



# LDS BUSINESS COLLEGE



**GENERAL CATALOG**  
**2007-2008**



# Message from the President

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**W**elcome to LDS Business College. We congratulate you on your interest in continuing your education. Whether you intend to launch your career directly upon completion of your selected program, or use your attendance here as a bridge to further scholarship, the education you receive at LDS Business College will prove an enduring and beneficial asset to you and your future success.

The College has a rich heritage and a strong foundation. For 121 years the College has provided career and educational preparation to thousands of students. We hope your experience here will prove productive and enjoyable. Much of what you receive will depend on what you put in. We hope you come with a determination to learn. We urge you to take your course of study seriously. As you do, we commit to provide you with a quality academic experience. We intend to teach current technological skills as well as time-honored concepts to prepare you for service in the business community.

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

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

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

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

A handwritten signature in cursive script that reads "Stephen K. Woodhouse". The signature is written in dark ink and is fluid and legible.

Stephen K. Woodhouse  
President

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NOTE: This academic catalog describes the regulations, policies, fees and curriculum at the time of its publication. The Board of Trustees reserves the right to change tuition and fees, to make changes in curricular offerings, academic and other policies, and activate or eliminate courses and/or programs at any time. Students who enroll at the College give their implied consent to abide by all policies and regulations contained herein and in program bulletins. All statements herein are true and correct at publication. LDS Business College reserves the right to make changes, deletions or revisions it deems necessary. The College will inform students and faculty through normal channels. Substantive changes to academic programs in this catalog are kept on file in the Office of the Vice President for Academic Affairs.

# Academic Calendar 2007-08

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## Fall Semester 2007

April 2	MON	Registration Begins for 2nd Year Students
April 16	MON	Registration Begins for All Continuing Students
April 30	MON	Registration Begins for New Students
Aug. 24	FRI	New Student Orientation
Aug. 27	MON	Classes Begin
Aug. 31	FRI	Last Day to Drop Classes
Aug. 31	FRI	Last Day to Add Classes
Sept. 3	MON	Labor Day Holiday
Sept. 7	FRI	Tuition Payment Deadline
Oct. 16-19	TUE-FRI	Academic Advising Week
Nov. 16	FRI	Last Day to Withdraw from Classes
Nov. 21	WED	Semester Break
Nov. 22-23	TH-FRI	Thanksgiving Holiday
Dec. 14	FRI	Classes End

Note: The College plans to adopt a new academic calendar in 2008. Please refer to the College web site after May 1 for dates for Winter Semester 2008 and beyond.





# How to Use this Catalog

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## A Beginner's Guide

Weaving your way through the catalog is not as difficult as it may first appear. The catalog contains many things to help you but you don't have to read every word. In fact, some sections may never apply to you. However, the information can help you get the most from your education. To get started, complete the nine steps below and look up the references cited. That will give you the necessary knowledge to begin.

### **Step One: Submit an application for enrollment.**

Apply on line at [www.besmart.com](http://www.besmart.com). Look at information on pages 15 to 17 and 212.

### **Step Two: Pick a major.**

Consider the options on pages 62 to 63. Check out requirements on the pages noted by each program option.

### **Step Three: Create a class schedule.**

We've suggested schedules for each program that you'll find in the Recommended Day Sequence of Courses sections beginning on page 69. If you want to custom build a schedule, look at specific program requirements listed on pages 68 to 157 and talk to an academic advisor. You can check out what each course is about in the Course Description section beginning on page 147. You may print a free schedule from the Internet ([www.ldsbc.edu/Catalog/main.htm](http://www.ldsbc.edu/Catalog/main.htm)) or from the campus student computer network.

### **Step Four: Register for your first semester of course work.**

If you do not have an ACT score, take the COMPASS Test through the Learning Assistance Lab. After the test, complete the five steps for registration on page 24 of the catalog.

### **Step Five: Pay fees and arrange for health insurance.**

Read important information on pages 26 and 43.

### **Step Six: Consider housing and financial needs.**

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

### **Step Seven: Review your plan with an academic advisor.**

Review sources for help on pages 40 and 50. New students should call (801) 524-8145. Continuing students should call their academic advisor or 524-8161.

### **Step Eight: Review College rules.**

Check out pages 11 to 13 and 50 to 51.

### **Step Nine: Have fun!**

Yup, that's in here too. See pages 45 to 46.

# General Information

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## LDS Business College Profile

### Vision

*“Remember the worth of souls is great in the sight of God.” D&C 18:10*

### Motto

Champion Every Student

### Fundamental Goals

1. To strengthen the testimonies of students in Jesus Christ and His restored gospel.
2. To train students in marketable career skills that lead to productive employment.
3. To prepare students in general education for successful transfer to a four-year institution.
4. To provide spiritual, social, and service experiences outside the classroom.
5. To provide quality instruction through professionally qualified and spiritually grounded instructors.
6. To provide quality institutional support services within the current physical space of the campus.

### Mission Statement

LDS Business College exists to provide a spiritually grounded education founded on the divine doctrines and principles of The Church of Jesus Christ of Latter-day Saints. It accomplishes its mission by offering one- and two-year programs to train students in career skills that lead to productive employment. The College creates an environment that encourages teaching by the spirit, the strengthening of personal testimonies of the Savior, and development of a desire to follow His teachings and example.

To provide excellent career-based education, the College adopts current technologies and responds to changes in market demands. Additionally, the College offers general education degrees that prepare students to transfer to other colleges and universities. All students receive a foundation for lifelong learning.

The College guards its focus on the individual in order to foster an environment that promotes intellectual excellence, spiritual enlightenment and moral integrity. The goal is to create informed, ethical and productive citizens.

We believe that by adherence to its mission, the College will have a significant impact on the lives and families of its students and alumni as well as on the Church and communities it serves.

### Historical Sketch

LDS Business College has provided quality education for 121 years. The school began November 15, 1886, as the Salt Lake Academy under the direction of Dr. Karl G. Maeser and William B. Dougall. Willard Done, the first teacher, welcomed 84 students when the College first opened its doors.

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

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

## **LDS Business College and the Church Educational System**

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

## **Accreditation**

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

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

## **Veterans Education Benefits**

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

## **Codes and Standards**

### **Honor Code**

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

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

## Honor Code Statement

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

Thirteenth Article of Faith

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

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

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

## Dress and Grooming Standards

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

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

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

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

## Academic Honesty

Students are expected to be honest and to help others fulfill the same responsibility. All forms of academic dishonesty are unacceptable behavior. See the College's full statement of policy listed under Academic Honesty on page 50.

## Continuing Student Ecclesiastical Endorsement

**LDS Students:** All enrolled, continuing students at LDS Business College will be required to annually submit a continuing endorsement from the bishop of the ward (1) in which they live and (2) that holds their current Church membership record. Students attending wards on or off campus will need to obtain a form at the Admissions Office or online at [www.ldsbc.edu/PDF/CEE.htm](http://www.ldsbc.edu/PDF/CEE.htm). Endorsements expire April 1st of each year.

**Other Students:** Non-LDS students are to be endorsed annually by (1) the local ecclesiastical leader if the student is an active member of the congregation or (2) the bishop of the LDS ward in which they currently reside. Students who wish to talk to an LDS bishop may contact the Admissions Office to obtain that information.

Whether on or off campus, all students are expected to abide by the Honor Code, which includes the (1) Academic Honesty Policy, (2) Dress and Grooming Standards, (3) Residential Living Standards and (4) Continuing Student Ecclesiastical Endorsement.

## Violation of Honor Code

See Standards Book for procedures concerning Honor Code violations.

## General Policies

### Discrimination and Sexual Harassment

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

### Classroom Conduct

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

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

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

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

## **Waiver of Risk**

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

## **Grievance Procedure**

Students with a grievance or who wish to appeal a College policy should visit with the Dean of Students. Appeals for grade changes must be initiated within 30 days after the Registrar posts grades.

## **Firearms and Weapons Policy**

LDS Business College prohibits the possession or use of firearms and weapons on property owned or controlled by the College, including residence halls. For the purpose of this policy firearms or weapons includes any device that can expel a projectile, and/or other dangerous weapons, including knives, explosives, or other items that in their intended use, are capable of inflicting serious injury. Because these items pose a clear risk to the persons and property on the LDS Business College campus, violation of this policy may result in suspension (separation) from the College, prosecution under appropriate city, state, or federal laws, and/or up to \$300 College fine.

No one (personnel, students, or visitors) except law enforcement officers of either State of Utah or of a Federal Law Enforcement Agency shall be permitted to possess or carry firearms or other weapons, concealed or not concealed, with or without a concealed weapons permit, while upon properties owned or controlled by the College without specific written permission from the director of campus security.

Campus security officers may carry weapons upon those terms established by department regulations.

# Admissions and Fees

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## Admission Policy

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

## Application Requirements for U.S. Citizens/Permanent Residents

To be considered for admission, students must:

- Submit completed and signed Admission Application Parts 1 through 7 (available online at [www.besmart.com](http://www.besmart.com)).
- Complete Student Commitment and Confidential Report (Part 3).  
If LDS, interview with your bishop and stake president and submit Part 3 to them. If not LDS, interview with a clergy member of your own faith (or an LDS bishop) and submit Part 3 to him. Note: an ecclesiastical endorsement must be completed each year before Fall Semester registration. Endorsements expire April 1st of each year.
- College transcripts (if transferring).
- Submit nonrefundable \$30 application fee.

If applicable, submit the following:

- ACT results, if available.
- Evidence of English proficiency if English is not your primary language. (Minimum internet TOEFL score of 66 with sub-scores of 17 in reading and writing, 16 in listening and speaking; computer TOEFL score of 173 or higher with all sub-scores at least 17; or paper TOEFL score of 500 or higher with all sub-scores at least 50; or an official Michigan test which includes a writing section with a total score of 80 or higher with sub-scores at least 78 and a speaking score at least 4.1.)

These exceptions may apply:

- Applicants who are high school graduates who have not attended Seminary/Institute within the past year may self-report Sections 1 and 2 of Part 4 and return the form.
- Part 5 is waived for students who have already graduated from high school.

## Application Requirements for International Students

To be considered for admission, international students must:

- Submit completed and signed Admission Application Parts 1 through 8 (available online at [www.besmart.com](http://www.besmart.com)).
- Complete Student Commitment and Confidential Report (Part 3).  
If LDS, interview with your bishop and stake president and submit Part 3 to them. If not LDS, interview with a clergy member of your own faith (or an LDS bishop) and submit Part 3 to him. Note: an ecclesiastical endorsement must be completed each year before Fall Semester registration. Endorsements expire April 1st of each year.
- College transcripts (if transferring).
- Submit Confidential Statement of Finances (Part 8) verifying available funding (2007-08 minimum amount of \$12,500 U.S. for LDS members, or \$14,500 U.S. for non-LDS,

plus \$2,000 per dependent) with accompanying verification in Parts 8b and 8c if applicable.

- Submit high school transcript or evidence of high school graduation.
- Submit nonrefundable \$30 application fee.
- Submit deposit in amount of \$4,000 (fully refundable if the student does not attend).
- If currently in the U.S. in F-1 status, submit verification of immigration status (passport # and I-94), copy of I-20 and status letter from transferring institution.
- If currently in the U.S. but not in F-1 status, contact the admissions office for information on application to change status. Change of status will be considered only if valid under current BCIS regulations. Attendance is conditional upon receipt of F-1 status. Students who do not qualify or who do not receive the status requested may not attend.
- Submit evidence of English proficiency if English is not your primary language. (Minimum internet TOEFL score of 66 with subscores of 17 in reading and writing, 16 in listening and speaking; computer TOEFL score of 173 or higher with all sub-scores at least 17; or paper TOEFL score of 500 or higher with all sub-scores at least 50; or an official Michigan test which includes a writing section with a total score of 80 or higher with sub-scores at least 78 and a speaking score at least 4.1.)

These exceptions may apply:

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

NOTE: ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90 and MATH 97 are preparatory courses for college-level work and do not count toward the credit hours required for graduation. Depending upon the number of preparatory courses a student must take, an additional semester may be required for program completion.

Students may apply for admission on line at [www.besmart.com](http://www.besmart.com), in person at 95 North 300 West in Salt Lake City, or by mailing materials to: CES Admissions Office A-153 ASB, Provo, UT 84602.

## Former Students

Students who wish to return to the College after an absence of more than one academic semester (not including Spring or Summer Term) must reapply. No additional application fees are charged. Returning students will need a new Student Commitment and Confidential Report (Part 3 of application) when reapplying. (See Alumni Association on page 54 for information about tuition privileges for LDSBC graduates.)

Returning students must submit a new ecclesiastical endorsement.

## Non-Matriculated Admissions

Non-matriculated students (those not seeking credit for classes attended) may register for course work each semester without making formal application for admission. However, all students must sign the Student Commitment and Confidential Report (Part 3 of the application). Non-matriculated students auditing classes are not required to submit the ecclesiastical endorsement portion of Part 3. Non-matriculated students are not eligible to receive financial aid.

Students who wish to earn limited class credit or who plan to transfer to another institution prior to graduation are considered visiting students and must complete the enrollment application.

## **Enrollment Prior to High School Graduation (Concurrent Enrollment)**

High school students may enroll in one or more courses while still enrolled in high school and are counted in the high school Average Daily Membership. Those who wish to be admitted as concurrent enrollment students must:

- Receive written approval from parents and high school official(s).
- Submit a high school transcript and a copy of the Student Educational Plan (SEP), completed in conjunction with a high school counselor and a signed LDSBC Concurrent Enrollment form.
- Complete Parts 1, 2, 3 and 4 of the application and pay the \$30 application fee.

## **Home School**

Students who have completed an accredited home school program are accepted with an official transcript. Home school students who qualify for admission are admitted after reaching age 17, or after the graduation date of their traditional high school class.

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

## **Students with Disabilities**

The Americans with Disabilities Act requires that reasonable accommodations be provided for students with physical, cognitive, systemic, learning, and psychiatric disabilities. In order to receive accommodations in the classroom, students must first provide documentation of disabilities to the Dean of Students Office. Then students should contact the instructor of each course at the beginning of the semester to discuss any accommodations for the course.

# International Students

## Status Maintenance

Status maintenance is essential for international students. Whether a student maintains status or not determines the student's continued presence at LDS Business College. In order to maintain status the student must:

- Be enrolled full time and have a current I-20 at all times.
- Engage in authorized employment only.
- Progress towards completing his or her program within the established timeframe.
- Apply for changes such as transfers in a timely manner.
- Notify the International Student Office of address changes within 10 days.
- Maintain a valid passport.

A violation to F-1 status results in the student falling out of status. If a student chooses activities that violate status after having received instruction on what constitutes a status-violating activity, the procedures and regulations established by law will be enforced.

Status-violating activities include the following:

1. Staying in the country after the Form I-20 has expired.
2. Failure to maintain conditions of status, which include:
  - a. enrolling less than full time without the authorization of the appropriate International Student Office official;
  - b. registering for and attending a school other than LDS Business College without the proper authorization;
  - c. late applications for transfers, program extensions, or OPT; and
  - d. unauthorized employment.

Other types of violations, equally serious, are those related to the College's Honor Code. In situations related to Honor Code violations and those of similar nature, the International Student Office will proceed according to the instructions received from the appropriate departments and individuals.

## Changing Majors, Program Extensions, and Transfers

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

Program extension requests will be carefully examined. Extensions will be granted to those needing extra time to complete a study program due to a change in major or to illness.

Transfers will be processed when the student is academically eligible to transfer. Students must notify the International Student Office of their final decision to transfer to facilitate transferring the student's electronic file—i.e., the Student and Exchange Visitor Information System (SEVIS) file. The College will transfer the student effective the first day after the graduation date or the last day of that semester's finals. Students must submit a SEVIS transfer form to complete the transfer process.

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

## **Financial Aid/Scholarships for International Students**

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

## **Name and Address Changes**

Students must enter name changes to the student's personal computer record (PeopleSoft) within ten business days after the name change is official. The same rule applies to changes in addresses.

## **Travel**

Students who wish to travel to their home country during their annual vacation will be able to do so. In order to re-enter the U.S., they will need to present and carry a current F-1 visa, a valid passport along with a properly endorsed I-20, and an I-94—the departure arrival record.

Students who plan to travel to a third country—including Canada and Mexico—will have to contact the third country's Embassy or Consulate to determine if they will need a visa to enter the country.

## **Annual Vacations**

Students can take an annual vacation after having been enrolled for two semesters with a full-time load. Students who do not complete a minimum of 12 credits each semester will not be eligible for vacation. Vacations should not be confused with between semester breaks. Those periods of time, such as Christmas and spring breaks, are separate from annual vacation. Vacations must be authorized by the International Student Office.

## **Employment**

International students are authorized to work 19 hours per week on campus including The LDS Church Office Building. Students may work more hours while school is in recess during "annual vacation period" or holidays.

On-campus employment is conditional to the student's continued compliance with the BCIS regulations established by the visa status the student has been issued. In other words, continued academic progress toward the completion of course of study is crucial.

In order to participate in the CPT program, a student must have been in his or her current major for one academic year (two semesters). In addition, the student must have approved the corresponding cooperative education course or be enrolled in the course for

the next semester. Students enrolled in the cooperative education class for the following semester may not at any time withdraw from the class and continue to work off campus. Withdrawal from the corresponding course will result in loss of CPT authorization. Students must also renew their CPT authorization each semester.

Optional Practical Training (OPT) is available as a continuance of the student's learning experience. The temporary employment authorization will be granted for practical training directly related to the student's major area of study. The temporary work authorization can be issued during annual vacations, during the regular term, or after the completion of the course of study. OPT must be completed within 12 months of the completion of course of study. Students are strongly advised to apply for this program during their last semester, three months before graduation. Students must apply and be approved for graduation prior to applying for OPT. Students cannot apply for OPT following graduation.

## **Unauthorized Employment**

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

## **On-line Courses**

International students may enroll in as many on-line courses as they desire, yet only one on-line course—three credits—will be considered towards the 12 credits required to maintain status. At the same time, only one course per semester will be considered towards the full-time course load.

## **Dependents**

Dependents of F-1 visa holders are issued F-2 visas. They may engage in "studies to pursue a hobby or in occasional, causal, or recreational studies; i.e. a ceramics class, swimming lessons, etc." Any course related to languages or technical/vocational skills is not considered an occasional, casual or recreational study. For this reason, F-2 students may not enroll in any classes at LDS Business College except religion classes. Dependents are not authorized to work at any time, under any circumstance.

F-2 visa holders can travel without the primary F-1 visa holder provided they present a current and endorsed Form I-20, a current passport, visa and I-94.

Underage dependents, i.e., elementary, middle school, and high school age dependents, can be enrolled in a full-time course of study at an approved educational institution.

# Transfer Credit and Credit by Examination

Students may earn a maximum of 50 percent of the credit required for a credential from LDS Business College by transfer credit and credit by examination which includes: Advanced Placement (AP), College Level Examination Program (CLEP), and challenge examinations. For further details, contact the Director of Regional Marketing.

## Transfer Credit

Transfer credit earned at other regionally accredited colleges or universities which meets the general education requirements of LDS Business College is normally accepted if grades of C- or better have been earned. Other credits will be applied on the basis of appropriateness to the specific degree program requirements. The cumulative grade-point average of students who transfer to the College is computed only on the basis of course work completed at the College.

## International Transfer Credit

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

- Education Credential Evaluators, Inc.  
P.O. Box 514070, Milwaukee, WI 53203-3400  
Phone: (414) 289-3400, Web: [www.ece.org](http://www.ece.org)  
Must request a "Subject Analysis Report"
- International Education Research Foundations, Inc.  
P.O. Box 3665, Culver City, CA 90231-3665  
Phone: (310) 258-9451, Web: [www.ierf.org](http://www.ierf.org)  
Must request a "Detail Report"
- World Education Services, Inc.  
P.O. Box 26879, San Francisco, CA 94126-6879  
Phone: (310) 258-9451, Web: [www.ierf.org](http://www.ierf.org)  
Must request a "Detail Report"
- American Association of Collegiate Registrars & Admissions Officers  
One Dupont Circle, NW Suite 520, Washington, DC 20036-1135  
Phone: (202) 296-3359, Web: [www.aacrao.org/credential/index.htm](http://www.aacrao.org/credential/index.htm)  
Must request a "Course-by-Course Evaluation"

## Advanced Placement (AP)

Credit is given to students for Advanced Placement scores of three, four, or five in appropriate subjects which apply to the established general education requirements for graduation from a chosen program. See your academic advisor for more information.

## College Level Examination Program (CLEP)

Credit is given for certain CLEP exams which apply to the established general education requirements for graduation from a chosen program. See your academic advisor for details.

## Challenge Examinations

Challenge examinations may be taken by students who have attended a school with limited transferability or who have through work or life experience attained knowledge equivalent to what is being taught in a college course. Department chairs and the vice president for academic affairs determine which course offerings are open to challenge. Students wishing to challenge a departmental class should see the department chair.

The following conditions apply for challenging a course:

1. Students who wish to challenge a course must be currently enrolled at LDS Business College as degree-seeking students.
2. Students may not challenge courses previously failed, courses from which they have previously withdrawn, or courses for which they have previously received credit. Students may challenge courses in which they are currently enrolled provided they do so within three school days (excluding Saturdays) after the first class meeting. If they pass the challenge, they are entitled to a full refund of tuition for the course (if applicable). The challenge examination fee (see page 26) will apply.
3. A grade of B or better on the challenge examination is considered passing. However, only a P for passing is recorded on the transcript. Students who perform unsuccessfully receive no grade or credit.
4. Students may challenge a course one time only.
5. Courses which have been successfully challenged are counted toward graduation credit, but do not count as credits taken in residence at LDSBC for purposes of graduation.
6. Permission of the department chair is required to challenge a course. After permission is granted, students must pay a nonrefundable challenge examination fee of \$40 to the Cashier's Office and present the receipt to the department chair before taking the exam. Students who successfully pass the challenge examination must, within the same semester that the course is challenged, present the challenge examination form obtained from the department chair to the Registrar's Office to have the course and the P for passing recorded on the transcript.
7. International students must have authorization from an international student advisor.

# Registration

## Assessment Testing

Prior to registration for English or math classes, all entering students who have not taken the ACT, SAT, or Accuplacer tests or who do not have college-level transfer credit in English or math will take the COMPASS English and math assessment tests for placement. **This test may be taken only once.** Placement policies are as follows:

	<u>Accuplacer</u>	<u>SAT Score</u>	<u>ACT Score</u>	<u>COMPASS Score</u>	<u>Placement</u>
English	Under 71	Under 420	Under 16	Writing under 51 Reading under 71	ENG 90
	70 – 86	420 – 450	16 – 18	Writing 51 – 74 Reading 71 - 80	ENG 99
	87 or over	470 or over	19 or over	Writing 75 or over Reading 81 or over	ENG 101
Math	Under 44	Under 420	Under 17	Under 40*	MATH 90
	44-53	420	17	Under 25** 25-30**	MATH 97
	54-83	440 – 519	18 - 21	31 or over** 1-30***	MATH 104/106
	84 or over	520 or over	22 or over	65 or over** 31-49*** ColAlg over 50	MATH 110 May test out of MATH 110
Personal Finance	33 or over	360 or over	15 or over	20 or over** 30 or over*	MATH 101

\*Pre-Algebra scores

\*\* Algebra scores

\*\*\*College Algebra scores

Students whose native language is other than English are required to take the ESL COMPASS test. The Reading, Writing, and Listening scores will be averaged. English placement policy is as follows:

	<u>COMPASS Score</u>	<u>Placement</u>
ESL	Listening under 90	ENG 87+
	Reading/Grammar Average 74-89	ENG 88+
	Reading/Grammar Average 90 or over	ENG 99 / ENG 101++

+ Students who receive a P grade in ENG 88 will take the standard COMPASS English exam at the end of the semester to determine if they should be placed in ENG 99 or ENG 101. The COMPASS math exam also can be taken at that time if it was not taken at the time of the COMPASS ESL exam. (See above placement guideline.)

++ Students with an average ESL score of 90 or over may take the COMPASS English exam for placement in ENG 99 or ENG 101. (See above placement guideline.)

Students with a wide range of scores in the Reading and Writing areas of the COMPASS English exam (i.e. high on reading and low on writing) may write an essay to determine placement in ENG 99 or ENG 101. Placement will be determined by the English Program Supervisor after essay is scored.

## Compass Testing Procedure

Students pay to the cashier a one-time \$15 testing fee for the English and math COMPASS tests or a one-time \$20 testing fee for the ESL COMPASS test, and then schedule the testing with the Learning Assistance Lab, Room 402, Phone (801)524-8118).

Students should plan on one- and one-half hours for the testing.

## To Register

1. Proceed to step #2 if you have already received notification of acceptance to the College and have renewed your ecclesiastical endorsement. Otherwise, see Admission Policy on page 15.
2. Review carefully the course requirements and suggested semester sequence guides found in this catalog, along with any updated information from the College.
3. Obtain a semester class schedule via the Internet ([www.ldsbc.edu/Catalog/Catalog/ClassSchedule.htm](http://www.ldsbc.edu/Catalog/Catalog/ClassSchedule.htm)) and determine when classes are offered.
4. Register online at [www.ldsbc.edu/online.htm](http://www.ldsbc.edu/online.htm).
5. Pay required tuition and fees to the Cashier's Office in person, by mail, or online ([www.ldsbc.edu/online.htm](http://www.ldsbc.edu/online.htm)) by the due date listed in the current semester class schedule or in the Academic Calendar on page 6 in this catalog. Students who pay tuition after the tuition deadline will be assessed a \$60 late fee and may be dropped from their classes. Students interested in or eligible for financial aid, should consult with the Financial Aid Office before paying tuition.

## Adding Courses

Courses may be added through the date noted on the Academic Calendar on page 6.

## 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 on page 6.

## 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 on page 6.
3. After the time period designated above, students who officially withdraw from a course receive a W (official withdrawal) on their permanent record. The W is not used in calculating GPA. Official withdrawal may occur through the date announced on the Academic Calendar.
4. Withdrawal from one or more (but not all) courses requires the signature of course instructors. Official withdrawal forms (Add/Drop Slips) are available from the Registrar's Office. (See Withdrawal from the College following this section for

information about how to withdraw from all classes simultaneously and Refund Policy on page 27 for refund information.)

5. Under no circumstances is dropping a course after the official withdrawal period permitted for purposes of avoiding an unsatisfactory grade. After the end of the official withdrawal period, withdrawal (W) will only be authorized for critical circumstances which are beyond control and prevent students from completing courses for which they are registered. In such cases, circumstances must be documented and presented in a petition to the Appeals Committee. In cases of serious illness or injury, family members may petition for student withdrawal.
6. Students who never attended class or who stop attending class but do not officially withdraw by the withdrawal deadline, will receive an Unofficial Withdrawal (UW). The UW is calculated in the GPA as a failing grade.

## **Withdrawal from the College**

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

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

## **Auditing**

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

It is possible to change from audit status to credit status, or vice versa, from the beginning of the registration period through the last date to drop classes (the end of the first week of the semester). (See Academic Calendar on page 6.) Credit/audit changes should only be made after careful consideration of the financial aid and credit load implications and after consultation with the Financial Aid Office and an academic advisor.

# Tuition, Fees and Expenses

## Tuition per Semester

LDS Members	
12 - 18 credits .....	\$1,300
1 - 11 credits (per credit) .....	\$108
More than 18 credits (per credit) .....	\$108

Others	
12 - 18 credits .....	\$2,600
1 - 11 credits (per credit) .....	\$216
More than 18 credits (per credit) .....	\$216

Summer Session: Please see <http://www.ldsbc.edu/Catalog/Admin&Fees/SummerTuitionFees.htm>

## Health Insurance per Semester (see page 43)

Required Health Insurance .....	Premium varies
Waiver is available for private insurance, if submitted by tuition/insurance deadline.	

