



LDS BUSINESS COLLEGE



GENERAL CATALOG 2011-2012

This is an in-house publication for the convenience of faculty and staff. All information contained in this publication is available on the College's website.

Academic Calendar

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
Aug. 23	TUE	Summer Session Ends
Aug. 26	FRI	President's Fall Workshop
Aug. 26	FRI	Summer Grades Due
Sept. 2	FRI	US Resident Admissions App. Deadline
Sept. 5	MON	Labor Day Holiday
Sept. 9-11	FRI-SUN	New Student Orientation
Sept. 12	MON	Classes Begin
Sept. 16	FRI	Last Day to Add/Drop Classes
Sept. 23	FRI	Tuition Payment Deadline
Nov. 4	FRI	Last Day to Withdraw from Classes
Nov. 23	WED	Semester Break
Nov.24-25	THUR-FRI	Thanksgiving Holiday
Dec. 15	THUR	Classes End/Graduation Application Due
Dec. 21	THUR	Grades Due
Dec. 23-26	FRI-MON	Christmas Holiday
Jan. 2	MON	New Year Holiday

Winter Semester 2012

Oct. 31	MON	Winter Schedule Ready
Nov. 7	MON	Priority Registration
Nov. 9	WED	2nd Year Students Registration
Nov. 11	FRI	Continuing Students Registration
Nov. 21	MON	New Students Registration
Dec. 1	THUR	International Admissions App. Deadline
Dec. 30	FRI	US Resident Admissions App. Deadline
Jan. 6	FRI	New Student Orientation
Jan. 9	MON	Classes Begin
Jan. 13	FRI	Last Day to Add/Drop Classes
Jan.16	MON	Human Rights Day Holiday
Jan. 20	FRI	Tuition Payment Deadline
Feb. 20	MON	President's Day Holiday
March 2	FRI	Last Day to Withdraw from Classes
April 12	THUR	Classes End/Graduation Application Due
April 13	FRI	Commencement
April 18	WED	Grades Due

Summer Session 2012

Feb. 27	MON	Summer Schedule Ready
March 5	MON	Priority Registration
March 7	WED	2nd Year Students Registration
March 9	FRI	Continuing Students Registration
March 19	MON	New Students Registration
March 30	MON	International Admissions Deadline
April 27	FRI	US Resident Admissions App. Deadline
May 4	FRI	New Student Orientation
May 7	MON	Classes Begin
May 11	FRI	Last Day to Add/Drop Classes
May 18	FRI	Tuition Payment Deadline
May 28	MON	Memorial Day Holiday
June 29	FRI	Last Day to Withdraw from Classes
July 4	WED	Independence Day Holiday
July 24	TUE	UT State Pioneer Day Holiday
Aug. 9	THUR	Classes End/Graduation Application Due
Aug. 15	WED	Grades Due (at noon)

Fall Semester 2012

March 26	MON	Fall Schedule Ready
April 2	MON	Priority Registration
April 4	WED	2nd Year Students Registration
April 6	FRI	Continuing Students Registration
April 16	MON	New Students Registration
July 31	TUE	International Admissions App. Deadline
Aug. 31	FRI	US Resident Admissions App. Deadline
Sept. 10	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 Northwest Commission on Colleges and Universities (NWCCU), an institutional accrediting body recognized by the U.S. Department of Education.

The regional institutional accreditation by NWCCU for LDS Business College Programs allows the Medical Assistant graduate to obtain post graduate credential. MA graduates qualify for the Registered Medical Assistant exam (RMA) through the American Medical Technologists (AMT).

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

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.

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 Title of Honor for more detail.)

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

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

Waiver of Risk

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

Grievance Procedure

Students with a grievance 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/>.

All application materials must be received by the application deadline noted on the academic calendar.

Tuition, Fees and Expenses

Tuition per Semester

LDS Members	
12-18 credits	\$1,490
1-11 credits (per credit)	\$124
More than 18 credits (per credit)	\$124
Others	
12-18 credits	\$2,980
1-11 credits (per credit)	\$248
More than 18 credits (per credit)	\$248

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:

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

Affect of Drop on International Students

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

Reinstatement of Classes Dropped for Non-payment

The first time a student's classes are dropped for non-payment they will be given 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.

Withdrawal Date	Refund Amount
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.

Student Services

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

Registration

Assessment Testing and Placement Policy

All entering students must provide a placement test score (ACT, SAT, Accuplacer or COMPASS) or submit a transcript showing college-level transfer credit in English and math prior to registration for English and math course classes. Students may take the COMPASS test on campus to meet this requirement. The COMPASS test is required if the math test score is more 18 months old. The COMPASS test is encouraged 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.

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 two approved translation services listed below. Students may choose one of the two 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.

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

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

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

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

“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. Repeating a course is a right, not a privilege, given to students as long as a course is offered by the College. Once the course has been discontinued the right to repeat the course for a better grade is gone.

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:

- they are newly admitted students whose entering cumulative GPA (high school or transfer) is below 2.0.
- they are current students whose semester GPA is below 2.0 (C average) at the end of any semester.

Students on probation:

- are strongly encouraged to take LE 116 (Study Skills & Foundations of Learning)
- may not register for more than 14 credit hours
- must meet with a member of the Student Support Team before the add/drop deadline of the semester they start their probation to create an academic plan that outlines what they will do to complete their education. (Failure to meet with a member of the Council by this deadline will result in the students' classes being dropped and their enrollment at the College terminated.)

Students are removed from academic probation when their semester and cumulative GPA reaches 2.0 or above.

Suspension: Students are suspended if:

- they are admitted on probation and then their GPA falls below 2.0 any semester while attending the College.
- their semester GPA falls below 2.0 any two semesters while attending the College.

Suspended students:

- are automatically suspended from the College for a minimum of three consecutive semesters (i.e. Fall, Winter, Summer).
- may apply for re-admission during their third semester of suspension for the following semester.
- must successfully complete a minimum of 12 semester hours (18 quarter hours) of college courses with a minimum GPA of 2.0 at another institution. (The

requirement for college courses may be waived if a full-time mission is honorably completed after the suspension occurred.)

- submit a letter requesting re-admission to the Student Support Team. (The letter must explain what steps the student has taken to increase their ability for success and should include the resources they are using to take those steps.)
- present an official transcript showing completion of the academic requirement and/or an honorable release certificate from a mission.
- will be advised in writing as to the result of their petition.

Students who are readmitted will be placed on academic probation and must meet all of the conditions required.

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

Faculty and staff use Gmail to communicate. Students are responsible for all information sent to them through mail. The students’ email address is their (NetID@ldsbc.edu) and password.

Off Campus: launch Internet Browser and go to: mail.ldsbc.edu, type your assigned **Net ID** and password, click **login**.

Confidentiality of Records

Student educational records at LDSBC are generally accessible to eligible students according to the provisions of the Family Educational Rights and Privacy Act (FERPA). LDSBC has adopted an Access to Student Records Policy that explains in detail student rights relating to their educational records. A copy of the policy is available at the Office of the Registrar. The following is notice of student rights to their educational records, a summary of the procedures for exercising those rights, and a description of student directory information that may be disclosed to the public without the student’s consent as required by law:

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

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

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

Name, addresses, telephone numbers, and e-mail addresses
Date and place of birth
Names of parents or spouse
Major fields of study
Current class schedule
Pictures
Dates of attendance (current and past) and number of months/semesters enrolled
Class standing (freshman, sophomore) and total hours earned
Enrollment status (full-time, part-time, less 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.

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 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. 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 the following 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.

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 101 Computer Literacy and IT 102 Computer Applications are required the first semester. Recommended: ability to type without watching the keyboard or concurrent enrollment in IT 100 Introduction to Keyboarding (1 credit hour).
3. Students with a cumulative high school and/or college transfer grade-point average below 2.5 are strongly encouraged to take LE 116 their first semester. Students placed on academic probation should also take LE 116 the semester after 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
Business-Professional Sales Emphasis Associate of Applied Science Degree
Professional Sales Certificate
Business Information Systems Associate of Applied Science Degree
.Net and ASP Developer Certificate
Voice over IP Certificate
Windows Administration Certificate

Business Administrative Support

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 (or Transfer Degrees)

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

Certificates:

Accounting
Administrative Assistant
Interior Design
Medical Office Assistant
Medical Assistant
Medical Coding
.Net & ASP Developer
Professional Sales
Voice over Internet Protocol
Windows Administration

AAS Degrees:

Accounting-Financial/Managerial
Business Entrepreneurship
Business Information Systems
Business Management
Business Professional Sales
Executive Medical Assistant
Interior Design
Medical Administrative Assistant
Paralegal Studies

Cluster Certificate of Completions

Entrepreneurship

Interior Design

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:

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Analyze, interpret, and record business economic transactions in the accounting records of a business enterprise.
- Conduct computerized accounting for a small business as the sole in-house accountant.
- Perform entry level accounting procedures in any size business enterprise
- Create and explain the results of operations as reflected in the financial statements of the business enterprise.
- Perform basic accounting functions appropriate for the various legal forms of business
- Assist management in preparing financial ratio to analysis, budgets, revenue and cost projections, capital asset and investment evaluations.

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 149 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 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10
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
Total Core Credit Hours		32
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 150 Entrepreneurship (3); BUS 151 Marketing for the 21 st Century (3); IS 240 Information & Web Systems for Business (3)		
Total Elective Credit Hours		10-12
Total Minimum Credit Hours Required for the Degree		60

**ACC 211 was removed and ACC 210 added

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	Credit Hours
ACC 105 Financial Accounting	4
COM 122 Interpersonal Communications	2
ENG 101 Introduction to College Writing	3
IT 101 Computer Literacy	1
IT 102 Computer Applications	2
Religion Book of Mormon I or II	2
Total First Semester Credit Hours	14
Second Semester	
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
Total Second Semester Credit Hours	16
Third Semester	
ACC 201 Intermediate Accounting I	3
ACC 211** Cost Accounting	3
ENG 220 Business Communications	3
Elective	2-3
Elective	2-3
Religion	2
Total Third Semester Credit Hours	15-17
Fourth Semester	
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
Total Fourth Semester Credit Hours	15

Graduation Requirements

1. Minimum of 60 total semester credit hours as outlined
2. Grade of C or higher in all ACC core courses
3. Cumulative grade-point average of 2.0 or higher
4. See page 149 for specifics on the 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.

**ACC 211 was removed and ACC 210 added

Accounting

Certificate

Overview

The Accounting Certificate qualifies you to fill entry-level positions in the accounting field. The combination of accounting, computer, and workplace skills provides a basis for growth. This certificate gives you business experience in the accounting field while you continue 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 interpersonal communication skills and the ability to maintain confidences also lead to success in this profession.

