of Joy (2) (audition only)

Prerequisites: Audition with instructor

Provides an opportunity for students to bear testimony of the Savior through music. 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.

REL 211 New Testament I (2)

Prerequisites: None

Studies the life and teachings of Jesus Christ in the four gospels.

REL 212 New Testament II (2)

Prerequisites: None

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

- REL 234      Preparing for An Eternal Marriage (2)  
Prerequisites: None  
Studies the doctrine of celestial marriage as well as dating and courtship practices leading to such a marriage.
- REL 301      Old Testament I (2)  
Prerequisites: None  
Studies the history and doctrinal teachings of the Old Testament from Genesis to 2 Samuel.
- REL 302      Old Testament II (2)  
Prerequisites: None  
Studies the history and doctrinal teachings of the Old Testament from 1 Kings to Malachi.
- REL 324      Doctrine and Covenants I (2)  
Prerequisites: None  
Analyzes the teachings of the Doctrine and Covenants sections 1-76 in their historical settings.
- REL 325      Doctrine and Covenants II (2)  
Prerequisites: None  
Analyzes the teachings of the Doctrine and Covenants sections 77-138 in their historical settings.
- REL 327      Pearl of Great Price (2)  
Prerequisites: None  
Analyzes and discusses in detail various writings in the Pearl of Great Price.
- REL 333      Teachings of the Living Prophets (2)  
Prerequisites: None  
Studies the teachings of the living prophets, seers and revelators from past and present general conferences.
- REL 341      Latter-day Saint History I (2)  
Prerequisites: None  
Examines the history of the Church from 1805 through 1844.
- REL 342      Latter-day Saint History II (2)  
Prerequisites: None  
Examines the history of the Church from 1844 to the present.
- REL 392R     Isaiah in the Book of Mormon (2)  
Prerequisites: None  
Studies Isaiah in the Book of Mormon. Students annotate their scriptures to better understand the writings of Isaiah.
- REL 430      Doctrines of the Gospel I (2)  
Prerequisites: None  
Systematically studies the doctrines of the gospel as found in the scriptures and the

teachings of the modern prophets, with emphasis on how these principles affect daily living. Covers chapters 1-19.

REL 431        Doctrines of the Gospel II (2)

Prerequisites: None

Systematically studies the doctrines of the gospel as found in the scriptures and the teachings of the modern prophets, with emphasis on how these principles affect daily living. Covers chapters 19-37.

## **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 attainment of an increased level of mental health. Emphasizes skills in effective listening, empathizing with others and conflict resolution. Also covers behavioral/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. Considers African, American, Asian and European cultures 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.

# 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 technical and academic education. Because regular gospel study should be a continuous part of a student's college experience, the ideal is to take one religion class each semester.

## Graduation Requirements for Degrees and Certificates

Students must complete both religion requirements below for an **AAS or AS Degree**:

Part A: 8 religion credit hours minimum taken at LDS Business College

Part B: 2 credit hours of REL 121 Book of Mormon I or REL 122 Book of Mormon II. These 2 credit hours count toward the 8 credit-hour religion requirement above.

Students must complete both religion requirements below for a **Certificate**:

Part A: 4 religion credit hours minimum taken at LDS Business College

Part B: 2 credit hours of REL 121 Book of Mormon I or REL 122 Book of Mormon II. These 2 credit hours count toward the 4 credit-hour religion requirement above.

### Transfer Credit

Transfer students must complete both religion requirements below.

Part A: After transfer credits have been counted, the remaining number of program and corresponding religion credit hours required to be taken at LDS Business College in order to graduate are determined as follows:

<u>Total Program Credit Hours</u>	<u>Minimum Religion Credit Hours</u>
50 or more	8
33-49	6
32	4

Part B: 2 credit hours of REL 121 Book of Mormon I or REL 122 Book of Mormon II. These 2 credit hours count toward the minimum credit hours required above. If you have taken either Book of Mormon course at another LDS Church school or LDS Institute of Religion for transfer credit, that class may be transferred in to fulfill the 2 credit-hour Book of Mormon requirement. However, no other religion classes may be transferred in to fulfill the total religion credit hours required for graduation.

### NOTE:

1. To ensure you complete the Book of Mormon requirement, enroll in REL 121 or REL 122 your first semester.
2. No more than 4 credit hours of religion per semester may count toward the total required.
3. Each religion course may be taken only once for credit. However, you may repeat a class to improve a grade.