## Fees

Admission Application .....	\$30
Assessment Fee (COMPASS) .....	\$15
Assessment Fee (COMPASS ESL) .....	\$20
Challenge Examinations .....	\$40
College Printing .....	120 pages/semester free; 10 ¢ page thereafter; 30 ¢ color copy, in minimum of \$3 increments
Computer Disk Space .....	25 MB free; 50¢ MB thereafter
Graduation .....	\$10
Health Insurance (Required for full time students) .....	(see page 43)
Incomplete Grade Fee per class .....	\$5
Late Tuition Fee .....	\$60
Medical Assistants Lab Fee .....	\$25
Parking Permits, All Student Lots .....	\$25
Rent (Late) .....	\$25

## Estimated Expense (per school year)

Books and Supplies .....	\$900
Housing and Food .....	\$2,400 to \$6,200
Health Insurance .....	Varies

## Course Fees

Some courses have special fees, such as field trips, transportation, and supplies. See Course Descriptions on page 147 for details.

## Drop for 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.

## 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 online by going to LDS BC Home Page>LDSBC Student online (left corner)>LDSBC Online Here> SA Self-Service>Learner Services>Finances>LDSBC Refund Application. Click Add a New Value, then follow the menu instructions. (Estimated time to complete is less than 5 minutes.) 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 registration office.

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

## Unpaid Accounts

Students who do not pay the balance due in full will have their accounts sent to the Collections Office. The College's collection agency will charge students collection fees of 25 percent or more, depending on the difficulty of collecting the amount due. The additional 25 percent will become due the day the collection agency receives the account, even if the student has forwarded monies to the College.

## Financial Aid

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

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

### Student Dependent/Independent Cost of Attendance 2007-2008

	Off Campus	On Campus	Commuter
Tuition*	\$ 2,600	\$2,600	\$2,600
Books and Supplies	952	952	952
Room and Board	6,200	4,040	2,400
Transportation Cost	1,000	1,000	1,000
Misc. Expenses	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Total	\$12,252	\$10,092	\$8,452

\*Tuition for students who are not members of the LDS Church is \$5,200.

## Financial Aid Application Procedure

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

1. Obtain admission to the College as a matriculated degree seeking student.
2. Complete the Free Application for Federal Student Aid (FAFSA), either the electronic or paper version. (<http://www.fafsa.ed.gov>).
3. After you receive your award notification from the Financial Aid Office return all required documentation to the Financial Aid Office.
4. Meet any other eligibility requirements as established by the U.S. Department of Education, State of Utah, LDS Business College and/or the funding agency.

## Eligibility

In general, eligibility for financial aid (Title IV funds) is determined through the following criteria:

1. Student demonstrates financial need: when budget minus FAFSA results leave a need.
2. Student is a citizen or eligible non-citizen of the United States.
3. If male, student has registered for Selective Service.
4. Student is enrolled in a program that leads to a certificate or degree with a minimum duration of one academic year (30 weeks of instruction).
5. The student meets **satisfactory academic progress** standards as established by the Office of Student Financial Aid.
6. The students certifies that he/she will use the federal aid only for education purposes.
7. The student is not in default on a Perkins, FFELP or FDSL loan and that he/she do not owe a return of funds on a federal Pell Grant.
8. Meets all other federally prescribed eligibility criteria.

## Applying for Aid

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

Apply for a PIN with the Department of Education at ([www.pin.ed.gov](http://www.pin.ed.gov)). The PIN allows students to (1) sign their FAFSA, (2) review their processed FAFSA information and their Student Aid Report, (3) correct their FAFSA information, (4) print a copy of their SAR, (5) electronically sign loan promissory notes, (6) reapply for financial aid, and create other communication with the Department of Education. Keep the PIN because it will be used throughout your educational experience.

- **FAFSA ON THE WEB** ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). This is the preferred method for submitting the FAFSA. Applying through the Internet may save weeks in processing time. LDSBC federal school code is 003672.
- **RENEWAL FAFSA**. Students who applied early in the 2006-2007 academic year will be able to complete a renewal FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Only updated information needs to be entered on this application.
- **PAPER FAFSA**. The paper FAFSA is available for students who prefer to apply by mail. However, students are cautioned that this method will add processing time. Copies of the paper FAFSA are available at the Financial Aid Office.

## Notification of Offers

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

## Financial Aid Payment

- A student must meet all the eligibility requirements in order to receive a disbursement of financial aid.
- Financial aid is disbursed to individual students after school has started and students have completed a Payment Request Form (green sheet) in which the student's instructors certify that he or she is in attendance in class. The green sheet must be returned to the Financial Aid Office within 14 days of obtaining the required signatures. (If the student is receiving a Pell Grant and is full-time, the student needs a minimum of 12 credit hours signed for. If the student is less than full time, all classes must be signed for. For those with loans, the only requirement is a minimum of six credit hours for release of funds.)
- All aid will be credited to the student's account at the College. After tuition is paid and any short-term loans and other student/parent authorized charges are paid, any remaining financial aid funds will be mailed to the student in the form of a check. This check will be issued in the financial aid recipient's name by the financial services office and will be mailed to the student within 5-10 business days. **Financial Aid Payment**
- A student must meet all the eligibility requirements in order to receive a disbursement of financial aid.
- Financial aid is disbursed to individual students after school has started and students have completed a Payment Request Form (green sheet) in which the student's instructors certify that he or she is in attendance in class. The green sheet must be returned to the Financial Aid Office within 14 days of obtaining the required signatures. (If the student is receiving a Pell Grant and is full-time, the student needs a minimum of 12 credit hours signed for. If the student is less than full time, all classes must be signed for. For those with loans, the only requirement is a minimum of six credit hours for release of funds.)
- All aid will be credited to the student's account at the College. After tuition is paid and any short-term loans and other student/parent authorized charges are paid, any remaining financial aid funds will be mailed to the student in the form of a check. This check will be issued in the financial aid recipient's name by the accounting office and will be mailed to the student within 5-10 business days.

## Financial Aid Program Descriptions

### Grants

**Federal Pell Grant** is a federal Title IV grant program for undergraduates to help students pay for educational costs after high school. This is a grant and thus does not

need to be repaid. For those eligible the federal grant award may range from \$400 to \$4,310 per academic year. The amount of the award is based upon the expected family contribution (EFC), the cost of attendance and a payment schedule issued by the U.S. Department of Education. Both day and night school degree and certificate-seeking students may qualify. Federal Pell Grant payments are disbursed to students one semester or term at a time. The amount will vary with the number of hours taken per semester will be approximately:

12 or more semester hours	Full-time payment as stated on award contract
9 - 11 semester hours	Pro-rated to 3/4-time payment
6 - 8 semester hours	Pro-rated to ½-time payment
1 - 5 semester hours	Pro-rated to less than ½-time payment

In determining hours for federal financial aid payments, audit hours, testing out of classes, hours obtained by challenging classes and special courses may not be used. A more detailed description of this program may be found in the U.S. Department of Education publication “Funding Education Beyond High School.”

**Academic Competitiveness Grant** is for first-year students who graduated from high school after January 1, 2006, and for second-year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant (**ACG**) award is in addition to the student’s Pell Grant Award.

An ACG will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students who are eligible for a Federal Pell Grant and who have successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must have a minimum cumulative grade point average (CGPA) of at least 3.0 at the time they move to sophomore status.

Eligibility requirements for this grant are as follows:

1. Be a U.S. citizen.
2. Be a Federal Pell Grant recipient.
3. Be enrolled full-time in a degree program (12 semester credits).
4. Be enrolled in a first (0-29 hours) or second (30-60 hours) academic year of his or her program of study at a two-year or four-year degree-granting institution.
5. Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student; and after January 1, 2005, if a second-year student).
6. If a first-year student, not have been previously matriculated in an undergraduate program while still attending high school.
7. If a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year.

**Utah Centennial Opportunity Program for Education Grants (UCOPE)** - The Utah State Legislature has appropriated funds to LDS Business College to be used as grants for Pell Grant eligible students. This award may range from \$300 to \$3,000 per academic year. Only Utah residents are eligible. These funds are limited and awarded to students with the greatest need.

## Loans

**Federal Stafford Student Loans (FSSLsubsidized)** are low-interest loans made to the borrower directly by a lender such as a bank or credit union. Depending on need and eligibility, a borrower may obtain up to \$3,500 per year as a freshman and \$4,500 per year as a sophomore. Loan proceeds generally will be delivered to students in a minimum of two disbursements. The minimum monthly payment of \$50 begins six months after the student ceases to be enrolled at least one-half time. The interest rate is fixed rate at 6.8%. Students must be enrolled at least six hours each semester to have their loans stay in deferment. For subsidized loans, the U.S. Government pays the interest while the borrower is in school or in deferment status. Deferment, forbearance or cancellation of payments is available for special circumstances. A loan counseling session is required prior to receiving the loan and before leaving the College.

**Federal Unsubsidized Stafford Student Loans (FSSL-unsubsidized)** are low-interest loans made to the borrower directly by a lender such as a bank or credit union. A student must complete the FAFSA to apply for this loan. Students who are not eligible for a subsidized Stafford loan may receive up to \$3,500 as a freshman or \$4,500 as a sophomore. At times a student may qualify for a part of their loan in subsidized Stafford and part in unsubsidized Stafford. The combination of the subsidized and unsubsidized Stafford loans may not exceed the annual limits of \$3,500 (freshman) or \$4,500 (sophomore). Students needing additional funds beyond the freshman or sophomore limits may be eligible to apply for an additional unsubsidized loan up to \$4,000. The additional unsubsidized Stafford loan is available for independent undergraduate students and dependent undergraduate students whose parents are unable to obtain a Federal PLUS Loan. The interest on unsubsidized Stafford loans is accruing while the student is attending school. Any earned interest not paid by the student will be capitalized.

**Federal Parent Loans for Undergraduate Students (FPLUS)** provide funds for educational expenses for borrowers who are parents of dependent students enrolled at least half time. The loan is made by a lender such as a bank or credit union. The interest rate is fixed at 8.5%. A parent may borrow up to the student's cost of attendance (as determined by the College) minus any other financial assistance the student receives. A PLUS borrower enters repayment at the time the loan is fully disbursed. If a parent has an adverse credit history, the parent may be ineligible for a PLUS loan.

A detailed description of federal loan programs may be found in the U.S. Department of Education publication "Financial Aid - The Student Guide." This is available at the Financial Aid Office.

## Other Programs

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

**Bureau of Indian Affairs.** LDS Business College participates in the various tribal grant programs. Contact the appropriate tribal agency for information.

## Scholarships

LDS Business College offers scholarships and awards based on academic excellence, superior business aptitude, leadership qualities, missionary service and need. These awards range from \$300 to \$2,600 per academic year. Students must first fulfill all admission requirements. Applicants for freshman awards must submit an ACT or SAT score.

### Scholarship Categories

**Freshman Scholarships:** For incoming freshmen without previous college experience. Apply using an admission and scholarship application form available on the web at [www.besmart.com](http://www.besmart.com) or in the Admissions Office. Complete Parts 1 through 7, submit a high school transcript and ACT or SAT score, and pay the \$30 application fee. Application deadline is March 1.

**Sophomore Scholarship:** For continuing students based competitively on college scholastic record. Apply using the Sophomore Scholarship Application available on the College website ([www.ldsbc.edu/scholarships/index.htm](http://www.ldsbc.edu/scholarships/index.htm)). The student must have earned a minimum of 30 graded semester credit hours. Of the 30, a minimum of 12 credit hours must be earned from LDSBC. Not counting toward scholarship hours are pre-100 series classes, AP credits, pass/fail grades (unless required), ACT and SAT waivers, challenge exams, and other transcript credits for which no letter grade is recorded. Application deadline is April 15 for Fall Semester or December 1 for Winter Semester.

**Service Scholarship:** For returned missionaries who apply and attend within one year of their honorable release date. Instructions are located on Part 2 of the Admission and Scholarship Application. Submit copy of mission release certificate. Application deadline is July 1 for Fall Semester or November 1 for Winter Semester.

**Stella Harris Oaks Horizons of Hope Scholarship:** For single parents with a dependent child in the home. Apply through the Admissions Office. Deadline is July 1 for Fall Semester or December 1 for Winter Semester.

**Program-Specific, Needs-Based and Other Scholarships:** The College provides scholarship funds for students in a variety of circumstances. Contact the Admissions Office at [admissions@ldsbc.edu](mailto:admissions@ldsbc.edu) or (801) 524-8145 for details.

**Transfer Scholarships:** For graduating students who plan to transfer to a four-year university. Students must apply by their LDSBC graduation date and provide an acceptance letter from the transfer institution. Other requirements are included on the application.

### Important Tax Information

Under the Tax Reform Act of 1996 any funds received by students from scholarships, benefits, fellowships and grants from LDS Business College or any other source, which combined exceed the cost of tuition, fees, books, and required equipment and supplies, are considered taxable income. Taxable income may include grants and scholarships but not federal loans (see IRS publication 520).

Since students are required to report to the Internal Revenue Service scholarship and grant income above the cost of tuition and books, it is vital for students to keep detailed

records (including cancelled checks and/or receipts) of all expenditures for tuition, fees, books, and required equipments and supplies.

Due to the new federal Hope Scholarship, which is a federal tax credit, the institution is required to report certain tuition, scholarship, grant and other information to students and to the IRS on form 1098T. Questions regarding the Hope Scholarship and the Lifetime Learning Credit can be obtained from the Accounting Office.

## **Satisfactory Academic Progress (SAP) Policy for Financial Aid**

To be eligible to receive or continue to receive financial aid, a student must be enrolled as a regular student and be in good standing. Good standing means that a student is permitted attendance in a degree program and is in compliance with accepted enrollment and behavior practices of the College and the Financial Aid Office (801) 524-8110.

Also, Section 668.7(c) of the Student Assistance General Provisions require that a student must maintain satisfactory academic progress - qualitative and quantitative - in the degree or certificate being pursued to be eligible to receive or continue to receive financial aid.

**Qualitative or academic standing:** To remain academically eligible for financial aid, students must maintain a minimum cumulative GPA of 2.0. When a student's cumulative GPA falls below 2.0, he or she is placed on financial aid probation. Students are eligible for financial aid during the first semester of financial aid probation if it is mathematically possible to bring the cumulative GPA above 2.0 in one semester. Failure to bring the GPA to 2.0 results in becoming ineligible for further financial aid until the cumulative GPA rises to 2.0. However, if after an appeal and in the judgment of the Financial Aid Office, the student has made a strong effort but falls minimally short, one additional probationary semester may be granted.

However, if the cumulative GPA is at or below 1.0 average, the student's financial aid will be suspended with no probationary period. If the student has already been paid his or her financial aid before grades are available or it is later determined he or she is no longer eligible, the Financial Aid Office has the right to cancel the student aid and to recover the funds paid for that term.

**Quantitative or Rate of Progress:** Additionally, 67 percent of courses attempted must be completed. A review of this status is made each year to evaluate compliance with this procedure. To make this determination, total courses completed are divided by the total number of courses attempted to arrive at a percentage of completion. Grades that cause a course to be considered attempted but not completed include (but are not limited to) the following: E, I, P, R, UW, X, W and blank grades. Audited courses are not acceptable for financial aid purposes. A student who changes from a registered course to an audited course (X) may be billed for previously received financial aid. Courses dropped in the first week of the semester/term are not taken into account for this calculation.

The Financial Aid Office reserves the right to override this requirement if the reason for noncompliance is deemed beyond student control. For example, if a student is ill and unable to complete the semester or is required by a physician to reduce work load, the requirement regarding dropped courses may be waived. Likewise, if a student is forced to change school load because of a change in work schedule and if the job is vital to "sur-

vival,” an exception may be made. The intent of this policy is to prevent frivolous abuse of the academic process and to measure the student’s seriousness regarding educational goals.

Courses attempted for this purpose will be noted by the following grade codes:

A through E

P (passing)

X (additional proficiency required)

I (incomplete - must be completed by the end of the subsequent semester)

R (repeated courses - a student may only repeat a class once for financial aid purposes)

V (audit - does not count for financial aid purposes)

W (withdrawal)

UW (Unauthorized withdrawal)

Financial aid rules allow students to repeat courses one time for purposes of improving their GPA, although both grades will continue to show on official College transcripts. Repeats, incompletes, and remedial credits will not affect student’s academic progress but will affect the rate of progress. However, an incomplete (I) becomes an E (failing grade) if work is not completed as required, which will affect the student’s academic progress. Withdrawals (W & UW) will affect the “67 percent completion factor.” Non-credit classes will not affect the student’s satisfactory academic progress unless those classes are requirements for graduation. Audited classes (V) do not qualify as part of the credit hour load in determining financial aid payment level.

**Maximum Time Frame:** Students must complete their degrees within 150 percent of the number of hours stated in the catalog for the degree or certificate they are seeking. If they exceed this number, they may become ineligible for further federal financial aid. For instance, if the published length of the program is 60 credit hours, the maximum time frame to complete the course of study is 90 credit hours (60 x 1.5).

## **Financial Aid Appeals**

Written appeals may be made to the Financial Aid Office. All appeals should provide adequate supporting documentation from physicians, counselors, instructors, etc., regarding circumstances that caused the unsatisfactory academic performance.

## **Selective Service Registration Requirement**

Men age 18 to 25 are required to register with the Selective Service System. This requirement covers both citizens of the United States and most other men residing in the United States. Men in the United States as a lawful nonimmigrant are not required to register as long as they maintain that status. Students are required to register for Selective Service to be eligible for SFA funds. See the Financial Aid Office for further details.

## **Return of Title IV Funds**

A student who has received Title IV grant or loan assistance and withdraws from LDSBC during a payment period must have a “Return of Title IV Funds” calculated in accordance with Part 668.22 of the Higher Education Act. A “Return of Title IV Funds” is owed when a student’s total amount of Title IV grant and/or loan assistance earned as calculated in the “Return of Title IV Funds” formula is less than the amount of Title IV grant or loan assistance that was disbursed to the student, or on behalf of the student in the case of PLUS loans, as of the date LDSBC determines the student to have withdrawn. The

difference between the earned Title IV funds and the unearned aid will be returned to the Title IV programs by LDSBC. Title IV funds will be returned to the program from which the funds originated, not to exceed the amount disbursed from that fund in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS, Pell and Academic Competitiveness Grant.

Students owing a repayment to Title IV programs remain ineligible for further Title IV assistance until the grant is repaid, unless the student enters into a repayment agreement with the LDS Business College Accounting Office. This agreement will provide the student with the terms of repayment which must be concluded within two years of the date of withdrawal. Once a student enters this agreement, he or she is again eligible for Title IV assistance; but this agreement must be entered into within 45 days of withdrawal. Should the student fail to meet the terms of the repayment agreement, LDSBC will turn the student's account to the Department of Education (DOE) for collection. If the student enters into and maintains a repayment agreement with DOE, the student again becomes eligible for Title IV assistance.

#### Treatment of Title IV Funds When a Student Withdraws from a Credit Hour Program:

**Step 1:** The College will determine if the student received or was eligible to receive Title IV assistance.

Example #1: Disbursed Title IV aid = Pell Grant \$2,000, Sub-Stafford loan \$1300.00 Post-withdrawal Title IV aid that may be disbursed = \$00.

Example #2: Disbursed Title IV aid = Pell Grant \$00, loan \$00, Post-withdrawal Title IV aid that may be disbursed = \$1,650.

**Step 2:** The College will determine the percentage of Title IV aid earned by the student.

This is accomplished by determining the last date of enrollment as established by a notice of intent to withdraw or an official withdrawal to the Registrar, an academically-related activity such as an exam, a tutorial, computer-assisted instruction, academic counseling or advisement, turning in a class assignment or attending a study group assigned by the instructor. If a student notifies the registrar of intent to withdraw at that time but subsequently withdraws, the first date of notification will be used in establishing date of withdrawal. If the student did not withdraw due to illness, accident, grievous personal loss or other such circumstances beyond the student's control, the date that LDSBC determines is related to that circumstance will be used as the official date of withdrawal. For students who dropped out without notifying LDSBC, the withdrawal date will be the midpoint of the semester or one of the previously mentioned activity dates if that date can be documented. Students who drop out earn no credit for the semester.

The College will calculate the total number of days in a semester minus any period during the semester when a break occurs which is five days or longer.

The student's total number of days completed is divided by the total number of eligible days in the semester. If the resulting percentage is less than or equal to 60 percent, a Return of Title IV Funds calculation is required. If greater than 60 percent (with or without rounding), no return of funds is required.

Example: 46 days divided by 115 days = 40.0%

**Step 3:** The College determines the amount of Title IV aid that was earned by the student. This is the aid that was and could have been disbursed (step #1). The amount of assistance earned by the student is determined by multiplying the percentage calculated in step 2 by the total Title IV aid disbursed plus the Title IV aid that could have been disbursed for the semester. In example #1 the student was paid \$3300.00 (all his aid) and in example #2 the student had not yet been paid his financial aid of \$1660.

$$\text{Example \#1: } 40\% \times \$3,300 = \$1,320.00$$

**Step 4:** The College now determines total Title IV aid to be disbursed or returned.

A. If the amount in step 3 is greater than the amount in step 1 (already disbursed Title IV aid), a post-withdrawal disbursement is required. If the amount in step 3 is less than the amount in step 1—see example #1 (already disbursed Title IV aid), a post-withdrawal disbursement is not required. If the amount in step 1 is less than the amount in step 3—see example #2 (Title IV aid not yet disbursed), a post-withdrawal disbursement is required to either pay unpaid institutional charges or to be paid to the student. To determine the amount of the post-withdrawal disbursement, the amount from step 1 is subtracted from the total in step 3, the balance is then used when completed the post-withdrawal disbursement tracking sheet which is discussed later in this section.

B. If the amounts are equal, stop here. No further action is necessary.

C. If the amount in step 3 is less than step 1, see example #1 (already disbursed aid).

$$\text{Example \#1: } \$3,300 (\text{step \#1}) - \$1,320 (\text{step 3}) = \$1,980$$

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

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

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

D. The College now determines the total Title IV aid that must be returned.

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

$$\text{Example: } \$3,300 (\text{step \#1}) - \$1,320 (\text{step \#3}) = \$1,980 (\text{must be returned})$$

**Step 5:** The College determines the amount of unearned Title IV aid due from LDSBC.

A. Allowable institutional charges for the semester are: Tuition and fees, room & board (if on campus), other, total institutional charges = unearned Title IV aid.

B. Total of Title IV aid unearned (100 percent - step 2).

C. Multiply institutional charges (step 5-A) by the percentage calculated in step 5-B. The resulting figure is the amount to be repaid to Title IV grant or loan by LDSBC.

Example: Institutional charges = \$711  
Percentage unearned 100% - 40% = 60%  
 $\$711 \times 50\% = \$426.60$

The lesser Step #4cC (\$2980 and step #5C (\$426.60). which is \$426.600 which must be returned by LDSBC.

**Step 6:** LDSBC will return the unearned aid for which it is responsible as determined in step 5-C. These funds will be returned in the following order, up to the total net amount disbursed from each source: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS, Pell Grant, ACG Grand, and other Title IV programs.  
Stafford Loan \$426.60 Amount school to return

**Step7:** Initial Amount of Unearned Title IV Aid Due from the student

Subtract the amount of Title IV aid due from the school (step #5C) from the amount of Title IV aid to be returned (step 4C).

Example #1  $\$1980 - \$426.60 = \$1553.40$

**Step 8:** Repayment of the Student's loans.

Subtract the Total loans the school must return (box 5C) (the total of Sub, Unsub. Stafford and Plus Loans) from the Net amount (step #1) from the Net loans disbursed to the student. These outstanding amounts are the amounts that are already owed by the student under the terms of the Promissory notes. If this amount is less than or equal to step #7 then stop, the only action is to notify the holders of the loans of the student's withdrawal. If the amount is greater than Step #7 then go to step #9.

Example #1  $\$1300.00 - \$426.60 = \$873.40^*$

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

**Step 9** Grant Funds to be Returned

A. Initial amount of Title IV grants for the student to return. Step #7 minus Step #8 equal the amount of grant aid to be returned.

Example #1  $\$1553.40 - \$873.40 = \$680.00$

B. Amount of Title IV grant protection (50% rate)

Example #1  $\$2000.00 - 50\% = \$1000.00$

C. Title IV grant funds for student to return

Subtract A from B to equal the amount of Title IV funds to be returned by the student

Example #1  $\$680.00 - \$1000.00 = -\$320.00$  No Pell returned

If at the time of withdrawal, LDSBC makes the determination that less aid was disbursed to the student than the student was eligible to receive, a post-withdrawal disbursement will be offered. Post-withdrawal disbursements will continue to be offered within 30 days of the date LDSBC determines the student withdrew. Notification of disbursements will be in writing and will identify the types and amounts of Title IV funds that make up the post withdrawal disbursements. Students or parents will be notified that they can accept or decline some or all of the post-withdrawal disbursement that have not been credited to the student's account to pay unpaid institutional charges. Post-withdrawal disbursements to the student/parent will be canceled if no response is received to this notification within 14 days of initial notification. LDSBC may disburse this payment at a later date if the student or parent subsequently requests the payment. This payment will be processed within 90 days of the request in the current fiscal year; if not in the current fiscal year, the request will be denied. Notification will be provided to the student or parent in writing of LDSBC's decision to process or not to process the post withdrawal disbursement. Post-withdrawal disbursements will first be made from grant programs and then from student loans.

**Step 1:** Determine the amount from the post-withdrawal disbursement as calculated in step 4-B, example #2, of the return of Title IV Funds procedures.

Pell Grant \$1,650

A. The College determines outstanding institutional charges on the student's account.  
\$711.00

Amount credited for tuition, fees, room and board  
(if student lives on campus)

\$711.00

Amount credited for other charges	\$ 0.00
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Amount credited for prior year charges less than \$100	\$ 0.00
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Total amount credited to student's account

\$ 711.00

**Step 3:** The balance of the post withdrawal disbursement will be offered to the student or parent. The total amount of post-withdrawal disbursement from step 1, example #2, return of Title IV funds procedures, is subtracted from the post-withdrawal disbursement. This is credited to the student's account from step 2-B and equals the amount to be offered to the student or parent.

Example: Total post-withdrawal amount from step 3, return of Title IV funds, is \$1,650 minus the amount credited to the student account (\$711) or \$939.

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Examples of these policies and procedures are available upon request from the Financial Aid Office. Information is also available from the Financial Aid Office for the following:

1. Budget and resources.
2. Awarding of federal financial aid.
3. Satisfactory academic progress.
4. Verification and documentation.
5. Return of Title IV funds.
6. Loan budget management and default awareness.

Any questions regarding financial aid can be directed to the Office of Financial Aid:  
Phone: (801) 524-8111 or (801) 524-8110 | Fax: (801) 524-1900 | [finaid@ldsbc.edu](mailto:finaid@ldsbc.edu)

# Student Services

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## Counseling

### Academic Advising

See Academic Advising on page 49.

### New Student Orientation

All new students are encouraged to attend new student orientation, held Fall Semester before classes begin. Orientation is a three-day event full of workshops and activities that acquaint students with each other, staff, administration and the community. Students meet with academic advisors in departmental orientation sessions to learn about course requirements, academic policies and procedures, and class scheduling, and to ask questions about their majors. The College holds a Winter Semester orientation session the first Wednesday of the semester.

### Career Advising

The Academic/Career Advising Service on the fourth floor provides counseling for students who need guidance in selecting a major and a career objective. A career exploration course (LE 120) is offered each semester and is recommended for students who wish to conduct in-depth selfevaluations and occupational research and to help students understand the role that aptitude, interest, values, and temperament play in career satisfaction.

Students not able to take LE 120 may elect to complete the computerized career inventory “Discover” in Career Services by appointment.

A career strategies course (LE 124) is held each semester for students who want to learn to use a variety of techniques to market themselves effectively to employers. In addition, strategies for achieving maximum job adjustment and growth are presented.

### Guidance Counseling

Students frustrated with the day-to-day concerns of college and personal life are invited to visit the Dean of Students Office. The Dean meets with students individually or in groups and directs them, as necessary, to other available counselors and advisors.

## Facilities

### ATM Machine

An ATM machine sponsored by Deseret First Credit Union is located in the Student Commons area on the first floor. The machine is free to all members of DFCU.