Career Opportunities

With this certificate, students 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:

- Work diligently and interact with others in an honest, ethical and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Recognize, analyze, interpret and record basic business economic transactions.
- Perform basic accounting procedures appropriate for the various legal business forms.
- Prepare primary financial and managerial statements.
- Conduct computerized accounting, recording basic financial events.
- Apply 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.

Course #	Title	Credit Hours
REL 121 or 122	Book of Mormon I or II	2
REL	See page 149 for requirements	2
Total Religion Credit Hours		4

Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10

Core Courses

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
Total Core Credit Hours		16

Electives (Select 2-3 credit hours from the following)

ACC 223	Tax Entities	2
SELL 120	Introduction to Sales I	3
BUS 201	Management Principles	3
BUS 205	Human Resources	3
ECON 162	Macro Economics	3
IS 240	Info and Web Systems	3

Total Elective Credit Hours **2-3**

Total Minimum Credit Hours Required for Program **32**

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		Credit Hours
ACC 105	Financial Accounting	4
BUS 101	Business Fundamentals	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		17
Second Semester		Credit Hours
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
Total Second Semester Credit Hours		15-16

Graduation Requirements

1. Minimum of 32 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 149 for specifics on the religion requirements for this certificate
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 you want to work in a small business or a large corporation, or start 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. After the first semester, you may choose from either of the following emphases: Entrepreneurship, Management or Professional Sales.

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 complete an internship 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:

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct writing and oral presentation principles as well as technology and information resource tools
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Drive profitability in new and existing ventures by applying effective management principles to people and processes.
- Demonstrate critical thinking and analytical skills in developing short and long-range strategic plans and solving business challenges
- Apply professional selling and marketing skills to contribute to bottom line success of all types of organizations and markets.
- Identify and evaluate business opportunities and utilize entrepreneurial skills learned to launch new ventures.
- Perform basic accounting functions and financial analysis of various business environments, including financial statements, ratios, working capital, debt management, etc.

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 149 for requirements	6
Total Religion Credit Hours		8

Collegewide Courses

ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance*	2
IT 101	Computer Literacy*	1
IT 102	Computer Applications*	2
Total Collegewide Credit Hours		8

Core Courses

ACC 105	Financial Accounting	4
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
BUS 121	Business Law & Ethics	3
BUS 151	Marketing for the 21 st Century	3
BUS 200	Project Management	3
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	3
BUS 225	Operations Management	3
BUS 295	Business Analysis	3
ENTR 150	Entrepreneurship	3
FIN 260	Financial Management	3
IS 240	Information & Web Systems for Business	3
SELL 120	Introduction to Sales I	3
SELL 180	Sales Communications	3
Total Core Credit Hours		43

Electives (Choose 2 courses from those listed below)

1. In addition to the required courses of your emphasis, you may select a course from the other two Business degree emphases.
2. For other electives consider the following:(Check catalog course descriptions for prerequisites*): ACC 110 Accounting in Quickbooks* (3); ECON 161 Microeconomics (3); ECON 162 Macroeconomics (3); IT 201 Advanced Computer Applications (2)*; SELL 190 Sales Lab* (2)
3. For any other electives, see your program director.

Total Elective Credit Hours 3

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
BUS 110	Business Lecture Series	1
ENG 101	Introduction to College Writing	3
ENTR 150	Entrepreneurship	3
SELL 120	Introduction to Sales I	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		15

Second Semester

ACC 105	Financial Accounting	4
BUS 151	Marketing for the 21 st Century	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
SELL 180	Sales Communication	3
Religion		2
Total Second Semester Credit Hours		17

Third Semester

BUS 121	Business Law & Ethics	3
BUS 200	Project Management	2
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	3
FIN 260	Financial Management	3
Religion		2
Total Third Semester Credit Hours		16

Fourth Semester

BUS 225	Operations Management	3
BUS 295	Business Strategy (Capstone)	3
IS 240	Information & Web Systems for Business	3
Elective		3
Religion		2
Total Fourth Semester Credit Hours		14

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 149 for specifics on the 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-Entrepreneurship Emphasis

Associate of Applied Science Degree

Overview

The objective of the Business degree at LDS Business College is to meet your needs, whether you want to work in a small business or a large corporation, or start 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. After the first semester, you may choose from either of the following two emphases: Entrepreneurship, Management or Professional Sales.

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 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 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 plan writing
- Hands-on marketing opportunities
- Information systems for business
- Leadership
- Launching a real 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.

Expected Outcomes

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

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct writing and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Drive profitability in new and existing ventures by applying effective management principles to people and processes.
- Demonstrate critical thinking and analytical skills in developing short and long-range strategic plans and solving business challenges.
- Apply professional selling and marketing skills to contribute to bottom line success of all types of organizations and markets.
- Identify and evaluate business opportunities and utilize entrepreneurial skills learned to launch new ventures.
- Perform basic accounting functions and financial analysis of various business environments, including financial statements, ratios, working capital, debt management, etc.

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 149 for requirements	6
Total Religion Credit Hours		8

Collegewide Courses

ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		8

Core Courses

ACC 105	Financial Accounting	4
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
BUS 121	Business Law & Ethics	3
BUS 151	Marketing for the 21 st Century	3
BUS 201	Principles of Management	3
ENTR 150	Entrepreneurship	3
ENTR 210	Launch and Learn	3
ENTR 290	Business Modeling	3
ENTR 299	Entrepreneurship Mentor	2
FIN 260	Financial Management	3
SELL 120	Introduction to Sales I	3
SELL 175	Advanced Sales II	3
SELL 180	Sales Communications	3
Total Core Credit Hours		40

Electives

1. In addition to the required courses of your emphasis, you may select a course from the other two Business degree emphases.
2. For other electives consider the following:(Check catalog course descriptions for prerequisites*):ACC 110 Accounting in Quickbooks* (3); ECON 161 Microeconomics (3); ECON 162 Macroeconomics (3); IT 201 Advanced Computer Applications (2)*; SELL 190 Sales Lab* (2)
3. For any other electives, see your program director.

Total Elective Credit Hours	6
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Total Minimum Credit Hours Required for Program	62
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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 110	Business Lecture Series	1
ENG 101	Introduction to College Writing	3
ENTR 150	Entrepreneurship	3
SELL 120	Introduction to Sales I	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		15

Second Semester

ACC 105	Financial Accounting	4
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
SELL 180	Sales Communications	3
Religion		2
Total Second Semester Credit Hours		14

Third Semester

BUS 121	Business Law & Ethics	3
ENTR 210	Launch and Learn	3
ENTR 290	Business Modeling	3
SELL 175	Advanced Sales II	3
Elective		3
Religion		2
Total Third Semester Credit Hours		17

Fourth Semester

BUS 151	Marketing for the 21 st Century	3
BUS 201	Principles of Management	3
ENTR 299	Entrepreneurship Mentor	2
FIN 260	Financial Management	3
Elective		3
Religion		2
Total Fourth Semester Credit Hours		16

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 149 for specifics on the 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-Professional Sales Emphasis

Associate of Applied Science Degree

Overview

The objective of the Business degree at LDS Business College is to meet your needs, whether you want to work in a small business or a large corporation, or start 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. After the second semester, you may choose from either of the following emphases: Entrepreneurship, Management or Professional Sales.

Successful selling requires hard work, persistence, and an understanding of fundamental skills. A strong educational foundation takes you further in the world of business-to-business sales. The College's Professional Sales program helps you understand:

- Relationship selling
- Longer cycle sales
- Corporate buying
- Sales management

In addition, you will gain specific skills to help with

- Sales presentations
- Negotiation
- Maintaining a relationship after the sale
- Building a clientele for repeat business
- Putting together an effective sales team

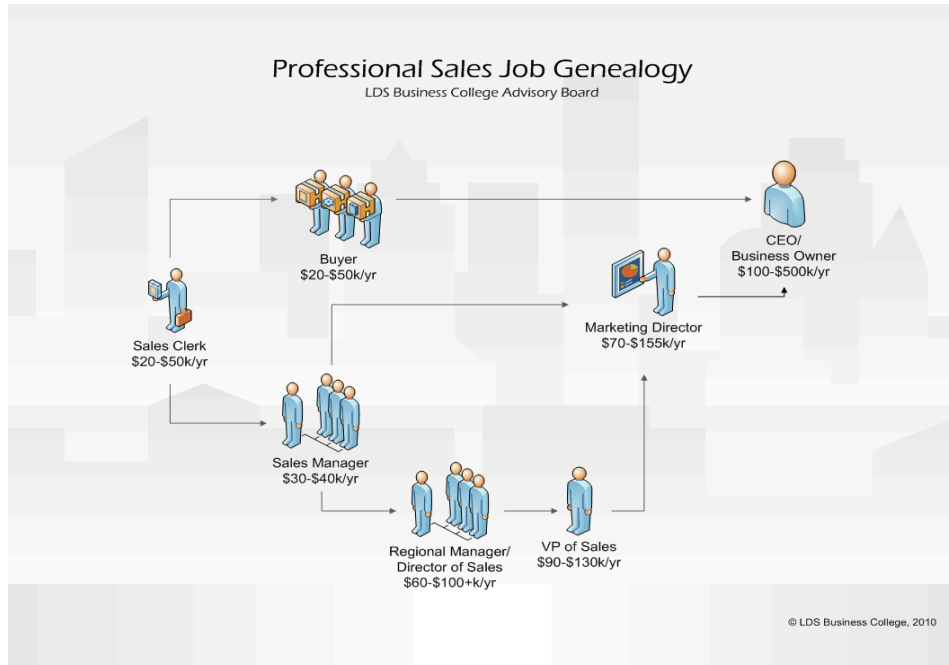
Sales professionals can advance in their organizations, switch to related positions such as marketing, or become independent business owners.

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 following chart 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:

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct writing and oral presentation principles as well as technology and information resource tools
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Use selling skills to contribute to the bottom-line success of all types of organizations and markets.
- Sort and qualify customers effectively.
- Identify customers' needs through listening actively to open-ended questions.
- Present effective solutions to customers' needs using critical, creative and practical sales skills.
- Use negotiating skills to develop positive solutions to conflicts in a selling environment.

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 149 for requirements	6

Total Religion Credit Hours 8

Collegewide Courses

ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2

Total Collegewide Credit Hours 8

Core Courses

ACC 105	Financial Accounting	4
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
BUS 121	Business Law & Ethics	3
BUS 151	Marketing for the 21 st Century	3
BUS 201	Principles of Management	3
ENTR 150	Entrepreneurship	3
FIN 260	Financial Management	3
SELL 120	Introduction to Sales I	3
SELL 175	Advanced Sales II	3
SELL 180	Sales Communications	3
SELL 275	Advanced Sales III	3
SELL 299	Sales Internship (capstone)	3

Total Core Credit Hours 38

Electives (Choose 2 courses from those listed below)

1. In addition to the required courses of your emphasis, you may select a course from the other two Business degree emphases.
2. For other electives consider the following: (Check catalog course descriptions for prerequisites*): ACC 110 Accounting in Quickbooks* (3); ECON 161 Microeconomics (3); ECON 162 Macroeconomics (3); IT 201 Advanced Computer Applications (2)*; SELL 190 Sales Lab* (2)
3. For any other electives, see your program director.

