# Academic Calendar

## Fall Semester 2014

- September 10—December 16
  - Sept 16: Add/Drop Deadline
  - Sept 19: Tuition Deadline
  - Oct 31: Withdraw Deadline
- September 2014:
  - S M T W Th F S
  - 1 2 3 4 5 6
  - 7 8 9 10 11 12 13
  - 14 15 A/D 17 18 19 20
  - 21 22 23 24 25 26 27
  - 28 29 30
- October 2014:
  - S M T W Th F S
  - 1 2 3 4
  - 5 6 7 8 9 10 11
  - 12 13 14 CDC CDC CDC 17 18
  - 19 20 21 22 23 24 25
  - 26 WSR 28 29 30 WD
- November 2014:
  - S M T W Th F S
  - 1
  - 2 R1 4 R2 6 R3 8
  - 9 10 11 12 13 14 15
  - 16 17 18 19 20 21 22
  - 23 24 25 SB H H 29
  - 30
- December 2014:
  - S M T W Th F S
  - 1 2 3 4 5 6
  - 7 8 9 10 11 12 13
  - 14 15 H 17 18 19 20
  - 21 G 23 24 H H 27
  - 28 29 31 31

## Winter Semester 2015

### January 2015
- Jan 20: Add/Drop Deadline
- Jan 23: Tuition Deadline
- Mar 9: Withdraw Deadline
- *Registration begins November 3, 2014

#### Color Key
- H: Holiday (College Closed)
- NSO: New Student Orientation
- S: Semester Start
- C: Commencement
- CDC: Career Development Conference
- SB: Semester Break (No Classes)

#### January 2015
- S M T W Th F S
- 4 5 6 7 8 9 10
- 11 NSO NSO 5 15 16 17
- 18 H A/D 21 22 TD 24
- 25 26 27 28 29 30 31

### February 2015
- S M T W Th F S
- 1 2 3 4 5 6 7
- 8 9 10 11 12 13 14
- 15 H 17 18 19 CDC CDC
- 22 SSR 24 25 26 27 28

### March 2015
- S M T W Th F S
- 1 R1 3 R2 5 S 7
- 8 9 10 11 12 13 14
- 15 R4 17 18 19 20 21
- 22 23 24 25 26 27 28
- 29 30 IAD

### April 2015
- S M T W Th F S
- 1 2 3 4
- 5 6 7 8 9 10 11
- 12 13 14 15 16 17 18
- 19 G 21 22 23 RAD 25
- 26 27 28 29 30

## Letter Key
- A/D: Add/Drop Deadline
- TD: Tuition Deadline
- WD: Withdraw Deadline
- IAD: International Admissions Deadline
- RAD: Admissions Deadline
- R1: Priority Registration
- R2: 2nd Year students (30+ credits) Registration
- R3: Continuing student registration
- R4: New student registration
- S: Classes Begin
- E: Classes End
- C: Commencement
- NSO: New Student Orientation
- CDC: Career Development Conference
- H: Holiday (College Closed)
- G: Grades due
- FW: Faculty Fall Workshop
- PW: President’s Fall Workshop
- WSR: Winter Schedule Ready
- SSR: Summer Schedule Ready
- FSR: Fall Schedule Ready
About LDS Business College

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

Core Themes
1. Strengthen Discipleship
2. Teach Practical Skills
3. Cultivate a Nurturing Environment

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.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

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

Inquiries regarding an institution’s accredited status by the Northwest Commission on Colleges and Universities should be directed to the Administrative staff of the institution. Individuals may also contact:
Northwest Commission on Colleges and Universities
8060 165th Avenue N.E., Suite 100
Redmond, WA 98042 (425) 558-4224  
www.nwecu.org

Commission on Accreditation of Allied Health Education Programs (AAMA-CMA)  
1361 Park Street  
Clearwater, FL 33756  
Phone: 727-210-2350  
Fax: 727-210-2354  
mail@caahep.org

American Medical Technologists (RMA)  
10700 W Higgins Rd STE 150  
Rosemont IL 60018  
Local Calls - 847-823-5169  
Toll Free - 800-275-1268 Faxes 847-823-0458  
americanmedtech.org

American Academy of Professional Coders (AAPC)  
2480 South 3850 West, Suite B  
Salt Lake City, UT 84120  
Local Phone: 801-236-2200 Fax: 801-236-2258  
info@aapc.com

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).

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 Honor Code Policies and Procedures 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 Honor Code Policies and Procedures 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 voluntary agree not to hold LDS Business College or its faculty and staff liable. LDS Business College also disclaims liability of any kind for injury or illness of students as a result of participation in student activities connected with the College. The College makes every reasonable effort to provide safe conditions for all courses and student activities.

Grievance Procedure
Students with a grievance relating to academic, student services, and/or financial matters should visit with the Dean of Students. Challenges regarding issued grades must be initiated no later than 45 calendar days following the last day of the semester in which the grade was issued.

Firearms and Weapons Policy
LDS Business College prohibits the possession or use of firearms and weapons on property owned or controlled by the College. For the purposes of this policy, firearms or weapons includes any device that can expel a projectile, and/or other dangerous weapons, including knives, explosives, or other items that in their intended use, are capable of inflicting serious injury. Because these items pose a clear risk to the persons and property on the LDS Business College campus, violation of this policy may result in suspension (separation) from the College.

No one except law enforcement officers of either the State of Utah or of a Federal Law Enforcement Agency shall be permitted to possess or carry firearms or other weapons, concealed or not concealed, with or without a concealed weapons permit, while upon properties owned or controlled by LDS Business College without specific written permission from the Church Security Department (CSD).

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

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

Admissions Policy

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

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

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

Tuition, Fees and Expenses

Tuition per Semester

<table>
<thead>
<tr>
<th>LDS Members</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-18 credits</td>
<td>$1,530</td>
</tr>
<tr>
<td>1-11 credits (per credit)</td>
<td>$128</td>
</tr>
<tr>
<td>More than 18 credits (per credit)</td>
<td>$128</td>
</tr>
<tr>
<td>12-18 credits</td>
<td>$3,060</td>
</tr>
<tr>
<td>1-11 credits (per credit)</td>
<td>$256</td>
</tr>
<tr>
<td>More than 18 credits (per credit)</td>
<td>$256</td>
</tr>
</tbody>
</table>

Health Insurance per Semester

Required Health Plan: Premium Varies

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

Fees

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Application</td>
<td>$35</td>
</tr>
<tr>
<td>Assessment Fee (COMPASS)</td>
<td>$20</td>
</tr>
<tr>
<td>Assessment Fee (COMPASS ESL)</td>
<td>$25</td>
</tr>
<tr>
<td>Challenge Examinations</td>
<td>$40</td>
</tr>
<tr>
<td>College Printing: 100 pages in black &amp; white per semester are free; 10 cents per page thereafter; 20 cents for color pages and 1/2 cent per square inch for the plotter; in minimum of $3 increments</td>
<td></td>
</tr>
<tr>
<td>Graduation</td>
<td>$10</td>
</tr>
<tr>
<td>Health Plan (required for 3/4 time students)</td>
<td>Premium Varies</td>
</tr>
<tr>
<td>Incomplete Grade Fee</td>
<td>$5</td>
</tr>
<tr>
<td>Late Tuition Fee</td>
<td>10% of the overdue balance</td>
</tr>
<tr>
<td>Medical Assistant Lab Fee</td>
<td>$25</td>
</tr>
</tbody>
</table>

Estimated Expense (per School Year)

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and Supplies</td>
<td>$1,026</td>
</tr>
<tr>
<td>Housing and Food</td>
<td>$2,450 to $6,400</td>
</tr>
<tr>
<td>Health Plan</td>
<td>Premium Varies</td>
</tr>
</tbody>
</table>

Course Fees

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

Nonpayment Policy

Tuition and health plan must be paid in full by the tuition and health plan payment deadline (see academic calendar for deadlines). Failure to pay the full amount or arrange other financial support with the College will result in a late fee of 10% of the amount due, plus 18% interest per annum. Additionally, a hold will be placed on the student account, which will block the account from any activity (registering for future semesters, requesting grades or transcripts, etc.). This hold will remain on the account until the balance is paid in full.

Dropped Classes for Non-payment

In addition to late fees and interest, students will be given one week after the payment deadline to contact the Bursar’s office and make payment arrangements. If the student fails to make payment arrangements by the end of the one-week period, the student’s classes will be dropped. Students whose classes are dropped for non-payment will have a hold placed on their account and will be required to make a 30% down payment prior to being able to register for future semesters at LDSBC.

Failure by the College to make contact with the student during this process does not relieve the student of their financial commitment.

Students who make payment arrangements with the Bursar’s office, but do not comply with the terms of their agreement, will be withdrawn from their classes.

Effect of Drop on International Students

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

Reinstatement of Classes Dropped for Non-payment

The first time a student’s classes are dropped for non-payment they will be given one week from the withdrawal date to contact the Bursar’s office to make payment arrangements. The student whose classes are dropped for non-payment will have a hold placed on their account and will be required to make a 30% down payment prior to being able to register for future semesters at LDSBC.

Students who make payment arrangements within the week can have their classes reinstated by the Registrar. After 5:00 pm on the 5th business day the student’s classes will not be reinstated.

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

Collections Policy

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

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

Tuition Refund Policy
Tuition refunds will only be given as follows:

Classes dropped up to the Tuition Deadline (the second Friday after school begins).
Students can drop classes at any point up to the Add/Drop date. A full tuition refund will be given for classes dropped up to the Tuition Deadline. NO REFUND will be given for dropped classes after the Tuition Deadline unless the student officially withdraws from LDS Business College (see below).

Complete withdrawal from school. When a student withdraws from LDS Business College after the tuition deadline, a pro-rated refund can be given by request until 60% of the term or semester has passed. There will be NO REFUND given when a student withdraws from school after 60% of the term or semester has elapsed.