### Bookstore

The Campus Bookstore is located on the first floor of the LDS Business College building, Triad 4. The Bookstore stocks textbooks and supplies, and also a variety of other items

for the convenience of students, staff, and faculty. Available items include a wide variety of snacks, sandwiches, beverages, and other consumables for breakfast, lunch, dinner, and everything in between. The Bookstore also sells clothing and other items including Down East Basics shirts, LDS Business College t-shirts, sweatshirts, backpacks, and other College memorabilia. Postage and gift cards are also available for purchase at the registers. The Bookstore welcomes all suggestions and feedback.

Textbooks

Required books and supplies for all courses may be purchased at the Campus Bookstore. Used texts are 25% of the new book price and they are identified by a yellow “used” label. Textbooks may be returned to the bookstore for a full refund during the first week of the semester for which they were originally purchased. The return schedule is as follows:

<u>Semester Period</u>	<u>Refund</u>
1 <sup>st</sup> Week .....	100%
2 <sup>nd</sup> Week .....	90% *Must have drop slip
3 <sup>rd</sup> Week .....	.80% *Must have drop slip
4 <sup>th</sup> Week .....	All sales are final

\*A drop slip is needed to prove that you have dropped the class that uses the book you want to return. Drop slips are available at the Registrar’s Office and returns must be made within two business days of dropping the class.

**Receipts are required for Any Refund:** Refunds without a receipt may be approved at the Bookstore’s discretion and will be refunded with in-store credit. If authorized without a receipt, a 10% fee based on the value of the book will be applied. Students may be refused any refund without your receipt; the Bookstore reserves the right to make a final determination on any refund. After you are sure you have the right books, the Bookstore suggests you mark books in two separate locations for identification.

**Return in Condition Purchased:** New books that have been excessively marked, damaged, or rendered used will be returned at used book value. Books that have been rendered unusable will not be returned.

No refunds will be given at any time on textbooks being returned because they have been or will be replaced by textbooks from other sources.

**Textbook Sellback:** Students have the opportunity to sell their books back to the Bookstore for cash during the last week of the semester. Please see the Bookstore for specific dates and times. Because Sellback list information may change rapidly, it is only available in store during Sellback dates and times. Books are placed on the Retail Sellback list if:

- 1. A department has requested it for a future semester.
- 2. The book is not overstocked from prior term.
- 3. The book is in resalable condition. There is not water damage, loose/missing pages, or broken bindings.

Since retail quantities may be limited on individual titles, textbooks will be bought back on a first-come, first-served basis. Books not on the Retail Sellback list may be purchased for wholesale prices if there is a current national demand for them. The bookstore reserves the right to make all final decisions on Sellback terms and conditions. Not all textbooks may be bought back.

**The Campus Bookstore Hours:**

Monday and Friday .....	7:45 a.m. to 5:00 p.m.
Tuesday through Thursday .....	7:45 a.m. to 7:00 p.m.
Semester Breaks .....	10:00 a.m. to 2:00 p.m.
Week before Semester .....	8:00 a.m. to 5:00 p.m.
The Bookstore is closed weekends and holidays.	

**Computer Labs**

Computer labs have more than 300 IBM-compatible computers for student use.

**Computer Lab Hours:**

Monday .....	7:00 a.m. to 7:15 p.m.
Tuesday, Wednesday, and Thursday .....	7:00 a.m. to 9:45 p.m.
Friday .....	7:00 a.m. to 7:45 p.m.
Saturday .....	8:00 a.m. to 2:45 p.m.
Semester Break (Monday through Saturday) .....	Closed

**Spring and Summer Computer Lab Hours:**

Monday and Friday .....	7:00 a.m. to 4:45 p.m.
Tuesday, Wednesday, and Thursday .....	7:00 a.m. to 9:45 p.m.
Saturday .....	Closed
Semester Break (Monday through Friday) .....	Closed

**Copy Machines**

Two photo copy machines are available for student use one on the 2nd floor and the other in the library on the 3rd floor. Copies are ten cents for regular copies and fifteen cents to enlarge. Scanners are available in the computer labs and the library for students to make copies.

**Handicapped Facilities**

The main College campus is entirely handicapped accessible through elevators or ramps as is the women’s residence hall. The ground floor of the men’s residence hall is handicapped accessible but the second floor is not.

**Library Learning Resource Center**

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

A current LDS Business College ID card is needed to check out materials from the Library. LDS Business students may check out materials from other academic libraries in the state with their student ID card.

Three laptop computers may be checked out for three hours in the Library by students who have completed an Annual Laptop Computer Checkout Form. The laptop computers connect to the campus network. Twenty-eight desktop computers linked to the campus network are also available for student use in the Library.

Access to the Library’s catalog and many licensed databases are available from links on the Library web page from <http://www.lib.ldsbc.edu>. Off-Campus access to the databases is available by authentication with valid student ID and password.

Faculty may schedule library orientation tours and instruction by contacting Karen Hales at 524-8149.

Semester Library Hours (may vary):

Monday and Friday ..... 8 a.m. to 5 p.m.

Tuesday, Wednesday, and Thursday ..... 8 a.m. to 9 p.m.

Semester breaks:

Monday through Friday ..... 8 a.m. to 5 p.m.

Check the Library web page or call 524-8150 as hours may vary.

**Lost and Found**

A lost and found is maintained at the Information Desk on the first floor. Found articles are kept until last exam days of a given semester before being discarded.

**Job/Career Services**

The Academic and Career Advising Services office on the 4th floor helps students and alumni find part- or full-time employment. Admitted students and alumni may use the College’s employment web site, [www.ldsbc.edu/jobs](http://www.ldsbc.edu/jobs), to review positions and post résumés. Other services include assistance in résumé writing, interview coaching and résumé faxing. Alumni receive lifetime career services.

**LDS Business College Student Health Plan**

The College requires all full-time and some part-time students to carry adequate medical insurance. Enrollment in the Student Health Plan satisfies the College’s insurance requirement, as does enrollment in a group medical plan provided by the student’s employer or spouse’s or parent’s employer. For another medical insurance plan to meet this requirement, it must:

- 1. Provide at least 80 percent coverage for all major medical expenses, including physician, hospital, and ancillary service.
- 2. Have an individual annual deductible of no more than \$500.
- 3. Have an annual plan limit of no less than \$25,000.

Full-time students must either enroll in the Student Health Plan or provide verification of other adequate insurance coverage. Students who do not return a properly completed insurance verification form to the Cashier’s Office will be enrolled automatically in the LDSBC Student Health Plan and assessed the appropriate premium. Insurance forms and payment are due by the tuition payment deadline each semester. A new waiver is required each new school year (Fall Semester). Students registering after the tuition deadline must also provide an insurance verification waiver or pay for insurance immediately. Students must attend full time to enroll in the Health Plan.

Student health insurance enrollment and waivers are only done online. Students may follow the on-links below or report to the kiosks on the second floor for help completing the forms.

**Enrollment:** Students enroll in health insurance online by going to LDS BC Home Page>LDSBC Student online (left corner)>LDSBC Online Here>SA Self-Service>Learner Services>Finances>LDSBC Insurance Application. Then click Add a New Value. Then follow the menu instructions. (Estimated time to complete is less than 10 minutes.)

Spouses of eligible students also may enroll. Dependent children of eligible students may apply for coverage if they are (a) unmarried, younger than 19 and living with the student, or (b) unmarried, older than 19 and living with the student but incapable of self-support because of a mental or physical handicap that existed before age 19.

**Waivers:** Students waive the required insurance by going to LDS BC Home Page>Students (drop down menu)> Tuition and Insurance> Submit Online. Follow the listed instructions.

# Housing

## Dormitories

Housing in the two dormitories is available for full-time single female students in one dorm and full-time male students in another. Dormitories are located close to the main campus and provide accommodations for two roommates in each apartment. Each hall has a coin-operated laundry facility and a recreation room. Four floors of the Plaza Hotel located at 122 West South Temple are available for female residents. Floors 2 through 5 house 132 students and two head residents. Each 406 square-foot, two-student studio apartment has two beds, dressers, wardrobes, and desks, and one microwave and small refrigerator. Floors 3 and 5 boast lounges with full kitchens for student use; head residents reside on floors 2 and 4. An exclusive common area on the first floor is accessible to students only. A laundry room and storage room in the basement accommodate student needs. Parking is yet to be decided, as is the rental fee. Men's housing provides similar floor plans and amenities. Details for men's housing are unavailable at the time of printing. Please check the College web site ([www.ldsbc.edu/Housing/Campus%20housing.htm](http://www.ldsbc.edu/Housing/Campus%20housing.htm)) for information updates.

Several food plans are available to students living in the residence halls. Professional chefs from Church Food Services oversee the food plans, which will be available for purchase to all students, and offered through the Carriage Cafe on the Triad campus.

Residents are required to abide by the published Residential Living Standards (see Standards Book). A head resident governs each residence hall. The head resident is assisted by a resident assistant. Telephone service is provided for each apartment. Long distance calling cards are available for purchase in the Bookstore. Parking is limited. Residents who bring vehicles are required to purchase an LDSBC parking permit.

## Off-Campus Housing

The city bus lines (UTA) and light rail (TRAX) serves the campus as well. Information about off-campus housing and students seeking roommates can be found on the College web site ([www.ldsbc.edu/Housing/Housing.htm](http://www.ldsbc.edu/Housing/Housing.htm)).

# Social Life

## College Location

LDS Business College is located in the heart of Salt Lake City, the center of the area's educational, cultural, business and recreational activities. Within a 10-minute walk from campus are the state's greatest entertainment centers and shopping malls: Temple Square, Utah Jazz basketball, Salt Lake Bees Triple-A baseball, Ballet West, Utah Symphony. Some of the world's greatest ski resorts are no more than a 40-minute drive from campus.

## Clubs and Organizations

The College sponsors several excellent clubs and organizations that provide opportunities to enhance academic growth and develop social and leadership skills.

**Associated Student Body Council:** The ASB Council consists of four elected officers (president, vice-president of clubs and organizations, vice-president of activities, vice-president of service), two selected officers (publicity coordinator and secretary), along with other appointed officers and committee members. The objective of the ASB Council is to promote opportunities and growth in service, scholarship, spirituality, social, and standards. Officer elections take place during Winter Semester; committee members are appointed after elections. The Associated Student Body Council serves for one year beginning in May.

Along with the aforementioned organizations are other clubs and organizations, such as the IMA/IWA (Institute Men's Association/Institute Women's Association), International Student Association, pool club (billiards), cinema/film club, chess club, and Institute choir. The ASB Council and the student organizations sponsor several activities each semester, including dances, midnight bowling, BC Idol, Mr. LDSBC, sports activities and service projects. For a list of upcoming events, check out the College's website, [www.ldsbc.edu](http://www.ldsbc.edu), or call the student activity hotline at (801) 524-1997.

## Identification/Activity Cards

Identification cards are issued to students by the Admissions Office on the 2nd floor at no charge when students first enroll. Students should contact the Admissions Office to have their picture taken and card laminated. Students must present their College ID card to check out materials from the Library.

## Student Wards

LDS Business College sponsors single student wards for all students. Meetings are held on campus. A wide variety of social activities as well as opportunities for leadership and growth are available through the student wards.

# Transportation

## Parking

Students may park in designated student parking. Students may obtain parking decals from the Cashier's Office. Prices are subject to change. Contact the Cashier's Office for prices and availability. Decals are valid throughout an academic year if the student who owns the sticker remains enrolled. Summer-only parking decal also are available. Parking is based on a first-come, first-served basis.

## UTA Bus and Trax System

Excellent Trax and bus service is available to and from the College, and the College encourages the use of mass transit. UTA passes are available for purchase in the Campus Bookstore. The pass covers all TRAX routes and all UTA buses except the ski buses. For pricing and other information please visit the Bookstore. Students may call (801) 287-4636 for schedules and other information.



# Academics

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## Policies and Standards

### Grading System

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

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

A cumulative grade point average of 2.0 or higher is required for graduation. Students must receive a C grade or higher in all their program courses (e.g., for students in the accounting program that means all ACC courses).

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

### Pass(P)/Fail(E)

Although the P is not calculated in the GPA, the E is included. The College offers a limited number of courses on a Pass/Fail basis:

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

#### “X” (Additional Proficiency Required)

Students who put forth a sincere effort (complete projects, take exams, attend class) but do not achieve the required proficiency to receive a Pass grade or a C grade or higher, may be given an X only in the following skills-based courses:

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

“X” (Additional Proficiency). The X does not affect the grade point average. To receive credit and a grade for the course that will apply toward graduation, students must register in a subsequent semester and achieve the proficiency required.

“I” (Incomplete). An I is given rarely and only when extenuating circumstances beyond the student’s control occur after the last date of withdrawal from classes. Incompletes are given only if students are passing the course and would be capable of completing the work before the end of the subsequent semester. An incomplete grade contract must be completed and signed by both instructor and student. Students must take the contract to the Cashier’s Office, pay the \$5 incomplete grade fee, and return the incomplete grade contract to the instructor. If the incomplete work has not been finished by the end of the semester after the I was given, the I will be changed by the Registrar’s Office to a letter grade. This will be the grade the student earned in the course prior to the signing of the Incomplete Grade Contract. Class attendance in a subsequent semester or reregistering is not permitted to make up the incomplete.

“W” (Official Withdrawal). When students officially withdraw from a course, a W will appear on the transcript. (See Withdrawal from Courses on page 25.)

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

“V” (Audit). V is used when students audit a class (register for class as a “listener” without receiving credit). (See Auditing on page 25.)

## Repeating Courses

A student may repeat a course in which a low grade has been received. The student must register and pay tuition for the semester/term in which the class is repeated. The student must notify the Registrar’s Office at the end of the semester/term in which the class was repeated. The original grade remains on the record and is marked as a repeated course. The highest grade received in the course will then be used in calculating the student’s cumulative grade point average. Hours earned in repeat courses may be counted toward graduation requirements only once. If after having repeated the course the student still has not achieved a required grade (i.e., a C grade or higher in the program classes), the student must obtain approval from the program director to repeat the core course. (Different rules may apply for financial aid eligibility. See Financial Aid on page 27 and/or the Financial Aid Office for more information.)

## Academic Standing

**Honors:** Students with outstanding academic records are recognized in two ways: the Dean’s List and the Honor Roll. Students who carry at least 12 credit hours per semester, and who attain a 3.7 semester GPA or higher, qualify for the Dean’s List. Students who have completed a minimum of 30 credit hours and attained a cumulative GPA of 3.7 or higher qualify for the Honor Roll. Both lists are published after each semester and posted on campus bulletin boards. Copies are available from the Academic Administrative Assistant.

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

**Probation:** Students are placed on academic probation if their cumulative GPA falls below 2.0 (C average) at the end of any semester. They are removed from academic probation when their cumulative GPA once again reaches 2.0 or higher.

**Suspension:** Students who are on academic probation and who fail to achieve a 2.0 cumulative GPA during the subsequent semester are automatically suspended from the College. However, they are allowed to submit a letter petitioning the Appeals Committee for readmittance without interruption of attendance. Readmittance is granted only at the discretion of the Appeals Committee, and conditions of readmittance are set by the Committee. If the Committee does not allow a student immediate readmittance without interruption of attendance, the student will be advised in writing as to the length of time required and the conditions that must be met before eligibility to attend the College will again be granted. (See also Satisfactory Academic Progress Policy on page 33.)

## Academic Renewal Policy

Academic renewal is a policy that provides a means by which students with poor past academic performance may, under certain limited conditions, petition to eliminate grades of D+ or lower from the calculation of their GPA. Before submitting a petition for academic renewal, students must meet the following conditions:

- Students must have been out of attendance at LDS Business College for at least two full academic years (four consecutive semesters);
- Upon return, students must have completed at least 24 credit hours (not including Religion credit) with a GPA of at least 2.5 and with all classes at C or higher; and
- Students must be currently enrolled.

Petitions for academic renewal are considered on a case-by-case basis, and there is no guarantee that academic renewal will be granted. 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 or as necessary to ensure they complete their program in a timely manner.

## **Tutoring**

Tutoring services are provided free to all students. Students may arrange for convenient times and places to meet with qualified student and Church-service missionary tutors by contacting the Learning Assistance Coordinator at 524-8118. Students may also sign up for individual tutoring or to attend group-tutoring sessions as designated on the tutoring schedule in the Learning Assistance Lab.

## **Class Attendance and Absence**

Students are responsible for class attendance. No absences are “excused” in the sense that the student is relieved from work assigned or carried out in class during the absence. Students are responsible to obtain assignments and notes for classes missed from another student, if possible. Students should consult the course syllabus for specifics concerning missed assignments, quizzes, or exams. Because repeated absences typically result in missed or late assignments, quizzes, and exams, students can expect a lower grade, or a failing grade may result from not attending class.

## **Emergency Leave of Absence**

In the event of unusual circumstances such as serious illness or injury, students may be granted a leave of absence from their program of study. To qualify for a leave, students must submit in writing to the Appeals Committee a request that such a leave be granted. If the leave is for illness or injury, a doctor’s statement is required confirming the student’s inability to continue school at the present time. Students who are on financial aid must also submit copies of the appeal, the doctor’s statement, and the decision of the Appeals Committee to the Financial Aid Office for inclusion in the financial aid file. If the leave period expires without the student’s returning to school, s/he will be withdrawn effective the date the leave was granted. Students may obtain only one leave during a 12-month period.

## **Last Exam Day**

The last exam of a course must be taken as scheduled on the course syllabus. Exceptions are at the discretion of individual instructors but are strongly discouraged.

## **Academic Honesty**

Students are expected to be honest in all academic work and to help others fulfill the same responsibility. Violations of academic honesty include, but are not limited to:

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

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

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

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

At LDS Business College, staff and faculty use the College's GroupWise e-mail software to communicate with students. It is the student's responsibility to check his or her GroupWise e-mail daily for messages that pertain to the course. Students who have a personal e-mail address should transfer their College e-mail to their personal address so they will not miss messages from their instructors or College personnel.

## **Confidentiality of Records**

Student educational records at LDSBC are generally accessible to eligible students according to the provisions of the Family Educational Rights and Privacy Act (FERPA). LDSBC has adopted an Access to Student Records Policy that explains in detail student rights relating to their educational records. A copy of the policy is available at the Office of the Registrar.

The following is notice of student rights to their educational records, a summary of the procedures for exercising those rights, and a description of student directory information that may be disclosed to the public without the student's consent as required by law:

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

1. Inspect and review their educational records within a reasonable period of time upon submitting a written request to the appropriate department managing their educational records specifying the records to be inspected along with proof of identifica-

tion. The department will notify the student of the time and place the records may be inspected.

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

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

Name, addresses, telephone numbers, and e-mail addresses

Date and place of birth

Names of parents or spouse

Major fields of study

Current class schedule

Pictures

Dates of attendance (current and past) and number of months/semesters enrolled

Class standing (freshman, sophomore) and total hours earned

Enrollment status (full-time, part-time, less than half-time)

Degrees and awards received

Previous educational institution attended

Anticipated future enrollments

Course registrations prior to the beginning of a semester or term

Expected date of graduation

Religious affiliation to a student's local church or congregation

Students have the right to restrict disclosure of the above directory information. To request restriction of disclosure, students must file a written request on or before the tenth day of a semester or the sixth day of a term. Forms for this request are available in the Office of the Registrar.

## **Student Right to Know and the Cleary (Campus Security) Act**

The College makes available its annual security report (Institutional Security Policies and Crime Statistics) and information on completion or graduation rates. This information is available in the Dean of Students Office.

## **Graduation**

### **Graduation Requirements**

1. Meet all departmental requirements.
2. 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 a posting on the College student bulletin board and by their wearing a gold braid during graduation.

## **College Transfer**

The Associate of Science in Business and General Studies degrees will transfer to all colleges and universities in Utah that are regionally accredited by the Northwest Association of Schools and of Colleges and Universities. This includes Brigham Young University, BYU-Idaho, Dixie State College, Southern Utah University, University of Utah, Utah State University, Utah Valley State College, Weber State University and Westminster College. Students wishing to transfer to colleges or universities outside Utah should contact the Admissions Office at the school of their choice to determine what credits will transfer. Because LDS Business College is regionally accredited, credits in the General Studies and the Associate of Science in Business degrees are usually accepted at most regionally accredited institutions throughout the United States.

Students who plan to transfer to a state college or university should be aware that religion credit (Institute) does not count toward the 60-hour state of Utah residency requirement.

## **Alumni Association**

The LDSBC Alumni Association provides opportunities for alumni to continue their association with the College in meaningful ways. Students become alumni after completing 25 credit hours of academic course work.

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

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

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

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



# College-Wide Requirements for All Associate of Applied Science Degrees and Certificate Programs

LDS Business College endeavors to prepare students for responsible, professional service in a specialized career while providing classes for growth in three areas:

1. **Religion:** To encourage the development of personal moral values. Full-time students must take at least two hours of Religion each semester. A maximum of eight (8) credit hours applies toward an Associate of Applied Science (AAS) degree and four (4) credit hours toward a certificate.
2. **Collegewide Courses:** To develop communications, human relations, computation, and computer skills. Students in all Associate of Applied Science (AAS) and certificate programs must complete all of the following courses:

Course #	Title	Credit Hours
IT 120	Integrated Computer Applications	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MATH 101	Personal Finance Math	3

3. **General Education:** To re-enforce the College mission to provide a spiritually grounded liberal education founded on the divine doctrines and principles of The Church of Jesus Christ of Latter-Day Saints. The general education program has been developed specifically to broaden perspective and intellectual flexibility by exploring Fine Arts, Humanities, Life and Physical Sciences, and Social Sciences. General education is required to help students acquire the skills and knowledge that will enable them to succeed in life. The curriculum has been designed to emphasize cultural literacy, written and oral communication, quantitative reasoning, critical analysis and logical thinking.

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

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

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

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

A. Life Sciences:

LS 103	Nutrition & Health	3
LS 110	Environmental Science	3
LS 120	Field Botany w/Lab	3
LS 130	Health & Lifestyle Management	3
LS 265	Anatomy & Physiology	4

B. Math and Physical Sciences:

MATH 252	Statistics	3
PS 108	Introduction to Astronomy	3
PS 120	Introduction to Physical Geography	3
PS 130	Introduction to Meteorology	3

Social Sciences Distribution (Students must take two of the following courses)

ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3
SS 101	Introduction to Psychology	3
SS 105	Introduction to Cultural Anthropology	3
SS 138	Sociology of Marriage & Family	3

American Institutions Requirement (3 hours)

HIST 170	American Civilization	3
POLS 110	American National Government	3

# Aerospace Studies

## Air Force ROTC (Four Semesters)

### Career Opportunities

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

### Objectives

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

### General Areas of Competence

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

### Program Preparatory Courses and Departmental Requirements

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

Enrollment is open to men and women who:

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

## Recommended Day Sequence of Courses

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

First Semester		Credit Hours
AERO 1010	Air Force Today I	1
AERO 1110	General Military Lab I	0-1
Second Semester		
AERO 1020	Air Force Today II	1
AERO 1120	General Military Lab II	0-1
Third Semester		
AERO 2010	Air Force Way I	1
AERO 2110	General Military Lab III	0-1
Fourth Semester		
AERO 2020	Air Force Way II	1
AERO 2120	General Military Lab IV	0-1

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

**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
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MILS 1010	Leadership Discovery I	2
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Second Semester

MILS 1020	Leadership Discovery II	2
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Third Semester

MILS 2010	Leadership Challenge I	3
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Fourth Semester

MILS 2020	Leadership Challenge II	3
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**Contact an Army ROTC career counselor at the University of Utah Department of Military Science, 581-6716, for additional eligibility, enrollment, and career information.**

# Degrees and Certificates Offered by Department

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

### **Business Department**

Accounting - Financial/Managerial Associate of Applied Science Degree  
(4 semesters)\*, page 66

Accounting Certificate (2 semesters)\*, page 70

Business Associate of Applied Science Degree (4 semesters)\*, page 74

Professional Sales Certificate (2 semesters)\*, page 78

Business Information Systems Associate of Applied Science Degree (4 semesters)\*,  
page 81

Windows Administration Certificate (2 semesters)\*, page 85

### **Information & Office Technology Department**

Executive Assistant Associate of Applied Science Degree  
(4 semesters), page 96

Legal Administrative Assistant Associate of Applied Science Degree  
(4 semesters), page 100

Office Technology Support Certificate (2 semesters), page 104

### **Interior Design Department**

Interior Design Associate of Applied Science Degree (4 semesters), page 108

Interior Design Sales Associate Certificate (2 semesters), page 112

### **Medical Careers Department**

Executive Medical Assistant Associate of Applied Science Degree  
(4 semesters), page 116

Medical Administrative Assistant Associate of Applied Science Degree  
(4 semesters), page 120

Medical Office Assistant Certificate (2 semesters), page 124

Medical Assistant Certificate (3 semesters), page 128

Medical Coding Certificate (2 semesters)\*, page 132

Medical Transcription Certificate (2 semesters)\*, page 136

\*This program also may be completed entirely at night and on Saturday. Students may need up to twice as long to complete a degree or certificate entirely at night and on Saturday.

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

### **Business Department**

Associate of Science in Business Degree (4 semesters), page 88

### **General Studies Department**

Associate of Science in General Studies Degree (4 semesters), page 140

### **Visiting Students**

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

# Business Department

The Business Department offers the following degrees and certificates described in detail on the following pages:

## I. Applied Skills Degrees/Certificates

Accounting AAS Degree / Accounting Certificate

Business AAS Degree / Professional Sales Certificate / Accounting Certificate

Business Information Systems AAS Degree / Windows Administration Certificate

## II. Transfer Degree/Certificate

Business AS Degree (this degree is articulated with most four-year Utah schools)/

Accounting Certificate

## First Year Flexibility

To provide students with the maximum flexibility in deciding which degree(s) they want to earn, the recommended courses in the first two semesters of all four degrees are similar. At the end of the first year all students who complete these requirements have earned the **Accounting Certificate**. To earn the Professional Sales Certificate during the first year, a different suggested course sequence should be followed.

## Second Year Specialization

After completing the recommended first year requirements, students must decide which degree(s) and/or other certificate(s) they want to pursue. Course options are as follows:

The **Accounting AAS Degree** combined with the **Accounting Certificate** requires Intermediate Accounting I and II, Cost Accounting, Integrated Computer Accounting, Managerial Accounting, Project Management, Intermediate College Writing, Accounting Spreadsheets, two additional elective, and two Religion courses.

The **Business AAS Degree** combined with the **Professional Sales Certificate** requires Marketing, Management, Professional Sales, Project Management, Entrepreneurship, Business Finance, Public Speaking, Business Writing, Internship (work experience), Human Resources Management, Business Planning, Introduction to Psychology and two Religion courses.

The **Business Information Systems AAS Degree** combined with the **Windows Administration Certificate** requires Windows Client Support and Server Administration, Public Speaking, Advanced QuickBooks, Advanced Spreadsheets and Database, System Design and Analysis, Programming, Database Design, LAN and WAN Administration, Project Management, Internship, and two religion classes.

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

## Careful Choice of Electives

By carefully selecting elective courses, it is possible for a student to concurrently earn a combination of degrees with the following added credit hours.

	<u>Added Hours</u>
Accounting AAS plus Business AS	19
Accounting AAS plus BIS AAS	20
Business AAS plus Business AS	25
Accounting AAS plus Business AAS	20
Bus. Info. Systems plus Business AAS	34

Students should meet with an academic advisor and use the academic advising forms to assure they are taking the appropriate elective and substitute courses for the degree(s) or certificate(s) they wish to earn. If a student knows which degree(s) or certificate(s) they want to pursue, they can select electives and alter the recommended course sequence for more flexibility in course scheduling. An academic advisor will be able to assist the student in making these key decisions.



# Business Department (BUS)

## Accounting - Financial/Managerial Associate of Applied Science Degree (ACC AAS)

### (Four Semesters)

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

Accounting Director / Instructor: D. Paul Gardiner, M.B.A., C.P.A.