Total Elective Credit Hours 6

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.

First Semester

BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
ENG 101	Introduction to College Writing	3
ENTR 150	Entrepreneurship	3
SELL 120	Introduction to Sales I	3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		15

Second Semester

ACC 105	Financial Accounting	4
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
SELL 175	Advanced Sales II	3
SELL 180	Sales Communications	3
Religion		2
Total Second Semester Credit Hours		15

Third Semester

BUS 121	Business Law & Ethics	3
BUS 151	Marketing for the 21 st Century	3
FIN 101	Personal Finance	2
SELL 275	Advanced Sales III	3
Elective		3
Religion		2
Total Third Semester Credit Hours		16

Fourth Semester

BUS 201	Principles of Management	3
SELL 299	Sales Internship (Capstone)	3
FIN 260	Financial Management	3
Elective		3
Religion		2
Total Fourth Semester Credit Hours		14

Graduation Requirements

1. Minimum of 60 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 149 for specifics on the 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

Professional Sales

Certificate

Overview

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

Career preparation includes training in three critical areas:

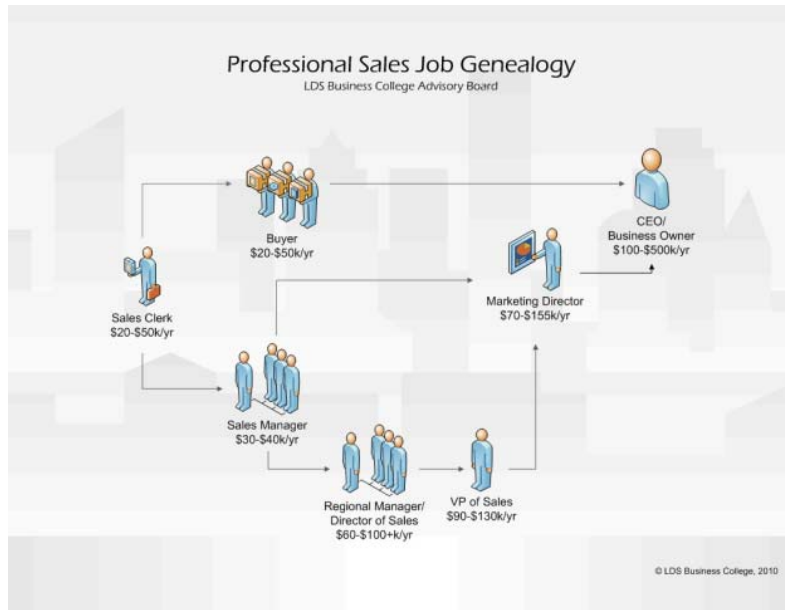
- Understanding the sales process, including knowing how to qualify leads.
- Establishing a work ethic that leads to a successful sales career.
- Building and maintaining the relationship between customers and sales people.

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

- Work diligently and interact with others in an honest, ethical and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Use selling skills to contribute to the bottom line success of all types of organizations and markets.
- Source and qualify customers effectively.
- Identify customer needs through active listening to open-ended questions.
- Present effective solutions to customers' needs using critical, creative and practical sales skills.
- Use negotiating skills to develop positive solutions to conflicts in a selling environment.

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 149 for requirements	2

Total Religion Credit Hours 4

Collegewide Courses

ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2

Total Collegewide Credit Hours 8

Core Courses

BUS 101	Business Fundamentals	3
BUS 151	Marketing for the 21 st Century	3
SELL 120	Introduction to Sales I	3
SELL 175	Advanced Sales II	3
SELL 180	Sales Communication	3
SELL 190	Sales Lab	2
SELL 275	Advanced Sales III	3

Total Core Credit Hours 20

Total Minimum Credit Hours Required for Program 32

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
ENG 101	Introduction to College Writing	3
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
SELL 120	Introduction to Sales I	3
Religion	Book of Mormon I or II	2

Total First Semester Credit Hours 14

Second Semester

BUS 151	Marketing for the 21 st Century	3
FIN 101	Personal Finance	2
SELL 175	Advanced Sales II	3
SELL 180	Sales Communication	3
SELL 190	Sales Lab	2
Religion		2

Total Second Semester Credit Hours 15

Third Semester

SELL 275	Advanced Sales III	3
Total Second Semester Credit Hours		3

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 149 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

Entrepreneurship Cluster

Certificate of Completion

This Certificate of Completion signifies that students have received exposure to the foundational components of Entrepreneurship. This certificate provides a foundation for continued study in the field of Entrepreneurship.

Requirements for Certificate of Completion:

- a. Complete courses listed in a satisfactory manner
- b. Maintain a 2.0 grade point average in Entrepreneurship course work
- c. Adhere to the Learning Model structure.

Entrepreneurship Cluster

Fall or Winter Semester

ACC 105	Financial Accounting	4
ENTR 150	Entrepreneurship	3
ENTR 290	Business Modeling	3
Total Credits		10

Business Information Systems

Associate of Applied Science

Overview

The Business Information Systems program integrates the skills of business and systems operation management. Those who install, operate, and support small computer network systems, design software and systems, and know how to apply business 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 potential job descriptions is not possible. However, you will be prepared to work as a computer support specialist. In addition, you will be ready for entry-level positions as network administrators, database administrators, system analysts, and web developers.

Expected Outcomes

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

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools
- Solve complex problems using critical and creative thinking.
- Work effectively in using teamwork and interpersonal skills.
- Manage databases, software, hardware, infrastructure and staff to support management decision-making and strategic planning.

- Provide networks, software, servers and workstations for effective operations and controlling an organization.
- Design, plan and implement software and hardware solutions allowing an organization to innovate.
- Solve unstructured technical problems and issues by applying a systematic method that documents solutions, and enhances this process with gospel principles.
- Manage projects on time and on budget
- Apply web and open source tools to support an organization's processes, management, and support efforts.

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 149 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 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10

Core Courses

BUS 200	Project Management	2
ENG 220	Business Communications	3
IS 175	Web Application Development	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
Total Core Credit Hours		35

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
SELL 175	Advanced Sales II	3
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	3
ENTR 150	Entrepreneurship	3
ENTR 290	Business Modeling	3
FIN 160	Entrepreneurship Finance	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		61

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		Credit Hours
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 101	Computer Literacy	1
IT 102	Computer Applications	2
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		16

Second Semester		
FIN 101	Personal Finance	2
IS 175	Web Application Development	3
IS 185	Windows Server and Networking	4
Elective		2-3
Religion		2
Total Second Semester Credit Hours		13-14

Third Semester		
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
Total Third Semester Credit Hours		16

Fourth Semester		
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
Total Fourth Semester Credit Hours		16

Graduation Requirements

1. Minimum of 61 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 149 for specifics on the 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.

.Net & ASP Developer Certificate

Expected Outcomes

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

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Design, plan, and implement .NET and ASP solutions to support an organization's goals and objectives.
- Support, troubleshoot, and maintain .NET and ASP solutions for an organization's goals and objectives.
- Evaluate and plan for upgrades and replacement of .NET and ASP solutions that include different technology to keep an organization efficient.

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 149 for requirements	2
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10
Core Courses		
IS 175	Web Application Development	3
IS 185	Windows Server and Networking	4
IS 242	Systems Analysis and Design	3
IS 245	Windows Development	3
IS 247	Database Design	3
Total Core Credit Hours		16
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 175	Web Development	3
IS 242	Systems Analysis and Development	3
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		16

Second Semester

FIN 101	Personal Finance	2
IS 185	Windows Server and Networking	4
IS 245	Windows Development	3
IS 247	Database Design	2
Religion		2
Total Second Semester Credit Hours		14

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 149 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

Voice Over Internet Protocol Certificate

Expected Outcomes

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

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Design, set up, and maintain a phone system using Internet protocol (VoIP)
- Design, set up and maintain the wiring, switches, and other units for organization networks.

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 149 for requirements	2
Total Religion Credit Hours		4

Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10

Core Courses

IS 180	Network +	3
IS 181	Security and Windows Client	3
IS 185	Windows Server and Networking	4
IS 290	Linux	3
IS 291	Voice over Internet Protocol	
Total Core Credit Hours		16
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 180	Network +	3
IS 181	Security and Windows Client	3
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		16

Second Semester

FIN 101	Personal Finance	2
IS 185	Windows Server and Networking	4
IS 290	Linux	3
IS 291	Voice over Internet Protocol	3
Religion		2
Total Second Semester Credit Hours		14

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 149 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

- Work diligently and interact with others in an honest, ethical and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Manage databases, software, hardware, infrastructure and staff to support management decision-making and strategic planning.
- Provide networks, software, servers and workstations for effective operations and controlling an organization.
- Design, plan and implement software and hardware solutions allowing an organization to innovate.
- Solve unstructured technical problems and issues by applying a systematic method that documents solutions, and enhances this process with gospel principles.
- Manage projects on time and on budget.
- Apply web and open source tools to support an organization's processes, management, and support staff.

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 149 for requirements	2
Total Religion Credit Hours		4

Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10

Core Courses

IS 175	Web Application Development	3
IS 181	Security and Windows Client	3
IS 185	Windows Server and Networking	4
IS 240	Information and Web Systems for Business	3
Total Core Credit Hours		13

Elective Courses (Select 4-7 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	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 150	Entrepreneurship	3
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 **31**

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 101	Computer Literacy	1
IT 102	Computer Applications	2
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		16

Second Semester

FIN 101	Personal Finance	2
IS 175	Web Application Development	3
IS 185	Windows Server and Networking	4
Elective		4
Religion		2
Total Second Semester Credit Hours		15

Graduation Requirements

1. Minimum of 31 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 149 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

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.

Students working in this career have the opportunity to work in a medical front office setting but will not be exposed to clinical tasks such as checking vital signs, drawing blood, and giving injections.

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

How does the Medical Administrative Assistant career differ from the Medical Assistant career?

- One of the main responsibilities of a medical administrative assistant is to make sure that the office runs smoothly. Administrative Assistants must be well organized in order to maximize the efficiency of their employer's time. These secretarial positions require excellent computer skills in word processing, database management, and spreadsheets.
- The medical administrative assistant does not perform any clinical task such as drawing blood, giving injections, checking vital signs and assisting with examinations.