Exceptions to the Tuition Refund Policy. LDS Business College recognizes that there may be situations beyond a student's control where an exception to the above policy may be warranted. The following exceptions will be reviewed on a case-by-case basis to determine whether the situation merits an exception:

- Death of the student;
- Death of an immediate family member where continuing school is impractical;
- Medical condition requiring extended medical care where continuing school is impractical;
- Acceptance of a qualifying internship.

Fees are not refundable. All types of refunds are requested at the Cashier's Office.

WITHDRAWING OR DROPPING CLASSES WHEN TUITION IS UNPAID
Students who drop or withdraw from a class they have attended when their tuition has not been paid will be charged a fee. (i.e. 1st & 2nd week of class = 0%, 3rd week of class = 30%, 4th week of class = 40%, etc.)

HONOR CODE REFUND POLICY
Refunds will not be issued to students who are separated from the college due to honor code reasons.

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

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

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

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

Registration

Assessment Testing and Placement Policy
All entering students must provide a placement test score (ACT, SAT, Accuplacer, College Success or COMPASS) or submit a transcript showing college-level transfer credit in English and math prior to registration for English and math course classes. Students may take the College Success or COMPASS test on campus to meet this requirement. The College Success test is required if the math test score is more 18 months old. The College Success test is encouraged if the student placed below English 101.

Students whose native language is other than English are required to take the College Success test. Exceptions will be made for those who have graduated from high school in the U.S. or have U.S. college credit.

Additional information on testing procedures, fees and placement can be found at www.ldsbc.edu.

Test and Transfer Credit
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.

Test Credit
Test credit includes Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), and course challenge examinations. All scores must be on official transcripts. Additional information can be found at www.ldsbc.edu.

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

**International Transfer Credit**

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

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

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

**Experiential Learning**

Credit is not given for experiential learning.

**Adding Courses**

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

**Dropping Courses**

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

**Withdrawal from Courses**

Withdrawals exist to allow students time to determine if a class fits their ability and goals. Students are expected to take responsibility to ensure that their schedules are correct and to attend all courses for which they are registered until they officially withdraw from those courses. The following policies apply:

1. Students who have not attended class by the final class session of the first week of the semester may be administratively dropped by the Registrar’s Office at the request of course instructors. This policy does not, however, relieve students of the responsibility to inform the Registrar’s Office in advance of the semester of classes they do not plan to attend.

2. Students must drop from their schedules the courses which they do not plan to attend. Dropped courses will not appear on student transcripts if they are dropped by the date announced on the Academic Calendar.

3. After the time period designated above, students who officially withdraw from a course receive a W (official withdrawal) on their permanent record. The W is not used in calculating GPA. Official withdrawal may occur through the date announced on the Academic Calendar.

4. Withdrawal from one or more (but not all) courses requires the signature of course instructors. Official withdrawal forms (Add/Drop Slips) are available from the Registrar’s Office. (See Withdrawal from the College for information about how to withdraw from all classes simultaneously and Refund Policy for refund information.)

5. Under no circumstances is dropping a course after the official withdrawal period permitted for purposes of avoiding an unsatisfactory grade. After the end of the official withdrawal period, withdrawal (W) will only be authorized for critical circumstances which are beyond control and prevent students from completing courses for which they are registered. In such cases, circumstances must be documented and presented in a petition to the Registrar. In cases of serious illness or injury, family members may petition for student withdrawal.

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

**Withdrawal from the College**

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

1. Submit a completed withdrawal form to the Registrar’s Office (forms are available from the Registrar), written notification of withdrawal or drop all classes through MyBC. (The official date of withdrawal will be the date written notification is received by the College.)

2. Complete a refund application and submit it along with a copy of a completed withdrawal form to the Cashier’s Office, if a refund is desired.

**Auditing**

Students wishing to audit a class (register for and attend class as a “listener” without receiving credit) must declare this at the time of registration. Tuition and fees are the same as if the class were taken for credit. Audited courses fulfill no graduation requirements and earn no credit. Therefore, they do not count in the credit load for international students, veterans, students receiving financial aid, or other tuition support programs. Students may not challenge courses they have audited. Incomplete grade contracts may not be fulfilled by auditing a course. It is possible to change from audit status to credit status, or vice versa, from the beginning of the registration period through the last date to drop classes (the end of the first week of the semester). (See Academic Calendar.) Credit/audit changes should only be made after careful consideration of the financial aid and credit load implications and after consultation with the Financial Aid Office and an academic advisor.
Academics
Policies and Standards

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

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

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

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

- ELAN 87 Listening/Speaking for Non-native Speakers
- MAT 90 Basic Mathematics
- MAT 97 Introductory Algebra

NG (No Grade) Consortium/A6 agreement course. Student completed this course at another institution as part of a consortium or A6 agreement.

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

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

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

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

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

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

Repeating Courses
A student may repeat a course in which a low grade has been received. Repeating a course is a right, not a privilege, given to students as long as a course is offered by the College. Once the course has been discontinued the right to repeat the course for a better grade is gone.

The student must register and pay tuition for the semester/term in which the class is repeated. The original grade remains on the record and is marked as a repeated course. The highest grade received in the course will then be used in calculating the student’s cumulative grade point average. Hours earned in repeat courses may be counted toward graduation requirements only once. If after having repeated the course the student still
has not achieved a required grade (i.e., a C grade or higher in the program classes), the student must obtain approval from the Department Chair to repeat the course. (Different rules may apply for financial aid eligibility.)

**Academic Standing**

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

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

**Probation:** Academic Probation is an official notice to students that they have performed below the established LDS Business College academic standards and provides an opportunity to more fully leverage the resources that they may need to succeed as a result of receiving less than a 2.0 GPA for a given semester.

Students on Academic Probation are permitted to continue their enrollment at the College contingent upon meeting certain conditions tailored to their individual needs and circumstances. They will be able to work with a member of the Student Development Team or a Missionary Advisor to work on their Student Tailored Education Plan and will be expected to take a maximum of 12 credit hours while on Academic Probation. Historically, students who use these resources create habits that improve their performance while those who do not, typically, do not perform better the subsequent semester. Students who do not obtain a semester GPA of 2.0 or higher the following semester will be suspended.

Also, students who return to Satisfactory Academic Standing but subsequently fail to meet established academic standards in any future semester may be placed on Academic Suspension. If a student is receiving federal financial aid, they should contact the Student Financial Aid Office to verify their eligibility.

**Suspension:** Academic Suspension is the result of receiving below a 2.0 GPA any semester after being placed on Academic Probation. It is the suspension of a student’s opportunity to enroll in any academic course, generally for two consecutive semesters. Students who do not enroll in the third consecutive semester following the suspension will be required to reapply for admission. Students choosing to serve an LDS mission immediately following their Academic Suspension will need to contact the Admissions Office to obtain the LDS Missionary Admission Deferment Application to defer.

Students returning after Academic Suspension will be placed on Academic Probation and will be expected to meet certain conditions tailored to their individual needs and circumstances. All students will need an updated Ecclesiastical Endorsement. Students on Academic Suspension are ineligible to live in LDS Business College approved student housing. If you received financial aid for the semester, please contact the financial aid office. Additionally, students on Academic Suspension may arrange for a tuition refund if they have pre-registered and/or paid any tuition for a subsequent semester.

**LDSBC Suspension Return Checklist**

- Are you returning to the College after sitting out the two consecutive semesters immediately following the semester you were suspended? If you do not enroll in the third consecutive semester following your Academic Suspension you will need to reapply for admission.
- Have you filled out the obstacle questionnaire? Fill out the question by clicking Obstacle Questionnaire, include a well thought out statement on 1) the circumstances that led to your suspension and 2) explain what actions you took during the two semesters off to demonstrate your ability to be academically successful upon your return. (See ldsbc.edu for link to questionnaire)
- Have you met with an advisor to create a plan that you will work on during your suspension to assist you in achieving academic success? Contact the Student Development Center to set up an appointment.
- Have you had your return interview appointment with the advisor with whom you have been working during your suspension? Contact the Student Development Center to set up an appointment.
- Do you have an updated ecclesiastical endorsement? You will need to contact your bishop to get this.

**Appealing your Academic Suspension**

If you feel you have extenuating circumstances (circumstances beyond your control, i.e. mental, emotional, physical or family issues) which impacted your academic performance, you may petition your Academic Standing to the (Student Development Team) Academic Standards Committee. Please visit ldsbc.edu for the link to submit your Academic Suspension Petition and submit documentation of the extenuating circumstance to studentdevelopment@ldsbc.edu.

**Academic Renewal Policy**

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

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

Petitions for academic renewal are considered on a case-by-case basis, and there is no guarantee that academic renewal will be granted. Submit petitions to the Registrar’s Office.

If academic renewal is granted, all courses on the transcript with a grade of D+ or lower will no longer be calculated into the GPA. Although the courses must continue to appear on the transcript, they will not count toward required courses or credit hours needed for graduation, or toward courses in residence. A code will appear on the academic transcript next to those courses with grades of D+ and lower indicating they are not calculated into the cumulative GPA. (For purposes of academic honors, however, all grades on the transcript will be calculated into the GPA.)

Students may take advantage of the academic renewal option only once during their academic studies at LDS Business College.
Academic Advising
The mission of the academic advising program is to ensure that all students attending LDS Business College:

- Understand program policies and procedures
- Plan career goals
- Select the appropriate educational program(s) to achieve those goals
- Connect with campus services and resources that are designed to provide regular contact and support
- Receive support and guidance entry through completion of their educational programs

During your time at LDSBC, we want you to have the best experience possible as you prepare for real life and to meet God. This includes teaching you to: (1) realize your potential as an indispensable ‘beacon of light’ (Eyring, 2006) in the Lord’s kingdom on earth, and (2) become a highly marketable professional in an ever-changing and intensifying global economy.

Although we do not know exactly what tomorrow will bring, we do know that the Lord has a special mission and calling for you and will guide you through your journey as you do your part. Elder D. Todd Christofferson said, "If we sincerely desire and strive to measure up to the high expectations of our Heavenly Father, He will ensure that we receive all the help we need, whether it be comforting, strengthening, or chastening.”

For academic advising assistance contact the Student Development Team (801 524-8151).