Instructor: Kitt R. Finlinson, M.B.A., C.P.A.

Adjunct Instructors: See page 183

Advisory Council: See page 176

### Career Opportunities

Career opportunities are vast with an accounting degree. Large and small companies keep records of business activities. Accounting graduates can fit into large companies with responsibility to help with part of the accounting system. In smaller companies, graduates may be given responsibility that ranges from maintaining part to all of the company's financial records (usually under the direction of an outside CPA).

Career goals for students with an accounting degree may also include other fields such as management or marketing. Accounting serves as a universal base that allows students to talk "the language of business." Mastering the concepts and skills of accounting enhances effectiveness and value.

### Objectives

Students will be exposed to a blend of reasoning based on theory, applying accounting concepts in practice, and maximizing computer skills. Students will develop confidence in understanding the theory of accounting and applying the concepts to problem solving situations in various business structures (proprietorships, partnerships, and corporations). Hands-on personal computer experience is emphasized.

### General Areas of Competence

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

- Analyze, classify and record transactions.
- Prepare and interpret financial statements and other financial reports.
- Assess conceptual framework and acceptable method choices (financial, cost, and managerial accounting).
- Distinguish accounting requirements for proprietorships, partnerships, and corporations.
- Operate the computer in general ledger accounting (including selected modules) and spreadsheet applications.
- Support communication skills and professionalism.

## **Preparatory Courses and Departmental Requirements**

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade-point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. A minimum grade of B- is required in ACC 102 to continue the Accounting - Financial/ Managerial AAS degree into the second year.

## **Graduation Requirements**

1. A minimum of 64 total semester credit hours as outlined below.
2. A grade of C or better in all ACC AAS Degree Courses listed below.
3. A cumulative grade point average of 2.0 or better.

## Accounting (Applied Skills) (Continued)

### Course Requirements

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

Course #	Title	Credit Hours
<b>Religion</b>	See LDSBC Religion requirements and Course Descriptions	8
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses

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

### Degree Courses

ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II (Service Learning)	3
ACC 205	Integrated Computer Accounting	1
ACC 211	Cost Accounting	3
ACC 212	Managerial Accounting	3
BUS 121	Business Law & Ethics	3
BUS 199	Business Internship	2
BUS 200	Project Management	2
BUS 201	Principles of Management	3
ENG 220	Professional Business Writing	2
<b>Total Degree Course Credit Hours</b>		<b>32</b>

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

1. BUS AS Transfer Major courses not included above
2. General Education Distribution Courses  
(See pages 140 to 141 for specific course selections.)
3. Other Electives (Generally do not transfer) For example: BUS 140 Entrepreneurship; BUS 151 Principles of Marketing; BUS 201 Principles of Management; BUS 199 Accounting internship (maximum 3 hours). These lead to a Business Skills Degree.

<b>Total Elective Credit Hours</b>	<b>12</b>
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<b>Total Credit Hours for the Degree</b>	<b>64</b>
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## Recommended Day Sequence of Courses

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

<b>First Semester</b>		<b>Credit Hours</b>
ACC 101	Financial Accounting I	3
BUS 201	Principles of Management	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

<b>Second Semester</b>		
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
MATH 101	Personal Finance Math	3
Elective	See Electives page 68	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>15</b>

<b>Third Semester</b>		
ACC 201	Intermediate Accounting I	3
ACC 211	Cost Accounting	3
ENG 220	Professional Business Writing	2
Elective	See Electives page 68	3
Elective	See Electives page 68	3
Religion	See Course Descriptions	2
<b>Total Third Semester Credit Hours</b>		<b>16</b>

<b>Fourth Semester</b>		
ACC 202	Intermediate Accounting II	3
ACC 205	Integrated Computer Accounting	1
ACC 212	Managerial Accounting	3
BUS 199	Business Internship	2
BUS 200	Project Management	2
Elective	See Electives page 68	3
Religion	See Course Descriptions	2
<b>Total Fourth Semester Credit Hours</b>		<b>16</b>

# Business Department (BUS)

## Accounting Certificate (Two Semesters)

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

Accounting Director / Instructor: D. Paul Gardiner, M.B.A., C.P.A.

Instructor: Kitt R. Finlinson, M.B.A., C.P.A.

Adjunct Instructors: See page 183

Advisory Council: See page 176

## Career Opportunities

With this certificate, students are qualified to fill entry-level or clerical positions. The composite of accounting, computer and workplace skills provides a base adaptable to most office settings. This practical approach is viewed favorably by prospective employers.

## Objectives

Students acquire employable skills in double-entry bookkeeping and general office procedures and develop confidence with the basics of accounting theory while applying concepts to problem solving situations. Students obtain practical personal computer experience in general ledger application using an integrated accounting package, spreadsheets, and word processing.

## General Areas of Competence

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

- Analyze, classify, and record basic transactions.
- Prepare financial statements and other financial reports.
- Distinguish basic accounting requirements for proprietorships, partnerships, and corporations.
- Describe basic concepts and method choices used in financial accounting.
- Operate computers in general ledger accounting and basic skills in spreadsheet applications.
- Support communication skills and professionalism.

## Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions . These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.

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

## **Graduation Requirements**

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

# Accounting Certificate (Continued)

## Course Requirements

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

Course #	Title	Credit Hours
Religion	See LDSBC Religion requirements and Course Descriptions	4
Total Religion Credit Hours		4

### Collegewide Courses

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

### Certificate Courses

ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 201	Principles of Management	3
BUS 121	Business Law & Ethics	3
Total Certificate Courses Credit Hours		13

### Electives

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

Total Elective Credit Hours	3
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Total Credit Hours for the Certificate	32
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## Recommended Day Sequence of Courses

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

### First Semester

ACC 101	Financial Accounting I	3
BUS 201	Principles of Management	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

### Second Semester

ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
MATH 101	Personal Finance Math	3
Elective	See Electives above	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>15</b>

# Business Department (BUS)

## Business Associate of Applied Science Degree (BUS AAS) (Four Semesters)

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

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

Instructors: Kitt R. Finlinson, M.B.A., C.P.A.; D. Paul Gardiner, M.B.A., C.P.A.

Adjunct Instructors: See page 180

Advisory Council: See page 176

### Career Opportunities

The Business degree prepares students for employment in a business career as a business owner, manager, professional salesperson, customer services representative or as an effective employee in the great variety of business career opportunities that do or will exist. In addition to entrepreneurial opportunities, students will be prepared to work for small, developing businesses and larger companies.

### Objectives

Students are provided hands-on learning opportunities that will develop their skills in management, marketing, communications, human relations, selling, business planning, project management, finance, accounting and information management that will allow them to make a meaningful contribution to the success of an existing business and/or to create successful business ventures as an entrepreneur.

### General Areas of Competence

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

- Apply professional sales and marketing skills to a wide range of business opportunities
- Apply effective entrepreneurship and management principles to new and existing business ventures
- Perform basic financial analysis and accounting functions.
- Develop solutions to basic human resources management issues.
- Operate standard computer software applications.
- Demonstrate ethical professionalism.

### Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade-point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. To continue in the Business AAS degree, students must receive a B- or better in BUS 151 and BUS 201.

## **Graduation Requirements**

1. A minimum of 64 total semester credit hours as outlined below.
2. A grade of C or better in all Degree Courses listed below.
3. A cumulative grade point average of 2.0 or better.

# Business AAS (Applied Skills) Degree (Continued)

## Course Requirements

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

Course #	Title	Credit Hours
<b>Religion</b>	See LDSBC Religion requirements and Course Descriptions	8
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses

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

### Degree Courses

ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 120	Consultative Sales/Customer Relations (Service Learning)	3
BUS 121	Business Law & Ethics	3
BUS 140	Entrepreneurship	2
BUS 151	Principles of Marketing	3
BUS 199	Business Internship	2
BUS 200	Project Management	2
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	2
BUS 260	Business Finance	3
BUS 290	Business Planning (Capstone)	3
COM 121	Principles of Public Speaking	3
ENG 220	Professional Business Writing	2
<b>Total Degree Courses Credit Hours</b>		<b>38</b>

**Electives** (Complete six hours from the following options – See your academic advisor to select the best options to achieve your academic objectives or to consider multiple degrees.)

1. SS 101 Introduction to Psychology (to earn the Professional Sales Certificate)
2. General Education Distribution Courses
3. One of the following Elective Emphasis Track options (6 credit hours required)
  - Track #1 – Information Technology: IT 185, IS 240
  - Track #2 – Accounting: ACC 201, ACC 202, or ACC 240
  - Track #3 – Entrepreneurship: ACC 212, ECON 161
  - Track #4 – Business Studies: BUS AS Transfer CoursesSee advisor for elective sequence as all classes are not taught each semester.

4. Other Electives (generally do not transfer) For example: ACC 201 Intermediate Accounting I, ACC 202 Intermediate Accounting II, ACC 205 Integrated Computer, Accounting, ACC 211 Cost Accounting. These lead to an Accounting AAS Degree.

<b>Total Elective Credit Hours</b>	<b>6</b>
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<b>Total Credit Hours for the Degree</b>	<b>64</b>
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## Recommended Day Sequence of Courses

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

### First Semester

ACC 101	Financial Accounting I	3
BUS 201	Principles of Management	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

### Second Semester

ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Acctg.	1
BUS 121	Business Law & Ethics	3
MATH 101	Personal Finance Math	3
BUS 151	Principles of Marketing	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>15</b>

### Third Semester

BUS 199	Business Internship	2
BUS 260	Business Finance	3
COM 121	Principles of Public Speaking	3
ENG 220	Professional Business Writing	2
Elective	See Electives above	3
Religion	See Course Descriptions	2
<b>Total Third Semester Credit Hours</b>		<b>15</b>

### Fourth Semester

BUS 120	Consultative Sales/Customer Relations	3
BUS 140	Entrepreneurship	2
BUS 200	Project Management	2
BUS 205	Human Resource Management	2
BUS 290	Business Planning (capstone)	3
Elective	See Electives above	3
Religion	See Course Descriptions	2
<b>Total Fourth Semester Credit Hours</b>		<b>17</b>

# Business Department (BUS)

## Professional Sales Certificate (Two Semesters)

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

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

Adjunct Instructors: See page 183

Advisory Council: See page 176

## Career Opportunities

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

## Objectives

Students gain employable skills and experience in professional selling plus a background in marketing, communications, data processing and entrepreneurship.

## General Areas of Competence

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

- Practice professional sales and marketing techniques.
- Apply appropriate communication skills with internal and external customers.
- Apply effective entrepreneurship principles.
- Operate standard computer software applications.
- Demonstrate professionalism.

## Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade-point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students

required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.

## Graduation Requirements

1. A minimum of 34 total semester credit hours as outlined below.
2. A grade of C or better in all Certificate core courses.
3. A cumulative grade point average of 2.0 or better.

## 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	See LDSBC Religion requirements and Course Descriptions	4
Total Religion Credit Hours		4

### Collegewide Courses

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

### Certificate Courses

BUS 120	Consultative Sales/Customer Relations	3
BUS 140	Entrepreneurship	2
BUS 151	Principles of Marketing	3
BUS 199	Business Internship	2
ECON 161	Microeconomics	3
COM 121	Principles of Public Speaking	3
SS 101	Introduction to Psychology	3
Total Certificate Courses Credit Hours		19

Total Credit Hours for the Certificate	35
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## Professional Sales Certificate (Continued)

### Recommended Day Sequence of Courses

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

#### First Semester

BUS 151	Principles of Marketing	3
COM 121	Principles of Public Speaking	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

#### Second Semester

BUS 120	Consultative Sales/Customer Relations	3
BUS 140	Entrepreneurship	2
BUS 199	Business Internship	2
ECON 161	Microeconomics	3
MAT 101	Personal Finance Math	3
SS 101	Introduction to Psychology	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>18</b>

# Business Department (BUS)

## **Business Information Systems Associate of Applied Science Degree (BIS AAS) (Four Semesters)**

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

Business Information Systems Director / Instructor: Kevin McReynolds, M.S.,

Microsoft Certified Systems Engineer

Instructor: Kitt R. Finlinson, M.B.A., C.P.A.

Instructor: D. Paul Gardiner, M.B.A., C.P.A.

Adjunct Instructors: See page 183

Business Advisory Council: See page 176

## **Career Opportunities**

Graduates with an Associate of Applied Science degree in Business Information Systems find challenging careers in small and medium sized businesses. With combined skills in systems operation management and accounting, graduates can provide both the systems support and record keeping functions for employers. A survey of LDS Business College employers indicated a strong demand for employees with these integrated skills. Those who can install, operate and support small computer network systems, design software and systems plus apply accounting principles and utilize computerized accounting applications can make a major contribution to the success of business ventures.

## **Objectives**

Students gain experiential learning opportunities that will develop skills in system design and analysis, programming, LAN & WAN administration, Windows client support, administration and security, database design and management, accounting principles, computerized accounting programs, plus math, written and verbal communication skills. A hands-on internship provides work experience in applying the skills developed in the program. Student will also receive the training to prepare them for the exams to become a Microsoft Certified System Administrator (MCSA) and to receive the COMPTIA Security + certification.

## **General Areas of Competence**

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

- Analyze and design systems for small and medium sized businesses using project management applications.
- Use information systems to solve business problems and improve business effectiveness.
- Utilize network operating communications and administration systems.
- Use Visual Basic for Applications for spreadsheets and databases
- Provide secure systems operations.
- Analyze, classify and record accounting transactions.
- Prepare and interpret financial statements and other financial reports.
- Distinguish accounting requirements for proprietorships, partnerships, and corporations.
- Operate and enhance computerized general ledger accounting and spreadsheet applications.
- Communicate verbally and in writing with effectiveness.
- Demonstrate professionalism.

## **Business Information Systems (Continued)**

### **Preparatory Courses and Departmental Requirements**

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. To stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade-point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. A minimum grade of B- is required in IS 240 to continue the Business Information Systems AAS degree program.

### **Graduation Requirements**

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

## Course Requirements

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

Course #	Title	Credit Hours
<b>Religion</b>	See LDSBC Religion requirements and Course Descriptions	8
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
<b>Total Collegewide Courses Credit Hours</b>		<b>12</b>
<b>Degree Courses</b>		
ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
ACC 210	Advanced QuickBooks	3
BUS 200	Project Management	2
COM 121	Principles of Public Speaking	3
ENG 220	Professional Business Writing	2
IS 181	Windows Client Support and Security	3
IS 185	Windows Administration and Security	4
IS 199	Internship	2
IS 230	Advanced Spreadsheet & Databases	3
IS 240	Introduction to IS Management	3
IS 242	System Design & Analysis	3
IS 245	Introduction to Programming	3
IS 247	Database Design and Implementation	4
IS 290	LAN & WAN Administration and Security	3
<b>Total Degree Course Credit Hours</b>		<b>45</b>
<b>Total Credit Hours for the Degree</b>		<b>65</b>

# Business Information Systems (Continued)

## Recommended Sequence of Courses

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

<b>First Semester</b>		<b>Credit Hours</b>
ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IS 181	Windows Client Support and Security	3
IT 120	Integrated Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

<b>Second Semester</b>		
ACC 102	Financial Accounting II	3
IS 185	Windows Server Admin and Security	4
IS 240	Introduction to IS Management	3
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>15</b>

<b>Third Semester</b>		
ACC 104	Fundamental Computer Accounting	1
COM 121	Principles of Public Speaking	3
ENG 220	Professional Business Writing	2
IS 199	Internship	2
IS 230	Advanced Spreadsheet & Databases	3
IS 242	System Design & Analysis	3
Religion	See Course Descriptions	2
<b>Total Third Semester Credit Hours</b>		<b>16</b>

<b>Fourth Semester</b>		
ACC 210	Advanced QuickBooks	3
IS 245	Introduction to Programming	3
IS 247	Database Design and Implementation	3
IS 290	LAN & WAN Administration & Security	4
BUS 200	Project Management	2
Religion	See Course Descriptions	2
<b>Total Fourth Semester Credit Hours</b>		<b>17</b>

# Business Department (BUS)

## Windows Administration Certificate (Two Semesters)

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

Business Information Systems Director / Instructor: Kevin McReynolds, M.S.,  
Microsoft Certified Systems Engineer

Instructor: Kitt R. Finlinson, M.B.A., C.P.A.

Adjunct Instructors: See page 183

Advisory Council: See page 176

## Career Opportunities

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. Student will also receive the training to prepare them for the exams to become a Microsoft Certified System Administrator and to receive the COMP TIA Security + certification.

## Objectives

Students acquire employable skills in system administration and security. Communications and computer skills are relevant to a wide variety of functions in business endeavors. A practical internship provides hands-on application of the skills developed in earning this certificate.

## General Areas of Competence

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

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

## Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
3. To stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.

# Windows Administration Certificate (Continued)

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

## Graduation Requirements

- 1. A minimum of 35 total semester credit hours as outlined below.
- 2. A grade of C or better in all Certificate core courses.
- 3. A cumulative grade point average of 2.0 or better.

## Course Requirements

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

Course #	Title	Credit Hours
Religion	See LDSBC Religion requirements and Course Descriptions	4
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12
Certificate Courses		
ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
IS 181	Windows Client Support and Security	3
IS 185	Windows Server Administration and Security	4
IS 230	Advanced Spreadsheets & Databases	3
IS 240	Introduction to IS Management	3
Total Certificate Courses Credit Hours		19
Total Credit Hours for the Certificate		35

## Recommended Sequence of Courses

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

### First Semester

ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IS 181	Windows Client Support and Security	3
IT 120	Integrated Computer Applications	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

### Second Semester

ACC 102	Financial Accounting II	3
IS 185	Windows Server Administration and Security	4
IS 230	Advanced Spreadsheets & Databases	3
IS 240	Introduction to IS Management	3
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>18</b>

# Business Department (BUS)

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

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

Business AS Director / Instructor: Kitt Finlinson, M.B.A., C.P.A

Instructors: D. Paul Gardiner, M.B.A.; C.P.A.; J. Larry Richards, B.A.; Paul C. Richards, M.S., M.A.; Karen Dunkley, M.A., Matt Weber, M.S.

Adjunct Instructors: See page 183

### Career Opportunities

Students who complete an Associate of Science in Business degree will be eligible to apply to four-year colleges or universities in Utah to pursue degrees offered in those business departments. The two-year degree will provide students with the background required to continue and specialize in the business fields of accounting, finance, marketing, management, etc. Besides gaining basic business training, students will receive a one-year certificate in accounting after completing the first year. This certificate and related training will increase job options as needed to finance further education. Students who complete the Degree Courses coupled with the general education requirements will gain a broader background that will make them more valued as a professional and will increase their earnings potential.

### Objectives

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

See your academic advisor for transfer articulation agreements and guides that are available. Students are encouraged to check the departmental prerequisites and degree requirements of the four-year institutions in which they plan to transfer.

### Applications to Four-Year Institutions

The four-year institutions still require students completing the LDSBC Associate of Science in Business degree to make formal application to the respective College of Business Departments. Also, there are additional specialized general education requirements at these institutions. **Please note that each four-year school has some minimal added institution-specific requirements for admission into their business degrees that students will need to complete either at LDS Business College or at the four-year school the student desires to attend.**

### General Areas of Competence

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

1. Communicate written, oral and visual ideas in clear, correct and concise form.
2. Demonstrate mathematical proficiency including statistics and calculus.
3. Apply correct principles of law and ethics.

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

## **Preparatory Courses and Departmental Requirements**

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade-point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. MATH 104 is preparatory to MATH 110. See Course Descriptions.

## **Graduation Requirements**

1. A minimum of 67 total semester credit hours as outlined below.
2. A grade of C or better in all BUSAS core courses.
3. A cumulative GPA of 2.5 or better.

## **Computer Competency Requirement**

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

## Business AS (Transfer) (Continued)

### Course Requirements

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

Course #	Title	Credit Hours
<b>Religion</b>	See LDSBC Religion requirements and Course Descriptions	8
<b>Total Religion Credit Hours</b>		<b>8</b>

#### Collegewide Courses

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

#### Degree Courses

ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
ACC 212	Managerial Accounting	3
BUS 121	Business Law & Ethics	3
COM 121	Principles of Public Speaking	3
ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3
ENG 201	Intermediate College Writing	3
MATH 110	College Algebra	4
MATH 111	Calculus	3
MATH 252	Statistics	3
<b>Total Degree Courses Credit Hours</b>		<b>35</b>

#### General Education Requirements

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

#### Fine Arts/ Distribution (select one)

ART 101	Survey of Art History	3
ART 104	Design Fundamentals	3
ART 106	Introduction to Drawing	3
ART 206	Introduction to Photography	3
MUS 105	Music & Culture	3
THE 102	Acting I	3

**Humanities Distribution (select one)**

ENG 250	Introduction to Literature	3
ENG 260	Eminent Writers & Themes	3
ENG 270	Genres of Film	3
PHIL 225	Critical Thinking & Reasoning	3

**Life/ Physical Sciences Distribution (select one)**

LS 103	Nutrition & Health	3
LS 110	Environmental Science	3
LS 120	Field Botany w/ Lab	3
LS 130	Health & Lifestyle Management	3
LS 265	Anatomy & Physiology	4
PS 108	Introduction to Astronomy	3
PS 120	Introduction to Physical Geography	3
PS 130	Weather Studies Online	3

**American Institutions (select one)**

HIST 170	American Civilization	3
POLS 110	American National Government	3

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

**Total Credit Hours for the Degree** **67**

## Business AS (Transfer) (Continued)

### Recommended Day Sequence of Courses

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

#### First Semester

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

#### Second Semester

ACC 102	Financial Accounting II	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
ECON 161	Microeconomics	3
MATH 101	Personal Finance Math	3
Elective	See selections above/MATH 104 if needed	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>18</b>

#### Third Semester

COM 121	Principles of Public Speaking	3
ENG 201	Intermediate College Writing	3
MATH 110	College Algebra	4
Elective	See selections above	3
Religion	See Course Descriptions	2
<b>Total Third Semester Credit Hours</b>		<b>15</b>

#### Fourth Semester

ACC 212	Managerial Accounting	3
MATH 111	Calculus	3
MATH 252	Statistics	3
Elective	See selections above	3
Elective	See selections above	3
Religion	See Course Descriptions	2
<b>Total Fourth Semester Credit Hours</b>		<b>17</b>



# Information and Office Technology Department

The following degrees and certificates offered by the IOT Department are described in detail on the following pages:

- Office Technology Support Certificate
- Executive Assistant AAS Degree
- Legal Administrative Assistant AAS Degree

## First Year Flexibility

In order to provide students with the maximum flexibility in deciding which degree(s) and/or other certificate(s) they want to pursue, the recommended courses in the first two semesters are the same for the Executive Assistant and Legal Administrative Assistant programs. At the end of the first year, all students who have successfully completed the requirements for the first two semesters will have earned the Office Technology Certificate.

## Second Year Specialization

After completing the recommended first year requirements, students must decide which degree(s) and/or other certificate(s) they want to pursue. Degree options are as follows:

The **Executive Assistant AAS Degree** provides training in Project Management, Human Resource Management, Principles of Public Speaking, Financial Accounting, Professional Business Writing, Visual Communications, Career Strategies, Introduction to Insurance, Portfolio Development, Internship, and Religion. Students select five credit hours of elective courses from the Department's approved elective course list.

The **Legal Administrative Assistant A.A.S. Degree** provides training in Legal Transcription, Advanced Legal Procedures, Business Law & Ethics, Human Resource Management, Introduction to Insurance, Professional Business Writing, Visual Communications, Career Strategies, Portfolio Development, Internship, and Religion. Students also select four credit hours of elective courses from the Department's approved elective course list.

## Dual Degrees Available with Careful Choice of Electives

By carefully selecting elective courses, a student can concurrently earn a combination of degrees as follows:

**Accounting Certificate combined with Executive Assistant AAS.** The Executive Assistant must choose the following electives to earn the Accounting Certificate:

ACC 104, Fundamentals of Computer Accounting (1)

BUS 201, Principles of Management (3)

BUS 121, Business Law and Ethics (3)

and add the ACC 102, Financial Accounting II (3) course

**Accounting Certificate combined with Legal Administrative Assistant.** The Legal Administrative Assistant must choose the following electives to earn the Accounting Certificate:

ACC 101, Financial Accounting I (3)  
ACC 104, Fundamentals of Computer Accounting (1)  
BUS 121, Business Law and Ethics (3)  
BUS 201, Principles of Management (3)  
and, add the ACC 102, Financial Accounting II (3) course

**Medical Office Assistant Certificate combined with Executive or Legal Administrative Assistant.** The Medical Office Assistant must add the following classes:

MC 140, Medical Terminology (3)  
MC 106, Medical Law & Ethics (2)

## **Academic Advising**

Students are encouraged to meet with an academic advisor their first semester and use the academic advising forms to assure they are taking the appropriate courses for the degree(s) or certificate(s) they wish to earn. If a student knows which degree(s) or certificate(s) he/she wants to pursue, he/she can select electives and alter the recommended course sequence for more flexibility in course scheduling. An academic advisor will be able to assist the student in making these key decisions.

# Information & Office Technology Department (IOT)

## **Executive Assistant**

### **Associate of Applied Science Degree (Four Semesters)**

Department Chair / Instructor: Lynda Henrie, M.S

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

Adjunct Instructors: See page 180

Advisory Council: See page 176

## **Career Opportunities**

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

## **Objectives**

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

## **General Areas of Competence**

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

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

- Write internal and/or external business correspondence and reports that are clear, complete, correct, concise, courteous, and require research and documentation.
- Develop basic project management skills including project integration, scope, time, cost, quality, human resources, communications, risk, and procurement considerations utilizing project management software.
- Apply basic accounting concepts such as transaction analysis, chart of accounts, journals, ledgers, financial statements, worksheets, adjusting entries, closing entries, cost of goods sold, and periodic inventory method.
- Develop additional skill in selected focus areas such as accounting, E-commerce, image editing, vector graphics, or digital communications.

## **Preparatory Courses and Departmental Requirements**

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications, is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade-point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. To continue in the Executive Assistant major, students must earn a C grade or better in OT 129, Office Procedures.

## **Graduation Requirements**

1. A minimum of 63 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT and OT core courses.
3. A cumulative grade point average of 2.0 or better.

## Executive Assistant (Continued)

### Course Requirements

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

Course #	Title	Credit Hours
Religion	See LDSBC Religion requirements and Course Descriptions	8
<b>Total Religion Credit Hours</b>		<b>8</b>

#### Collegewide Courses

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

#### Degree Courses

ACC 101	Financial Accounting I	3
BUS 200	Project Management	2
BUS 205	Human Resource Management	2
COM 121	Principles of Public Speaking	3
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 130	Intermediate Computer Applications	3
IT 151	Visual Communications	3
LE 124	Career Strategies	1
OT 129	Office Procedures	3
OT 137	Introduction to Transcription	1
OT 138	Introduction to Legal Procedures	3
OT 161	Introduction to Insurance	2
OT 199	Certificate Internship	1
OT 205	Software Projects	3
OT 296	Portfolio Development (Capstone)	1
OT 299	A.A.S. Degree Internship	3
<b>Total Degree Courses Credit Hours</b>		<b>38</b>

#### Electives (Select from the following list):

ACC 102	Financial Accounting II (3)	
ACC 104	Fundamentals of Computer Accounting (1)	
BUS 121	Business Law and Ethics (3)	
BUS 130	Principles of Electronic Commerce (2)	
BUS 201	Principles of Management (3)	
IT 110	Skillbuilding II (2)	
MC 106	Medical Law and Ethics (3)	
MC 140	Medical Terminology (3)	
<b>Total Elective Credit Hours</b>		<b>5</b>

<b>Total Credit Hours for the Degree</b>		<b>63</b>
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## Recommended Day Sequence of Courses

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

### First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 109	Skillbuilding	2
IT 120	Integrated Computer Applications	3
OT 129	Office Procedures	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

IT 130	Intermediate Computer Applications	3
IT 151	Visual Communications	3
MATH 101	Personal Finance Math	3
OT 137	Introduction to Transcription	1
OT 138	Introduction to Legal Procedures	3
OT 199	Certificate Internship	1
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

ACC 101	Financial Accounting I	3
BUS 200	Project Management	2
ENG 220	Professional Business Writing	2
LE 124	Career Strategies	1
OT 161	Introduction to Insurance	2
OT 205	Software Projects	3
Religion	See Course Descriptions	2
<b>Total Third Semester Credit Hours</b>		<b>15</b>

### Fourth Semester

BUS 205	Human Resource Management	2
COM 121	Principles of Public Speaking	3
OT 296	Portfolio Development (Capstone)	1
OT 299	A.A.S. Degree Internship	3
Electives	See previous page	5
Religion	See Course Descriptions	2
<b>Total Fourth Semester Credit Hours</b>		<b>16</b>

# Information & Office Technology Department (IOT)

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

Department Chair / Instructor: Lynda Henrie, M.S

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

Adjunct Instructors: See page 180

Advisory Council: See page 176

## **Career Opportunities**

Legal administrative assistant positions will experience an average growth rate according to the U.S. Bureau of Labor Statistics. Legal administrative assistants (also referred to as legal secretaries) perform highly specialized work requiring knowledge of technical terminology and procedures. According to the Legal Administrative Assistant Advisory Board, trained Legal Administrative Assistants can expect to earn a starting salary of \$35,000 - \$40,000 upon completion of the two-year A.A.S. degree. Mastering the concepts and skills of office technology and a keyboarding rate in excess of 50 cwpm enhances effectiveness and value.