Career Opportunities

This specialty should experience faster than average employment growth as the United States population ages. 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:

- Work diligently and interact with others in an honest, ethical and Christ-like manner.
- Communicate using correct writing and verbal skills as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in teams using collaborative and interpersonal skills.
- Complete computerized based tasks efficiently using advanced keyboarding and 10-key skills.
- Utilize office equipment and software such as spreadsheets, word processing and electronic presentations, database and Desktop Publishing.
- Use practice management software and correct medical terminology to enter intake details, insurance data, and other needed information.

- Schedule appointments, process payments, compile medical charts, route information, and maintain medical records.
- Transcribe, edit and finalize records using correct medical terminology and coding.
- Complete accounting and human resource management functions using specialized software.
- Complete integrated projects using the advanced features of word processing, spreadsheets and databases.
- 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 ethically and professionally..
- Compose business correspondence using written communication skills and correct medical terminology.

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 149 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 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10
Core Courses		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BAS 115	Document Editing	2
BAS 122**	Introduction to Transcription	1
BAS 129	Office Procedures	3
BAS 131	Medical Office Procedures	3
BAS 135**	Medical Transcription	2
BAS 199	Certificate Internship	1
BAS 296	Portfolio Development	2
BAS 299	AAS Degree Internship	2
BUS 205	Human Resource Management	3
ENG 220	Business Communications	3
HP 106	Medical Law & Ethics	2
HP 126	Procedural Coding	3
HP 127	Procedural Coding Lab	0
HP 140	Medical Terminology	3
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
IT 151	Visual Communications	3
IT 201	Advanced Computer Applications	2
Total Core Credit Hours		44
Total Minimum Credit Hours for the Program		62

****BAS 122 & 135 were discontinued after Fall 2011. Two hours of electives (ENG 220; IT 100; HP 128; HP 150 & HP 170) were added.**

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

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
Total Second Semester Credit Hours		16

Third Semester

ACC 105	Financial Accounting	4
BAS 122**	Introduction to Transcription	1
HP 126	Procedural Coding	3
HP 127	Procedural Coding Lab	0
IT 151	Visual Communications	3
IT 201	Advanced Computer Applications	2
Religion		2
Total Third Semester Credit Hours		15

Fourth Semester

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

**BAS 122 & 135 were discontinued after Fall 2011. Two hours of electives (ENG 220; IT 100; HP 128; HP 150 & HP 170) were added.

Graduation Requirements

1. Minimum of 62 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 149 for specifics on the 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

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

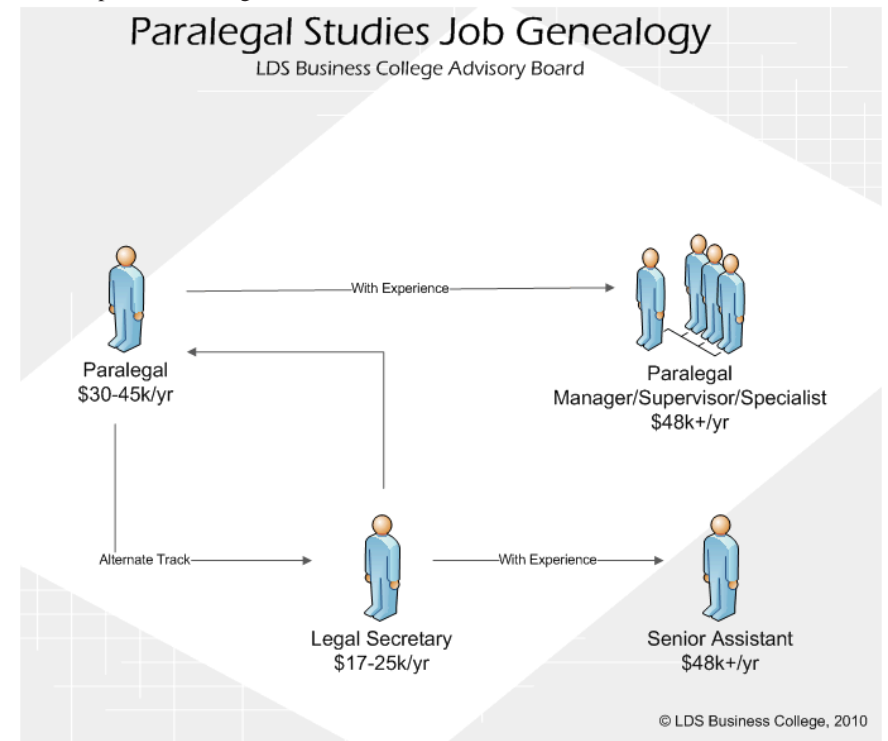
Career Opportunities

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, students will demonstrate competency in the following areas:

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Understand federal, state, and local court systems
- Apply knowledge of substantive and procedural law and practice ethical obligations and standards.
- Analyze factual situations and identify legal solutions available within the various jurisdictions
- Prepare a legal research plan, analyze factual situations, identify legal solutions, summarize legal research findings, and write legal memorandums.
- Understand client and witness interviewing and investigational procedures
- Prepare trial exhibits and assist attorneys at trial.
- Understand legal office management systems including client database systems, proficiency in specialized legal software, and docket/calendaring systems including electronic court filing

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.

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 149 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 101	Computer Literacy	1
IT 102	Integrated Computer Applications	2

Total Collegewide Credit Hours 10

Core Courses

PLS 101	Introduction to Law	3
PLS 103	Introduction to civil Litigation	3
PLS 104	Introduction to Civil Litigation Lab	0
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

Total Core Credit Hours 36

Internship or Practicum (select one of the options listed below)

Option 1:		
PLS 296	Paralegal Portfolio	1
PLS 299	Paralegal Internship (Capstone)	2

Option 2:		
PLS 292	Paralegal Practicum	3

Total Internship or Practicum Credit Hours 3

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

Total Minimum General Education Credit Hours 9

Total Minimum Credit Hours for the Program 66

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 101	Computer Literacy	1
IT 102	Computer Applications	2
PLS 101	Introduction to Law	3

Total First Semester Hours 9

Second Semester-Fall

PLS 103	Introduction to Civil Litigation	3
PLS 104	Introduction to Civil Litigation Lab	0
PLS 130	Criminal Law and Procedures	3
PLS 140	Paralegal Procedures	3
Religion	Book of Mormon I or II	2

Total Second Semester Hours 11

Third Semester-Winter

PLS 110	Legal Research/Writing I	3
PLS 120	Evidence	3
PLS 150	Paralegal Computer Applications	3
Religion		2

Total Third Semester Hours 11

Fourth Semester-Summer

PLS 115	Legal Research/Writing II	3
PLS 205	Contract Law	3
PLS 210	Torts	3
Religion		2

Total Fourth Semester Hours 11

Fifth Semester-Fall

PLS 160	Ethics	3
PLS 215	Bankruptcy	3
Internship or Practicum Option		3
Religion		2

Total Fifth Semester Hours 11

Sixth Semester-Winter

COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
General Education Elective		3

General Education Elective 3
Total Sixth Semester Hours 10

Seventh Semester-Summer

General Education Elective 3
Total Seventh Semester Hours 3

Track 2—Fall Start

First Semester-Fall

ENG 101	Introduction to College Writing	3
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
PLS 101	Introduction to Law	3

Total First Semester Hours 9

Second Semester-Winter

PLS 103	Introduction to Civil Litigation	3
PLS 104	Introduction to Civil Litigation Lab	0
PLS 140	Paralegal Procedures	3
PLS 150	Paralegal Computer Applications	3
Religion	Book of Mormon I or II	2

Total Second Semester Hours 11

Third Semester-Summer

PLS 110	Legal Research/Writing I	3
PLS 205	Contract Law	3
PLS 210	Torts	3
Religion		2

Total Third Semester Hours 11

Fourth Semester-Fall

PLS 115	Legal Research/Writing II	3
PLS 120	Evidence	3
PLS 130	Criminal Law and Procedures	3
Religion		2

Total Fourth Semester Hours 11

Fifth Semester-Winter

PLS 160	Ethics	3
PLS 215	Bankruptcy	3
Internship or Practicum Option		3

Total Fifth Semester Hours 9

Sixth Semester-Summer

FIN 101	Personal Finance	2
General Education Elective		3
General Education Elective		3
General Education Elective		3

Total Sixth Semester Hours 11

Seventh Semester-Fall

COM 122	Interpersonal Communications	2
Religion		2
Total Seventh Semester Hours		4

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

ENG 101	Introduction to College Writing	3
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
PLS 101	Introduction to Law	3
Religion	Book of Mormon I or II	2
Total First Semester Hours		11

Second Semester-Summer

PLS 103	Introduction to Civil Litigation	3
PLS 104	Introduction to Civil Litigation Lab	0
PLS 140	Paralegal Procedures	3
PLS 205	Contract Law	3
Total Second Semester Hours		9

Third Semester-Fall

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

Fourth Semester-Winter

PLS 110	Legal Research/Writing I	3
PLS 150	Paralegal Computer Applications	3
PLS 210	Torts	3
Religion		2
Total Fourth Semester Hours		11

Fifth Semester-Summer

PLS 115	Legal Research/Writing II	3
PLS 160	Ethics	3
Internship or Practicum Option		3
Total Fifth Semester Hours		9

Sixth Semester-Fall

COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
General Education Elective		3
Religion		2
Total Sixth Semester Hours		9

Seventh Semester-Winter

General Education Elective	3	
General Education Elective	3	
Religion	2	
Total Seventh Semester Hours		8

Graduation Requirements

1. Minimum of 66 total semester credit hours as outlined
2. Grade of C (not 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 149 for specifics on the 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

Administrative Assistant

Certificate

Overview

Qualified administrative assistants increasingly take on responsibilities once reserved for managers and professional staff, and those with strong software skills have a competitive advantage in the employment market. Qualifications will include training in the following areas:

- Accounting and QuickBooks
- Integrated software projects
- Document editing
- Advanced computer applications

Strong computer skills enable students to be competitive in a variety of settings. Good communication skills and a strong portfolio contribute to earning power as students continue their 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 into the job market in an administrative assistant position.

Expected Outcomes

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

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate using correct writing and verbal skills as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in teams using collaborative and interpersonal skills.
- Complete computer-based tasks efficiently using advance keyboarding and 10-key skills.
- Perform a variety of business tasks using common office equipment and software such as spreadsheets, word processing, electronic presentations, and database.
- Control the flow of information in the office using organizational skills plus print and electronic records management principles.
- Utilize entrepreneurship principles to work as a virtual administrative assistant.