Tutoring
Tutoring services are provided free to all students. Students may arrange for convenient times and places to meet with qualified student and Church-service missionary tutors by contacting the Learning Assistance Coordinator at 801-524-8118. Students may also sign up for individual tutoring or to attend group-tutoring sessions as designated on the tutoring schedule in the Learning Assistance Lab.

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

Emergency Leave of Absence
In the event of unusual circumstances such as serious illness or injury, students may be granted a leave of absence from their program of study. To qualify for a leave, students must submit in writing to the Appeals Committee a request that such a leave be granted.

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

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

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

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

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

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

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

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

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

The following is notice of student rights to their educational records, a summary of the procedures for exercising those rights, and a description of student directory information that may be disclosed to the public without the student’s consent as required by law:
Eligible students, admitted and enrolled at LDSBC, generally have the right to:

1. Inspect and review their educational records within a reasonable period of time upon submitting a written request to the appropriate department managing their educational records specifying the records to be inspected along with proof of identification. The department will notify the student of the time and place the records may be inspected.

2. Petition LDSBC to amend or correct any part of the education record believed to be inaccurate, misleading, or in violation of their privacy rights. Students may submit a written request to the department holding the record clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the department decides not to amend the record as requested, the department will notify the students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures as outlined in College policy will be provided to the student when notified of the right to a hearing.

3. Consent to disclosure of personally identifiable information contained in the student’s educational record, except as otherwise authorized by law. Examples of exceptions to consent of disclosure include:

   a. Access of educational records by LDSBC officials and agents having a legitimate educational interest in the records. This category includes any LDSBC official or agent who accesses student educational records for the purpose of performing a task or responsibility relating to his or her employment or professional responsibility at the College. These individuals may include faculty, administration, staff, and other College agents who manage student educational record information including, but not limited to, student education, discipline, or financial aid.

   b. Parents who establish the student’s dependency for federal income tax purposes.

   c. Upon request, LDSBC will disclose educational records without consent to officials of another college or university to which the student seeks or intends to enroll.

4. File a complaint with the Department of Education concerning failures by LDSBC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy and Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605, www.ed.gov/offices/om/fpoc.

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

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

Previous educational institution attended
Anticipated future enrollments
Course registrations prior to the beginning of a semester or term
Expected date of graduation
Religious affiliation to a student’s local church or congregation

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

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

Academic Freedom Statement
Please visit www.ldsbc.edu to view the Academic Freedom Statement.
Graduation

Graduation Requirements
1. Meet all departmental requirements.
2. Have a cumulative GPA of 2.0 or higher.
3. Earn at least 50 percent of required credits directly from LDS Business College. (Test credits are not included in this 50 percent.)
4. Have all financial accounts with the College current.
5. Apply and be approved for graduation.

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

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

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

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

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

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

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

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

College-Wide Requirements and for All Degree and Certificate Programs
LDS Business College endeavors to prepare students for responsible, professional service in a specialized career while providing classes for growth in the following areas:

1. Religion: To encourage the development of personal moral values. See each Associate of Applied Science (AAS) degree, Associate of Science (AS) and Certificate program for the specific requirements.
2. College-Wide Courses: To develop communications, human relations, and computation. See each Associate of Applied Science (AAS) degree, Associate of Science (AS) and Certificate program for the specific requirements.

College-Wide Program Prerequisites
ELAN 87, MAT 90, and MAT 97 are preparatory courses for the college-level work required in each major. To determine if students must complete these courses, see Course Descriptions. These courses are non-matriculating and do not count toward credit hours required for graduation.
Degrees and Certificates Offered

Associate of Applied Science Degrees (or Technical/Terminal Degrees)
- Accounting-Financial/Managerial Associate of Applied Science Degree
- Applied Technology Associate of Applied Science Degree
- Business-Entrepreneurship Emphasis Associate of Applied Science Degree
- Business-Global Supply Chain & Operations Associate of Applied Science Degree
- Business-Management Emphasis Associate of Applied Science Degree
- Business-Professional Sales Emphasis Associate of Applied Science Degree
- Business-Project Management Emphasis Associate of Applied Science Degree
- Executive Medical Assistant Associate of Applied Science Degree
- Information Technology-Business Intelligence Emphasis Associate of Applied Science Degree
- Information Technology-Computer Programming Emphasis Associate of Applied Science Degree
- Information Technology-Database Administration Emphasis Associate of Applied Science Degree
- Information Technology-Network Engineering Emphasis Associate of Applied Science Degree
- Information Technology-Server Administration Emphasis Associate of Applied Science Degree
- Interior Design Associate of Applied Science Degree
- Medical Administrative Assistant Associate of Applied Science Degree
- Paralegal Studies Associate of Applied Science Degree
- Social Media Marketing Associate of Applied Science Degree

Certificates
- Accounting Certificate
- Interior Design Certificate
- Medical Assistant Certificate
- Medical Coding Certificate
- Professional Sales Certificate

Associate of Science Degrees (or Transfer Degrees) Associate of Science in Business Degree (No new enrollments after Fall 2014)
- Associate of Science in Integrated Studies (See an academic advisor)

Cluster Certificate of Completions
- Entrepreneurship
- Interior Design

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

Accounting-Financial/Managerial Associate of Applied Science Degree

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

Accounting provides a universal base that allows you to speak the language of business. A functional understanding of QuickBooks gives you proficiency in the leading software of the profession. Other skills you’ll acquire in your training at LDS Business College include:
- Critical thinking
- Judgment and decision making
- Anticipation of internal and external user's requirements
- Cost assignment and responsibility accounting

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

Career Opportunities
Career opportunities are vast with an accounting degree. Every company keeps records of business financial activities. In large companies, accounting graduates can help with part of the accounting system. In smaller companies, graduates may be responsible for 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 eventually include every business discipline. 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.

Learning Outcomes
Upon completion of the program, successful graduates will be able to:
- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Analyze, interpret, and record business economic transactions in the accounting records of a business enterprise.
- Conduct computerized accounting for a small business as the sole in-house accountant.
- Perform entry level accounting procedures in any size business enterprise.
- Create, analyze and explain the results of operations as reflected in the financial statements of the business enterprise.
• Perform basic accounting functions appropriate for the various legal forms of business.
• Assist management in preparing and understanding financial ratio analysis, budgets, revenue and cost projections, capital asset management and investment evaluations.
• Articulate career preparation confidently using resumes, e-portfolios, written communications and interviews.

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Total Religion Credit Hours</td>
<td>8</td>
</tr>
</tbody>
</table>

Common Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Common Core Credit Hours</td>
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Program Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 110</td>
<td>Accounting in QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 202</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 210</td>
<td>Advanced Quickbooks</td>
<td>3</td>
</tr>
<tr>
<td>ACC 212</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 215</td>
<td>QuickBooks Certified User Test Prep</td>
<td>1</td>
</tr>
<tr>
<td>ACC 223</td>
<td>Introduction to Tax Entities</td>
<td>2</td>
</tr>
<tr>
<td>BAP 201</td>
<td>Advanced Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Program Core Credit Hours</td>
<td>31</td>
</tr>
</tbody>
</table>

Electives

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

Recommended Courses (check for prerequisites): PM 140; BUS 160; BUS 199; ECON 161; HP 124; HP 125; HP 151; IT 125; IT 150; MAT 110

BUS AS Transfer core courses not included above
Other courses that, although they generally do not transfer, lead to a Business AAS degree including, but not limited to, ENTR 150, SMM 105, IT 110. (Please check for course prerequisites

|          | Total Elective Credits Hours | 10 |
|          | Total Minimum Degree Credit Hours | 61 |


**Recommended Sequence of Courses**

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

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
<td>4</td>
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<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 15

### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 110</td>
<td>Accounting in QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ACC 201</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BAP 201</td>
<td>Advanced Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
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</tbody>
</table>

**Total Credit Hours** 14

### Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 202</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC 212</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 223</td>
<td>Introduction to Tax Entities</td>
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</tr>
<tr>
<td>BUS 221</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 16

### Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 210</td>
<td>Advanced QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ACC 215</td>
<td>QuickBooks Certified User Test Prep</td>
<td>1</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 16

**Graduation Requirements**

1. Minimum of 61 total semester credit hours as outlined
2. Grade of C or higher in all ACC core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion

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**Applied Technology (DATC Partnership) Associate of Applied Science Degree**

**Overview**

Our partnership with Davis Applied Technology College (DATC) allows you a wide range of additional career options. Combine any DATC program below with some of our core business offerings to kick-start your career. This combination allows you to combine accounting, business, marketing, management, social media, technology and entrepreneur skills with technical training to give you a significant advantage as you build a personal career or build a profitable business.

**Career Opportunities**

The sky's the limit. Launch your career or business with the skills you need to succeed. Combine DATC technical training with LDS Business College business skills training and receive an AAS Degree in Applied Technology. You can receive up to 30 LDSBC credit hours for a DATC certificate. And, you only need 61 credit hours to graduate with an AAS Degree in Applied Technology. Imagine the possibilities.

**Learning Outcomes**

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

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Articulate career preparation confidently using resumes, e-portfolios, written communications and interviews.
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.

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<td>8</td>
</tr>
</tbody>
</table>

Total Religion Credit Hours 8

Common Core Courses
COM 122  Interpersonal Communications  3
ENG 101  Introduction to College Writing  3
ENG 220  Professional Business Communications  3
FIN 101  Personal Finance  3

Total Common Core Credit Hours 12

Program Core Courses (Choose a minimum of 15 credit hours from the list below)

All students are required to meet with the Applied Technology Program Director to establish a STEP Plan. The student will work with the program director to select a course sequence that will support the student's chosen career pathway.