## **Objectives**

The Legal Administrative Assistant major provides training in legal document preparation and filing of legal documents; integrated technology skills including word processing, spreadsheets, and database; communication; decision-making; critical thinking; and human relations skills. The Legal Administrative Assistant major develops a basic understanding of various types of law offices, macros, templates, law-office ethics, legal research, the law library, legal terminology, and the courts. The second year of the major focuses on litigation, contracts, torts, criminal law, family law, business law, real estate law, estate planning, probates, guardianships, and bankruptcy. Students transcribe court pleadings as well as legal documents such as agreements, probate, and real estate. Hands-on personal computer experience is emphasized.

## **General Areas of Competence**

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

- Demonstrate professional and ethical standards in appearance and actions.
- Apply appropriate human-relation and interpersonal communications skills.
- Develop written communications skills using correct grammar, spelling, vocabulary, and document format.
- Demonstrate correct file management of both printed and onscreen documents.
- Understand the integrated use of business tools such as Microsoft PowerPoint, Word, Excel, Access, e-mail, and the Internet.
- Understand routine office skills such as teamwork, information processing, reprographics, telecommunication, records management, customer service, and ethics.
- Utilize the principles of good page and on-screen layout and design.
- Complete professional onscreen and print publications such as flyers, portfolios, and newsletters using Microsoft Publisher® and Adobe® Acrobat skills.
- Prepare simple legal documents using Corel WordPerfect® by applying such skills as

macros, templates, mail merge, and redline.

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

## **Preparatory Courses and Departmental Requirements**

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications, is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. LE 100, Learning Techniques, is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less. All students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue in subsequent semesters. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
5. To continue in the Legal Administrative Assistant major, students must receive a C grade or better in OT 129, Office procedures.

## **Graduation Requirements**

1. A minimum of 64 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT and OTAAS degree core courses.
3. A cumulative grade point average of 2.0 or better.

## Legal Administrative Assistant (Continued)

### Course Requirements

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

Course #	Title	Credit Hours
<b>Religion</b>	See LDSBC Religion requirements and Course Descriptions	8
<b>Total Religion Credit Hours</b>		<b>8</b>

#### Collegewide Courses

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

#### Degree Courses

BUS 121	Business Law & Ethics	3
BUS 205	Human Resource Management	2
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 130	Intermediate Computer Applications	3
IT 151	Visual Communications	3
LE 124	Career Strategies	1
OT 129	Office Procedures	3
OT 137	Introduction to Transcription	1
OT 138	Introduction to Legal Procedures	3
OT 161	Introduction to Insurance	2
OT 199	Certificate Internship	1
OT 205	Software Projects	3
OT 237	Legal Transcription	3
OT 238	Advanced Legal Procedures	4
OT 296	Portfolio Development (Capstone)	1
OT 299	A.A.S. Degree Internship	3
<b>Total Degree Core Courses Credit Hours</b>		<b>40</b>

#### Electives (Select from the following list):

ACC 101	Financial Accounting I (3)	
ACC 104	Fundamentals of Computer Accounting (1)	
BUS 201	Principles of Management (3)	
COM 121	Principles of Public Speaking (3)	
IT 110	Skillbuilding II (2)	
MC 106	Medical Law and Ethics (3)	
MC 140	Medical Terminology (3)	
<b>Total Elective Credit Hours</b>		<b>4</b>

<b>Total Credit Hours for the Degree</b>	<b>64</b>
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## Recommended Day Sequence of Courses

Depending upon the number of preparatory courses a student must take, an additional

### First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 109	Skillbuilding	2
IT 120	Integrated Computer Applications	3
OT 129	Office Procedures	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

IT 130	Intermediate Computer Applications	3
IT 151	Visual Communications	3
MATH 101	Personal Finance Math	3
OT 137	Introduction to Transcription	1
OT 138	Introduction to Legal Procedures	3
OT 199	Certificate Internship	1
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

ENG 220	Professional Business Writing	2
LE 124	Career Strategies	1
OT 161	Introduction to Insurance	2
OT 205	Software Projects	3
OT 237	Legal Transcription	3
OT 238	Advanced Legal Procedures	4
Religion	See Course Descriptions	2
<b>Total Third Semester Credit Hours</b>		<b>17</b>

### Fourth Semester

BUS 121	Business Law & Ethics	3
BUS 205	Human Resource Management	2
OT 296	Portfolio Development (Capstone)	1
OT 299	A.A.S. Degree Internship	3
Electives	See Previous page	4
Religion	See Course Descriptions	2
<b>Total Fourth Semester Credit Hours</b>		<b>15</b>

# Information & Office Technology Department (IOT)

## Office Technology Support Certificate (Two Semesters)

Department Chair / Instructor: Lynda Henrie, M.S

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

Adjunct Instructors: See page 183

Advisory Council: See page 176

## Career Opportunities

According to the Occupational Outlook Handbook, the largest number of job openings remains in the office support area. With completion of this two-semester certificate, students are prepared to work in the area of office technology support or as an administrative assistant. Students who earn the Office Technology Support Certificate qualify to continue in either the Executive Assistant or Legal Administrative Assistant AAS degree.

## Objectives

The Office Technology Support Certificate major provides training in business skills using integrated computer software, written/verbal communication, office procedures, and ethical office support practices. Problem solving and decision-making skills are emphasized. Students learn to communicate with the public both in person and in writing. Students also develop basic visual communications and legal office procedures skills. Hands-on personal computer experience is emphasized.

## General Areas of Competence

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

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

## **Preparatory Courses and Departmental Requirements**

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications, is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard should take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the next semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade-point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. To continue in the Office Support Certificate, students must earn a C grade or better in OT 129, Office Procedures..

## **Graduation Requirements**

1. A minimum of 32 total semester credit hours as outlined below.
2. A grade of C (not C-) or better in all IT and OT degree courses.
3. A cumulative grade point average of 2.0 or better.

# Office Technology Support (Continued)

## Course Requirements

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

Course #	Title	Credit Hours
Religion	See LDSBC Religion requirements and Course Descriptions	4
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12
Certificate Courses		
IT 109	Skillbuilding	2
IT 130	Intermediate Computer Applications	3
OT 129	Office Procedures	3
OT 137	Introduction to Transcription	1
OT 138	Introduction to Legal Procedures	3
OT 151	Visual Communications	3
OT 199	Certificate Internship	1
Total Certificate Courses Credit Hours		16
Total Credit Hours for the Certificate		32

## Recommended Day Sequence of Courses

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

### First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 109	Skillbuilding	2
IT 120	Integrated Computer Applications	3
OT 129	Office Procedures	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

IT 130	Intermediate Computer Applications	3
IT 151	Visual Communications	3
MATH 101	Personal Finance Math	3
OT 137	Introduction to Transcription	1
OT 138	Introduction to Legal Procedures	3
OT 199	Certificate Internship	1
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

<b>Total Semester Credit Hours for the Certificate</b>		<b>32</b>
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# Interior Design Department (ID)

## Interior Design

### Associate of Applied Science Degree

#### (Four Semesters)

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

Adjunct Instructors: See page 183

Advisory Council: See page 176

## Career Opportunities

Fine furniture stores have openings for staff designers. Students may choose to work as sales representatives for one of the design-related industries. Limited positions are available in architectural and interior design firms for apprentice designers. In time, students may decide to open their own design firm. Whichever direction students pursue, they can be assured of an exciting and creative career. Students who successfully complete the AAS degree in Interior Design plus four years of work experience are qualified to sit for the NCIDQ Exam.

## Objectives

This major provides hand skills and a visual design sense necessary to perform professional work in the interior design industry. Students graduate with a presentation portfolio sufficient to continue in higher education or move immediately into an interior design career. This major also prepares students in the business skills of interior design such as use of computers and business writing.

## General Areas of Competence

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

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

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

## Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed

of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. Students must earn a grade of B- (not C) or better in this course in order to register for ID 231, AutoCAD.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. To be accepted into the Interior Design AAS degree, students must have a minimum 3.0 grade point average from high school. Students transferring in from another college or university must have a 3.0 grade point average. Students who have been out of high school for more than 10 years may be accepted into this major based on a personal interview with the Department Chair. Prospective students must submit a color board with their application to the admissions department. No later than June 1st for Fall Semester, November 1st for Winter Semester, and March 31st for Summer Semester. Specifications for this color board are available on the college web site or from the Admissions Office. Students who meet the admission requirements are admitted on a space-available basis.
6. To continue in the Interior Design AAS degree, students must maintain a 3.0 grade point average in their ID coursework.

## **Graduation Requirements**

1. A minimum of 68 total semester credit hours as outlined below.
2. A 3.0 GPA or better in all ID coursework.
3. A cumulative grade point average of 2.0 or better.
4. Transfer Students: All students graduating as interior design majors must take at least 50 percent of their interior design course work at LDS Business College.

## **Apprenticeship**

It is strongly recommended that upon graduation, students who plan to specialize in contract design, health care design, lighting design, etc., plan an apprenticeship with an interior design firm in the related area for a period of one year in order to supplement their two-year degree. Students who have completed an internship experience in their area of specialty may choose to do a six-month apprenticeship. Students are responsible to find their own apprenticeship positions.

## Interior Design (Continued)

### Course Requirements

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

Course #	Title	Credit Hours
<b>Religion</b>	See LDSBC Religion requirements and Course Descriptions	8
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Collegewide Courses</b>		
IT 120	Integrated Computer Application	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MATH 101	Personal Finance Math	3
<b>Total Collegewide Courses Credit Hours</b>		<b>12</b>
<b>Degree Courses</b>		
ENG 220	Professional Business Writing	2
ID 104	Principles of Design	3
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 117	Perspective Drawing	3
ID 125	Drafting	2
ID 126	Space Planning	4
ID 128	Textiles	2
ID 130	Studio I	2
ID 199	Interior Design Internship	1
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	4
ID 232	Computer Design II	4
ID 270	Portfolio Preparation (Capstone)	2
ID 275	Business of Interior Design	3
<b>Total Degree Courses Credit Hours</b>		<b>48</b>
<b>Total Credit Hours for the Degree</b>		<b>68</b>

## Recommended Sequence of Courses

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

### First Semester

IT 120	Integrated Computer Applications	3
ENG 101	Introduction to College Writing	3
ID 104	Principles of Design	3
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 125	Drafting	2
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>18</b>

### Second Semester

COM 122	Interpersonal Communications	3
ID 117	Perspective Drawing	3
ID 126	Space Planning	4
ID 128	Textiles	2
ID 130	Studio I	2
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

ENG 220	Professional Business Writing	2
ID 199	Interior Design Internship	1
ID 210	Historical Furnishings & Architecture	3
ID 217	Rendering Techniques	2
ID 230	Studio II	2
ID 231	Computer Design I	4
Religion	See Course Descriptions	2
<b>Total Third Semester Credit Hours</b>		<b>16</b>

### Fourth Semester

ID 205	Resources & Career Issues	2
ID 211	Modern Furnishings & Architecture	2
ID 232	Computer Design II	4
ID 270	Portfolio Preparation (capstone)	2
ID 275	Business of Interior Design	3
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
<b>Total Fourth Semester Credit Hours</b>		<b>18</b>

# Interior Design Department (ID)

## Interior Design Sales Associate Certificate (Two Semesters)

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

Adjunct Instructors: See page 180

Advisory Council: See page 176

### Career Opportunities

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

### Objectives

This major provides students with necessary design skills along with professional selling skills in order to prepare them for employment in design-related firms.

### General Areas of Competence

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

- Demonstrate knowledge of design theory and history.
- Demonstrate understanding of design process.
- Demonstrate understanding of various design components - e.g., color, textiles, furniture construction, etc.
- Understand and address technical issues - i.e., use correct terminology, read and prepare blueprints, read and understand product specifications.
- Understand business practices and procedures.
- Demonstrate a proficiency in sales.
- Demonstrate understanding of interpersonal skills.

### Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended

for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.

5. To be accepted into the Interior Design certificate major, students must have a minimum 2.0 grade point average from high school. Students transferring in from another college or university must have a 2.0 grade point average. Students who have been out of high school for more than 10 years may be accepted into the major based on a personal interview with the Department Chair. Prospective student must submit a color board with their application to the admissions department, no later than June 1st for Fall Semester, November 1st for Winter Semester, and March 31st for Summer Semester. Specifications for this color board are available on the college web site or in the admissions office. Students who meet the admissions requirements are admitted on a space-available basis.
6. To continue in the ID Sales Associate Certificate major, students must maintain a 2.0 GPA in their ID course work.

## **Graduation Requirements**

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

# Interior Design Sales Associate (Continued)

## Course Requirements

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

Course #	Title	Credit Hours
Religion	See LDSBC Religion requirements and Course Descriptions	4
Total Religion Credit Hours		4

### Collegewide Courses

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

### Certificate Courses

BUS 120	Consultative Sales/Customer Service	3
ID 104	Principles of Design	3
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 125	Drafting	2
ID 128	Textiles (Capstone)	2
ID 210	Historical Furnishings& Architecture	3
ID 211	Modern Furnishings & Architecture	2
ID 199	Interior Design Internship	1
Total Certificate Courses Credit Hours		21

Total Credit Hours for the Certificate		37
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## Recommended Semester Sequence of Courses

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

### First Semester

IT 120	Integrated Computer Applications	3
ENG 101	Introduction to College Writing	3
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 125	Drafting	2
ID 210	Historical Furnishings & Architecture	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>18</b>

### Second Semester

BUS 120	Consultative Sales/ Customer Service	3
COM 122	Interpersonal Communications	3
ID 104	Principles of Design	3
ID 128	Textiles (Capstone)	2
ID 211	Modern Furnishings & Architecture	2
ID 199	Interior Design Internship	1
MATH 101	Personal Finance Math	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>18</b>

# Medical Careers Department (MC)

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

Department Chair / Medical Administrative Director: Brett Merkley, M.S.N, R.N.

Medical Assisting Program Director: Cherrie Evans, M.S.N., R.N., R.M.A.

Adjunct Instructors: See page 183

Advisory Council: See page 176

## **Career Opportunities**

Opportunities in hospitals, insurance companies, outpatient medical offices, and health maintenance organizations are available for well-trained executive medical assistants. This training also prepares students to advance to supervisory positions.

## **Objectives**

This major provides students with skills to work within the medical field in clinical and administrative capacities. It develops a multidimensional skill base for employment in settings requiring business expertise combined with medicine.

## **General Areas of Competence**

Upon successful completion of all requirements, graduates should be able to:

### **Administrative Area**

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

### **Clinical Area**

- Perform fundamental clinical procedures
- Use correct specimen collection skills
- Perform accurate diagnostic testing
- Perform appropriate patient care

### **Trans-disciplinary Area**

- Demonstrate effective communication skills
- Apply appropriate legal concepts
- Demonstrate correct patient instructions
- Perform appropriate operational functions
- Apply correct accounting/financial skills
- Perform all job functions with professionalism

## **Preparatory Courses and Departmental Requirements**

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. To continue in the Medical Assistant major, students must:
  - a. Enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will be allowed only once.
  - b. Provide evidence of good health, i.e., a physical examination from a physician and the Hepatitis B vaccination series. Federal OSHA regulations require all students to provide evidence of receiving the Hepatitis B vaccination series. This series includes three injections. The second is given one month after the first and the third five months later. It is desirable that the series be completed before the clinical classes Winter Semester. The series must be completed before students can be assigned to an externship site.
  - c. Have a lab coat, stethoscope, and name pin ordered through the Medical Careers department in conjunction with taking MC 210.
6. Students will complete an externship prior to graduation. The externship will consist of a minimum 180 hours, without remuneration, in an ambulatory health care setting. The course number is MC 283 and is the capstone class for the MA major. A student will register for the course the last semester of classes. The externship cannot be completed until after all other required courses have been completed. Students will apply knowledge, reinforce professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.

## **Graduation Requirements**

1. A grade of C (not C-) or better in all MC and LS courses. Must receive a B- or better in MC 140.
2. A minimum of 64 total semester credit hours as outlined below.
3. Keyboarding skill – 40 cwpm minimum; 50 cwpm encouraged. The keyboarding skill may be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.

## Executive Medical Assistant (Continued)

### Course Requirements

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

Course #	Title	Credit Hours
Religion	See LDSBC Religion requirements and Course Descriptions	8
Total Religion Credit Hours		8

#### Collegewide Courses

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

#### EMA Required Courses

ACC 101	Financial Accounting I	3
ACC 104	Fundamentals of Computer Accounting	1
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 170	Introduction to Pharmacology	2
MC 200	Introduction to Medical Lab Procedures	3
MC 201	Laboratory Procedures Lab	0
MC 210	Clinical Medical Assisting (SL)	5
MC 212	Clinical Procedures Lab	0
MC 215	Clinical Procedures Review	2
MC 226	Beginning Coding	2
MC 283	Externship for EMA (Capstone)	3
OT 231	Medical Office Procedures	4
OT 235	Medical Transcription	3
SS 101	Introduction to Psychology	3
Total Required Courses Credit Hours		44

Total Credit Hours required		64
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## Recommended Day Sequence of Courses

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

### First Semester

ENG 101	Introduction to College Writing	3
IT 109	Skillbuilding	2
MC 106	Medical Law and Ethics	2
MC 140	Medical Terminology	3
OT 231	Medical Office Procedures	4
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

LS 265	Anatomy & Physiology	4
MC 200	Introduction to Medical Lab Procedures	3
MC 201	Laboratory Procedures Lab	0
MC 210	Clinical Medical Assisting (SL)	5
MC 212	Clinical Procedures Lab	0
SS 101	Introduction to Psychology	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>17</b>

### Third Semester

ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
MC 226	Beginning Coding	2
OT 137	Introduction to Transcription	1
Religion	See Course Descriptions	2
<b>Total Third Semester Credit Hours</b>		<b>17</b>

### Fourth Semester

ACC 104	Fundamentals of Computer Accounting	1
ENG 220	Professional Business Writing	2
MC 170	Introduction to Pharmacology	2
MC 283	Externship for EMA (Capstone)	3
OT 235	Medical Transcription	3
Religion	See Course Descriptions	2
<b>Total Fourth Semester Credit Hours</b>		<b>13</b>

# Medical Careers Department (MC)

## **Medical Administrative Assistant (MAA) Associate of Applied Science Degree (Four Semesters)**

Department Chair / Medical Administrative Director: Brett Merkley, M.S.N., R.N.

Medical Assisting Program Director / Instructor: Cherrie Evans, M.S.N., R.N., R.M.A.

Adjunct Instructors: See page 183

Advisory Council: See page 176

## **Career Opportunities**

Opportunities in hospitals, insurance companies, outpatient medical offices, and health maintenance organizations are available for well-trained medical administrative assistants. This training also prepares students to advance to supervisory positions and to fill entry-level or clerical accounting positions.

## **Objectives**

This major prepares students to perform secretarial tasks within the medical field.

Students learn computer, word processing, and management and human resource skills as well as medical terminology, transcription, insurance coding, and administrative medical procedures.

## **General Areas of Competence**

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

### **Administrative Area**

- Perform appropriate clerical functions
- Perform accurate bookkeeping procedures
- Prepare special accounting entries
- Process insurance claims, Trans-disciplinary Area
- Demonstrate effective communication skills
- Apply appropriate legal concepts
- Demonstrate correct patient instructions
- Perform appropriate operational functions
- Apply correct accounting/financial skills
- Perform all job functions with professionalism

## **Preparatory Courses and Departmental Requirements**

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, IT 99, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed

of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. OT 199 Certificate Internship (1 cr) recommended in second semester and prerequisites include: IT 120; OT 129.
6. LE 100, Learning Techniques, is recommended for all students with a high school grade point average of less than 3.0 and is recommended for all students needing improved college-level learning skills. LE 100 is required to be taken during the first semester for all students with a high school grade point average of 2.5 or less and for all students placed on academic probation the next semester and must be passed with a B- grade or higher. Students required to take LE 100 must enroll in that course to be allowed to enroll in other courses.
7. To continue in the Medical Administrative Assistant major, students must enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will be allowed only once.
8. Students will complete an externship prior to graduation. The externship will consist of a minimum 120 hours, without remuneration, in an ambulatory health care setting. The course number is MC 280 and is the capstone class for the MAA major. A student will register for the course the last semester of classes. The externship cannot be completed until after all other required courses have been completed. Students will apply knowledge, develop professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.
9. Students will also be completing the course work necessary to receive an Accounting Certificate.

## **Graduation Requirements**

1. A grade of C (not C-) or better in all MC, IT, and OT courses. Must receive a B- or better in MC 140.
2. A minimum of 64 total semester credit hours as outlined below.
3. Keyboarding skill – 50 cwpm minimum; 60 cwpm encouraged. The keyboarding skill may be verified the last semester or concurrent enrollment in IT 110 Skillbuilding II is required before graduation.
4. A cumulative grade point average of 2.0 or better.

# Medical Administrative Assistant (Continued)

## Course Requirements

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

Course #	Title	Credit Hours
<b>Religion</b>	See LDSBC Religion requirements and Course Descriptions	8
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses

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

### MAA Required Courses

ACC 101	Financial Accounting I	3
ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
BUS 205	Human Resource Management	2
ENG 220	Professional Business Writing	2
IT 109	Skillbuilding	2
IT 130	Intermediate Computer Applications	3
LE 124	Career Strategies	1
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 226	Beginning Coding	2
OT 129	Office Procedures	3
OT 137	Introduction to Transcription	1
OT 161	Introduction to Insurance	2
OT 199	Certificate Internship	1
OT 231	Medical Office Procedures	4
OT 235	Medical Transcription	3
OT 296	Portfolio Development (Capstone)	1
OT 299	A.A.S. Degree Internship	3
<b>Total Required Courses Credit Hours</b>		<b>42</b>

### Elective Courses

		<b>2</b>
ACC 102	Financial Accounting II (3)	
BUS 120	Consultative Sales/Customer Relations (3)	
BUS 201	Principles of Management (3)	
IT 110	Skillbuilding II (2)	
IT 151	Visual Communications I (3)	
LS 265	Anatomy & Physiology (4)	
MC 170	Introduction to Pharmacology (2)	
OT 138	Introduction to Legal Procedures (3)	

<b>Total Credit Hours required</b>	<b>64</b>
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## Recommended Day Sequence of Courses

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

### First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 109	Skillbuilding	2
IT 120	Integrated Computer Applications	3
OT 129	Office Procedures	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

IT 130	Intermediate Computer Applications	3
LE 124	Career Strategies	1
MATH 101	Personal Finance Math	3
MC 106	Medical Law and Ethics	2
MC 140	Medical Terminology	3
OT 137	Introduction to Transcription	1
OT 199	Certificate Internship	1
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

*Completion of the Medical Office Assistant Certificate prepares you to continue in the 3<sup>rd</sup> and 4<sup>th</sup> semesters of the Medical Administrative Assistant A.A.S. Degree program.*

### Third Semester

ACC 101	Financial Accounting I	3
MC 226	Beginning Coding	2
OT 161	Introduction to Insurance	2
OT 231	Medical Office Procedures	4
OT 235	Medical Transcription	3
Religion	See Course Descriptions	2
<b>Total Third Semester Credit Hours</b>		<b>16</b>

### Fourth Semester

ACC 104	Fundamentals of Computer Accounting	1
BUS 121	Business Law & Ethics	3
BUS 205	Human Resource Management	2
ENG 220	Professional Business Writing	2
OT 296	Portfolio Development (Capstone)	1
OT 299	A.A.S. Degree Internship	3
Elective	(See List)	2
Religion	See Course Descriptions	2
<b>Total Fourth Semester Credit Hours</b>		<b>16</b>

**Total Credit Hours required** **64**

# Medical Careers Department (MC)

## Medical Office Assistant Certificate (MOA) (Two Semesters)

Department Chair / Medical Administrative Director Brett Merkley, M.S.N., R.N.

Medical Assisting Program Director / Instructor: Cherrie Evans, M.S.N., R.N., R.M.A.

Adjunct Instructors: See page 183

Advisory Council: See page 180

## Career Opportunities

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

## Objectives

This major prepares students to perform front desk tasks within the medical field. Students learn computer, word processing, scheduling appointments, answering phones, organizing patient files, as well as medical terminology, medical law, and administrative medical procedures.

## General Areas of Competence

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

### Administrative Area

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

### Trans-disciplinary Area

- Demonstrate effective communication skills
- Apply appropriate legal concepts
- Demonstrate correct patient instructions
- Perform appropriate operational functions
- Apply correct accounting/financial skills
- Perform all job functions with professionalism

## Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions beginning on page 144. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed

of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT109 the second semester.<sup>3</sup> Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.

4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. To continue in the Medical Office Assistant major, students must enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will be allowed only once.
6. Students will complete an internship prior to graduation. The internship will consist of a minimum 120 hours, without remuneration, in an ambulatory health care setting. The course number is OT 199 Certificate Internship and is the capstone class for the MOA major. A student will register for the course the last semester of classes. The internship/experiential service-learning course is the capstone course to be completed after all other required courses have been completed. Students will apply knowledge, reinforce professional attitudes, interact with other health care professionals and patients and perform administrative procedures.

## **Graduation Requirements**

1. A grade of C (not C-) or better in all MC, IT, and OT courses. Must receive a B- or better in MC 140.
2. A minimum of 33 total semester credit hours as outlined below.
3. Keyboarding skill – 50 cwpm minimum; 60 cwpm encouraged. The keyboarding skill may be verified the last semester or concurrent enrollment in IT 110 Skillbuilding II before graduation.
4. A cumulative grade point average of 2.0 or better.

# Medical Office Assistant Certificate (Continued)

## Course Requirements

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

Course #	Title	Credit Hours
Religion	See LDSBC Religion requirements and Course Descriptions	4
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12
MOA Required Courses		
IT 109	Skillbuilding	2
IT 130	Intermediate Computer Applications	3
LE 124	Career Strategies	1
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
OT 129	Office Procedures	3
OT 137	Introduction to Transcription	1
OT 199	Certificate Internship (Capstone)	1
Total Required Courses Credit Hours		16
Total Credit Hours required		32

## Recommended Day Sequence of Courses

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

### First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 109	Skillbuilding	2
IT 120	Integrated Computer Applications	3
OT 129	Office Procedures	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

IT 130	Intermediate Computer Applications	3
LE 124	Career Strategies	1
MATH 101	Personal Finance Math	3
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
OT 137	Introduction to Transcription	1
OT 199	Certificate Internship (Capstone)	1
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

<b>Total Certificate Program Hours</b>		<b>32</b>
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# Medical Careers Department (MC)

## Medical Assistant Certificate (MA) (Three Semesters)

Department Chair / Medical Administrative Director: Brett Merkley, M.S.N., R.N.