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 149 for requirements	6
Total Religion Credit Hours		4

Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Integrated Computer Applications	2
Total Collegewide Credit Hours		10

Core Courses

BAS 115	Document Editing	2
BAS 122 **	Introduction to Transcription	1
BAS 129	Office Procedures	3
BAS 185	Integrated Software Projects	3
BAS 296	Portfolio Development	2
BAS 299	Internship	2
ENG 220	Business Communications	3
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
IT 151	Visual Communications	3
IT 201	Advanced Computer Applications	2
Total Core Credit Hours		23

Total Minimum Credit Hours for the Program 37

****BAS 122 was discontinued after Fall 2011.**

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 115	Document Editing	2
BAS 129	Office Procedures	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 102	Computer Applications	3
IT 108	Skillbuilding I	1
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		16

Second Semester

BAS 122**	Introduction to Transcription	1
BAS 185	Integrated Software Projects	3
COM 122	Interpersonal Communications	2
ENG 220	Business Communications	3
IT 109	Skillbuilding II	1
IT 151	Visual Communication	3
IT 201	Advanced Computer Applications	2
Religion		2
Total Second Semester Credit Hours		17

Third Semester

BAS 296	Portfolio Development	2
BAS 299	Internship	2
Total Third Semester Credit Hours		4

Graduation Requirements

1. Minimum of 37 total semester credit hours as outlined
2. Grade of C (not C-) or higher in all IT and BAS Certificate courses except IT 102, which requires a B-
3. Cumulative grade point average of 2.0 or better
4. See page 149 for specifics on the 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

**BAS 122 was discontinued after Fall 2011.

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 to maintaining medical records. Employment opportunities for well-trained personnel are growing nationally in hospitals, insurance companies, outpatient medical offices, and clinics. Good communication skills can contribute to earning power in this field.

This certificate qualifies graduates for entry-level positions in the medical area, providing them employment while continuing an education.

How do these careers differ from the Medical Assistant Career?

- Students working in this career have the opportunity to work in a medical front office setting, but will not be performing clinical tasks such as checking vital signs, drawing blood and giving injections.

Career Opportunities

This career should experience faster than average employment growth as the United States population ages. Employment opportunities can be found in hospitals, insurance companies, outpatient medical offices and HMOs.

Expected Outcomes

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

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate using correct writing and verbal skills as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in teams using collaborative and interpersonal skills.
- Complete computerized based tasks efficiently using advanced keyboarding and 10-key skills.
- Utilize office equipment and software such as spreadsheets, word processing, and electronic presentations.
- Use practice management software and correct medical terminology to enter intake details, insurance data, and other needed information.
- Schedule appointments, process payments, compile medical charts, route information, and maintain medical records.

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 149 for requirements	2
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10
Core Courses		
BAS 115	Document Editing	2
BAS 129	Office Procedures	3
BAS 131	Medical Office Procedures	3
BAS 199	Certificate Internship	1
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
Total Core Credit Hours		16
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		
BAS 115	Document Editing	2
BAS 129	Office Procedures	3
ENG 101	Introduction to College Writing	3
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
IT 108	Skillbuilding I	1
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		14
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
Total Second Semester Credit Hours		16

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 149 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 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, billing insurance, doing medical coding, and scheduling and supervising employees.

Those who enjoy helping others and are responsive to 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)

Internship 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.

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 capable in the following areas:

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.

- Communicate at a professional level using correct writing and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Perform within ethical and legal scope as a medical assistant.
- Complete clinical documentation of the patient assessment in the medical record.
- Perform or assist with office procedures per quality control standards and clinical policy.
- Provide accurate patient specimen collection and analysis in compliance to standards.
- Teach others about body parts and functions.
- Manage patient billing, bookkeeping and clerical functions.
-

Program Prerequisites

1. Students must 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. The series should be completed before the clinical classes winter semester. The series must be completed before you can be assigned to a practicum site.
2. Students must obtain navy blue scrubs, blood pressure (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 149 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 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10
Core Courses		
ACC 105	Financial Accounting	4
BAS 122**	Intro to Transcription	1
BAS 131	Medical Office Procedures	3
ENG 220	Business Communications	3
HP 106	Medical Law & Ethics	2
HP 126	Procedural Coding	3
HP 127	Procedural Coding Lab	0
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 283	Practicum for Medical Assistants & Executive Medical Assistants	3
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
LS 103	Nutrition & Health	3
LS 265	Anatomy & Physiology	4
Total Core Credit Hours		41
Electives Select a minimum of 3 credit hours from the following:		
BAS 129	Office Procedures	3
BUS 205	Human Resource Management	3
HP 128	Diagnosis Coding	3
HP 129	Diagnosis Coding Lab	0
IT 201	Advanced Computer Applications	2
Total Minimum Elective Credit Hours		3
Total Minimum Credit Hours for the Program		62
**BAS 122 was discontinued after Fall 2011.		

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 101	Computer Literacy	1
IT 102	Computer Applications	2
IT 108	Skillbuilding I	1
LS 265	Anatomy & Physiology	4
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		16
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
Total Second Semester Credit Hours		16
Third Semester		
BAS 122**	Introduction to Transcription	1
COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
HP 126	Procedural Coding	3
HP 127	Procedural Coding Lab	0
HP 170	Introduction to Pharmacology	2
Elective		3
Religion		2
Total Third Semester Credit Hours		15
Fourth Semester		
ACC 105	Financial Accounting	4
ENG 220	Business Communications	3
HP 283	Practicum for Medical Assistants & Executive Medical Assistants	3
LS 103	Nutrition & Health	3
Religion		2
Total Fourth Semester Credit Hours		15
**BAS 122 was discontinued after Fall 2011.		

Graduation Requirements

1. Minimum of 62 total semester credit hours as outlined
2. Grade of C or higher in all HP core courses, IT 108 and LS 265
3. Cumulative grade-point average of 2.0 or higher
4. Executive Medical Assistant are prepared for and encouraged to register for a professional credentialing exam. The American Medical Technologists (AMT) www.amt1.com offers a Registered Medical Assistant credentialing exam. Student graduates are qualified, as the LDS Business College maintains institutional accreditation with the Northwest Commission on Colleges and Universities (NWCCU).
5. See page 149 for specifics on the 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.

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, filling out insurance forms, and arranging for hospital admissions and laboratory services. Medical assistants 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. 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 capable in the following areas:

- Work diligently and interact with others in an honest, ethical and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Perform within ethical and legal scope as a medical assistant.
- Complete clinical documentation in the medical record.
- Perform or assist with office procedures per clinical policy.
- Provide accurate patient specimen collection and analysis in compliance to standards.
- Teach others about body parts and functions.

- Perform a patient assessment with correct documentation.

Program Prerequisites

1. Students must 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. The series should be completed before the clinical classes winter semester. The series must be completed before you can be assigned to a practicum site.
2. Students must obtain navy blue scrubs, blood pressure (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 149 for requirements	2
Total Religion Credit Hours		4

Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10

Core Courses

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 Medical Assistants & Executive Medical Assistants	3
IT 108	Skillbuilding I	1
IT 109	Skillbuilding II	1
LS 265	Anatomy & Physiology	4
Total Core Credit Hours		25

Total Minimum Credit Hours for the Program 39

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 101	Computer Literacy	1
IT 102	Computer Applications	2
IT 108	Skillbuilding I	1
LS 265	Anatomy & Physiology	4
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		16

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
Total Second Semester Credit Hours		16

Summer Term

COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
HP 283	Practicum for Medical Assistants & Executive Medical Assistants	3
Total Third Term Credit Hours		7

Graduation Requirements

1. Minimum of 39 total semester credit hours as outlined
2. Grade of C or higher in all HP core courses, IT 108 and LS 265
3. Cumulative grade-point average of 2.0 or higher
4. Medical Assistant graduates are prepared for and encouraged to register for a professional credentialing exam. The American Medical Technologists (AMT) www.amt1.com offers a Registered Medical Assistant credentialing exam. Student graduates are qualified, as the LDS Business College maintains institutional accreditation with the Northwest Commission on Colleges and Universities (NWCCU).
5. See page 149 for specifics on the religion requirements for this certificate
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.

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. They are 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 age 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:

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Perform with ethical and legal manners as a medical coder and biller.
- Use correct principles and rules when assigning medical codes to claims.
- Interpret medical language in medical records to extract billable services.
- Prepare for professional certification with American Academy of Professional Coders (AAPC).

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 149 for requirements	2
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10
Core Courses		
HP 106	Medical Law & Ethics	2
HP 126	Procedural Coding	3
HP 127	Procedural Coding Lab	0
HP 128	Diagnosis Coding	3
HP 129	Diagnosis Coding Lab	0
HP 140	Medical Terminology	3
HP 170	Introduction to Pharmacology	2
HP 197	Medical Coder Certificate Internship	2
LS 265	Anatomy & Physiology	4
Total Core Credit Hours		19
Total Minimum Credit Hours for the Program		33

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 126	Procedural Coding	3
HP 127	Procedural Coding Lab	0
HP 140	Medical Terminology	3
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		18

Second Semester

FIN 101	Personal Finance	2
HP 128	Diagnosis Coding	3
HP 129	Diagnosis Coding Lab	0
HP 170	Introduction to Pharmacology	2
HP 197	Medical Coder Certificate Internship	2
LS 265	Anatomy & Physiology	4
Religion		2
Total Second Semester Credit Hours		15

Graduation Requirements

1. Minimum of 33 total semester credit hours as outlined
2. Grade of C or higher in all HP core courses, IT 108 and LS 265
3. Cumulative grade-point average of 2.0 or higher
4. See page 149 for specifics on the 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.

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, and 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:

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Use knowledge of design principles, theory, and history to address client needs.
- Apply design process skills using hand and computer generated solutions.
- Select and specify appropriate finishes, furniture, and construction components for end users.
- Apply understanding of sustainable and environmental principles in design.
- Practice design industry business procedures.
- Create and use a visual portfolio to acquire employment or clientele

Note: To give the program necessary depth and breadth, professionals employed full time in the interior design field teach many courses. Since these professionals have other work

commitments, some classes will be scheduled only at night while others will be scheduled early in the morning.

Program Prerequisites

- 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 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.
- 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.
- You must maintain a 3.0 grade-point average in your ID course work to continue in this program.

Color Board Requirements

To be accepted into the two-year Interior Design AAS degree, you must have a minimum 3.0 grade-point average from high school or transferring college; for the one-year Interior Design Certificate, you must have a minimum 2.0 grade point average. Prospective students must complete a color board following the specifications listed below. All color boards must be submitted no later than September 1st for Fall Semester, December 1st for winter semester, and May 1st for summer session. Color boards must be mailed or delivered to the attention of Admissions.

Specifications for color boards

Create a sample board based upon the criteria listed below. You will need to make your own conclusions and interpretations. We do not have examples for you to see, nor do we give suggestions for the color board format.