ACC 105  Financial Accounting  4
ACC 110  Accounting in QuickBooks  3
BUS 101  Business Fundamentals  3
BUS 160  Organization Leadership  3
BUS 201  Principles of Management  3
BUS 221  Business Law & Ethics  3
BUS 260  Business Economics & Finance  3
CS 112  Programming Fundamentals  3
CS 115  Program Design & Graphics  3
ENTR 150  Entrepreneurship  3
GSO 125  Intro to Global Supply Chain & Ops  3
GSO 126  Purchasing & Logistics Management  3
GSO 127  Quality Management  3
IT 110  Introduction to Business Technology  3
IT 125  Windows Client  3
IT 130  Intro to Windows Server Admin  3
PM 140  Project Management Fundamentals  3
SELL 120  Introduction to Social Media Mkg  3
SMM 105  Introduction to Social Media Mktg  3
SMM 120  Social Media Mktg Strategy  3
SMM 130  Social Media Mktg Content  3
SMM 140  Social Media Mktg Web Mgt  3

Total Minimum Program Core Credit Hours 15

Approved DATC Program (Choose from the following DATC programs)

Business Technology  Automation Technology
Digital Media Design  Welding Technology
Information Technology  American Sign Language (Interpreting)
Dental Assisting  Cosmetology
Pharmacy Technician  Culinary Arts
Practical Nurse  Master Esthetician
Surgical Technology  Automotive Technology

(DATC classroom hours transferred in at 37.5 hours per semester credit. A maximum of 30 hours accepted from DATC completed program. If a DATC program does not equal at least 30 semester hours then additional Program Core Courses are required.

Total DATC Credits Hours 30
Total Minimum Degree Credit Hours 61

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

Each student will work out an individual STEP plan with their Academic Advisor.

Graduation Requirements
1. Minimum of 61 total semester credit hours as outlined
2. Grade of C or higher in all core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 2 additional credits of religion

Architectural & Engineering Design  Diesel/Heavy Duty Technology
Composite Materials Technology  Motor Sports Technical

29
Business-Entrepreneurship Emphasis
Associate of Applied Science Degree

Overview
The objective of the Business degree at LDS Business College is to meet your needs, whether you want to work in a small business or a large corporation, or start your own entrepreneurial venture. It offers you practical, hands-on, project-based coursework that optimizes your two-year investment and helps propel you into the workforce and a meaningful career. The degree is designed to be foundational and flexible. After the second semester, you may choose from either of the following emphases: Entrepreneurship, Management, Project Management, Professional Sales, or Global Supply Chain & Operations.

Entrepreneurship Emphasis
Whether you’re serious about starting a business or want to transition from management into business ownership, you’ll find what you need at LDS Business College.

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

Instruction in the Entrepreneurship Emphasis includes:
• Basic principles of free enterprise
• Identifying and evaluating small business ideas through a step-by-step process
• Professional business writing and oral presentations
• Skills and practice in budgeting, forecasting, working capital requirements, investment analysis and decision making
• Financial accounting and transaction analysis and recording
• Hands-on marketing opportunities
• Information systems for business
• Leadership
• Launching a real business
• Articulation career preparation confidently using resumes, portfolios (if applicable) and interviews

You’ll also gain the experience of incubating a small business.

Career Opportunities
Entrepreneurs may begin their career working in a small business to better understand all of the issues they may face when starting their own business, or start with their own entrepreneurial venture. Business owners must decide how much to draw in salary versus how much to reinvest in their business. Some small businesses take time to turn a profit while others are profitable from the beginning. The Launch and Learn class is designed to give students the opportunity to launch a small business during a semester and learn from operating it.

Learning Outcomes
Upon completion of the program, successful graduates will be able to:
• Confirm personal testimony in the restored gospel of Jesus Christ.
• Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
• Communicate effectively using written and verbal presentation principles.
• Construct new knowledge using technology and information resource tools.
• Comprehend and think critically to solve problems.
• Cultivate a strong, professional work ethic and lifelong learning opportunities.
• Drive profitability in new and existing ventures by applying effective management principles to people and processes.
• Demonstrate critical thinking and analytical skills in developing short and long-range strategic plans and solving business challenges.
• Apply professional selling and marketing skills to contribute to bottom line success of all types of organizations and markets.
• Identify and evaluate business opportunities and utilize entrepreneurial skills learned to launch new ventures.
• Actually start a business with net profits that exceeds $3,000/month with little or no capital. Articulate career preparation confidently using resumes and interviews.
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 Requirements

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total Religion Credit Hours** 8

### Common Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Common Core Credit Hours** 12

### Program Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 150</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 210</td>
<td>Launch &amp; Learn</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 180</td>
<td>Persuasive Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 290</td>
<td>Business Modeling</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 225</td>
<td>Critical Thinking for Business</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 299</td>
<td>Entrepreneurship Mentoring (Capstone)</td>
<td>2</td>
</tr>
<tr>
<td>SELL 120</td>
<td>Introduction to Sales</td>
<td>3</td>
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<tr>
<td>SELL 175</td>
<td>Intermediate Sales</td>
<td>3</td>
</tr>
<tr>
<td>SMM 105</td>
<td>Introduction to Social Media Marketing</td>
<td>3</td>
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</table>

**Total Program Core Credit Hours** 39

### Electives

- **Complete options one, two, or three below. See your academic advisor to select the best option to achieve your academic objectives or to consider multiple degrees.**
- 1. In addition to the required courses of your emphasis, you may select a course from the other Business degree emphases.
- 2. For other electives consider the following: (Check catalog course descriptions for prerequisites*): ACC 105, ACC 110*, SELL 190*
- 3. For any other electives, see your program director.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Elective Credits Hours** 3

**Total Minimum Degree Credit Hours** 61

### Recommended Sequence of Courses

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

#### First Semester

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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<td>Business Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 150</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>Religion Book of Mormon I or II</td>
<td>2</td>
<td></td>
</tr>
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</table>

**Total Credit Hours** 12

#### Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTR 160</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 210</td>
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<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>SELL 120</td>
<td>Introduction to Sales</td>
<td>3</td>
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<tr>
<td>Religion</td>
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**Total Credit Hours** 17

#### Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
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<tr>
<td>ENTR 180</td>
<td>Persuasive Communications</td>
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</tr>
<tr>
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<td>SMM 105</td>
<td>Introduction to Social Media Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
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**Total Credit Hours** 14

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 160</td>
<td>Organizational Leadership</td>
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<tr>
<td>BUS 221</td>
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<td>Entrepreneurship Mentoring (Capstone)</td>
<td>2</td>
</tr>
<tr>
<td>SELL 175</td>
<td>Intermediate Sales</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 16

### Graduation Requirements

1. Minimum of 61 total semester credit hours as outlined
2. Grade of C or higher in all core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion
Overview
The objective of the Business degree at LDS Business College is to meet your needs, whether you want to work in a small business or a large corporation, or start your own entrepreneurial venture. It offers you practical, hands-on, project-based coursework that optimizes your two-year investment and helps propel you into the workforce and a meaningful career. The degree is designed to be foundational and flexible. After the second semester, you may choose from either of the following emphases: Entrepreneurship, Management, Project Management, Professional Sales, or Global Supply Chain & Operations.

Global Supply Chain & Operations Emphasis
Whether you’re interested in a viable career with a small business, honing your management skills in your current position, or managing an operation or supply chain function for a large company, you’ll find what you need at LDS Business College. This degree prepares you to become a professional global supply chain and operations manager, a leader of people and processes, or an effective employee in a great variety of career opportunities.

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

Instruction in the Global Supply Chain & Operations Emphasis includes the following:
• Global supply chain management fundamentals
• Operations management basics, incorporating:
  • Quality
  • Logistics
  • Purchasing
• Project management fundamentals, tools and techniques
• Preparation in a choice of recognized industry professional certifications
• Leadership and strategy
• Marketing and Sales
• Professional business writing and oral presentations
• Skills and practice in budgeting, forecasting, working capital requirements, investment analysis and decision making
• Business technology
• Financial and managerial accounting

As part of the program, you will complete an internship to gain practical experience in a real business setting. You’ll also develop a comprehensive resume and employment portfolio encompassing your body of scholastic work.

Career Opportunities
The Business degree prepares students for employment in a business career as a business owner, operations and supply chain manager, as a professional in the areas of Quality, Purchasing, and Logistics, project manager, professional salesperson, or as an effective employee in the great variety of business career opportunities that exist. Salaries are competitive.

Learning Outcomes
Upon completion of the program, successful graduates will be able to:
• Confirm personal testimony in the restored gospel of Jesus Christ
• Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner
• Communicate effectively using written and verbal presentation principles
• Construct new knowledge using technology and information resource tools
• Comprehend and think critically to solve problems
• Cultivate a strong, professional work ethic and lifelong learning opportunities
• Find, select and manage suppliers of materials, equipment and services.
• Use supply chain management practical skills to create value and contribute to the success of any organization.
• Manage the systems and processes that create goods and services for any organization.
• Articulate career preparation confidently using resumes, portfolios and interviews.
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.

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<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>REL Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

**Total Religion Credit Hours** 8

**Common Core Courses**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Common Core Credit Hours** 12

**Program Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Business Finance &amp; Economics</td>
<td>3</td>
</tr>
<tr>
<td>GSO 125</td>
<td>Into to Global Supply Chain &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>GSO 126</td>
<td>Purchasing &amp; Supply Management</td>
<td>3</td>
</tr>
<tr>
<td>GSO 127</td>
<td>Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>GSO 226</td>
<td>Global Supply Chain &amp; Operations Strategy</td>
<td>3</td>
</tr>
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<td>GSO 299</td>
<td>Global Supply Chain &amp; Operations Internship</td>
<td>2</td>
</tr>
<tr>
<td>PM 140</td>
<td>Project Management Fundamentals</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Program Core Credit Hours** 36

**Electives**

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

1. In addition to the required courses of your emphasis, you may select a course from the other Business degree emphases.
2. For other electives consider the following: (Check catalog course descriptions for prerequisites*): BAP 201, MAT 252
3. For any other electives, see your program director.