Medical Assistant Program Director: Cherrie Evans, M.S.N, R.N., R.M.A.

Adjunct Instructors: See page 183

Advisory Council: See page 176

## Career Opportunities

Opportunities are available in ambulatory care facilities, i.e., outpatient medical offices and clinics, specialty clinics, health maintenance organizations, and various other medical facilities. Medical assistants are multi-skilled with training in clerical/administrative procedures (front office) as well as clinical procedures (back office). They can work in large clinics as well as small medical offices.

## Objectives

This major provides students with entry-level administrative and clinical skills to work in medical offices. Students learn current outpatient blood procedures, how to assist with office surgery, front office billing and insurance procedures, and basic computer/word processing skills.

## General Areas of Competence

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

### Administrative Area

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

### Clinical Area

- Perform fundamental clinical principles
- Use correct specimen collection skills
- Perform accurate diagnostic testing
- Perform appropriate patient care

### Trans-disciplinary Area

- Demonstrate effective communication skills
- Apply appropriate legal concepts
- Demonstrate correct patient instructions
- Perform appropriate operational functions
- Apply correct accounting/financial skills
- Perform all job functions with professionalism

## Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students

must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.

2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. To continue in the Medical Assistant major, students must:
  - a. Enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will be allowed only once.
  - b. Provide evidence of good health, i.e., a physical examination from a physician and the Hepatitis B vaccination series. Federal OSHA regulations require all students to provide evidence of receiving the Hepatitis B vaccination series. This series includes three injections. The second is given one month after the first and the third five months later. It is desirable that the series be completed before the clinical classes Winter Semester. The series must be completed before students can be assigned to an externship site.
  - c. Have a lab coat, stethoscope, and name pin ordered through the Medical Careers department in conjunction with taking MC 210.
6. Students will complete an externship prior to graduation. The externship will consist of a minimum 180 hours, without remuneration, in an ambulatory health care setting. The course number is MC 283 and is the capstone class for the MA major. A student will register for the course the last semester of classes. The externship cannot be completed until after all other required courses have been completed. Students will apply knowledge, reinforce professional attitudes, interact with other health care professionals and patients and perform both clinical and administrative procedures.

## Graduation Requirements

1. A grade of C (not C-) or better in all MC and LS courses. Must receive a B- or better in MC 140.
2. A minimum of 45 total semester credit hours as outlined below.
3. Keyboarding skill – 40 cwpm minimum; 50 cwpm encouraged. The keyboarding skill may be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.

# Medical Assistant Certificate (Continued)

## Course Requirements

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

Course #	Title	Credit Hours
Religion	See requirements and Course Descriptions	4
Total Religion Credit Hours		4
Collegewide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
Total Collegewide Courses Credit Hours		12
MA Required Courses		
IT 109	Skillbuilding	2
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 200	Introduction to Medical Lab Procedures	3
MC 201	Laboratory Procedures Lab	0
MC 210	Clinical Medical Assisting (SL)	5
MC 212	Clinical Procedures Lab	0
MC 283	Externship for MA (Capstone)	3
OT 231	Medical Office Procedures	4
SS 101	Introduction to Psychology	3
Total Required Courses Credit Hours		29
Total Credit Hours required		45

## Recommended Day Sequence of Courses

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

### First Semester

ENG 101	Introduction to College Writing	3
IT 109	Skillbuilding	2
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
OT 231	Medical Office Procedures	4
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

LS 265	Anatomy & Physiology	4
MC 200	Introduction to Medical Lab Procedures	3
MC 201	Laboratory Procedures Lab	0
MC 210	Clinical Medical Assisting (SL)	5
MC 212	Clinical Procedures Lab	0
SS 101	Introduction to Psychology	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>17</b>

### Spring Term

COM 122	Interpersonal Communications	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
MC 283	Externship for MA (Capstone)	3
<b>Total Third Term Credit Hours</b>		<b>12</b>

# Medical Careers Department (MC)

## Health Information Management - Medical Coding Certificate (Two Semesters)

Department Chair / Medical Administrative Director: Brett Merkley, M.S.N., R.N.

Medical Assistant Program Director: Cherrie Evans, M.S.N., R.N., R.M.A.

Adjunct Instructors: See page 183

Advisory Council: See page 176

*This major is offered with day and evening courses or it can be completed entirely at night.*

## Career Opportunities

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

## Objectives

This major prepares students to function in medical records settings. Students learn to organize medical records, to assign codes to disease processes and procedures, and to facilitate third-party reimbursement and record keeping.

## General Areas of Competence

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

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

## Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. To continue the Medical Coding certificate, students must enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will be allowed only once.
6. Students will complete an internship prior to graduation. The internship will consist of a minimum 120 hours, without remuneration, in an ambulatory health care setting. The internship/experiential service-learning course is the capstone course to be completed after all other required courses have been completed. Students will apply knowledge, reinforce professional attitudes, interact with other health care professionals and patients and perform applicable coding procedures.

## **Graduation Requirements**

1. A grade of C (not C-) or better in all MC and LS courses. Must receive a B- or better in MC 140.
2. A minimum of 35 total semester credit hours as outlined below.
3. Keyboarding skill – 30 cwpm is recommended. The keyboarding skill may be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.

**Health Information Management (HIM)**  
**Medical Coding Certificate (Continued)**

**Course Requirements**

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

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Religion</b>	See LDSBC Religion requirements and Course Descriptions	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Collegewide Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
<b>Total Collegewide Courses Credit Hours</b>		<b>12</b>
<b>MC Required Courses</b>		
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 170	Introduction to Pharmacology	2
MC 226	Beginning Coding	2
MC 228	Intermediate Coding	4
MC 281	Internship for MC (Capstone)	2
<b>Total Required Courses Credit Hours</b>		<b>19</b>
<b>Total Credit Hours required</b>		<b>35</b>

## Recommended Sequence of Courses

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

### First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MC 106	Medical Law and Ethics	2
MC 140	Medical Terminology	3
MC 226	Beginning Coding	2
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>18</b>

### Second Semester

LS 265	Anatomy & Physiology	4
MATH 101	Personal Finance Math	3
MC 170	Introduction to Pharmacology	2
MC 228	Intermediate Coding	4
MC 281	Internship for MC (Capstone)	2
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>17</b>

**Total Certificate Program Hours** **35**

## Recommended Sequence of Courses – EVENING classes

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

### First Semester

ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 226	Beginning Coding	2
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>18</b>

### Second Semester

COM 122	Interpersonal Communications	3
LS 265	Anatomy & Physiology	4
MC 170	Introduction to Pharmacology	2
MC 228	Intermediate Coding	4
MC 281	Internship for MC (Capstone)	2
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>17</b>

**Total Certificate Program Hours** **35**

# Medical Careers Department (MC)

## Health Information Management - Medical Transcription Certificate (MT) (Two Semesters)

Department Chair / Medical Administrative Director,: Brett Merkley, M.S.N., R.N.

Medical Assistant Program Director: Cherrie Evans, M.S.N, R.N., R.M.A.

Adjunct Instructors: See page 183

Advisory Council: See page 1176

*This major is offered with day and evening courses or it can be completed entirely at night.*

### Career Opportunities

Transcriptionists are in demand by hospitals, clinics, private doctor's offices, insurance companies, and transcription firms. Potential for home-based employment is excellent.

### Objectives

This major prepares students to function in medical records settings. Students learn to accurately record onto medical forms information dictated by various specialists.

### General Areas of Competence

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

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

### Preparatory Courses and Departmental Requirements

1. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90, and MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
2. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows® operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minute without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120. These students should then take IT 109 the second semester.
3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.

3. Because of the need to stay current with technology, computer software courses must be taken within three (3) years of graduation, except IT 120, which must be taken within four (4) years of graduation.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. To continue the Medical Transcription certificate, students must enroll in MC 140 the first semester of study and receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to take most other courses in this department. A repeat of MC 140 will be allowed only once.
6. Students will complete an internship prior to graduation. The internship will consist of a minimum 120 hours, without remuneration, in an ambulatory health care setting. The course number is MC 282 and is the capstone class for the MT certificate. A student will register for the course the last semester of classes. The internship/ experiential service-learning course is the capstone course to be completed after all other required courses have been completed. Students will apply knowledge, develop professional attitudes, interact with other health care professionals and patients and perform applicable transcription procedures.

## **Graduation Requirements**

1. A grade of C (not C-) or better in all MC and LS courses. Must receive a B- or better in MC 140.
2. A minimum of 35 total semester credit hours as outlined below.
3. Typing speed determines employability. Transcriptionists are paid by the amount of work produced in a given time period. Typing speed usually slows down 20 wpm when transcribing. Keyboarding skill for graduation is 60 cwpm minimum with 75+ cwpm or more is encouraged. The keyboarding skill may be verified the last semester before graduation.
4. A cumulative grade point average of 2.0 or better.

# Health Information Management (HIM)

## Medical Transcription Certificate (Continued)

### Course Requirements

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

Course #	Title	Credit Hours
Religion	See LDSBC Religion requirements and Course Descriptions	4
Total Religion Credit Hours		4

### Collegewide Courses

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

### MT Required Courses

IT 109	Skillbuilding	2
LS 265	Anatomy & Physiology	4
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
MC 170	Introduction to Pharmacology	2
MC 282	Internship for MT (Capstone)	2
OT 137	Introduction to Transcription	1
OT 235	Medical Transcription	3
Total Required Courses Credit Hours		18

Total Certificate Program Hours		35
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## Recommended Sequence of Courses

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

### First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
IT 109	Skillbuilding	2
MC 106	Medical Law and Ethics	2
MC 140	Medical Terminology	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>18</b>

### Second Semester

LS 265	Anatomy & Physiology	4
MATH 101	Personal Finance Math	3
MC 170	Introduction to Pharmacology	2
MC 282	Internship for MT (Capstone)	2
OT 137	Introduction to Transcription	1
OT 235	Medical Transcription	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>17</b>

**Total Certificate Program Hours** **35**

## Recommended Sequence of Courses – EVENING classes

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

### First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
IT 109	Skillbuilding	2
MC 106	Medical Law & Ethics	2
MC 140	Medical Terminology	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>18</b>

### Second Semester

LS 265	Anatomy & Physiology	4
MATH 101	Personal Finance Math	3
MC 170	Introduction to Pharmacology	2
MC 282	Internship for MT (Capstone)	2
OT 137	Introduction to Transcription	1
OT 235	Medical Transcription	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>17</b>

**Total Certificate Program Hours** **35**

# General Studies Department (GS)

## **Associate of Science in General Studies Degree (Four Semesters)**

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

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

Math Director / Instructor: Matt Weber, M.S.

## **Education and Career Opportunities**

LDS Business College has developed articulation agreements with all four-year institutions in Utah. Students who complete an Associate of Science degree in General Studies can transfer that degree to those colleges and universities. Those planning to transfer to a four-year business related program in Utah will need to show computer competency in a number of areas. See the Associate of Science in Business major description on page 88 for the complete list.

In addition, an applied skills certificate can help them obtain jobs to finance their further education. Students will find their general education background has provided a broad base which make them more valued as a professional, increase their earning potential, and allow for more rapid job advancement.

## **Objectives**

The Associate of Science in General Studies is transferable to all four-year institutions in Utah which are accredited by the Northwest Association of Schools and of Colleges and Universities. The degree has been designed specifically to meet general education requirements of those institutions. Students are encouraged to check the departmental prerequisites and degree requirements of the four-year institution to which they plan to transfer. Students should also meet with their academic advisor to receive transfer articulation agreements and guides that are available.

The Associate of Science in General Studies degree requires classes in these areas:

1. Classes in Religion encourage students to develop personal moral values.
2. Work-place skills courses assist students to develop skills in basic written and verbal communications, human relations, mathematics, and computers, and provide a base for higher levels of learning.
3. Classes in General Education invite students to broaden their perspective and to acquire intellectual flexibility by exploring the three major areas of knowledge: Fine Arts and Humanities, Life and Physical Sciences, and Social Sciences.
4. An American Institutions course that will help students become better informed, more responsible citizens.

Students should meet all the departmental requirements listed. Students who have difficulty with English or math are encouraged to seek assistance through the Learning Assistance Lab (524-8118). Additionally, those who have difficulty with math and plan to major in a non-quantitative field of study at a four-year institution may fill the math requirement by taking the MATH 106 option (see Course Descriptions and an advisor).

Students should seek help from their advisors in choosing elective courses listed in the electives-section below. Carefully choosing electives will allow a student to obtain an applied skills certificate as well.

## General Areas of Competence

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

### Fine Arts and Humanities:

#### 1. Reading:

- Understand and interpret figurative language.
- Recognize the salient features or themes in a work of art.
- Discern the main idea, purpose, or focus of a passage.
- Recognize explicitly presented information.
- Draw appropriate inferences.

#### 2. Writing:

- Recognize agreement among basic grammatical elements.
- Organize units of language for coherence and rhetorical effect.

#### 3. Critical Thinking:

- Evaluate hypotheses.
- Identify flaws and inconsistencies in an argument.
- Draw reasonable conclusions.

#### 4. Mathematics:

- Interpret a trend represented in graphic form.
- Solve problems involving insight or logical reasoning.
- Solve problems involving sets.

### Social Sciences

#### 1. Reading:

- Understand the primary purpose for which a piece of social science writing was composed.
- Comprehend statements that are explicitly made in a piece of social science writing.
- Become familiar with rhetorical devices used in social science writing.
- Interpret the meaning of key terms used in a piece of social science writing.

#### 2. Writing:

- Identify the most grammatically correct revision of a clause, sentence, or sentences from a piece of social science writing.
- Order units of language into coherent larger units.
- Understand and reword figurative language used in a social science passage.

#### 3. Critical Thinking:

- Evaluate assumptions made in a piece of social science writing.
- Determine the best hypothesis to account for information presented in a social science passage.
- Weigh information that strengthens or weakens arguments.

#### 4. Mathematics:

- Read and interpret tables and graphs.
- Evaluate formulas.
- Order and compare large numbers.

## Associate of Science in General Studies (Continued)

### Physical and Life Sciences

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

### Preparatory Courses and Departmental Requirements

1. All students must be able to provide ACT, SAT, or COMPASS test scores in order to be properly placed in math and English courses. Students who have not taken the ACT or SAT tests upon matriculation should arrange to take the COMPASS test in the Learning Assistance Lab (524-8118).
2. ENG 87, ENG 88, ENG 90, ENG 99, IT 98, MATH 90 AND MATH 97 are preparatory courses for the college-level work required of this major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
3. IT 120, Integrated Computer Applications is required the first semester. The competency prerequisite for this course indicates that students should have basic computer literacy including knowledge of the Windows operating system. In addition, it is recommended that students who do not keyboard at a minimum speed of 20 correct words per minutes without looking at the keyboard take IT 98, Introduction to Keyboarding, concurrently with IT 120.
4. Students with a high school grade point average of 2.5 or less are required to take LE 100, Learning Techniques, during their first semester. LE 100 is also recommended for all students with a high school grade-point average of less than 3.0 or for those students who need improved college-level learning skills. Students placed on academic probation are required to take LE 100 the semester they are placed on probation and must earn a B- grade or higher to continue at the College. Students required to take LE 100 must enroll in LE 100 in order to be able to enroll in other courses.
5. MATH 97 is preparatory to MATH 106. See Course Descriptions.
6. MATH 104 is preparatory to MATH 110. See Course Descriptions.

7. LE 120 Career Exploration (a two-hour class to help select a major) is not required but strongly recommended to be taken the first semester.
8. During their last semester, all students must take the general education post assessment.
9. MATH 111 Calculus is recommended for A.S. students who plan to major in business at the four-year institution they will attend.

## Graduation Requirements

1. A minimum of 63 total semester credit hours as outlined below.
2. A cumulative GPA of 2.0 or better. (A 2.5 GPA or better is recommended.)
3. Academic Profile post-assessment during the final semester.

## Course Requirements

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

Course #	Title	Credit Hours
<b>Religion</b>	See LDSBC Religion requirements and Course Descriptions	8
<b>Total Religion Credit Hours</b>		<b>8</b>

### Collegewide Courses (first year)

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 101	Personal Finance Math	3
<b>Total Collegewide Courses Credit Hours (first year)</b>		<b>12</b>

### English/Math Requirements (second year)

ENG 201	Intermediate College Writing	3
ENG 220	Professional Business Writing	2
MATH 110	College Algebra	4
	-OR- (see an advisor)	
MATH 106	Introduction to Quantitative Analysis	3
<b>Total English/Math Credit Hours (second year)</b>		<b>8-9</b>

## General Education Requirements

Students must successfully complete a minimum of twenty-one hours in the three major areas of knowledge listed below as well as three hours in the American Institutions area for total minimum of 24 hours.

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

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

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

A. Life Sciences:

LS 103	Nutrition & Health	3
LS 110	Environmental Science	3
LS 120	Field Botany w/Lab	3
LS 130	Health & Lifestyle Management	3
LS 265	Anatomy & Physiology	4

B. Math and Physical Sciences:

MATH 112	Trigonometry	2
MATH 252	Statistics	3
PS 108	Introduction to Astronomy	3
PS 120	Introduction to Physical Geography	3
PS 130	Introduction to Meteorology (IS)	3
PS 140	Introduction to Oceanography (IS)	3

Social Sciences Distribution (Students must take two of the following courses)

ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3
SS 101	Introduction to Psychology	3
SS 105	Introduction to Cultural Anthropology	3
SS 138	Sociology of Marriage & Family	3

American Institutions Requirement (3 hours)

HIST 170	American Civilization	3
POLS 110	American National Government	3

## Electives

Students will normally take 5-12 elective credit hours, depending upon the number of electives needed. Students should counsel with their advisor early in their program to determine which courses they should take to fill the electives portion of their curriculum.

Those who plan carefully may obtain an applied skills certificate in addition to the General Studies degree without taking more than four semesters to graduate. See individual certificate pages for requirements.

<u>Certificate required</u>	<u>Elective hours</u>
Accounting	10
Professional Sales	13*
IT Support Specialist	20
Interior Design Sales Associate	17**
Medical Assistant	24***
Medical Office Assistant	19
Medical Coding	15***
Medical Transcription	17***
Office Technology Support	18

\*If SS 101 is taken to fulfill the Social Science requirement for the General Studies degree.

\*\* If ART 104 is taken to satisfy the ART requirement for the General Studies degree.

\*\*\*If LS 265 is taken to satisfy the LS requirement for the General Studies degree.

## Recommended Day Sequence of Courses

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

### First Semester

ENG 101	Introduction to College Writing	3
IT 120	Integrated Computer Applications	3
MATH 90	Basic Mathematics (if necessary)	(2)
LE 120	Career Exploration	2
General Ed.	See NOTE 1 below	3
Elective	See NOTE 2 below	(3)
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15-16</b>

### Second Semester

COM 122	Interpersonal Communications	3
MATH 101	Personal Finance Math	3
General Ed	See NOTE 1 below	6
Elective	See NOTE 2 below	3
Religion	See Course Descriptions	2
<b>Total Second Semester Credit Hours</b>		<b>17</b>

### Third Semester

ENG 201	Intermediate College Writing	3
MATH 104	Intermediate Algebra (if necessary)	(3)
	OR	
MATH 97	Introductory Algebra	(3)
American Institutions Course, POLS 110 or HIST 170		3
General Ed	See NOTE 1	3-4
Elective	See NOTE 2 below	3
Religion	See Course Descriptions	2
<b>Total Third Semester Credit Hours</b>		<b>14-18</b>

### Fourth Semester

ENG 220	Professional Business Writing	2
MATH 110	College Algebra	4
	OR	
MATH 106	Introduction to Quantitative Analysis (see an advisor)	3
General Ed	See NOTE 1 below	9
Religion	See Course Descriptions	2
<b>Total Fourth Semester Credit Hours</b>		<b>16 - 17</b>

NOTE 1: See General Education Requirements section on pages 144 to 145.

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

# Course Descriptions

## Accounting

ACC 101                      Financial Accounting I (3)

Prerequisites:            None

Introduces the basics of accounting: accounting equation, transaction analysis and recording, debits and credits, chart of accounts, journals, ledgers, financial statements, worksheets, adjusting entries, matching concept, closing entries, worksheets, cost of goods sold, sole proprietorship, service companies, retail companies, periodic inventory method, subsidiary ledgers, special journals.

ACC 102                      Financial Accounting II (3)

Prerequisites:            ACC 101 with C or higher

Examines concepts, journal entries and alternatives: cash bank reconciliations, petty cash, receivables, allowance method, notes and related interest, periodic and perpetual choices for recording inventories, FIFO, LIFO, weighted average choices in assigning costs to inventories, estimating inventories, plant assets, (straight-line, double-declining, units-of-usage, sum-of-the-years-digits) depreciation, partnership accounting, admitting a new partner, liquidating a partnership, and corporation accounting (including stock issuance, cash and stock dividends, retained earnings and appropriations, shareholders' equity in a balance sheet, treasury stock, etc.).

ACC 104                      Fundamentals of Computer Accounting (1)

Prerequisites:            ACC 101 with C or higher

Introduces general ledger accounting on the computer. Gives practical experience in journalizing accounting transactions and generating financial statements. Familiarizes students with the many alternatives of the general ledger system in a computer environment.

ACC 201                      Intermediate Accounting I (3)

Prerequisites:            ACC 102 with C or higher

Examines in more detail the financial accounting procedures and reporting of the following: income statements, revenue recognition, balance sheets, statement of cash flow, worksheets, service and retail entities. Also focuses on cash, receivables, inventories, accounting cycle, liabilities, present value and long-term liabilities. Taught Fall Semester only.

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

Prerequisites:            ACC 201 with C or higher

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

ACC 205                      Integrated Computer Accounting (1)

Prerequisites:            ACC 102, ACC 104

Continues ACC 104. Teaches use of transaction recording in various journals and how they are combined with the general ledger and the preparation of financial statements. Includes accounts payable and payroll modules.

ACC 211                      Cost Accounting (3)

Prerequisites:            ACC 102 with C or higher

Familiarizes students with manufacturing accounting terms and concepts and transaction journal entries. Includes inventories (materials, work in process, finished goods), statements of cost of goods manufactured, cost of goods sold, job order costing, process costing, direct materials, direct labor, factory overhead, service departments versus production departments, applying factory overhead using predetermined rates, equivalent units, assigning costs to work in process and completed units, and production reports.

ACC 212                      Managerial Accounting (3)

Prerequisites:            ACC 102 with C or higher

Explores the applications of financial statement analysis, ratio analysis, horizontal and vertical analysis, manufacturing costs, schedule of cost of goods manufactured, direct and indirect costs, costing systems, job order system, process system, equivalent units, activity-based accounting, budgeting procedures, flexible budgets, cost-volume-profit analysis, break-even analysis, contribution analysis, segmented reporting, responsibility accounting, capital budgeting, net present value analysis and lease versus buy analysis.

ACC 223                      Income Taxes (2)

Prerequisites:            ACC 101 with C or higher

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

ACC 240                      Advanced QuickBooks (3)

Prerequisites:            ACC 101, 102, 104, IT 120

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

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

AEROS 1010                Foundations of the USAF (1)

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

Development, organization, and doctrine of the United States Air Force. Emphasizing strategic force requirements.

AEROS 1020                Foundations of the USAF II (1)

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

Development, organization, and doctrine of the United States Air Force Defensive Forces. General purpose forces and tactical air forces.

AEROS 1110                General Military Leadership Laboratory I (1)

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

Studies and experience in Air Force standards, customs and courtesies. Introduction to

drill and ceremonies. Studies typical organizations and missions of Air Force bases through field trips.

AEROS 1120      General Military Leadership Laboratory II (1)

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

Studies and experience in Air Force standards, customs and courtesies. Introduction to drill and ceremonies. Studies typical organizations and missions of Air Force bases through field trips.

AEROS 2010      Airpower History I (1)

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

Development of various concepts of air power employment, emphasizing factors that have prompted research and technological change.

AEROS 2020      Airpower History II (1)

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

Development of various concepts of air power employment, emphasizing factors that have prompted research and technological change.

AEROS 2110      General Military Leadership Laboratory III (1)

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

Application of Air Force standards, customs and courtesies. Drill and ceremonies leadership, introduction to reviews and honors. First-hand exposure to various career opportunities within the Air Force and their applications on a typical Air Force base.

AEROS 2120      General Military Leadership Laboratory IV (1)

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

Application of Air Force standards, customs and courtesies. Drill and ceremonies leadership, introduction to reviews and honors. First-hand exposure to various career opportunities within the Air Force and their applications on a typical Air Force base.

## **Art**

ART 101      Survey of Art History (3)

Prerequisites:      None

Reviews the continuing evolution of art forms with an aim toward understanding the influence of antiquity on modern civilization in order to promote an understanding and appreciation of varying art styles.

ART 104      Design Fundamentals (3)

Prerequisites:      None

Introduces design principles and elements and their use in development of two- and three-dimensional projects. Encourages recognition and evaluation of design in the marketplace along with the development of individual creativity.

ART 106      Introduction to Drawing (3)

Prerequisites:      None

Develops personal judgment by means of visual communication. Develops drawing skills and the ability to appreciate and discuss the work of others. Introduces different drawing mediums.

**ART 206**                      **Introduction to Photography (3)**

**Prerequisites:**              **None**

Provides an adventurous class for the photographic beginner. Covers the basics of camera handling techniques and controls to produce quality photographs and explores the relationship of photography to visual design. Students are introduced to basic image editing using Photoshop. All work is accomplished in Digital format. Students will need a digital camera that has manual settings for shutter and aperture.

## **Business Information Systems**

**IS 181**                      **Windows Client Support (4)**

**Prerequisites:**              **IT 120 (may be taken concurrently); recommended minimum keyboarding speed of 20 cwpm without watching the keyboard.**

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

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

**Prerequisites:**              **IS 181**

This course prepares students to support Microsoft Windows Professional in a standalone and network environment. It covers planning, implementation, and support of the OS and networking features such as DHCP, DNS and WINS. In addition, students will install and configure Microsoft Windows Server Operating Systems to provide file, print, Web, and terminal services. This course also prepares students to take the Microsoft Exam: Installing, Configuring, and Administering Microsoft Windows 2000 Server and implementing, managing, and maintaining a Microsoft Windows Server 2003 Network Infrastructure. This course is for IS Windows Administration Certificate students or those with IS Director approval.

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

**Prerequisites:**              **All first semester IS Windows Administration Certificate courses and enrollment in second semester courses; paid or unpaid internship position should be secured prior to the start of the semester.**

This course requires 90 hours of on-site work experience. Students will attend class sessions and/or individual appointments throughout the semester as scheduled. Students will demonstrate mastery of major competencies through on-the-job application of knowledge and skills specific to the IS Windows Administration Certificate. The application of these competencies must be satisfactorily accomplished and documented during the internship. Note: If an internship opportunity is needed, contact the Career Services office one month prior to the beginning of the semester for assistance.

**IS 230**                      **Advanced Spreadsheets and Databases (3)**

**Prerequisites:**              **IT 120**

Provides in-depth skills in using Excel and Access to organize, calculate, present, and recover business data. Taught Fall Semester only.

- IS 240** Introduction of Information Systems Management (3)  
**Prerequisites:** None  
 Using information systems to solve business problems and improve business effectiveness. Provides hands-on exposure to databases; Visual Basic for applications, access, system design, network security, HTML development and other software applications. Taught Winter Semester only.
- IS 242** Systems Design and Analysis  
**Prerequisites:** IS 240  
 Analysis and Design systems for business; focus on System Life Development Cycle. Student will also learn the basics of project management. Taught Fall Semester only.
- IS 245** Introduction to Programming (3)  
**Prerequisites:** IS 242  
 Provides skills in object-oriented program design and development; principles of algorithm formulation and implementation. Student will also work on Visual Basic applications for Excel, Access and QuickBooks. Taught Winter Semester only.
- IS 247** Database Design and Implementation (3)  
**Prerequisites:** IS 130  
 Teaches concepts and techniques of database system development; topics include data normalization, design methodology, DBMS functions, database administration and other concepts; hands-on projects on Microsoft SQL. Taught Winter Semester only.
- IS 290** LAN & WAN Administration & Security (4)  
**Prerequisites:** IT 185  
 Teaches principles of LAN and WAN communications and administration using Linux network operation systems. Provides hands-on ethical hacking training and exposure to Linux and Cisco administration. Taught Winter Semester only.