# Administration and Faculty

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

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Henry B. Eyring, First Vice-Chairman  
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Paul V. Johnson, Commissioner—Church Education System  
Roger G. Christensen, Assistant to the Commissioner and Secretary to the Boards

## 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

**Allen, Craig** (2010)

Institute of Religion  
B.A., 1977, Brigham Young University  
M.A., 1992, Brigham Young  
University

**Dunkley, Karen** (1991)

General Studies Department  
English Courses Supervisor  
B.A., 1960, Brigham Young University  
M.A., 1991, Utah State University

**Finlinson, Kitt R.** (1999)

Business Department  
AS in Business Program Director  
B.S., 1972, Brigham Young University  
M.B.A., 1999, Utah State University

**Graham, Christine L.** (2007)

General Studies Department  
English Instructor  
B.A., 1976, Brigham Young University  
M.A., 1980, Brigham Young  
University

**Gunnarson, 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** (1991)  
Business Administrative Support  
Department  
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** (2000)  
Business Department  
IT Support Program Director  
B.A., 1981, University of Utah  
M.A., 1983, Brigham Young  
University

**Merkley, Brett R.** (2005)  
Medical Careers 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 Instructor  
B.S., 1975, University of Utah  
M.S., 1980, Brigham Young University

**Schreiner, Bruce** (2010)  
Business Department  
Accounting Faculty  
B.S., 1975, Brigham Young University  
M.B.A., 2008, University of Utah

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

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

## **Staff**

**Armstrong, Kristene** (2007)  
Telephone Receptionist/Housing  
Representative

**Asay, Steven** (2008)  
Director of Career Services  
A.A., 1875, Snow College  
B.A., 1985, Brigham Young University  
M.B.A., 1989, Brigham Young  
University

**Badger, Karl F.** (2007)  
Housing Representative

**Baxter, Marki** (2002)  
Institute Secretary  
A.S., 1979, Ricks College

**Bingham, Rachel** (2008)  
Manager, The Campus Bookstore

**Boman, Stacey** (2008)  
Reconciliation Clerk  
A.A.S., 2009, LDS Business College

**Brown, AnnaLaura** (2007)  
Library Night Supervisor  
B.A., 2003, University of Utah  
M.L.S., 2007, Indiana University

**Brown, D. Louise** (2001)  
Public Relations Specialist  
B.S., 2004, Weber State University

**Burris, Todd** (2007)  
Technology Support Representative  
B.S., 2007, Brigham Young University

- Dansie, Jae** (2006)  
Communications Graphic Specialist  
A.S., 2000, BYU-Idaho  
B.A., 2003, Brigham Young University
- Day, Kevin** (2007)  
Housing Representative  
Paralegal Certification, 2001, Weber  
State University
- Doran, Linda** (1974)  
Director of Retention Services  
B.A., 1969, University of Utah
- Farris, Sean M.** (2007)  
Recruitment and High School Relations  
B.A., 2007, Brigham Young University
- Fellows, Dawn** (2004)  
Assistant Director of Admissions  
A.A.S. 2004 LDS Business College
- Gomez, Lacey** (2008)  
A.S., 2009, LDS Business College
- Hales, Karen A.** (1992)  
Director of Library & Info Resources  
B.S., 1972, Southeast Missouri State  
University  
M.L.I.S., 1993, Brigham Young  
University
- Hepworth, Susan** (2007)  
Academic Administrative Assistant  
A.S., 1980, Ricks College
- Horne, J. Douglas** (1992)  
Director of Financial Aid  
B.A., 1976, University of Utah  
M.B.A., 1992, Westminster College
- Johnson, Camille** (2005)  
Financial Aid Counselor  
A.S., 1999, Snow College  
B.S., 2003, University of Utah
- Juchau, Adrian** (2007)  
Director of Student Support  
B.S., 2004, Brigham Young University  
M.ED., 2006, Brigham Young  
University
- Killpack, Dianna** (2009)  
Practicum Coordinator  
A.S., 1998, LDS Business College  
A.S., 2002, Weber State University  
A.A.S., 2005, LDS Business College
- Knight, David** (2007)  
Billing & Accounting Analyst  
A.A.S., 2000, LDS Business College
- Kunzler, Kaleb** (2008)  
Network Engineer  
BAS Certificate, 2006, LDS Business  
College  
A.S., 2007, LDS Business College
- Lampropoulos, Cynthia A.** (2004)  
Academic Advisor  
B.A., 1997, Brigham Young University  
M.A., 2000, University of Phoenix
- Manookin, Chad** (2008)  
Software Engineer
- McGettigan, Glenn** (1988)  
Director of Business Solutions  
B.S., 1978, Brigham Young University  
M.B.A., 2006, Brigham Young  
University
- McReynolds, Nichole** (2007)  
Bookstore Assistant Manager
- Morgan, Tyler S.** (1996)  
Dean of Instructional Support  
B.A., 1983, Brigham Young University  
M.Ed., 2001, Westminster College
- Olson, Andrew** (2007)  
Software Engineer  
B.A., 2006, Neumont University  
M.B.A., 2008, Neumont University
- Paige, Jessica** (2008)  
Financial Aid Assistant  
A.A.S., 2009, LDS Business College  
A.S., 2009, LDS Business College
- Peralta, Kimberly** (2007)  
Recruiting and Admission Counselor  
B.A., 2007, Brigham Young University