**Total Elective Credits Hours** 6

**Total Minimum Degree Credit Hours** 62

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**Recommended Sequence of Courses**

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

**First Semester**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 101</td>
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</tr>
<tr>
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<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>GSO 125</td>
<td>Into to Global Supply Chain &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
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</table>

**Total Credit Hours** 14

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GSO 126</td>
<td>Purchasing &amp; Supply Management</td>
<td>3</td>
</tr>
<tr>
<td>PM 140</td>
<td>Project Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
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**Total Credit Hours** 15

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 160</td>
<td>Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
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</tr>
<tr>
<td>GSO 127</td>
<td>Quality Management</td>
<td>3</td>
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<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 17

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>GSO 226</td>
<td>Global Supply Chain &amp; Operations Strategy</td>
<td>3</td>
</tr>
<tr>
<td>GSO 299</td>
<td>Global Supply Chain &amp; Operations Internship</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 16

**Graduation Requirements**

1. Minimum of 62 total semester credit hours as outlined
2. Grade of C or higher in all core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion
Busines-Management
Emphasis
Associate of Applied Science Degree

Overview
The objective of the Business degree at LDS Business College is to meet your needs, whether you want to work in a small business or a large corporation, or start your own entrepreneurial venture. It offers you practical, hands-on, project-based coursework that optimizes your two-year investment and helps propel you into the workforce and a meaningful career. The degree is designed to be foundational and flexible. After the second semester, you may choose from either of the following emphases: Entrepreneurship, Management, Project Management, Professional Sales, or Global Supply Chain & Operations.

Management Emphasis
Whether you’re interested in a viable career with a small business, honing your leadership skills in your current position, or managing a state-of-the-art operation for a large company, you’ll find what you need at LDS Business College. This degree prepares you to become a leader of people and processes, a professional salesperson, customer service pro, or an effective employee in a great variety of career opportunities.

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

Instruction in the Management Emphasis includes the following:

- Human resources supervision
- Leadership and strategy
- Project management
- Sales and marketing
- Professional business writing and oral presentations
- Skills and practice in budgeting, forecasting, working capital requirements, investment analysis and decision making
- Financial accounting and transaction analysis and recording
- Information systems for business
- Understanding of the global economy

As part of the program, you will complete an internship to gain practical experience in a real business setting. You’ll also develop a comprehensive resume and employment portfolio encompassing your body of scholastic work.

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

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

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Demonstrate the skills to survive, thrive, and contribute to the bottom line success of a business organization.
- Manage people and processes effectively and efficiently within the competitive landscape of today’s global economy.
- Use the knowledge learned and skills developed in leadership, ethics, entrepreneurship, customer service, operations and project management, web design, accounting, finance, economics, human resources, and sales and marketing.
- Articulate career preparation confidently using resumes, portfolios and interviews.
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.

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<td>8</td>
</tr>
<tr>
<td><strong>Total Religion Credit Hours</strong></td>
<td></td>
<td>8</td>
</tr>
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Common Core Courses

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</tr>
<tr>
<td><strong>Total Common Core Credit Hours</strong></td>
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<td>12</td>
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Program Core Courses

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<thead>
<tr>
<th>Course #</th>
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<tbody>
<tr>
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<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 205</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Business Finance &amp; Economics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 295</td>
<td>Business Strategy</td>
<td>3</td>
</tr>
<tr>
<td>BUS 299</td>
<td>Business Management Internship</td>
<td>2</td>
</tr>
<tr>
<td>GSO 125</td>
<td>Intro to Global Supply Chain &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>IT 110</td>
<td>Introduction to Business Technology</td>
<td>3</td>
</tr>
<tr>
<td>PM 140</td>
<td>Project Management Fundamentals</td>
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</tr>
<tr>
<td>SMM 105</td>
<td>Introduction to Social Media Marketing</td>
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</tr>
<tr>
<td><strong>Total Program Core Credit Hours</strong></td>
<td></td>
<td>39</td>
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</tbody>
</table>

Electives

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

1. In addition to the required courses of your emphasis, you may select a course from the other Business degree emphases.
2. For other electives consider the following: (Check catalog course descriptions for prerequisites*): BAP 201, BUS 110, ECON 161
3. For any other electives, see your program director.

<table>
<thead>
<tr>
<th>Elective Credit Hours</th>
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<th>Total Minimum Degree Credit Hours</th>
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<tbody>
<tr>
<td>3</td>
<td>3</td>
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</table>

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

First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>PM 140</td>
<td>Project Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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<td>14</td>
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Second Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 160</td>
<td>Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GSO 125</td>
<td>Intro to Global Supply Chain &amp; Operations</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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<td>15</td>
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Third Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Business Finance &amp; Economics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SMM 105</td>
<td>Introduction to Social Media Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
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<tr>
<td><strong>Total Credit Hours</strong></td>
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<td>17</td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 205</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 295</td>
<td>Business Strategy</td>
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<td>BUS 299</td>
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<td>IT 110</td>
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<td>3</td>
</tr>
<tr>
<td>Religion</td>
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</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

Graduation Requirements

1. Minimum of 62 total semester credit hours as outlined
2. Grade of C or higher in all core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion
Business-Professional Sales Emphasis

Associate of Applied Science Degree

Overview
The objective of the Business degree at LDS Business College is to meet your needs, whether you want to work in a small business or a large corporation, or start your own entrepreneurial venture. It offers you practical, hands-on, project-based coursework that optimizes your two-year investment and helps propel you into the workforce and a meaningful career. The degree is designed to be foundational and flexible. After the second semester, you may choose from either of the following emphases: Entrepreneurship, Management, Project Management, Professional Sales, or Global Supply Chain & Operations.

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

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

In addition, you will gain specific skills to help with:

- Sales presentations
- Negotiation
- Maintaining a relationship after the sale
- Building a clientele for repeat business
- Putting together an effective sales team
- Articulate career preparation confidently using resumes and interviews.

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

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

Lifelong

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

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

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Use selling skills to contribute to the bottom line success of all types of organizations and markets.
- Source and qualify customers effectively.
- Identify customers’ needs.
- Present effective solutions to customers’ needs.
- Use negotiating skills to develop positive solutions in a selling environment.
- Articulate career preparation confidently using resumes and interviews.
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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
</tr>
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</table>

**Total Religion Credit Hours** 8

**Common Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
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</table>

**Total Common Core Credit Hours** 12

**Program Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
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<td>4</td>
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</tr>
<tr>
<td>BUS 160</td>
<td>Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Business Economics &amp; Finance</td>
<td>3</td>
</tr>
<tr>
<td>GSO 125</td>
<td>Intro to Global Supply Chain</td>
<td>3</td>
</tr>
<tr>
<td>GSO 126</td>
<td>Purchasing &amp; Logistics</td>
<td>3</td>
</tr>
<tr>
<td>SELL 120</td>
<td>Introduction to Sales</td>
<td>3</td>
</tr>
<tr>
<td>SELL 175</td>
<td>Intermediate Sales</td>
<td>3</td>
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<tr>
<td>SELL 275</td>
<td>Advanced Sales</td>
<td>3</td>
</tr>
<tr>
<td>SELL 299</td>
<td>Sales Internship (capstone)</td>
<td>2</td>
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<tr>
<td>SMM 105</td>
<td>Introduction to Social Media Marketing</td>
<td>3</td>
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</tbody>
</table>

**Total Program Core Credit Hours** 33

**Electives**

In addition to the required courses of your emphasis you may select a course from the following programs (make sure to check for requisites): Financial/Managerial Accounting; Entrepreneurship; Health Professions; Interior Design; Information Technology; Social Media Marketing.

**Total Elective Credits Hours** 9

**Total Minimum Degree Credit Hours** 62

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

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
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<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>SELL 120</td>
<td>Introduction to Sales</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
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</table>

**Total Credit Hours** 14

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
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<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
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</tr>
<tr>
<td>GSO 125</td>
<td>Intro to Global Supply Chain</td>
<td>3</td>
</tr>
<tr>
<td>SELL 175</td>
<td>Intermediate Sales</td>
<td>3</td>
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<tr>
<td>Religion</td>
<td></td>
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**Total Credit Hours** 15

**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 160</td>
<td>Organizational Leadership</td>
<td>3</td>
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<tr>
<td>BUS 260</td>
<td>Business Economics &amp; Finance</td>
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</tr>
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<td>3</td>
</tr>
<tr>
<td>SMM 105</td>
<td>Intro to Social Media Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
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<tr>
<td>Religion</td>
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**Total Credit Hours** 17

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>SELL 275</td>
<td>Advanced Sales</td>
<td>3</td>
</tr>
<tr>
<td>SELL 299</td>
<td>Sales Internship (Capstone)</td>
<td>2</td>
</tr>
<tr>
<td>Elective</td>
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<td>Elective</td>
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<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 16

Graduation Requirements
1. Minimum of 62 total semester credit hours as outlined
2. Grade of C or higher in all core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion
Business-Project Management Emphasis
Associate of Applied Science

Overview
The objective of the Business degree at LDS Business College is to meet your needs, whether you want to work in a small business or a large corporation, or start your own entrepreneurial venture. It offers you practical, hands-on, project-based coursework that optimizes your two-year investment and helps propel you into the workforce and a meaningful career. The degree is designed to be foundational and flexible. After the second semester, you may choose from either of the following emphases: Entrepreneurship, Management, Project Management, Professional Sales, or Global Supply Chain & Operations.

Project Management Emphasis
Whether you're interested in a viable career with a small business, honing your project management skills in your current position, or managing a high-priority project for a large company, you'll find what you need at LDS Business College. This degree prepares you to become a professional project manager, a leader of people and processes, or an effective employee in a great variety of career opportunities.

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

Career Opportunities
This degree provides a wide range of skill for working with web and information technology. A complete listing of potential job descriptions is not possible. However, you will be prepared to work as a computer support specialist. In addition, you will be ready for entry-level positions as network administrators, database administrators, system analysts, and web developers.

Learning Outcomes
Upon completion of the program, successful graduates will be able to:
- Confirm personal testimony in the restored gospel of Jesus Christ
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner
- Communicate effectively using written and verbal presentation principles
- Construct new knowledge using technology and information resource tools
- Comprehend and think critically to solve problems
- Cultivate a strong, professional work ethic and life-long learning opportunities
- Use the skills of managing the processes of a project to contribute to the bottom line success of a business organization.
- Use effective organizational and multi-tasking skills to manage a project.
- Use proper leadership and management skills to accomplish projects.
- Articulate career preparation confidently using resumes, portfolios and interviews.