## **Business**

- BUS 120** Consultative Sales/Customer Relations (Service Learning) (3)  
**Prerequisites:** None  
 Provides training and practice in techniques of consultative selling and customer relations. Provides training in discovering customer needs, handling objections, and considering alternative solutions to meet customer needs. Develops skills by role-playing direct sales and customer relations encounters based on the student's research of an industry, company, product, competitors and prospective customers with the assistance of a professional sales and/or customer relations mentor. (As a service-learning experience, the class will sponsor the annual College Career Fair, Winter Semester only.)
- BUS 121** Business Law & Ethics (3)  
**Prerequisites:** None  
 Develops a sensitivity to ethics in business. Provides practical business knowledge of contracts, sales, negotiable instruments, real estate, warranties, business organizations, employment issues, torts, consumer protection and Internet law.

**BUS 140 Entrepreneurship (2)**

**Prerequisites:** None

Provides training in the establishment of a small business. Explores the comparative opportunities associated with the purchase of an existing business, a franchise and a new business start-up. Provides practical assessment skills associated with the key elements of a business plan for a new business venture including marketing, management, personnel, start-up costs, financing, legal considerations, insurance and supply chain management. Taught winter Semester only.

**BUS 151 Principles of Marketing (3)**

**Prerequisites:** None

Trains in target marketing and market segmentation. Provides practice in performing market research to determine the product development requirements, promotion and advertising methods, pricing strategies and distribution considerations in reaching the target market. Includes an assessment of the functions of marketing in the firm and the general economy. Develops experience in utilizing market data sources. Analyzes buyer behavior and ethical considerations. (This is a service-learning course.)

**BUS 199 Business Internship (2)**

**Prerequisites:** Degree director approval of position required.

Employment in a field related to the curriculum or participation in a volunteer position by the end of the second week of the semester. If a volunteer opportunity is needed, contact the co-op director one month prior to the beginning of the semester for assistance.

Provides work experience in student's field of study with a one-hour weekly lab during the first four weeks of the semester. Students develop measurable learning objectives related to the business degree/sales certificate competencies that can be documented and accomplished during the semester. Internship prepares students to relate classroom study with on-the-job application of knowledge and skills. Contact by the co-op director with the employer will enable the employer to offer feedback on performance and knowledge acquired.

Two objectives and a minimum of 40 work hours are required per credit hour with 1-5 credit hours possible. It is required for the student to register for the number of credit hours he or she plans to take. Grading is on a pass/fail basis. Call 524-8118 for Internship information.

**BUS 200 Project Management (2)**

**Prerequisites:** None

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

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

**Prerequisites:** None

Provides training and practice in planning, organizing, staffing, motivating and controlling through the application of management theories and practices that empower employees and facilitate the effective and efficient operation of learning organizations.

**BUS 205**                      **Human Resource Management (2)**

**Prerequisites:**            **None**

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

**BUS 260**                      **Business Finance (3)**

**Prerequisites:**            **MAT 101; ACC 101**

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

**BUS 290**                      **Business Planning (Capstone) (3)**

**Prerequisite:**              **Last semester prior to graduation.**

Culminates the Business Major. Draws on marketing, selling, general management, human resource management, finance, accounting, data processing, business law, communications, teamwork and entrepreneurship skills developed in prior courses to prepare a computerized business plan. A team of students creates a proposed company, researches and prepares a comprehensive business plan, and makes a plan presentation. Taught Winter Semester only.

## **Communications**

**COM 121**                      **Principles of Public Speaking (3)**

**Prerequisites:**            **IT 120 (or concurrent enrollment)**

Focuses on and gives practical experience in the principles of effective public speaking: choosing the topic, using library resources to develop and organize the message, and delivering the speech with self-confidence. Students will prepare and present visual aids with the use of Microsoft PowerPoint.

**COM 122**                      **Interpersonal Communications (3)**

**Prerequisites:**            **None**

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

## **Economics**

**ECON 161**                      **Microeconomics (3)**

**Prerequisites:**            **Accounting 101 recommended**

Provides an overview of the U.S. economy including supply and demand and government intervention. Focuses on the microeconomic considerations of demand, market structure, cost of production, competition and regulation. Explores the factor markets of land, 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)

Prerequisites:                ENG 88 concurrently; taken the student's first semester. All incoming international students must enroll for ENG 87.

Provides non-native students practice in listening for academic information and in speaking English in an academic setting. Students take notes in formal lectures; present reports; and participate in group work, role plays and group discussions. This is a non-matriculating course; the credit hours do not count toward the total credit hours required for graduation. Students will receive a P (Pass) or F (Fail).

ENG 88                        Reading/Writing for Non-native Speakers (3)

Prerequisites:                ENG 87 concurrently; taken the student's first semester. All incoming international students must enroll for ENG 88.

Helps non-native students develop skills that allow them to succeed in academic reading and writing assignments. Writing emphasis is on structure of the paragraph and the grammatical structure of well-written English sentences. Reading skills are developed through reading and discussing a variety of texts and articles. This is a non-matriculating course; the credit hours do not count toward the total credit hours required for graduation. Students must have a P (pass) to move on to the next course. They then will take the standard COMPASS test for placement in ENG 99 or ENG 101. Students who receive an X will be required to take ENG 88 again the following semester.

ENG 90                        Basic English (3)

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

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

ENG 99                        College Preparatory English (3)

Prerequisites:                Students with an ACT score of 16-18 or a COMPASS writing score of 51-74 and a reading score of 71-80 are required to take this course.

Helps students gain confidence and skill in writing so that they will be successful in college-level writing classes. Develops skill in inventing, planning, writing, and revising short essays. Introduces research strategies. Also focuses on a review of English grammar with an emphasis on sentence elements, punctuation, and sentence structure. Students must have a P (pass) to enroll in the next course. This course is non-matriculated: the credits do not count towards the total credit hours required for graduation.

**ENG 101 Introduction to College Writing (3)**

**Prerequisites:** Students with an ACT score of 19 or above or COMPASS writing score of 75 or above and a reading score of 81 or above. IT 120 or concurrent enrollment.

Concentrates on writing short essays with an emphasis on structure, ideas, and development. Also includes a research project where students learn skills in researching, including research in a document, and documenting sources. Students deal with grammatical problems as they arise within the context of their own writing. Also includes some emphasis in editing and proofreading.

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

**ENG 201 Intermediate College Writing (3)**

**Prerequisites:** ENG 101 with a C or higher or pass the placement essay exam  
Develops critical reading, thinking and writing skills. Emphasizes defining audience and purpose as well as writing and revising essays for clarity, coherence, organization and persuasiveness. Deals with grammar usage, sentence structure and punctuation problems within the context of their writing. Students read and analyze essays, write analytical essays, and complete one argumentative paper requiring research.

**ENG 220 Professional Business Writing (2)**

**Prerequisites:** ENG 101 with a C or higher  
Prepares students to write internal or external business letters and reports that are concise, grammatically correct, organized with strategy and expressed with formal or informal style. Also prepares students to write a short analytical report requiring research and documentation. Continues to emphasize the ability to proofread and edit one's own and others' writing.

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

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

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

**Prerequisites:** ENG 101  
Allows students to study significant authors and their works as well as recurring themes in literature. Students determine how the life of an author influences his or her work, practice literary analysis and discuss human values reflected in the works they study. Taught only Fall semester.

ENG 270                      Genres of Film (3)

Prerequisite:                None

Allows students to explore the various types of film including suspense and science fiction films as well as the Western and musical. Gives a critical introduction to film elements including photography, sound and editing. Also requires that students write some critical analysis. Taught only Winter semester and Summer term.

## History

HIST 170                      American Civilization (Service Learning) (3)

Prerequisites:                None

American Civilization is designed to examine the founding, development, and current course of the United States. Students will gain a significant understanding of political, cultural, economic, and social aspects that contribute to the shaping of the United States. In addition, students will comprehend the significance of the past and its implications on the present. (A civic engagement experience is included in this course.)

## Interior Design

ID 104                        Principles of Design (3)

Prerequisites:                ID majors only

Learn applied visual communication methods using design principles and elements. Projects are development in two- and three-dimension. Encourages individual creativity through concept development and design evaluation.

ID 105                        Introduction to Interior Design (3)

Prerequisites:                ID majors only

Explores the design process as it relates to human factors and introduces the principles and elements of design as they relate specifically to interior design. Covers construction and materials, furniture selection and arrangement and floor plans.

ID 110                        Color Theory (Service Learning) (2)

Prerequisites:                ID majors only

Studies color and its role and applications in interior design. Emphasizes psychological impact and the influence of nature on color selections. Includes the development of professional color boards. This course includes a service-learning opportunity.

ID 117                        Perspective Drawing (3)

Prerequisites:                ID majors only

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

ID 125                        Drafting (2)

Prerequisites:                ID majors only

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

- ID 126**                      **Space Planning (Service Learning) (4)**  
**Prerequisites:**        ID 105, ID 125; ID majors only  
 Emphasizes drafting and space planning skills. Students learn how to work with space and to plan both residential and contract spaces. Addresses issues relating to proxemics, anthropometrics, ADA requirements, etc.
- ID 128**                      **Textiles (2)**  
**Prerequisites:**        ID majors only  
 Studies the properties and characteristics of natural and synthetic textile fibers and fabrics, with emphasis on textile terminology used in the industry as well as common trade names. Includes the selection of appropriate textiles for various applications along with their maintenance. This course includes a service-learning opportunity.
- ID 130**                      **Studio I (2)**  
**Prerequisites:**        ID 105, ID 110, ID 125; ID majors only  
 Includes preparation of presentation boards for specific residential projects. Develops problem-solving skills and verbal presentation techniques.
- ID 199**                      **Interior Design Internship (1)**  
**Prerequisites:**        ID 126, ID 128, ID 130; ID majors only  
 Department Chair approval of position required by the second week of the semester.  
 This course requires 60 hours of on-site work experience in a field related to interior design or participation in a volunteer position. Students accomplish measurable learning objectives that can be documented and completed during the semester. Note: Students will be responsible for finding internship positions. If an internship opportunity is needed, contact the Career Services office one month prior to the beginning of the semester for assistance.
- ID 205**                      **Resources & Career Issues (2)**  
**Prerequisites:**        ID 231, 2nd year ID majors only  
 Includes field trips to local design firms and suppliers along with guest speakers. Addresses issues pertaining to interior design as a profession.
- ID 210**                      **Historical Furnishings & Architecture (3)**  
**Prerequisites:**        ID majors only  
 Studies historical interiors, furnishings and architecture from antiquity to the late Nineteenth Century.
- ID 211**                      **Modern Furnishings & Architecture (Service Learning) (2)**  
**Prerequisites:**        ID majors only  
 Studies the development of modern furniture, interiors and architecture from the Industrial Revolution to the present.
- ID 217**                      **Rendering Techniques (2)**  
**Prerequisites:**        ID 117; ID 230 concurrently, ID majors only  
 Explores various media and rendering techniques. Students will produce perspective drawings using hand and 3-D software techniques to produce full color rendering for their projects in conjunction with Studio II. Emphasizes portfolio work.

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

**ID 231**                      **Computer Design I (4)**  
**Prerequisites:**        IT 120; ID 126, 2nd year ID majors only  
Introduces computer-aided design and its application for interior designers using AutoCAD software. Students must earn a B- (not C) or better in IT 120 in order to register for this course.

**ID 232**                      **Computer Design II (4)**  
**Prerequisites:**        ID 231; ID 275 concurrently, 2nd year ID majors only  
Continues the development of computer-aided design skills used in solving architectural and interior problems. A final project will be prepared using AutoCAD software in conjunction with ID 275.

**ID 270**                      **Portfolio Preparation (capstone) (2)**  
**Prerequisites:**        ID 230, 2nd year ID majors only  
Develops a professional student portfolio package for employment presentation.

**ID 275**                      **Business of Interior Design (3)**  
**Prerequisites:**        ID 217, 230; ID 232 concurrently, 2nd year ID majors only  
Emphasizes professional business practices and procedures, how to work with clients and suppliers, and methods of setting up and operating a successful interior design business. A final project will be prepared in conjunction with ID 232.

## **Information Technology**

**IT 98**                      **Introduction to Keyboarding (2)**  
**Prerequisites:**        None  
This course helps students learn to properly keyboard by emphasizing the striking of keys using the correct fingers. Students learn to keyboard by touch without watching their fingers or the keyboard. This course is also for students who keyboard at a speed of less than 20 cwpm. Students are introduced to alphabetic and numeric keys. By the completion of this course, students should keyboard without watching their fingers or the keyboard at a minimum average rate of 20 correct words per minute (cwpm) on three 3-minute timings. This course is non-matriculating and does not count toward credit hours required for graduation.

**IT 109**                      **Skillbuilding (2)**  
**Prerequisites:**        IT 120 (may be taken concurrently); minimum keyboarding speed of 20 correct words per minute (cwpm) without watching the keyboard or their fingers and with striking the keys with the correct fingers.

This course helps students increase keyboarding skills on alphabetic, alphanumeric, and numeric keypad copy. Technique and speed development drills are provided. Completion of both 1-minute and 5-minute timed writings measure the student's skill level. Students in the Executive Assistant or Legal Administrative Assistant Majors should

take this course their first semester unless enrolled in IT 98. If a student is enrolled in IT 98, IT 109 should be taken during the second semester. This course is open for challenge. Students should check with the OT Program Director for information about challenging this course.

**IT 110 Skillbuilding II (2)**

**Prerequisites:** Minimum speed of 51 correct words per minute (cwpm) on assigned copy or an "A" grade in IT 109

This course helps students continue increasing keyboarding skill on alphabetic, alphanumeric, and numeric keypad copy. A student's grade will be dependent on the increase in speed achieved during the semester. Students whose career choice recommends a higher keyboarding rate than that achieved in IT 109 should enroll in this course. (This course is intended primarily for Legal and Medical Administrative Assistant majors).

**IT 120 Integrated Computer Applications (3)**

**Prerequisites:** Computer Literacy including knowledge of the Windows® operating system and a minimum keyboarding speed of 20 correct words per minute (cwpm) without watching the keyboard or their fingers and with striking the keys with the correct fingers.

Students are required to know the Windows operating system. This course prepares students to use computer integrated business software tools including word processing, spreadsheets, presentations, databases, Internet, and e-mail. Course is required of all students and meets the LDS Business College Computer Competence requirement. Course is open for challenge. Students should contact the IT 120 Course Supervisor for information on challenging the course before the end of the first week of the semester.

**IT 130 Intermediate Computer Applications (3)**

**Prerequisites:** IT 120; ENG 101 or minimum ACT score of 17 or minimum COMPASS reading score of 75 and COMPASS Writing score of 67

This sequential course follows IT 120. Students develop additional, advanced skills in creating a variety of business documents using word processing, spreadsheet, presentation, and database software. This course is available only Winter semester.

**IT 151 Visual Communications (3)**

**Prerequisites:** IT 120 (may be taken concurrently); ENG 101 or minimum ACT score of 19 or minimum COMPASS reading score of 81 and COMPASS Writing score of 75; minimum keyboarding speed of 20 correct words per minute (cwpm) without watching the keyboard or their fingers and with striking the keys with the correct fingers.

Students will learn and apply the principles of good page layout and design using Adobe® InDesign. Skills will be developed and utilized in the completion of print projects such as flyers, portfolio template, and newsletters. A hybrid learning approach is employed using independent software training, class discussion, team collaborative activities, and individual projects. This course is available only Winter semester.

## **Language**

**LAN 101 Beginning Spanish (3)**

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

## Learning Enhancement

LE 100                      Learning Techniques (2)

Prerequisites:            See preparatory courses and departmental requirements. Required during the first semester of all students with a high school grade point average of 2.5 or less. Students placed on academic probation are required to take LE 100 and is recommended for all students needing improved college- level learning skills. It is recommended that this course be taken by students with a high school GPA of less than 3.0.

Emphasizes ways to learn including understanding learning styles, critical thinking, taking notes, reading text, and taking tests.

LE 110                      Tutoring Training – Level 1 (1)

Prerequisites:            Must be hired as a tutor for the Learning Assistance Lab. Must take concurrently with LE 111.

Trains tutors in skills needed for an effective tutor session including communication, questioning and listening skills and assisting students with development of good study habits. Twenty-five hours of tutoring required.

LE 111                      Tutor Training Lab – Level 1 (0)

Prerequisites:            Must be hired as a tutor for the Learning Assistance Lab and take LE 110 concurrently.

Tutors will practice the skills they learn in LE 110 to use for 25 hours of tutoring experience through the Learning Assistance Lab.

LE 112                      Tutor Training – Level 2 (1)

Prerequisites:            Must be hired as a tutor for the Learning Assistance Lab. Must take concurrently with LE 113.

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

LE 113                      Tutor Training Lab – Level 2 (0)

Prerequisites:            Must be hired as a tutor for the Learning Assistance Lab. Must take concurrently with LE 112.

Tutors will practice the skills they learn in LE 112 to use for 25 hours of tutoring experience through the Learning Assistance Lab.

LE 120                      Career Exploration (2)

Prerequisites:            None

Heightens awareness of how values, interests and aptitudes play an important role in career decisions; the difference between rational, effective career decision making and ineffective approaches; the importance of developing a long-range perspective for career planning; effects of self-concept on occupational choices; how “families” of occupations resemble and differ from each other; ways to avoid stereotyping which limits opportunities; how to narrow the field of possibilities; how to plan strategies to attain career goals.

LE 124 Career Strategies (1)

Prerequisites: None

Focuses on development of job search and job success skills including professional business image, competing in the job market, adjusting to and succeeding on the job, and positioning for job advancement.

## Life Sciences

LS 103 Nutrition & Health (3)

Prerequisites: None

Presents basic nutritional concepts and their relation to current nutritional problems and concerns. Covers sources of nutrients and their primary functions, basic digestive pathways and nutrient metabolism, human nutritional requirements and the effects of nutritional deficiencies. Emphasizes gaining insight into personal nutrition and ideas for improving it.

LS 110 Environmental Science (Service Learning) (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. (This is a service-learning course.)

LS 120 Field Botany w/Lab (3)

Prerequisites: None

Focuses on classifying and identifying vascular plants, their distribution, adaptive characteristics and ecology. Students will learn to curate specimens. Field trips required. Lab fee required to cover field trip expenses. This course is a summer course, but takes place between Winter and Summer sessions. A student taking this course may register for more than the 9 hours maximum allowed for Summer session provided they pay for the extra hours.

LS 130 Health & Lifestyle Management (3)

Prerequisites: None

Increases the overall physical fitness of students. Covers cardiovascular endurance, weight control, strength and flexibility, stress management and general nutrition. Raises awareness of the benefits of continued physical fitness practices for life.

LS 265 Anatomy & Physiology (4)

Prerequisites: None

Studies the basic structure and function of the human body from atoms to systems including integumentary, skeletal, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine and reproductive systems.

## Mathematics

MATH 90 Basic Mathematics (2)

Prerequisites: None

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

**MATH 97**                      Introductory Algebra (3)  
**Prerequisites:**            P (pass) in MATH 90 or ACT score of 17, SAT score of 410 or a minimum score of 40 on the COMPASS pre-algebra math test.  
This is a P/F class and does not count towards graduation credit hours. Designed to prepare students for MATH 104 or MATH 106. Covers rules of operation, first degree equations, inequalities, exponents, and graphing.

**MATH 101**                    Personal Finance Math (3)  
**Prerequisites:**            IT 120; P (pass) in MATH 90, ACT score of 15, SAT score of 360 or COMPASS pre-algebra score of 30.  
Provides a semester online course that will develop the lifelong learning skills of distance learning. Students learn to identify the appropriate math concepts needed to solve personal finance problems and to use Excel computerized spreadsheet software to perform the mathematical computations necessary to arrive at a solution. Students are exposed to personal financial concepts including goal setting, budgeting, major purchase decision making, credit, risk, investment and retirement and estate planning.

**MATH 104**                    Intermediate Algebra (3)  
**Prerequisites:**            P (pass) in Math 97 or minimum math ACT score of 18, SAT score of 440 or minimum algebra math COMPASS score of 31.  
Designed to prepare students for MATH 110. Covers rules of operation, sets, linear equations and inequalities, exponents, polynomials, rational expressions, rational exponents, graphing and systems of linear equations.

**MATH 106**                    Introduction to Quantitative Analysis (3)  
**Prerequisites:**            P (pass) in MATH 97 or minimum math ACT score of 18, SAT score of 440 or minimum algebra math COMPASS score of 31.  
Provides an application-based program centered on the use of mathematics to model change in the real world, and the effective communication of mathematical ideas. The course is primarily intended for students who intend to continue their studies in the areas of Social and Behavioral Science, the Health Sciences and the Humanities. This course is designed to satisfy the quantitative reasoning course requirements for a General Studies Associate of Science degree for students who, with the exception of a statistics class, will not take any further mathematics courses at a four-year college or university.

**MATH 110**                    College Algebra (4)  
**Prerequisites:**            B- or better in MATH 104 or minimum math ACT score of 22, SAT score of 520 or minimum algebra math COMPASS score of 65.  
Covers conic sections and functions of a single variable including polynomials, rational, logarithmic and exponential functions. Covers systems of linear and quadratic equations and elementary matrix theory. Discusses counting principles, mathematical induction, and probability.

**MATH 111**                    Calculus (3)  
**Prerequisites:**            B- in MATH 110 or COMPASS college algebra score of 50.  
Teaches calculus designed primarily for business students. Covers derivatives, integrals and their applications.

**MATH 252**                      **Statistics (3)**  
**Prerequisites:**              **B- in MATH 110 or COMPASS college algebra score of 50.**  
Introduces statistics. Covers data collection, sampling, hypothesis testing, frequency distributions and graphs, probability, measures of central tendency and dispersion, correlation, linear regression and computer applications.

## **Medical Careers**

**MC 106**                      **Medical Law & Ethics (2)**  
**Prerequisites:**              **None. Required for all Medical Careers majors.**  
Introduces legal and ethical aspects pertinent to allied health professionals. Fundamentals of statutes and common laws that govern the delivery of health care and professional relationships are introduced. Principles of medical ethics are directly correlated to the principles of law. Federal and state regulatory agencies are defined as they pertain to patient care. Bioethical issues related to health care are reviewed and discussed.

**MC 140**                      **Medical Terminology (3)**  
**Prerequisites:**              **Required for all Medical Careers majors their first semester of classes. Must receive a B- or better. This is a prerequisite course and must be completed with the appropriate grade in order to enroll in most program courses. A repeat of this course will only be allowed once.**

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

**MC 170**                      **Introduction to Pharmacology (2)**  
**Prerequisites:**              **MC 140**  
Studies the interactive properties of medicine on the human body as it applies to health care professionals. Also reviews basic math concepts in medication dispensing.

**MC 199**                      **Medical Careers Co-op (2)**  
**Prerequisites:**              **Department Chair approval of position required. Employment in a field related to the major or participation in a volunteer position by the end of the second week of the semester. If a volunteer opportunity is needed, contact the co-op director one month prior to the beginning of the semester for assistance.**

Provides work experience in student's major field of study with a one-hour weekly lab during the first four weeks of the semester. Students develop measurable learning objectives that can be documented and accomplished during the semester. Co-op prepares students to relate classroom study with on-the-job application of knowledge and skills. Contact by the co-op director with the employer will enable the employer to offer feedback on performance and knowledge acquired. Two objectives and a minimum of 40 work hours are required per credit hour with 1-5 credit hours possible. It is required for the student to register for the number of credit hours he or she plans to take. Grading is on a pass/fail basis. Call 524-8118 for Co-op information.

**MC 200** Introduction to Medical Lab Procedures (3)  
**Prerequisites:** MC 140, LS 265; MC 201 concurrently. Required for Medical Assistants and Executive Medical Assistants.  
Presents the fundamentals of the purposes, techniques and recording of diagnostic laboratory procedures commonly performed; e.g., urinalysis, hematology, white blood count and cultures. Emphasizes patient preparation for diagnostic studies, preparation of specimens for laboratory study and safety measures.

**MC 201** Laboratory Procedures Lab (0)  
**Prerequisites:** MC 140, LS 265; MC 200 concurrently. Required for Medical Assistants and Executive Medical Assistants.  
Provides supervised practice in performing the procedures learned in MC 200. Skills learned and practiced include: use of equipment, completion of tasks within a specified time requirement and completion of tasks to a level of proficiency indicated by the textbook and deemed appropriate by the instructor.

**MC 210** Clinical Medical Assisting (Service Learning) (5)  
**Prerequisites:** MC 140, LS 265; MC 212 concurrently. Required for Medical Assistants and Executive Medical Assistants.  
Presents communication and professionalism as it relates to the medical assistant in the ambulatory patient care setting. Techniques for preparing and caring for the patient during various specialty exams are presented. Emphasizes asepsis, sterilization of equipment, care of surgical instruments, taking and recording vital signs, basic pharmacology and administering of medications, including injections. Includes the role of the medical assistant in minor surgical procedures, patient treatments, EKG, radiology, first aid and medical emergencies. CPR certification is earned by the student as a part of this class.

**MC 212** Clinical Procedures Lab (0)  
**Prerequisites:** MC 140, LS 265; MC 210 concurrently. Required for Medical Assistants and Executive Medical Assistants.  
Provides opportunity for supervised practice of procedures learned in MC 210. Satisfactory performance will be measured against the standards and competencies set forth by AAMA accreditation requirements. These procedures include proper use of equipment as well as task completion within a time frame and to a level of proficiency deemed appropriate by the instructor.

**MC 226** Beginning Coding (2)  
**Prerequisites:** MC 140 concurrent. Required for Executive Medical Assistant, Medical Administrative Assistants and Medical Coders.  
Introduction of procedural coding in CPT, HCPCS and other nomenclatures. Introduces students to skills needed to accurately complete and process insurance forms using current coding systems. Emphasizes understanding in basic CPT codes and nomenclature. Includes ethics involved in handling confidential medical data and billing/coding issues. Students that require this course must enroll in Fall semester; course offered only in Fall semester.

**MC 228** Intermediate Coding (4)  
**Prerequisites:** MC 140, MC 226. Required for Medical Coders, optional for Medical Administrative Assistants, Executive Medical Assistants.

Continuation of MC 226 with more advanced practice in ICD-9-CM codes. Prepares students to sit for national certification through AAPC (American Academy of Professional Coders). Students that require this course must enroll in Winter semester; course offered only in Winter semester.

**MC 281                      Internship for Medical Coding (Capstone) (2)**

**Prerequisites:**        Last semester, department chair approval. Required for Medical Coders.

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

**MC 282                      Internship for Medical Transcription (Capstone) (2)**

**Prerequisites:**        Last semester, department chair approval. Required for Medical Transcriptionists.

Provides a minimum of 120 hours of directed work and service-learning experience in a physician's office, hospital records department, clinic records department or facility with focus on transcription of medical records. Students, under supervision and with ongoing evaluation of performance, exhibit skills and perform assignments relative to the responsibilities of a Medical Transcriptionist. Students shall not receive pay for service-learning internship hours. This is a designated service-learning course.

**MC 283                      Externship for Medical Assistants & Executive Medical Assistants (Capstone) (3)**

**Prerequisites:**        Last semester, department chair or program director approval is required. Required for Medical Assistants and Executive Medical Assistants.

Provides a minimum of 180 hours of directed work and service-learning experience in a physician's office or clinic. Students, under supervision and with ongoing evaluation of performance, exhibit skills and perform procedures relative to the responsibilities of a Medical Assistant. Students shall not receive pay for service-learning externship hours. This is designated as a service-learning course.

## **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. Strong focus on assessing an individual's leadership strengths and weaknesses through classroom instruction and hands-on application via a wide variety of activities including rappelling, land navigation, rifle marksmanship, leadership reaction course, and water survival. Introduces students to the Army culture and lifestyle through basic soldier skills including drill and ceremony and the wearing of the army battle dress uniform. Students must participate in a one or two hour lab each week which gives hands-on training for the above. Includes a camping trip.