- Mount color samples on a 9 x 12 mat board (available at art supply stores) that is in a color that enhances the samples. Neutrals are usually preferable.
- Choose samples for a living room to include the following:
 - Paint colors for walls, trim and ceiling and any other wall coverings wallpaper, fabric, etc.
 - Floor coverings - i.e. carpet, stone, wood, etc.
 - Window treatments - i.e., drapery, blinds, shutters, etc.
 - Furniture finishes - i.e. wood, metal, plastic, etc.
 - Upholstery fabrics - minimum of three
 - Accent colors
- Affix materials firmly to the mat board so they do not fall off. Double-sided carpet tape works well for heavy samples. There is also special mounting tape available that works well (available at art supply stores).
- Arrange the materials in an attractive manner on the board and carefully label each sample.
- You may use discontinued samples which are usually available from local design firms, furniture stores, etc. The College also has a sample library available to local students. It is located on the eighth floor in room 803 and is open during regular school hours.

- Your board will be judged by a panel of designers including the program director, part-time faculty and outside professionals. The panel will be looking for ability in blending color, use of appropriate textures, and the professionalism of your board arrangement.
- Include your name and address on the back of the mat board.
- Include a separate sheet with your name, address, phone number, specific program (ID AAS degree or ID certificate) you are applying for and the date you mailed your admissions package to the college.
- Include your email address and phone number where you may be contacted.
- Place your color board in a padded envelope (available at your local post office) and mail it Attn: Admissions 95 North 300 West, Salt Lake City, UT 84101-3500, or you may hand deliver it to Admissions on the 2nd floor.

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

Color boards will not be returned.

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 149 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 101	Computer Literacy	1
IT 102	Computer Application	2
Total Collegewide Credit Hours		10

Core Courses

ENG 220	Professional Business Writing	3
ID 104	Principles of Design	2
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 117	Perspective Drawing	2
ID 118	3D Design	1
ID 125	Drafting	3
ID 126	Space Planning	4
ID 128	Textiles	2
ID 130	Studio I	2
ID 131	Introduction to AutoCAD	2

ID 205	Resources & Career Issues	2
ID 210	Historical Furnishings & Architecture	3
ID 211	Modern Furnishings & Architecture	2
ID 217	Rendering Techniques	2
ID 230	Studio II	2
ID 231	Computer Design I	3
ID 232	Computer Design II	3
ID 270	Portfolio I	1
ID 271	Portfolio II	1
ID 275	Business of Interior Design	3
ID 299	Interior Design Internship	1
Total Core Credit Hours		49

Total Minimum Credit Hours for the Program 67

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 101	Computer Literacy	1
IT 102	Computer Applications	2
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		18

Second Semester

COM 122	Interpersonal Communications	2
ID 117	Perspective Drawing	2
ID 118	3D Design	1
ID 126	Space Planning	4
ID 128	Textiles	2
ID 130	Studio I	2
ID 131	Introduction to AutoCAD	2
Religion		2
Total Second Semester Credit Hours		17

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

Total Third Semester Credit Hours 17

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
Total Fourth Semester Credit Hours		15

Graduation Requirements

1. Minimum of 67 total semester credit hours as outlined
2. A 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 149 for specifics on the 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.

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:

- Work diligently and interact with others in an honest, ethical and Christ-like manner.
- Communicate at a professional level using correct written and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Work effectively in groups using teamwork and interpersonal skills.
- Use knowledge of design principles, theory and history to address client needs.
- Apply design process skills using hand and computer generated solutions.
- Select and specify appropriate finishes, furniture, and construction components for end users.
- Apply understanding of sustainable and environmental principles in design

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.

Color Board Requirements

To be accepted into the two-year Interior Design AAS degree, you must have a minimum 3.0 grade-point average from high school or transferring college; for the one-year Interior Design Certificate, you must have a minimum 2.0 grade point average.. Prospective students must complete a color board following the specifications listed below. All color boards must be submitted no later than September 1st for Fall Semester, December 1st for winter semester, and May 1st for summer session. Color boards must be mailed or delivered to the attention of Admissions.

Specifications for color boards

Create a sample board based upon the criteria listed below. You will need to make your own conclusions and interpretations. We do not have examples for you to see, nor do we give suggestions for the color board format.

1. Mount color samples on a 9 x 12 mat board (available at art supply stores) that is in a color that enhances the samples. Neutrals are usually preferable.
2. Choose samples for a living room to include the following:
 - a. Paint colors for walls, trim and ceiling and any other wall coverings wallpaper, fabric, etc.
 - b. Floor coverings - i.e. carpet, stone, wood, etc.
 - c. Window treatments - i.e., drapery, blinds, shutters, etc.
 - d. Furniture finishes - i.e. wood, metal, plastic, etc.
 - e. Upholstery fabrics - minimum of three
 - f. Accent colors
3. Affix materials firmly to the mat board so they do not fall off. Double-sided carpet tape works well for heavy samples. There is also special mounting tape available that works well (available at art supply stores).
4. Arrange the materials in an attractive manner on the board and carefully label each sample.
5. You may use discontinued samples which are usually available from local design firms, furniture stores, etc. The College also has a sample library available to local students. It is located on the eighth floor in room 803 and is open during regular school hours.
6. Your board will be judged by a panel of designers including the program director, part-time faculty and outside professionals. The panel will be looking for ability in blending color, use of appropriate textures, and the professionalism of your board arrangement.
7. Include your name and address on the back of the mat board.
8. Include a separate sheet with your name, address, phone number, specific program (ID AAS degree or ID certificate) you are applying for and the date you mailed your admissions package to the college.
9. Include your email address and phone number where you may be contacted.
10. Place your color board in a padded envelope (available at your local post office) and mail it Attn: Admissions 95 North 300 West, Salt Lake City, UT 84101-3500, or you may hand deliver it to Admissions on the 2nd floor.

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

Color boards will not be returned.

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 149 for requirements	2
Total Religion Credit Hours		4

Collegewide Courses

COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10

Core Courses

ID 104	Principles of Design	2
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 125	Drafting	3
ID 128	Textiles (Capstone)	2
ID 131	Introduction to AutoCAD	2
ID 199	Interior Design Internship	1
ID 210	Historical Furnishings & Architecture	3
ID 211	Modern Furnishings & Architecture	2
Total Core Credit Hours		20

Total Minimum Credit Hours for the Program 34

Recommended Semester Sequence of Courses

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

First Semester

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 101	Computer Literacy	1
IT 102	Integrated Computer Applications	2
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		18

Second Semester

COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
ID 128	Textiles (Capstone)	2

ID 131	Introduction to AutoCAD	2
ID 199	Interior Design Internship (Capstone)	1
ID 210	Historical Furnishings & Architecture	3
ID 211	Modern Furnishings & Architecture	2
Religion		2

Total Second Semester Credit Hours 16

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 149 for specifics on the religion requirements for this certificate
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.

Interior Design Cluster

Certificate of Completion

This Accomplishment Certificate signifies that students have received exposure to the foundational components of Interior Design. This certificate provides a foundation for continued study in the field of Interior Design.

Requirements for Certificate of Completion:

- a. Complete courses listed in a satisfactory manner
- b. Maintain a 2.0 grade point average in ID course work
- c. Adhere to the Learning Model structure.

Interior Design Cluster (No Color board required)

Fall or Winter Semester

ID 104	Principles of Design	2
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
	Total Credits	7

Note: Prerequisite for ID 110 is ID 104 or may be taken concurrently

Prior to registration, interested students must email the program director for more information to receive approval for registering in the Interior Design Cluster courses.

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

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

- Work diligently and interact with others in an honest, ethical, and Christ-like manner.
- Communicate at a professional level using correct writing and oral presentation principles as well as technology and information resource tools.
- Solve complex problems using critical and creative thinking.
- Pursue additional business-related degrees (accounting, finance, management, marketing, etc).
- Use the core elements of a business bachelor's degree to contribute to a business enterprise.
- Analyze, interpret, and record basic business economic transactions.
- Apply basic concepts and method choices used in financial accounting.
- Perform basic operations in an accounting software environment.

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 149 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 101	Computer Literacy	1
IT 102	Computer Applications	3
Total Collegewide Credit Hours		10

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 220	Business Communications	3
IT 201	Advanced Computer Applications	2
MATH 110	College Algebra	4
MATH 111	Calculus	3
MATH 252	Statistics	3
Total Core Credit Hours		37

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
MUS 105	Music & Culture	3

Humanities Distribution (select one)

ENG 250	Introduction to Literature	3
PHIL 225	Critical Thinking & Reasoning	3

Life/ Physical Sciences Distribution (select one)

LS 103	Nutrition & Health	3
LS 110	Environmental Science	3
LS 265	Anatomy & Physiology	4
PS 100	Physical Science	3
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 101	Computer Literacy	1
IT 102	Computer Applications	2
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		17

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
Total Second Semester Credit Hours		16

Third Semester

ECON 161	Microeconomics	3
ENG 220	Business Communications	3
MATH 252	Statistics	3
General Education Elective		3
General Education Elective		3
Religion		2
Total Third Semester Credit Hours		17

Fourth Semester

ACC 212	Managerial Accounting	3
COM 121	Principles of Public Speaking	3
MATH 111	Calculus	3
General Education Elective		3
General Education Elective		3
Religion		2
Total Fourth Semester Credit Hours		17

*Course has prerequisites

Graduation Requirements

1. Minimum of 67 total semester credit hours as outlined
2. Grade of C 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 149 for specifics on the 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 on your university studies. It meets the general education requirements for college transfer. The General Studies program will teach you basic workplace skills, help you become computer literate, and 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.

Course Requirements

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

Course #	Title	Credit Hours
Religion		
REL 121 or 122	Book of Mormon I or II	2
REL	See page 149 for requirements	6
Total Religion Credit Hours		8
Collegewide Courses (first year)		
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10
English/Math Requirements (second year)		
ENG 201	Intermediate College Writing	3
ENG 220	Business Communications	3
MATH 110	College Algebra	4
-OR- (see an advisor)		
MATH 106	Introduction to Quantitative Analysis	3
Total Minimum English/Math Credit Hours		9-10

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
COM 121	Principles of Public Speaking	3
ENG 250	Introduction to 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 265	Anatomy & Physiology	4

B. Physical Sciences:

PS 100	Physical Science	3
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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

American Institutions Requirement (select one)

HIST 170	American Civilization	3
POLS 110	American National Government	3

Total Minimum General Education Credit Hours 24

Electives

Students will normally take 9-12 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 101	Computer Literacy	1
IT 102	Computer Applications	2
LE 120 (Elective)	Career Exploration	2
General Education Elective		3
Elective		3
Religion	Book of Mormon I or II	2
Total First Semester Credit Hours		16

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 Education Elective		6
Religion		2
Total Second Semester Credit Hours		15-16

Third Semester

ENG 201	Intermediate College Writing	3
General Education Elective		6
Elective		4
Religion		2
Total Third Semester Credit Hours		15

Fourth Semester

ENG 220	Business Communications	3
American Institutions	HIST 170 or POLS 110	3
General Education Elective		6
Elective		3
Religion		2
Total Fourth Semester Credit Hours		17

*Course has prerequisites

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 149 for specifics on the religion requirements for this degree
4. 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
5. 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.)
6. MAT 111 Calculus is recommended for Associate of Science students who plan to major in business at a four-year institution.