Instruction in the Project Management Emphasis includes the following:
- Project management fundamentals
- Project management tools and techniques
- Certified Associate in Project Management (CAPM) professional certification prep
- Leadership and strategy
- Marketing
- Professional business writing and oral presentations
- Skills and practice in budgeting, forecasting, working capital requirements, investment analysis and decision making
- Financial accounting
- Supply chain and operations
- Business technology

As part of the program, you will complete an internship to gain practical experience in a real business setting. You'll also develop a comprehensive resume and employment portfolio encompassing your body of scholastic work.
### 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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Total Religion Credit Hours</strong></td>
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#### Common Core Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
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<td>Introduction to College Writing</td>
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</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
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<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
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</tr>
<tr>
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<td><strong>Total Common Core Credit Hours</strong></td>
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#### Program Core Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
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</tr>
<tr>
<td>GSO 125</td>
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<tr>
<td>PM 140</td>
<td>Project Management Fundamentals</td>
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<tr>
<td>PM 180</td>
<td>Project Management Tools</td>
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<td>PM 200</td>
<td>Advanced Project Management</td>
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<td>PM 275</td>
<td>CAPM Prep</td>
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<td>PM 299</td>
<td>Project Management Internship</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Program Core Credit Hours</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

#### Electives

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

1. In addition to the required courses of your emphasis, you may select a course from the other Business degree emphases.
2. For other electives consider the following: (Check catalog course descriptions for prerequisites*): ECON 161, ECON 162
3. For any other electives, see your program director.

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<tr>
<th>Course #</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total Elective Credits Hours</strong></td>
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</tr>
</tbody>
</table>

#### Total Minimum Degree Credit Hours 62

### Recommended Sequence of Courses

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

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<td>3</td>
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<tr>
<td>Religion</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>14</strong></td>
</tr>
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</table>

#### Second Semester

<table>
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<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
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<td>GSO 125</td>
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<tr>
<td>PM 180</td>
<td>Project Management Tools</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

#### Third Semester

<table>
<thead>
<tr>
<th>Course #</th>
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<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
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<td>FIN 101</td>
<td>Personal Finance</td>
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<td>Religion</td>
<td></td>
<td>2</td>
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<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
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</table>

#### Fourth Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAP 201</td>
<td>Advanced Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 260</td>
<td>Business Economics &amp; Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 295</td>
<td>Business Strategy</td>
<td>3</td>
</tr>
<tr>
<td>PM 299</td>
<td>Project Management Internship</td>
<td>2</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

### Graduation Requirements

1. Minimum of 62 total semester credit hours as outlined
2. Grade of C or higher in all core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion
Executive Medical Assistant

Associate of Applied Science Degree

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

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

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

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

Career Opportunities
There are employment opportunities in hospitals, insurance companies, outpatient medical offices, and HMOs for well-trained executive medical assistants. Medical assistants in Utah earn $12.50 to $14.00 as inexperienced workers. In the U.S., median salaries can be $13.60 per hour. Students may advance to supervisory positions where wages are higher than those listed here.

Learning Outcomes
Upon successful completion of the program, graduates should be capable in the following areas:

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Perform within ethical and legal scope as a medical assistant.
- Document professionally and appropriately in the medical record for clinical procedures and patient care performed.
- Perform or assist with office procedures per quality control standards and clinical policies
- Provide accurate patient specimen collection and analysis in compliance to standards.
- Perform patients’ assessment and vital sign measures with correct clinical documentation.
- Manage patient billing, bookkeeping, and clerical functions using accounting principles. (AAS only)
- Articulate career preparation confidently using resumes and interviews.
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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Total Religion Credit Hours</strong></td>
<td><strong>8</strong></td>
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Common Core Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Common Core Credit Hours</strong></td>
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</tbody>
</table>

Program Core Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>HP 106</td>
<td>Medical Law &amp; Ethics</td>
<td>2</td>
</tr>
<tr>
<td>HP 124</td>
<td>ICD-10-CM</td>
<td>3</td>
</tr>
<tr>
<td>HP 126</td>
<td>CPT and HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HP 129</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HP 131</td>
<td>Medical Scheduling &amp; Billing</td>
<td>2</td>
</tr>
<tr>
<td>HP 140</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HP 150</td>
<td>First Aid/CPR for Health Professionals</td>
<td>1</td>
</tr>
<tr>
<td>HP 170</td>
<td>Introduction to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HP 220</td>
<td>Introduction to Medical Lab Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HP 22</td>
<td>Medical Laboratory Procedures Lab</td>
<td>0</td>
</tr>
<tr>
<td>HP 210</td>
<td>Clinical Medical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>HP 212</td>
<td>Clinical Procedures Lab</td>
<td>0</td>
</tr>
<tr>
<td>HP 283</td>
<td>Practicum for Medical Assistants &amp; Executive Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>LS 103</td>
<td>Nutrition &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>LS 265</td>
<td>Anatomy &amp; Physiology</td>
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Electives

<table>
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<tbody>
<tr>
<td></td>
<td><strong>Complete six additional credits</strong></td>
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<table>
<thead>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total Minimum Degree Credit Hours</strong></td>
<td><strong>66</strong></td>
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</table>

Recommended Sequence of Courses

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

First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
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<td>Medical Law &amp; Ethics</td>
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</tr>
<tr>
<td>HP 140</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HP 170</td>
<td>Introduction to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HP 210</td>
<td>Clinical Medical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>HP 212</td>
<td>Clinical Procedures Lab</td>
<td>0</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
</tr>
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Second Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>HP 129</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
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<td>HP 150</td>
<td>CPR/First Aid for Health Professionals</td>
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</tr>
<tr>
<td>HP 222</td>
<td>Medical Laboratory Procedures Lab</td>
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</tr>
<tr>
<td>LS 265</td>
<td>Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
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<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>16</strong></td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP 131</td>
<td>Medical Scheduling &amp; Billing</td>
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</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>HP 124</td>
<td>ICD-10-CM</td>
<td>3</td>
</tr>
<tr>
<td>HP 126</td>
<td>CPT and HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>LS 103</td>
<td>Nutrition &amp; Health</td>
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</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
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<td>2</td>
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<td></td>
<td><strong>Total Credit Hours</strong></td>
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Fourth Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
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<tr>
<td>ENG 220</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>HP 283</td>
<td>Practicum for Medical Assistants &amp; Executive Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
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<tr>
<td>Elective</td>
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<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
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<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td><strong>17</strong></td>
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</table>

Graduation Requirements

1. Minimum of 66 total semester credit hours as outlined
2. B (not B-) or higher in HP 140
3. Grade of C or higher in all HP core courses and LS 265
4. Ability to type 40 wpm with 90% accuracy
5. Cumulative grade-point average of 2.5 or higher
6. Complete Book of Mormon I or II, plus 6 additional credits of religion
7. Complete Certification Examination (either CMA or RMA) at the end of HP 283
Information Technology- Business Intelligence Emphasis Associate of Applied Science Degree

Overview
Business intelligence analysts use data to figure out market and business trends for companies to increase profits and efficiency. They may work directly for a company, or as a consultant. Business intelligence analysts gather this data through a number of ways, from mining a company's computer data through software, looking at competitor data and industry trends to help develop a picture of where the company stands in the industry, where they can improve and where they can reduce costs.

Career Opportunities
Business intelligence analysts spend most of their time analyzing data. Past trends, current conditions, etc. They are able to look at large chunks of data and understand trends, and then communicate those trends to the company.

Learning Outcomes
- Upon completion of the program, successful graduates will be able to:
- Confirm personal testimony in the restored gospel of Jesus Christ
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner
- Communicate effectively using written and verbal presentation principles
- Construct new knowledge using technology and information resource tools
- Comprehend and think critically to solve problems
- Cultivate a strong, professional work ethic and lifelong learning opportunities
- Analyze information gathered for decision support using the appropriate statistical and modeling techniques.
- Demonstrate proper data analysis techniques to provide accurate information necessary to maintain effective business operations
- Assess the information needs for a global business decision situation and identify the appropriate sources for that information
- Integrate quantitative and qualitative data needed to support evidence-based decision making.
- Create business models for forecasting and business analysis
- Manage Business Intelligence technologies

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
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Total Religion Credit Hours 8

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
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Total Common Core Credit Hours 12

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<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BAP 201</td>
<td>Advanced Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CS 112</td>
<td>Programming Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>IT 110</td>
<td>Introduction to Business Technology</td>
<td>3</td>
</tr>
<tr>
<td>IT 125</td>
<td>Windows Client</td>
<td>3</td>
</tr>
<tr>
<td>IT 130</td>
<td>Introduction to Windows Server Admin</td>
<td>3</td>
</tr>
<tr>
<td>IT 143</td>
<td>Structured Query Language (SQL)</td>
<td>3</td>
</tr>
<tr>
<td>IT 145</td>
<td>Business Metrics and Analytics</td>
<td>3</td>
</tr>
<tr>
<td>IT 150</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>IT 212</td>
<td>Information Security</td>
<td>3</td>
</tr>
<tr>
<td>IT 214</td>
<td>Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>IT 243</td>
<td>Data Warehousing</td>
<td>3</td>
</tr>
<tr>
<td>IT 245</td>
<td>Data Integration and Management</td>
<td>3</td>
</tr>
<tr>
<td>IT 295</td>
<td>Information Technology Capstone Project</td>
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</tr>
<tr>
<td>PM 140</td>
<td>Project Management Fundamentals</td>
<td>3</td>
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</table>

Total Program Core Credit Hours 43

Electives
Select 3 credit hours from the following. Be sure to check for prerequisites*.
IT 240, IT 243, CS 115, CS 135

Total Elective Credits Hours 3

Total Minimum Degree Credit Hours 66
**Recommended Sequence of Courses**

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

**First Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>IT 110</td>
<td>Introduction to Business Technology</td>
<td>3</td>
</tr>
<tr>
<td>IT 125</td>
<td>Windows Client</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
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Total Credit Hours 14