**MILS 1020**                      Leadership Discovery II (2)  
**Prerequisites:**              Call University of Utah Advisor (801-581-6176)  
Continued leadership development and confidence building through practical exercises. Activities include helicopter assault and squad and platoon situational exercises. Includes the use of basic military skills as a vehicle for leader development. Introduces students to Army customs and traditions. Capstone events include a military exercise with Weber State and BYU. Students are required to participate in a one or two hour lab each week which gives hands-on training for the above.

**MILS 1060**                      Military Physical Readiness (1)  
**Prerequisites:**              Call University of Utah Advisor (801-581-6176) Must be enrolled in MILS 1010, 1020, 2010, 2020, 3010, 3020, 4010, or 4020.  
A concentrated physical training program to prepare students for the rigors of military service and warfare through a systematic physical-conditioning program. Emphasis on cardiovascular and muscular development as well as stamina. May be repeated for credit.

**MILS 1010**                      Leadership Challenge I(3)  
**Prerequisites:**              Call University of Utah Advisor (801-581-6176)  
Development of leadership and management skills through practical exercises, adventure training, and basic military skills. Emphasis on problem-solving and decision-making skills at the team level. Training exercises include land navigation, rappelling, mountaineering, water safety, and rifle marksmanship. Includes camping trip.

**MILS 2020**                      Leadership Challenge II(3)  
**Prerequisites:**              Call University of Utah Advisor (801-581-6176)  
Continued progressive development of leadership and management skills. Implementation of decision-making procedures in a classroom and field environment. Practical application in leadership principles. Provides an assessment of skills learned. Leadership development is evaluated through execution of basic military skills. Exercises include practical field training experience.

## **Music**

**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.

## **Office Technology**

**OT 129**                      Office Procedures (3)  
**Prerequisites:**              IT 120 (may be taken concurrently); minimum ACT score of 17 or minimum COMPASS reading score of 75 and COMPASS Writing score of 67; recommend keyboarding speed of 20correct words per minute (cwpm) without watching the keyboard or their fingers and with striking the keys with the correct fingers  
Students will develop an understanding of office technology careers as well as routine office skills including teamwork, information processing, reprographics, telecommunica-  
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tion, records management, customer service, ethics, and more. (This is a service-learning course.)

**OT 137 Introduction to Transcription (1)**

**Prerequisites:** IT 120; ENG 101 (recommend B- or better); minimum keyboarding rate of 50 cwpm or concurrent enrollment in IT 109

Develops basic skills required to transcribe business documents using transcription equipment. This course stresses correct word usage, grammar, spelling, and punctuation. Students are expected to increase their transcription rate and produce error-free business documents. This course is available only Winter semester.

**OT 138 Introduction to Legal Procedures (3)**

**Prerequisites:** IT 120; OT 129 (may be taken concurrently); recommended keyboarding speed of 50 cwpm or concurrent enrollment in IT 109

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

**OT 161 Introduction to Insurance (2)**

**Prerequisites:** None

Provides a basic introduction to insurance products and services. Students are introduced to commercial, personal, medical, liability, and property/casualty insurances. Students are also introduced to the different types of insurance such as high liability, reinsurance, and risk management. Students also study general practices followed in insurance companies, agent offices, and businesses. Upon completion of this course, students will have an understanding of general insurance practices, contacts, and office procedures. This course is available only Fall semester.

**OT 199 Certificate Internship (1 credit hour)**

**Prerequisites:** IT 120; OT 129

Provides work experience in the student's field of study. Student spend approximately 40 hours working (either paid or volunteer) in a business that utilizes the skills developed in IT 120 and OT 129. This course provides a "real world" business setting and assists students in evaluating that their career choice is indeed the correct choice for them. This course is available only Winter semester.

**OT 205 Software Projects (3)**

**Prerequisites:** OT 129, OT 137, IT 130, IT 151

Students will complete software business projects utilizing all software skills developed in the first two semesters. This course is available only Fall semester.

**OT 231 Medical Office Procedures (4)**

**Prerequisites:** Type 25 cwpm (30 recommended), IT 120, MC 140, OT 129.  
Required for Medical Assistants, Executive Medical Assistants, and Medical Administrative Assistants

Presents the fundamentals of medical office management including reception techniques, appointment scheduling, telephone management, mail handling, preparation of an office policy manual, financial record keeping and insurance billing. Students become proficient at coordinating work schedules and managing time. Explores a variety of filing systems.

Provides experience in processing records for outpatient settings. Addresses ethical and legal requirements and restrictions for record retention, transfer, and disposal. Introduces students to using a medical office software program that facilitates scheduling, patient record keeping, billing, insurance filing and other data entry needs.

**OT 235                      Medical Transcription (3)**

**Prerequisites:**        Type 50 cwpm (75+ recommended), MC 140, OT 137, IT 120, IT 109. Required for Executive Medical Assistants, Medical Administrative Assistants, and Medical Transcriptionists.

Provides instruction in the fundamentals of machine transcription of medical dictation including error control and speed building. Increases familiarity with basic and specialty medical terminology and with various types of medical reports and documents. Stresses practice in using reference materials and proofreading.

**OT 237                      Legal Transcription (3)**

**Prerequisites:**        OT 137, OT 138 (taken within the past three years); OT 238 (taken concurrently); minimum keyboarding speed of 60 cwpm or concurrent enrollment in OT 110.

This course should be taken in conjunction with OT 238, Advanced Legal Procedures. Provides legal document transcription in the following areas: court pleadings, tort, family law, corporate law, legal agreements, estate planning, probate/wills, real estate, and bankruptcy. Students will increase transcription speed and gain experience in document editing and correction using Corel WordPerfect® and Microsoft Word. Course is available only Fall Semester.

**OT 238                      Advanced Legal Procedures (4)**

**Prerequisites:**        OT 138 (taken within the past three years); OT 237 (taken concurrently); minimum keyboarding speed of 60 cwpm or concurrent enrollment in IT 110.

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

**OT 296                      Portfolio Development (Capstone) (1)**

**Prerequisites:**        All required IT, OT, and MC courses to 4th semester (must be verified by academic advisor); to be taken the last semester before graduation; Recommend concurrent enrollment in IT 299.

This course helps students develop a professional portfolio that displays samples of skills developed in the Executive Assistant, Legal Administrative Assistant, or Medical Administrative Assistant AAS degree. Students will develop an Adobe Acrobat CD that will display onscreen skills student have developed during their course of study.

**OT 299                      Internship (3)**

**Prerequisites:**        All required IT, OT, and MC courses to 4th semester (must be verified by academic advisor); to be taken the last semester before graduation; an internship position (either paid or unpaid) must be secured prior to the end of the fourth week of the semester. Recommend concurrent enrollment in IT 296 Portfolio Development.

This course requires 180 hours of on-site work experience in the student's major. Students will attend required class sessions and/or individual appointments as scheduled throughout the semester. Students will demonstrate mastery of degree competencies through on-the-job application of knowledge and skills specific to the Executive Assistant, Legal Administrative Assistant, or Medical Administrative Assistant AAS degree. Note: If an internship opportunity is needed, contact the Career Management office one month prior to the beginning of the semester for assistance.

## Philosophy

PHIL 225                      Critical Thinking and Reasoning (3)

Prerequisites:              ENG 101

Designed to develop critical thinking and reasoning capacities. It is a course of study designed to develop judgment skills and to avoid rationalization in opinions and behavior. The class will focus on practicing critical thinking skills in small groups. This course is not challengeable.

## Physical Sciences

PS 108                        Descriptive Astronomy (3)

Prerequisites:              None

Surveys in a mostly non-quantitative, descriptive way what we know about the physical universe, its objects and history. Although there are no math prerequisites, the course will include some basic algebraic calculations. The class will involve multimedia-based lecture, discussion, and personal observation of the daytime and nighttime sky.

PS 120                        Introduction to Physical Geography (3)

Prerequisites:              None

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

PS 130                        Introduction to Meteorology (Independent Study) (3)

Prerequisites:              It is recommended that students complete IT 120 before taking this course

An Independent Study course prepared by the American Meteorological Society covering the composition and structure of the atmosphere, the flows of energy to, from, and through the atmosphere, and the resulting motions produced from small to planetary scales. The physical principles of atmospheric phenomena are stressed in the understanding of weather's impact on humans, particularly with severe weather. Methods of analysis are developed through the study of current weather as meteorological data are delivered via Internet.

*This is an independent study course, but students must be able to access the real-time lab materials on Mondays and Wednesdays between noon and 5 p.m. This schedule may change without advance notice.*

## Political Science

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

Prerequisites:            None

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

## Religion

REL 110R                  Institute Choir (2)

Prerequisites:            None

This course is designed to give students the opportunity to express themselves culturally and spiritually through music. The hymns of Zion and other music appropriate to College Devotionals and Sacrament meetings are taught. Doctrine in the hymns is discussed and highlighted. Memorization of some hymns is expected. Participants need not have a solo voice but should be able to stay on pitch and want to sing.

REL 121                    Book of Mormon I (2)

Prerequisites:            None

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

REL 122                    Book of Mormon II (2)

Prerequisites:            None

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

REL 130                    Missionary Preparation (2)

Prerequisites:            None

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

REL 180R                  Principles of Leadership (1)

Prerequisites:            Student Council Members – concurrent enrollment in REL 182R

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

REL 182R                  Principles of Leadership Lab (1)

Prerequisites:            Student council members; concurrent enrollment in REL 180R

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

REL 211                    New Testament I (2)

Prerequisites:            None

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

REL 212                    New Testament II (2)

Prerequisites:            None

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

REL 234                      Preparing for an Eternal Marriage (2)

Prerequisites:            None

The course considers the doctrine of celestial marriage and the dating and courtship practices leading to such a marriage.

REL 301                      Old Testament I (2)

Prerequisites:            None

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

REL 302                      Old Testament II (2)

Prerequisites:            None

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

REL 324                      Doctrine and Covenants I (2)

Prerequisites:            None

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

REL 325                      Doctrine and Covenants II (2)

Prerequisites:            None

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

REL 327                      Pearl of Great Price (2)

Prerequisites:            None

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

REL 333                      Teachings of the Living Prophets (2)

Prerequisites:            None

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

REL 341                      Latter-day Saint History I (2)

Prerequisites:            None

An examination of the history of the Church from 1805 through 1839.

REL 342 Latter-day Saint History II (2)

Prerequisites:            None

An examination of the history of the Church from 1839 through 1877.

REL 393R                    Women in Scripture

Prerequisites:            None

REL 430 Doctrines of the Gospel I (2)

Prerequisites:            None

A systematic study of the doctrines of the gospel as found in the scriptures and the teachings of the modern prophets, with emphasis on how these principles should affect daily living. Chapters 1-20. Taught Fall Semester only.

REL 431                      Doctrines of the Gospel II (2)

Prerequisites:              None

A systematic study of the doctrines of the gospel as found in the scriptures and the teachings of the modern prophets, with emphasis on how these principles should affect daily living. Chapters 21-37. Taught Winter Semester only.

## **Social Sciences**

SS 101                      Introduction to Psychology (3)

Prerequisites:              None

Provides students with knowledge of basic psychological concepts, theories and principles. Emphasizes increased understanding of self, the development of positive interpersonal relations and attaining an increased level of mental health. Skills in effective listening, empathizing with others and conflict resolution are stressed. Also covered are 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. African, American, Asian and European cultures are considered from an ethnographic perspective.

SS 138                      Sociology of Marriage & Family (3)

Prerequisites:              None

Explores the nature of marriage and family relationships in contemporary American society. Emphasizes such issues as changing sex roles, personal sexuality, dating, divorce trauma and parenting.

## **Theater**

THE 102                    Acting I (3)

Prerequisites:              None

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

# Special Academic Programs

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## Spring/Summer Terms

The Spring and Summer Term curriculum is adapted to students who need extra entrance/exit options; who desire to accelerate their education; who need to reduce regular semester loads; or who desire an early start. Spring and Summer terms last eight weeks each for day and night classes. Extended class hours allow instruction time equivalent to a standard semester. A course load of six hours is considered full time for College purposes but not for financial aid or Bureau of Citizenship and Immigration Service purposes.

## Night School

Working adults can schedule courses to keep current and to advance in the workplace through the night school program. Students may take individual courses that are of interest to them or work toward one of the selected degrees and certificates that can be completed by taking courses at night and on Saturday mornings (see list below). Students should be advised, however, that it may take up to twice as long to complete a program at night/Saturday as during the day.

### Degrees and Certificates Available Night/Saturday

Financial/Managerial Accounting AAS Degree

Business AAS Degree

Business AS Degree

Associate of Science Degree

Accounting Certificate

Professional Sales Certificate

Medical Coding Certificate

Medical Transcription Certificate

## Registration Procedures

Registration procedures for night/Saturday students are identical to those for day students. Night/Saturday students are particularly encouraged to register online. (See the Academic Calendar on page 6 for registration dates.)

## Special Courses

Special courses are noncredit, short-term classes that do not adhere to the traditional Academic Calendar and for which a student does not receive credit toward a degree or certificate program. Classes begin at several times throughout the calendar year, and special sessions can be arranged for companies or groups with special training needs. Call (801) 524-8135 to receive special courses announcements or to arrange customized training sessions.

# Institute of Religion

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## Religious Education

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

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

## Required Institute Courses

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

Full-time students at LDS Business College are required to take one religion class each semester. Part-time students must take one religion class for every 15 credit hours of LDS Business College registration.

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

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

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

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

## Institute Choir

The Institute Choir provides an uplifting experience in bearing testimony of our Savior through music. Participation in Choir is a great way to make close friends and share meaningful experiences. A maximum of two credit hours of Choir can count toward the religion requirement.

# Administration and Faculty

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

### **Officers**

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

### **Executive Committee**

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

### **Board Members**

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

### **Church Education System Administrators**

W. Rolfe Kerr, Commissioner—Church Education System  
Paul Johnson, Administrator—Religious Education and Elementary and  
Secondary Education  
Roger G. Christensen, Administrator—Finance and Services

## Advisory Boards

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

### Business Department, Accounting Major

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

Lynn Hansen  
President  
Hansen Bradshaw Malmrose &  
Erickson PC

Greg Heiner  
Financial Reporting  
Questar Corporation

Janet Lint  
Accountant  
Harman Management Corp.

Johanna Mackay  
Commissions Accounting Agent  
Security National Life Insurance Co.

Chuck Madsen  
CFO & UP of Administration  
Muir-Roberts Co., Inc.

Darin Moody  
President/CEO  
Utah First Credit Union

Suzanne Paul  
Senior Secretary  
Welfare Department  
LDSBC Program Graduate

### Business Department, Business Major

Craig Ballard  
Managing Director  
Promontory Capital

Andy Barfus  
Partner  
Hamilton Park, Inc.

Julia Hogan  
Retired Marketing Director  
ZCMI Center Mall  
Distinguished LDSBC Alumnus

Roger L. Kirkham  
President  
American Training Alliance

Benjamin Preisler  
Inspector  
House Hounds Home Inspection  
LDSBC Business Degree Graduate

Todd Stevens  
Managing Director  
Wasatch Venture Fund

### IOT Department, Visual Communication Major

Chris Briggs  
BYU Web Developer

DeVon Cook  
Deseret First Credit Union

Mike Dodge  
Odyssey Web

Allen Loyborg  
LDS Church Publishing Specialist

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

Ann Marie Wood  
SOS Technical Services

Susan Jenssen  
The Digital Ranch

Alta Wickham  
Alphagraphics

## **IOT Department, IT Support Major**

Dan Bowles  
University of Utah

Eric Johnson  
Bell and Howell

Roger Bailey  
Information and Communication Systems,  
LDS Church

James Hall  
Systems Administrator  
LDS Business College

Duke Mossman  
Utah State Office of Education

Mike Tohinaka  
Morgan Bay Management

IOT Department, Executive Assistant  
Major  
Carolyn Allred  
Cream of Weber

Sandra Erickson  
Atkinson Electronics

Abra Johnson  
LDS Church

Paul LaForge  
Department of Workforce Services

Jill Larson  
LDS Church (Former Graduate)

Kathryn Lewis  
Park City School District  
LDSBC Graduate

Ann Marie Wood  
SOS Technical Services

## **IOT Department, Legal Administrative Assistant**

Carolyn Dennis  
Suittert Axland  
LDSBC Graduate

Melanie Anderson  
Morgan Minnock & Rice  
LDSBC Graduate

Dave Caudill  
Paralegal  
Utah Attorney General's Office

Kristen Wilson  
Parson Behle & Lastsmer  
LDSBC Graduate

Joe Minnock  
Morgan, Minnock & Rice

Sanda Kirkham  
Stron & Hanni

Janet Walker  
Williams & Hunt

## **Interior Design Major**

Bruce R. Finlinson, A.S.I.D.  
Interior Designer  
Temples & Special Projects, LDS Church

Evan Cindrich  
Interior Designer  
E.D.A. Architects

Amanda Foutz  
Interior Designer  
Workspace Designs

## **Medical Careers Major**

Don Stromquist  
M.D.  
Rheumatology

Jackie Andersen  
Office Manager  
Avenues Women's Clinic

Martha Gardiner  
Medical Transcriptionist  
Avenue Women's Center

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

Kristen Bentley, CMA  
Medical Assistant  
Avenues Women's Clinic

Lori Morris, RN, MRN  
Part-time Instructor LDSBC

Marisha Barton, RHIT  
Coder for IHC-PCMC

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

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## **Membership in Professional Organizations Institution, Administration, Faculty, Staff**

American Association of Higher Education (AAHE)  
American Association of Medical Assistants (AAMA)  
American Institute of Certified Public Accounts (AICPA)  
American Library Association  
American Society of Interior Designers (ASID)  
American Statistical Association  
Association for Computing Machinery  
Better Business Bureau (BBB)  
College and University Personnel Association – Human Resources (CUPA-HR)  
College Reading and Learning Association  
Campus Compact  
Computer Society  
Council for the Advancement and Support of Education (CASE)  
EDUCAUSE  
Friends for Sight  
Geographical Association  
Institute of Electrical and Electronics Engineers (IEEE)  
Institute of Internal Auditors (IIA)  
International Association of Administrative Professionals  
International Interior Design Association (IIDA)  
Learning Disabilities Association of Utah  
Mountain West Venture Group  
NAFSA Association of International Educators  
National Academic Advising Association (NACADA)  
National Association of Student Financial Aid Administrators (NASFAA)  
National Business Education Association (NBEA)  
National Council of Teachers of English (NCTE)  
PeopleSoft Higher Education User Group (HEUG)  
Rocky Mountain Association of Colleges and Employers (RMACE)  
Rocky Mountain Association of Institutional researchers  
Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA)  
Salt Lake Chamber of Commerce

Salt Lake City Macromedia User Group  
Salt Lake Convention and Visitors Bureau (SLCVB)  
Salt Lake Rotary Club  
Southwest Association of Developmental Education  
Students Serving Utah Network (SSUN)  
Utah Academy of Sciences, Arts, and Letters  
Utah Association of Certified Public Accountants (UACPA)  
Utah Association of Colleges and Employers  
Utah Association of College Registrars and Admissions Officers (UACRAO)  
Utah Association of Student Financial Aid Administrators (UASFAA)  
Utah Business & Computer Education Association (UBCEA)  
Utah Colleges and Schools of Business Academic Advisor Network  
Utah Information Technology Association (UITA)  
Utah Library Association  
Utah Professional in Student Administration  
Utah State Society of Medical Assistants (USSMA)  
Utah Transfer Articulation Committee  
Western Business & Information Technology Educators  
Western Association of College Business Officers (WACUBO)

## Administration

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

### **Woodhouse, Stephen K.** (1989)

President

B.S., 1965, University of Utah

M.B.A., 1966, University of Utah

### **Brown, Carolyn S.** (1973)

Vice President for Academic Affairs

B.A., 1968, University of Utah

M.A., 1970, University of Utah

Ph.D., 1974, University of Utah

### **Bryan, Jerold M.** (1974)

Vice President of Administration

A.A.S., 1974, LDS Business College

B.S., 1967, Brigham Young University

### **Cherrington, R. Brent** (1986)

Chief Information Officer

B.A., 1968, University of Utah

M.Ed., 1996, Utah State University

### **Nelson, Craig V.** (1995)

Vice President for Student Affairs and Advancement

B.A., 1980, Brigham Young University

### **Richards, J. Larry** (2002)

Assistant to the President

Planning and Coordination

B.S., 1976, University of Utah

### **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

### **Brown, Carolyn S.** (1973)

Vice President for Academic Affairs

B.A., 1968, University of Utah

M.A., 1970, University of Utah

Ph.D., 1974, University of Utah

### **Buckley, Lonn** (2004)

Institute of Religion Instructor

A.S., 1971, Snow College

B.A., 1972, Utah State University

M.Ed., 1977, Utah State University

### **Dunkley, Karen** (1991)

General Studies Department

English Courses Supervisor

B.A., 1960, Brigham Young University

M.A., 1991, Utah State University

### **Evans, Cherrie** (2005)

Medical Careers Program Director

L.P.N., 1975, Utah Valley Comm. College

A.D.N., 1989, Weber State University

B.S.N., 1994, University of Phoenix

M.S.N., 1999, University of Phoenix

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

Business Department

AS in Business Program Director

B.S., 1972, Brigham Young University

M.B.A., 1999, Utah State University

### **Gardiner, D. Paul** (1985)

Business Department

Accounting Program Director

B.S., 1969, University of Utah

M.B.A., 1971, Harvard University

C.P.A., 1973, Colorado

### **Hardy, Brian** (2006)

Institute of Religion Instructor

B.S., 1969, University of Utah

M.S., 1975, Brigham Young University

Ph.D., 1995, University of Utah

### **Henrie, Lynda D.** (1994)

Information & Office Technology

Visual Communication Program Director

B.S., 1973, Utah State University

M.S., 1984, Brigham Young University

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

**Lake, Marjean** (1991)  
Information & Office Technology  
Executive and Legal Administrative  
Assistant Programs Director  
B.S., 1987, Weber State University  
M.S., 1991, Weber State University

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

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

**Mumford, Thomas M.** (2006)  
Institute of Religion Director  
B.S., 1968, University of Utah  
M.Ed., 1972, Brigham Young University  
Ph.D., 1997, Gonzaga University

**Norton, Barry R.** (2006)  
Institute of Religion Instructor  
B.A., 1974, Weber State University  
M.A., 1991, Brigham Young University

**Poelman, Keith A.** (1994)  
Business Department Chair  
B.A., 1966, University of Utah  
M.B.A., 1970, University of Michigan

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

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

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

## **Staff**

**Archibald, Amy** (2006)  
Bookstore Manager  
B.S., 1994, Southern Utah University

**Ashby, Nellie** (2005)  
Accounts Payable Supervisor  
B.S., 2005, Brigham Young University

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

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

**Derbidge, Ross F.** (1967)  
Director of Recruiting  
A.B.A., 1967, LDS Business College

**Doran, Linda** (1974)  
Campus Services Coordinator  
B.A., 1969, University of Utah

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

**Hales, Karen A.** (1992)  
Director of Library & Info. Resources  
B.S., 1972, Southeast Missouri State U.  
M.L.I.S., 1993, Brigham Young Univ.

**Hall, James A.** (1999)  
Network Administrator  
B.S., 1998, Utah State University

**Hansen, Kent C.** (2001)  
System Administrator  
CNE, 1993

**Harris, Letha** (2006)  
Assistant Cashier  
Certificate, 1966, LDS Business College

**Horne, J. Douglas** (1992)  
Director of Financial Aid  
B.A., 1976, University of Utah  
M.B.A., 1992, Westminster College

**Howe, Kathy** (1995)  
Assistant Director of Admissions

**Hunt, Donna** (1974)  
Financial Services Coordinator

**Johnson, Camille** (2005)  
Financial Aid Counselor  
A.S., 1999, Snow College  
B.S., 2003, University of Utah

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

**McGettigan, Glenn** (1988)  
Assistant Controller  
B.S., 1978, Brigham Young University  
M.B.A., 2006, Brigham Young University

**Morgan, Tyler S.** (1996)  
Dean of Instructional Support  
B.A., 1983, Brigham Young University  
M.Ed., 2001, Westminster College

**Poelman, Keith A.** (1994)  
Dean of Academic Outreach  
B.A., 1966, University of Utah  
M.B.A., 1970, University of Michigan

**Rackham, Jessica** (2006)  
Tuition and Billing Clerk

**Ravneng, Bente** (2001)  
Assistant Librarian  
B.S., 1989, University of Oslo

**Richards, Renae L.** (1986)  
Director of Enrollment Management  
A.A.S., 1970, LDS Business College  
B.S., 1998, University of Utah

**Robins, Corby** (2006)  
Academic Administrative Assistant  
A.A.S., 2003, LDS Business College  
B.A., 2006, Brigham Young University

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

**Skene, Kathryn O.** (1996)  
Director of the Learning Assistance Lab  
Director of Internship Program  
B.S., 1997, University of Utah  
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# Glossary

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## LDS Business College Course Prefixes

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

## Abbreviations

F	Fall Semester
W	Winter Semester
SU	Summer Term
SP	Spring Term
TBA	To be announced. Offered various semesters. Check a current class schedule.
ARR	Arranged. Individual arrangements are made with the instructor of this class. Check the current class schedule.

## Definitions

**Concurrently:** A course taken concurrently is taken the same semester as another course. Courses indicated as concurrently in the prerequisites may be taken in a previous semester.

**Course:** A single instructional subject commonly described by title, number, and credits in the College catalog or semester schedule.

**CWPM:** Corrected words per minute.

**Emphasis:** An area of specialized study in a program.

Abbreviations

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# Campus Directory

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## First Floor

Bookstore  
Information Desk  
Student Commons  
Student Council Offices

## Second Floor

Admissions  
Cashier  
Financial Aid  
Graduation Office  
Registration  
Student Services

## Third Floor

Institute of Religion  
Library

## Fourth Floor

Academic and Career Advising  
General Studies Department  
Learning Assistance Lab  
Library  
Student Computer Lab

## Fifth Floor

Business Department

## Sixth Floor

Academic Advising

## Seventh Floor

Information and Office Technology Department

## Eighth Floor

Interior Design Department  
Medical Careers Department

All facilities are handicap accessible. Parking lots are located beneath the LDS Business College building. Parking also is available on the South West corner of campus for a per-use fee. The campus also includes a Carriage Cafe, men and women's dormitories, and an outside amphitheater. The College also uses buildings on Temple Square for selected scheduled events.

# Telephone Directory

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## Main College Numbers

Telephone .....	(801) 524-8100
Fax .....	(801) 524-1900
E-Mail .....	admissions@ldsbc.edu
Homepage .....	<a href="http://www.ldsbc.edu">http://www.ldsbc.edu</a>

## Department Office Phone

Academic Advising .....	524-8161
Academic Affairs .....	524-8166
Academic and Career Advising Services .....	524-8151
Accounting Program (Academic) .....	524-8166
Administration .....	524-8106
Admissions .....	524-8145
Alumni .....	524-8174
Bookstore .....	524-8130
Business Program (Academic) .....	524-8166
Cashiers Office .....	524-8143
College Affairs .....	524-8174
Controller/Finance .....	524-8112
Cooperative Education .....	524-8118
Dean of Students .....	524-8154
Donor Relations .....	524-8103
Financial Aid Office .....	524-8111
General Studies Program (Academic) .....	524-8166
Graduation Office .....	524-8141
Housing .....	524-8180
Information Technology .....	524-8190
Information & Office Technology Program (Acad.) .....	524-8166
Institute of Religion (Academic) .....	524-8120
Insurance (Student Health) .....	524-8116
Interior Design Program (Academic) .....	524-8166
International Student Office .....	524-8175
Learning Assistance Center .....	524-8118
Library .....	524-8150
Medical Careers Program (Academic) .....	524-8166
Registration .....	524-8141
Student Activity Hotline .....	524-1997
Student Council .....	524-8152