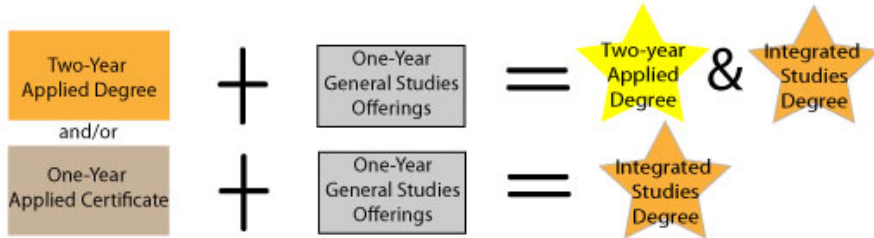
Integrated Studies

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.

For example, if you want to be a certified public accountant, which requires a master's degree, you could combine the Financial Managerial Accounting two-year applied degree program with Integrated Studies. You would enter the marketplace sooner, earn better wages, build your resume, and strengthen your professional network. If you want to become a lawyer, you could earn a Paralegal Studies two-year applied degree along with an Integrated Studies degree. If you intend to transfer, this is a great approach. The Integrated Studies degree can be completed in two semesters beyond the time required for an applied skills degree. Some students can 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 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.

**The Integrated Studies program does not work if you have an undecided major or are a Visiting Student.*

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 or certificate.

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.

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 149 for requirements	6
Total Religion Credit Hours		8
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 101	Computer Literacy	1
IT 102	Computer Applications	2
Total Collegewide Credit Hours		10

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 12-13

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
MUS 105	Music & Culture	3

Humanities (choose one)

COM 121	Principles of Public Speaking	3
ENG 250	Introduction to Literature	3
PHIL 225	Critical Thinking and Reasoning	3

Life Sciences (choose one)

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

Physical Sciences (choose one)

PS 100	Physical Science	3
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

Elective 3

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

**Total Minimum General Education
Distribution Credit Hours 18**

Emphasis Options

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

Emphasis

Certificates:

- Accounting
- Administrative Assistant
- Interior Design
- Medical Office Assistant
- Medical Assistant
- Medical Coding
- .Net & ASP Developer
- Professional Sales
- Voice over Internet Protocol
- Windows Administration

AAS Degrees:

- Accounting-Financial/Managerial
- Business Entrepreneurship
- Business Information Systems
- Business Management
- Business Professional Sales
- Executive Medical Assistant
- Interior Design
- Medical Administrative Assistant
- Paralegal Studies

Total Minimum Credit Hours for the Program 61

Recommended Day Sequence of Courses

See your Academic Advisor!

Graduation Requirements

1. Minimum of 61 total semester credit hours as outlined
2. Cumulative GPA of 2.0 or higher (A 2.5 GPA or higher is recommended)
3. 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.)
4. See page 149 for specifics on the 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. 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.

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

Second Semester		Credit Hours
AERO 1020	Air Force Today II	1
AERO 1120	General Military Lab II	0-1

Third Semester		Credit Hours
AERO 2010	Air Force Way I 1	
AERO 2110	General Military Lab III	0-1

Fourth Semester		Credit Hours
AERO 2020	Air Force Way II 1	
AERO 2120	General Military Lab IV	0-1

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

Military Science

Army ROTC (Four Semesters)

Career Opportunities

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

Objectives

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

General Areas of Competence

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

Preparatory Courses and Departmental Requirements

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

Recommended Day Sequence of Courses

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

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

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

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.

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 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 Marketing for the 21st Century (3) (service-learning)

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 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 225 Operations Management (3)

Prerequisites: BUS 101

Deals with the management of a business' resources in producing projects and services in an effective and profitable manner. The strategic, operating and control decisions required to compete globally, including computer applications and related models will be covered.

BUS 295 Business Strategy (3) (Capstone)

Prerequisites: ACC 105; BUS 151; BUS 201

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 115 Document Editing (2)

Prerequisites: 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.

BAS 122 Introduction to Transcription (1) **[Discontinued Winter 2012]**

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 (2) [Discontinued Winter 2012]

Prerequisites: BAS 115; BAS 122; ENG 101; 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 185 Integrated Software Projects (3)

Prerequisites: BAS 115; BAS 129; ENG 101; IT 109 (may be taken concurrently) IT 201 (may be taken concurrently);

Students will complete collaborative software business projects using prioritization and management skills developed in BAS 129 as well as software skills developed in the IT 102 and 201 courses.

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 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 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 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 175 Web Application Development

Prerequisites: IT 102; IS 240 (may be taken concurrently)

Prepares students to design website controls, design logout, create access to data, use net error handling, leverage ASP features, and build secure application. This class prepares the student for Microsoft Test 70-564.

IS 180 Network+ (3)

Prerequisites: None

Manage, maintain, troubleshoot, and configure basic network infrastructure. Set up wiring, switches, patch panels, and other devices for business organizations.

IS 181 Security & 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 & Networking (4)

Prerequisites: IS 181 with a C or higher; or Program Director Approval

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 & Databases (3)**

Prerequisites: IS 181 with a C or higher;

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 & 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 & Analysis (3)**

Prerequisites: IS 181 with a C or higher;

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 **Windows Application Development (3)**

Prerequisites: IS 175; IS 242; or Program Director Approval

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; or Program Director Approval

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.

IS 291 **Voice over Internet Protocol (VoIP) (3)**

Prerequisites: IS 180

Design, setup and maintain a Voice over Internet protocol system using open source software. Configure switches, routers and phones to operate a VoIP system.

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 (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; LE 115 or 116 (may be taken concurrently)

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) or ENG 87 and 88 with Credit (CR); LE 115 or 116 (may be taken concurrently)

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)

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 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.

Entrepreneurship

ENTR 150 Entrepreneurship (3)

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 210 Launch and Learn (3)

Prerequisites: ACC 105; ENTR 150

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 Modeling (3)

Prerequisites: ACC 105; ENTR 150

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: ENTR 290

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.

FIN 260 Financial Management (3)

Prerequisites: ACC 105; BUS 101; ENTR 150

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.

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 126 Procedural Coding (3)

Prerequisites: HP 127 (concurrent enrollment)

The student will learn and apply the rules and guidelines of Current Procedural Coding® (CPT) to accurately assign codes using CMS Form 1500. Gain knowledge in the fundamentals of medical coding and in avoiding fraudulent and abusive billing. Students will experience workplace scenarios within the learning environment.

HP 127 Procedural Coding Lab (0)

Prerequisites: HP 126 (concurrent enrollment)

Provides opportunity for supervised practice of procedural codes learned in HP 126 Procedural Coding. Students will perform 25 authentic records with assigned CPT codes. Satisfactory performance will be measured by coding standards. These procedures include task completion within a time frame and to a level of competency deemed appropriate by the instructor.

HP 128 Diagnosis Coding (3)

Prerequisites: HP 129 (concurrent enrollment)

The student will learn and apply the rules and guidelines of International Classification of Diseases (ICD-9-CM) to accurately assign codes using CMS Form 1500. Gain knowledge in the fundamentals of medical coding and in avoiding fraudulent and abusive coding. Students will experience workplace scenarios within the learning environment.

HP 129 Diagnosis Coding Lab (3)

Prerequisites: HP 128 (concurrent enrollment)

Provides opportunity for supervised practice of diagnosis codes learned in HP 128 Diagnosis Coding. Students will perform 25 authentic records with assigned ICD-9 codes. Satisfactory performance will be measured by coding standards. Assessment includes task completion within a time frame and to a level of competency deemed appropriate by the instructor.

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 126; HP 128; 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 283 Practicum for Medical Assistants & Executive Medical Assistants
(Capstone. Service-learning) (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. Students must be CPR certified and pass drug and background checks prior to beginning the practicum.

NOTE: Students will have support from program Practicum Coordinator to locate and arrange appropriate MA practicum sites within the area of Utah's Wasatch Front. Students that elect not to complete a practicum locally will be responsible for finding and arranging practicum site.

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 101 Computer Literacy (1)

Prerequisites: IT 102 (concurrent enrollment)

This course develops business-level skill in word processing, spreadsheets, and electronic presentations software. Students will complete integrated projects utilizing all three software projects. Should be taken during the first semester. This course is open to challenge during the first week of the semester.

IT 102 Computer Applications (2)

Prerequisites: IT 102 (concurrent enrollment); 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, or Medical Administrative Assistant programs should take this course their first semester unless enrolled in IT 100 Introduction 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, 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.

IT 151 Visual Communications (3)

Prerequisites: IT 102; ENG 99 or 101; 32 cwpm or IT 108 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.

Students develop skills in Microsoft Access database and complete collaborative and individual integrated business software projects using 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) (service-learning)

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; ID 105; IT 102

Develops skills required to draw interiors and furnishings in one- and two-point perspective. Combines quick sketching for informal presentations.

ID 118 3D Design

Prerequisites: ID 104, ID 105; IT 102

Develops skills required to design with 3D computer modeling software to create interior space.

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 (may be taken concurrently)

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: ID 105; ID 125; IT 102 B- or higher;

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 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 116 Study Skills *with* Foundations of Learning (2)
Prerequisites: None
Offers principles that can help students to have a positive and successful college experience, maximize opportunities and prepare them to be more serviceable in work, home, Church and other settings. In addition to traditional *Foundations* content, this course introduces students to learning strategies such as taking notes, reading text, and taking tests more effectively and efficiently. Students with a cumulative high school and/or college transfer grade-point average below 2.5 are strongly encouraged to take LE 116 their first semester. Students placed on academic probation should also take LE 116 the semester after they are placed on probation.

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 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 limits, continuity, derivatives, integrals and their applications. The applications include optimization, optimization with several variables, curve sketching, related rates, finance, and area between curves.

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 100R Institute Choir BC Singers (1) (non-audition)

Prerequisites: None, non-audition

Provides an opportunity to sing sacred music for others. Requires dedication and commitment. Discusses doctrine in the hymns. Covers conducting and music skills needed for service in Church callings. (See MUS 102R for auditioned choir)

MUS 102R Choir "The Sounds of Joy" (1)

Prerequisites: Audition with instructor (scheduled through the Institute office)

Provides opportunities to bear testimony of the Savior through the performing of sacred music. Students will be selected on the basis of talent and performance skills. Requires some outside-of-class commitment.