**Ransom, Lori K.** (2008)

Assistant Registrar / International Students

**Ravneng, Bente** (2001)

Assistant Librarian

B.S., 1989, University of Oslo

**Reitz, Christopher** (2007)

Assistant Controller

B.S., 1998, University of Utah

M.P.A.C.C., 2000, Weber State University

C.P.A., 2005

**Richards, Renae L.** (1986)

Director of Enrollment Management

A.A.S., 1970, LDS Business College

B.S., 1998, University of Utah

**Skene, Kathryn O.** (1996)

Director Learning Assistant Lab

Director of Internship Program

B.S., 1997, University of Utah

M.A.ED., 2000, University of Phoenix

**Smith, Cathy A.** (2007)

Administrative Assistant to the

President & Events Coordinator

**Smith, Lori-Draper** (2007)

Honor Code Counselor

B.S., 1987, Brigham Young University

S.S.W., Utah State Licensure

**Snow, Matthew** (2005)

Software Engineer

B.S., 2005, Brigham Young University

**Steorts, Kathryn** (2008)

Bursar

B.S., 2005, Brigham Young University

**Taylor, Stephen P.** (2008)

Carriage Café Manager / Cook

**Taylor, Tamra** (1997)

Registrar

A.S., 1994, Ricks College

A.A.S., 1997, LDS Business College

**Title, Matt D.** (1995)

Acting Dean of Students /

Dean of Student Life

B.A., 1993, Brigham Young University

M.B.A., 2003, Utah State University

**Todd, Tarisa** (2009)

LAL Assistant

B.A., 2009, Brigham Young University

**Tracy, Michael L.** (2003)

Systems Administrator

A.S., 1986, Utah Valley State College

A.A.S., 1986 Utah Valley State College

MCSE, MCNE, CCNA

**Wilkinson, Christopher** (2005)

Software Engineer

B.S., 2004, Brigham Young University

**Woodhouse, Troy** (2001)

Student Services Specialist

A.A.S., 1992, LDS Business College

## Part-time Faculty

**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  
Harvard School of Business  
University of Utah

**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

**Frehner, Claire**

Business Administration Support /  
Paralagel Instructor  
AAS PLS, 1993, Phillips Jr College

**Gagon, David R.**

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

**Gillett, Torilyn**

General Studies / Learning Techniques  
M.Ed., 2006, University of Utah  
B.S., 2002, Utah State

**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

**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

**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 / Social Sciences  
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

**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

**Liggett, Robert C.**

Business Instructor  
University of Utah  
University of Pennsylvania  
B.A., 1975, George Washington  
University

**Lisman, A. LaMar**

Interior Design Instructor  
B.A., 1983, University of Utah

**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  
B.A., 1998, University of Utah

**Marion, S. Wayne**

Business / Accounting Instructor  
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.**

Business Administrative Support /  
General Studies / English Instructor  
B.S., 1978, Brigham Young University  
M.S., 1983, University of New Mexico

**Morris, Heather M.**

Business / Accounting Instructor  
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

**Oxborrow, Heather D.**

Interior Design Instructor  
B.S., 2006, Brigham Young University

**Palmer, Alison**

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

**Palmer, Mark W.**

Accounting Instructor  
B.A., 1999, Westminster  
M.B.A., 1999, Westminster  
C.P.A. 2001

**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

**Reeder, Andrea**

Health Professions Instructor  
B.S., 1995, Univeristy 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

**Robbins, Leslie L.**

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

**Roberts, Devanie**

Interior Design Instructor  
B.S., 2007, BYU Idaho

**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

**Thompson, Kathryn F.**

Interior Design Instructor  
B.A., 1991, Montana State University

**Title, Tanna**

Health Professions Instructor  
B.S., 1992, Brigham Young University

**Toone, Nathan D.**

Business Administrative Support  
Instructor  
B.S., 2001, Brigham Young University  
M.S., 2003, Brigham Young University

**Van Schelt, Perry L.**

Interior Design Instructor  
Commercial Art, 1979 - 81, Salt Lake  
Community College

**Ward, Susan M.**

General Studies / Life Science  
Instructor  
B.S., 1974, Brigham Young University  
M.B.A., 1981, Brigham Young  
University

**Wixom, Elizabeth**

Interior Design Instructor  
B.S., 1998, Utah State University

**Yeates, Jane B.**

General Studies / Communications  
Instructor  
B.S., 1964, University of Utah  
M.A., 1967, University of Utah