**Second Semester**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CS 112</td>
<td>Programming Fundamental</td>
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</tr>
<tr>
<td>BAP 201</td>
<td>Advanced Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>IT 130</td>
<td>Introduction to Windows Server</td>
<td>3</td>
</tr>
<tr>
<td>IT 143</td>
<td>Structured Query Language (SQL)</td>
<td>3</td>
</tr>
<tr>
<td>IT 150</td>
<td>Introduction to Networking</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours 15

**Third Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>IT 145</td>
<td>Business Metrics and Analytics</td>
<td>3</td>
</tr>
<tr>
<td>IT 243</td>
<td>Data Warehousing</td>
<td>3</td>
</tr>
<tr>
<td>PM 140</td>
<td>Project Management Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
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Total Credit Hours 15

**Fourth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>IT 212</td>
<td>Internet Security</td>
<td>3</td>
</tr>
<tr>
<td>IT 245</td>
<td>Data Integrations and Management</td>
<td>3</td>
</tr>
<tr>
<td>IT 214</td>
<td>Systems Analysis &amp; Design</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
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</tbody>
</table>

Total Credit Hours 17

**Fifth Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ENG 220</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>IT 295</td>
<td>Information Tech Capstone Project</td>
<td>4</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credit Hours 9

**Graduation Requirements**

1. Minimum of 66 total semester credit hours as outlined
2. Grade of C or higher in all IT core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion

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**Information Technology- Computer Programming Emphasis**

**Associate of Applied Science Degree**

**Overview**

Any company who intends to utilize computer technology within their organization will at some point require at least one computer programmer on staff. These individuals may be responsible for developing new customized systems for the company, or they may need to integrate two or more systems together with a common interface and feature set. They may also be expected to build and maintain the company website. Students in this program will be expected to actually write code and develop different applications using each of the following programming languages:

- JAVA
- .NET
- .ASP
- SQL
- HTML/CSS

**Career Opportunities**

All companies need computer programmers. Every IT department in the world has to deal with multiple systems and multiple databases and an employee with the skillset to develop integrated functionality within multiple programs, automated scripts, or full-featured applications will be sought after.

**Learning Outcomes**

- Upon completion of the program, successful graduates will be able to:
  - Confirm personal testimony in the restored gospel of Jesus Christ
  - Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner
  - Communicate effectively using written and verbal presentation principles
  - Construct new knowledge using technology and information resource tools
  - Comprehend and think critically to solve problems
  - Cultivate a strong, professional work ethic and lifelong learning opportunities
  - Complete and present effective Systems Design strategies and solutions.
  - Provide effective Executive-level presentations and documentation to convey complex technical designs.
  - Manage technical design, development, and implementation of projects on time and within budget.
  - Develop applications using Java
  - Develop applications using .NET
  - Develop applications using HTML
  - Articulate career preparation confidently using resumes, portfolios and interviews.
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.

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<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Total Religion Credit Hours</strong></td>
<td><strong>8</strong></td>
</tr>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
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<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Common Core Credit Hours</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td>BAP 201</td>
<td>Advanced Business Computer Applications</td>
<td>3</td>
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<tr>
<td>CS 112</td>
<td>Programming Fundamentals</td>
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<tr>
<td>CS 115</td>
<td>Program Design &amp; Graphics</td>
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<tr>
<td>CS 135</td>
<td>HTML with CSS</td>
<td>3</td>
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<td>CS 160</td>
<td>Agile Project Management</td>
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<td>CS 176</td>
<td>Windows Application Development</td>
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<td>CS 260</td>
<td>Team Projects Lab</td>
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<td>CS 276</td>
<td>Web Application Development</td>
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<td>IT 110</td>
<td>Introduction to Business Technology</td>
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<td>IT 143</td>
<td>Structured Query Language (SQL)</td>
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<td>Systems Analysis &amp; Design</td>
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<tr>
<td>MAT 110</td>
<td>College Algebra</td>
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<tr>
<td>MAT 252</td>
<td>Statistics</td>
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<td>PM 140</td>
<td>Project Management Fundamentals</td>
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<td><strong>Total Program Core Credit Hours</strong></td>
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<td><strong>Total Minimum Degree Credit Hours</strong></td>
<td><strong>68</strong></td>
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</table>

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

**First Semester**
- CS 112: Programming Fundamentals 3
- FIN 101: Personal Finance 3
- IT 110: Introduction to Business Technology 3
- MAT 110: College Algebra 4
- Religion: Book of Mormon I or II 2
- **Total Credit Hours**: 15

**Second Semester**
- BAP 201: Advance Business Computer Applications 2
- CS 115: Program Design & Graphic 3
- MAT 252: Statistics 3
- PM 140: Project Management Fundamentals 3
- Religion 2
- **Total Credit Hours**: 14

**Third Semester**
- CS 176: Windows Application Development (.NET) 3
- ENG 101: Introduction to College Writing 3
- IT 143: Structured Query Language (SQL) 3
- IT 214: Systems Analysis & Design 3
- Religion 2
- **Total Credit Hours**: 14

**Fourth Semester**
- COM 122: Interpersonal Communications 3
- CS 135: HTML with CSS 3
- CS 160: Agile Project Management 3
- CS 276: Web Application Development (.ASP) 3
- Religion 2
- **Total Credit Hours**: 14

**Fifth Semester**
- CS 260: Team Projects Lab 4
- ENG 220: Professional Business Communications 3
- IT 295: Information Technology Capstone Project 4
- **Total Credit Hours**: 11

Graduation Requirements
1. Minimum of 68 total semester credit hours as outlined
2. Grade of C or higher in all IT & CS core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion
Information Technology- Database Administration Emphasis
Associate of Applied Science Degree

Overview
Database Administrators (DBAs) are critical to any organization, whether large or small. As the amount of data that companies collect and maintain continues to grow exponentially, the role of the DBA becomes critical to ensuring that data is accessible, confidential, and secure. Graduates will be able to design, implement and maintain databases, applying knowledge of database management systems. They may plan, coordinate, and implement security measures to safeguard computer databases.

Students in this program will develop complex problem solving skills, as well as critical thinking, monitoring or assessing performance of others or organizations to make corrective action. Skills you’ll acquire in the College’s Server Administrator Emphasis include the following:

- Test programs or databases, correct errors and make necessary modifications
- Modify existing databases and database management systems
- Direct programmers and analysts to make changes
- Plan, coordinate and implement security measures to safeguard information
- Train users and answer questions

Career Opportunities
All industries and organizations need DBAs. There is strong earning potential in this growth industry. The program offers a great foundational preparation for work in an expanding technology field.

Learning Outcomes
- Upon completion of the program, successful graduates will be able to:
  - Confirm personal testimony in the restored gospel of Jesus Christ
  - Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner
  - Communicate effectively using written and verbal presentation principles
  - Construct new knowledge using technology and information resource tools
  - Comprehend and think critically to solve problems
  - Cultivate a strong, professional work ethic and lifelong learning opportunities
  - Install and configure Windows Servers and associated services
  - Install and configure Linux Servers and associated services
  - Design, plan, and implement software and hardware solutions allowing an organization to innovate
  - Manage technical implementation and development projects on time and within budget
  - Complete and present effective systems design strategies and solutions
  - Provide effective executive-level presentations and documentation to convey complex technical designs
  - Troubleshoot and maintain corporate servers
  - Articulate career preparation confidently using resumes, and interviews

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>REL</td>
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<td>Total Religion Credit Hours</td>
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<table>
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<tr>
<th>Common Core Courses</th>
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<td>COM 122</td>
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<tr>
<td>ENG 101</td>
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<td>ENG 220</td>
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<table>
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<th>Program Core Courses</th>
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<td>BAP 201</td>
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<td>PM 140</td>
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</table>
Recommended Sequence of Courses
Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

First Semester
- ENG 101 Introduction to College Writing 3
- FIN 101 Personal Finance 3
- IT 110 Introduction to Business Technology 3
- IT 125 Windows Client 3
- Religion Book of Mormon I or II 2

Total Credit Hours 14

Second Semester
- BAP 201 Advance Business Computer Applications 3
- IT 130 Introduction to Windows Server Administration 3
- IT 143 Structured Query Language (SQL) 3
- IT 150 Introduction to Networking 3
- PM 140 Project Management Fundamentals 3

Total Credit Hours 15

Third Semester
- COM 122 Interpersonal Communications 3
- CS 112 Programming Fundamental 3
- IT 210 Linux Administration 3
- IT 240 Administering Microsoft SQL Server 3
- Religion 2

Total Credit Hours 14

Fourth Semester
- IT 212 Information Security 3
- IT 214 Systems Analysis & Design 3
- IT 216 Information Storage & Management 3
- IT 243 Data Warehousing 3
- Religion 2

Total Credit Hours 14

Fifth Semester
- ENG 220 Business Communications 3
- IT 295 Information Technology Capstone Project 4
- Religion 2

Total Credit Hours 9

Graduation Requirements
1. Minimum of 66 total semester credit hours as outlined
2. Grade of C or higher in all IT core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion

Information Technology-Network Engineering Emphasis
Associate of Applied Science Degree

Overview
All organizations require a network infrastructure in order to conduct business. Successful graduates will install, configure, support and protect an organization’s infrastructure, whether it is a local area network, wide area network, and Cloud model. They will implement systems that will monitor networks viability, and availability as well as ensure that the network infrastructure is safe from external attacks. They will design and implement business continuity plans that ensure corporate infrastructures continue functioning smoothly even during natural or man-made catastrophes or emergencies. They may also assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. Students will be prepared to sit for the Cisco CCNA certification exam.

Career Opportunities
The Bureau of Labor reports a bright outlook for network and computer systems administrators. This means the occupation is expected to grow rapidly in the next several years and a large number of job openings is expected. This degree provides a wide range of skills for working with networks and information technology. The program offers a great foundational preparation for work in an expanding technology field.