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; PLS 104 (concurrent enrollment) PLS 140 (concurrent enrollment)

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 104 Introduction to Civil Litigation Lab (0)

Prerequisites: PLS 101 with C or higher; PLS 103 (concurrent enrollment); PLS 140 (concurrent enrollment)

Provides a supervised opportunity for students to work on PLS 103 assignments.

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

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 292 Paralegal Practicum (3) (Paralegal Studies major only; capstone)

Prerequisites: Requires program director approval
In completing this practicum, students will demonstrate mastery of competencies through applying knowledge and skills specific to the Paralegal AAS degree.

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 120 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 100 Physical Science

Prerequisites: None
An introduction to physics, astronomy, chemistry, and geology with emphasis on their importance to humans.

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.

Professional Sales

SELL 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. Embeds concepts of COM 122.

SELL 175 Advanced Sales II (3)

Prerequisites: SELL 120 with a C or higher

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

SELL 180 Sales Communications (3) **[Change from 4 to 3 credits effective Winter 2012]**

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.

SELL 190 Sales Lab (2)

Prerequisites: A full or part-time job in sales

Enrolled students should have a full or part-time job in sales. This lab is designed to assist students to sharpen their sales skills by practicing their specific listening and sales approach as well as enlarging their scope of potential clients. Provides practical application of skills learned in SELL 120 and SELL 175.

SELL 275 Advanced Sales III (3)

Prerequisites: SELL 175 with a C grade or higher

Continues the learning and practice of advanced selling skills and techniques. Additional focus is on negotiating skills and conflict resolution. Advanced work in selling techniques, in-depth practice at closing the sale, BATNA. Significant practice in preparing and practicing major presentations for longer cycle, high volume, big ticket business-to-business sales.

SELL 299 Advanced Internship (4)

Prerequisites: SELL 275; Requires program director approval

Provides significant and substantive work experience in selling with a one-hour weekly lab during the semester. The student will develop measurable learning objectives that can be documented and accomplished during the semester. This opportunity is provided in the final semester of the LDSBC experience as a Capstone Course. It is expected that the student will be able to practice all of the skills learned during the program.

NOTE: Students will be responsible for finding internship positions if they currently do not have full or part-time work as a salesperson. For assistance in finding an internship opportunity, contact the Program Director and Career Advising office one month prior to the beginning of the semester

Religion

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

Prerequisites: None; non-audition choir

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 (2) (student council members only)

Prerequisites: None

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

REL 190R Latter-day Jubilee Choir Sounds of Joy (2) (audition only)
Prerequisites: Audition with instructor (auditions scheduled through Institute office)
Provides opportunities to bear testimony of the Savior through the performing of sacred music. Students will be selected on the basis of talent and performance skills. Requires some out-of-class commitment. (See REL 110R for non-audition choir) This course may be repeated once to help fulfill the Religion requirement.

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 Understanding Isaiah (2)
Prerequisites: None
Studies in the Book of Isaiah. 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.

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.

For example:
 Required for: **AS in Business Degree**
 Minus credit hours transferred in
 Remaining Credit Hours to complete

Total Program Credit Hours	Minimum Religion Credit Hours
61	
<u>-25</u>	
36	6

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

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Henry B. Eyring, First Vice-Chairman
Dieter F. Uchdorf, Second Vice-Chairman
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Elaine S. Dalton
Roger G. Christensen, Secretary

Church Education System Administrators

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

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

Brown, David B. (2011)
Institute of Religion
B.A., 1986, University of Utah
M.A., 1987, Brigham Young University

DuVall, Kenneth (2011)
Business Program-Professional Sales
B.A.S., 1974, University of Utah
M.B.A., 1977, University Of Utah

Finlinson, Kitt R. (1999)
Business Program-Accounting
AS in Business Program Director
B.S., 1972, Brigham Young University
M.B.A., 1999, Utah State University

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

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

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

Hunsaker, Miles R. (2003)
Interior Design Program Director
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
Paralegal Studies Program Director
B.S., 1987, Weber State University
M.S., 1991, Weber State University

Little, Ralph (2011)
Business Program - Entrepreneurship
B.S., 1981, University of Utah
1991, Harvard University
M.B.A., 2004, University of Utah

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

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

Merkley, Brett R. (2005)
Health Professions Program Director
B.S.N., 1996, Idaho State University
M.S.N., 2003, University of Phoenix

Newman, Scott A. (2007)
Business Program Director
B.A., 1978, University of Utah
M.B.A., 1981, University of Utah

Richards, Paul C. (1993)
General Studies Program Director
B.S., 1988, James Madison University
M.S., 1991, Oregon State University
M.A., 1996, Oregon State University

Robbins, Leslie L. (2011)
General Studies / English
B.A., 1990, Brigham Young University
M.A., 1999, Brigham Young University

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

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

Weber, Matt (2006)
General Studies Program-Math
Math Courses Supervisor
B.S., 2002, Brigham Young University
M.S., 2004, Brigham Young 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)
AP Clerk
A.A.S., 2009, LDS Business College

Brown, AnnaLaura (2007)
Assistant Librarian
B.A., 2003, University of Utah

M.L.S., 2007, Indiana University

Brown, D. Louise (2001)
Director of Public Affairs
B.S., 2004, Weber State University

Burris, Todd (2007)
Systems Engineer
B.S., 2007, Brigham Young University

Dansie, Jae (2006)
Communications Graphic Specialist
A.S., 2000, BYU-Idaho
B.A., 2003, Brigham Young University

Doran, Linda (1974)
Payroll Coordinator
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)
Head Cashier
A.S., 2009, LDS Business College

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)
Budget & 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)
Manager, Academic Advisor
B.A., 1997, Brigham Young University
M.A., 2000, University of Phoenix

Manookin, Chad (2008)
Web Designer

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

O'Connor, Henry (2011)
Technology Support Representative
A.S., 2010, LDS Business College
B.A., 2012, BYU-Idaho

Olson, Andrew (2007)
Software Engineer
B.A., 2006, Neumont University
M.B.A., 2008, Neumont University

Openshaw, Kristen H. (2011)
Library Clerk

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)
LAL Assistant
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

Sorenson, Sarah (2011)
Director of Library & Info Resources
B.A., 1999, Southern Utah University
M.L.I.S., 2003, Southern Connecticut
State 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

Thompson, Barbara (2011)
Career Counselor
A.S., 1996, Ricks College
B.S., 1999, Brigham Young University
M.S., 2002, Brigham Young University

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

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

Wilkinson, Christopher (2005)
Software Engineer
B.S., 2004, Brigham Young University

Part-time Faculty

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

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

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

Bender, Jacob L.
General Studies / English Instructor
B.A., 2007, Brigham Young University
Idaho
M.A., 2010 University of Utah

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

Bigelow, Robert B.
General Studies / Physical Science
Instructor
B.A., 1984, University of Utah

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

Caldwell, Lizbeth L.
Interior Design Instructor
A.S., 2009, LDS Business College

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

Cannon, Kevin W.
Business Instructor
B.S., 1978, Brigham Young University
International Business Certificate,
1983, Golden Gate 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

Dixon, Deborah L.
General Studies Program / English
Instructor
B.A., 1973, University of Utah
M.A., 1982, University of Utah

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 / Music 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

Fernley, Nicole Christensen
General Studies / English Instructor
B.A., 1997, Brigham Young University
B.A., 2003, Brigham Young University

Fielding, David R.

Business / Economics Instructor
B.A., 1972, Weber State University
M.B.A., 1987, University of Denver
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 /
Paralegal Instructor
AAS PLS, 1993, Phillips Jr. College

Gaertner II, Gilbert
Business / Finance Instructor
B.S., 1986, SPEI, Brasil

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

Garner, Kimberly K.
Paralegal Studies Instructor
B.S. 2001, University of Utah
J.D., 2007, University of Idaho

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

Gough, Julianne
Interior Design / Art Instructor
B.A., 2006, Brigham Young University
M.A., 2009, 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

Hamelin, Edith A.
Health Professions Instructor
B.S.N., 1962, University of Colorado

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

Hirst, James S
General Studies / English Instructor
B.S., 2004, Weber State University
M.A., 2009, University of Idaho

Hoagland, Dennis R.
Business Instructor
B.S., 1968, Brigham Young University
J.D., 1980, University of Washington

Howard, Mary L.
B.S., 2006, University of Phoenix
M.A., 2009, University of Phoenix

Hunt, Timothy R.
Business / Business & Finance
Instructor
B.A., 1987, Brigham Young University
M.B.A., 2002, University of Utah

Isbell, Kellie Ann
General Studies / Psychology Instructor
B.A., 1991, Eastern Illinois University
M.A., 1994, Webster University

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

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

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

Miles, Catherine P.
General Studies / English Instructor
B.A., 1974, Southern Utah University

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

Nickolaisen, Karen L.
General Studies / Math Instructor
B.S., 1983, Utah State University
M.Ed., 2006, Utah State University SL
Campus

Ogden, Stacy H.
Interior Design Instructor
B.S., 1974, Texas Christian University

Olson, Andrew G.
Business Administrative Support
Instructor
B.S., 2007, Neumont University
M.B.A., 2008 Neumont University

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

Paxman, Kraig V.
Business Administrative Support
Instructor
B.S., 1991, Weber State University
M.S., 2010, University of Phoenix

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

Reeder, Andrea
Health Professions Instructor
B.S., 1995, University of Utah

Reid, Jon H.
Business Administrative Support
Instructor
B.S., 2002, University of Utah
M.B.A., 2006, University of Utah

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

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

Rolf, Rachel A.
General Studies / Math Instructor
B.A., 2000, Brigham Young University
M.Ed., 2009, TUI University

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

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

Scadden, Marisha C.
Business / Accounting Instructor
A.A.S., 2009, LDS Business College

Schreiner, Jeremy B.
Business / Information Systems
Instructor
B.S., 2001, Brigham Young University
M.S.I.S., University of Utah

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, 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

Teeples, Ryan F.
Business Instructor
B.S., 2004, Utah Valley State
College/Utah Valley University

Thompson, Kathryn F.
Interior Design Instructor
B.A., 1991, Montana State University

Thompson, Scott E.
Health Professions Instructor
B.S., 2004, University of California
Santa Barbara
M.A., 2005, University of California
Santa Barbara
M.P.A.S., 2009, Arizona School of
Health Sciences

Tittle, Tanna
Health Professions Instructor
B.S., 1992, 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

Wilkinson, Christopher R.
Information Systems Instructor
B.S., 2004, Brigham Young University

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

Zemp, Jared L.
Business / Entrepreneurship Instructor
B.S., 2006, Brigham Young University