Learning Outcomes
- Upon completion of the program, successful graduates will be able to:
  - Confirm personal testimony in the restored gospel of Jesus Christ
  - Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner
  - Communicate effectively using written and verbal presentation principles
  - Construct new knowledge using technology and information resource tools
  - Comprehend and think critically to solve problems
  - Cultivate a strong, professional work ethic and lifelong learning opportunities
  - Provide network infrastructure for effective operations and security control within an organization
  - Design, plan, and implement software and hardware solutions allowing an organization to innovate
  - Manage technical implementation and development projects on time and within budget
  - Complete and present effective systems design strategies and solutions
  - Provide effective Executive-level presentations and documentation to convey complex technical designs
  - Troubleshoot and maintain corporate network infrastructures
  - Articulate career preparation confidently using resumes and interviews
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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
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**Total Religion Credit Hours** 8

**Common Core Courses**

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<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
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<td>ENG 220</td>
<td>Professional Business Communications</td>
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<td>FIN 101</td>
<td>Personal Finance</td>
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**Total Common Core Credit Hours** 12

**Program Core Courses**

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<td>Introduction to Business Technology</td>
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<td>Introduction to Windows Server Administration</td>
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<td>Introduction to Networking</td>
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<td>Linux Administration</td>
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<td>IT 212</td>
<td>Information Security</td>
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<td>IT 214</td>
<td>Systems Analysis &amp; Design</td>
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<td>IT 216</td>
<td>Information &amp; Storage Management</td>
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<td>IT 252</td>
<td>Advanced Networking (ICND 2)</td>
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<td>Information Technology Capstone Project</td>
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<td>PM 140</td>
<td>Project Management Fundamentals</td>
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**Total Program Core Credit Hours** 40

**Electives**

Select 3 credit hours from the following. Be sure to check for prerequisites*.

BAP 201; IT 143; CS 115, CS 135

**Total Elective Credits Hours** 6

**Total Minimum Degree Credit Hours** 66

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

**First Semester**

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<td>Windows Client</td>
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**Total Credit Hours** 14

**Second Semester**

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<td>Programming Fundamentals</td>
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<td>IT 130</td>
<td>Introduction to Windows Server Administration</td>
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<td>IT 150</td>
<td>Introduction to Networking</td>
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<td>IT 150</td>
<td>Introduction to Networking</td>
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<td>PM 140</td>
<td>Project Management Fundamentals</td>
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**Total Credit Hours** 15

**Third Semester**

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<td>Systems Analysis &amp; Design</td>
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<td>IT 250</td>
<td>Intermediate Networking (ICND 1)</td>
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<tr>
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<td>Religion</td>
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**Total Credit Hours** 14

**Fourth Semester**

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<td>Information Storage &amp; Management</td>
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<td>IT 252</td>
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**Total Credit Hours** 14

**Fifth Semester**

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<td>IT 295</td>
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<tr>
<td>Religion</td>
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</table>

**Total Credit Hours** 9

Graduation Requirements
1. Minimum of 66 total semester credit hours as outlined
2. Grade of C or higher in all IT core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion
Information Technology-Server Administration Emphasis
Associate of Applied Science Degree

Overview
A server administrator, or systems administrator, works with a variety of back office devices that are used for things such as hosting databases, hosting websites and other network services used the organization. Network services must be maintained, updated, and protected and it is the Server Administrator who has the primary responsibility of keeping things running smoothly.

Server administrators are often designing and building web servers, data warehouses, as well as the infrastructure services that will monitor network security, system usage and those systems that process online financial transactions.

Those who install, operate, and support computer network systems and services, design and implement software and maintain existing systems, and know how to apply business principles are in demand in all businesses, whether large or small. System security is also a necessary skill in many offices. Skills you’ll acquire in the College’s Server Administrator Emphasis include the following:

• Software setup and configuration
• System management
• User access controls
• Server management and backups
• Security
• Network administration such as routing, subnetting and host configuration
• Setting up new employees and configuring notebooks for mobile users

Career Opportunities
The Bureau of Labor reports a bright outlook for network and computer systems administrators. This means the occupation is expected to grow rapidly in the next several years and a large number of job openings is expected. This degree provides a wide range of skills for working with servers and information technology. The program offers a great foundational preparation for work in an expanding technology field.

Learning Outcomes
• Upon completion of the program, successful graduates will be able to:
• Confirm personal testimony in the restored gospel of Jesus Christ
• Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner
• Communicate effectively using written and verbal presentation principles
• Construct new knowledge using technology and information resource tools
• Comprehend and think critically to solve problems
• Cultivate a strong, professional work ethic and lifelong learning opportunities
• Install and configure Windows Servers and associated services Install and configure Linux Servers and associated services
• Design, plan, and implement software and hardware solutions allowing an organization to innovate
• Manage technical implementation and development projects on time and within budget
• Provide effective executive-level presentations and documentation to convey complex technical designs
• Troubleshoot and maintain corporate servers
• Articulate career preparation confidently using resumes and interviews
**Course Requirements**

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<td><strong>Total Religion Credit Hours</strong></td>
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</table>

**Common Core Courses**

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<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>COM 122</td>
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<td>ENG 101</td>
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<td>FIN 101</td>
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**Program Core Courses**

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<td>IT 125</td>
<td>Windows Client</td>
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<td>IT 130</td>
<td>Introduction to Windows Server Administration</td>
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<tr>
<td>IT 143</td>
<td>Structured Query Language (SQL)</td>
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<td>IT 150</td>
<td>Introduction to Networking</td>
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<td>IT 210</td>
<td>Linux Administration</td>
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<td>Information Security</td>
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<td>Systems Analysis &amp; Design</td>
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<td>IT 216</td>
<td>Information Storage &amp; Management</td>
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**Total Minimum Degree Credit Hours** 66

**Recommended Sequence of Courses**

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

**First Semester**

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<td>Windows Client</td>
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**Second Semester**

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<td>IT 130</td>
<td>Introduction to Windows Server Administration</td>
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<td>BAP 201</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 210</td>
<td>Linux Administration</td>
<td>3</td>
</tr>
<tr>
<td>IT 143</td>
<td>Structured Query Language (SQL)</td>
<td>3</td>
</tr>
<tr>
<td>IT 214</td>
<td>Systems Analysis &amp; Design</td>
<td>3</td>
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<tr>
<td>IT 230</td>
<td>Intermediate Windows Server Administration</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
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<td></td>
<td><strong>Total Credit Hours</strong></td>
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**Fourth Semester**

<table>
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<tbody>
<tr>
<td>IT 212</td>
<td>Information Security</td>
<td>3</td>
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<td>IT 216</td>
<td>Information Storage &amp; Management</td>
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<tr>
<td>IT 232</td>
<td>Advanced Windows Server Administration</td>
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<tr>
<td>IT 270</td>
<td>Linux LAMP Server</td>
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<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
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**Fifth Semester**

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<thead>
<tr>
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<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>IT 295</td>
<td>Information Technology Capstone Project</td>
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<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

**Graduation Requirements**

1. Minimum of 66 total semester credit hours as outlined
2. Grade of C or higher in all IT core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion
Interior Design
Associate of Applied Science Degree

Overview
The design program provides hand skills and a visual design sense necessary for professional work in the interior design industry. Students graduate with a presentation portfolio sufficient to continue in higher education or move immediately into an interior design career. This program also prepares students in the business skills of interior design such as use of computers and business writing. Graduates from this rigorous program have a reputation for excellence in the design industry.

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

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

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

• Confirm personal testimony in the restored gospel of Jesus Christ.
• Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
• Communicate effectively using written and verbal presentation principles.
• Construct new knowledge using technology and information resource tools.
• Comprehend and think critically to solve problems.
• Cultivate a strong, professional work ethic and lifelong learning opportunities.
• Use knowledge of design principles, theory, and history to address client needs.
• Apply design process skills using hand and computer generated solutions.
• Select and specify appropriate finishes, furniture, and construction components for end users.
• Apply understanding of sustainable and environmental principles in design.
• Practice design industry business procedures.
• Create and use a visual portfolio to acquire employment or clientele.
• Articulate career preparation confidently using resumes, portfolios and interviews.

Note: To give the program necessary depth and breadth, professionals employed full time in the interior design field teach many courses. Since these professionals have other work commitments, some classes will be scheduled only at night while others will be scheduled early in the morning.

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

Specifications for color boards
Create a sample board based upon the criteria listed below. We do not have examples for you to see, nor do we give suggestions for the color board format.

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

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

Color boards will not be returned.
Course Requirements

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total Religion Credit Hours 8**

Common Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Common Core Credit Hours 12**

Program Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAP 105</td>
<td>Business Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>ID 104</td>
<td>Principles of Design</td>
<td>2</td>
</tr>
<tr>
<td>ID 105</td>
<td>Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 110</td>
<td>Color Theory</td>
<td>2</td>
</tr>
<tr>
<td>ID 118</td>
<td>3D Design</td>
<td>1</td>
</tr>
<tr>
<td>ID 125</td>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 126</td>
<td>Space Planning</td>
<td>4</td>
</tr>
<tr>
<td>ID 127</td>
<td>Drawing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ID 128</td>
<td>Textiles</td>
<td>2</td>
</tr>
<tr>
<td>ID 130</td>
<td>Studio I</td>
<td>2</td>
</tr>
<tr>
<td>ID 131</td>
<td>Introduction to AutoCAD</td>
<td>2</td>
</tr>
<tr>
<td>ID 210</td>
<td>Historical Furnishings &amp; Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ID 211</td>
<td>Modern Furnishings &amp; Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ID 218</td>
<td>Digital Editing</td>
<td>1</td>
</tr>
<tr>
<td>ID 230</td>
<td>Studio II</td>
<td>2</td>
</tr>
<tr>
<td>ID 231</td>
<td>Computer Design I</td>
<td>3</td>
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<tr>
<td>ID 232</td>
<td>Computer Design II</td>
<td>3</td>
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<tr>
<td>ID 270</td>
<td>Portfolio I</td>
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<tr>
<td>ID 271</td>
<td>Portfolio II</td>
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<tr>
<td>ID 275</td>
<td>Business of Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 299</td>
<td>Interior Design AAS Internship</td>
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</tbody>
</table>

**Total Program Core Credit Hours 48**

Graduation Requirements

1. Minimum of 68 total semester credit hours as outlined
2. A 3.0 grade-point average or higher in all ID courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete at least 50 percent of Interior Design courses at LDS Business College
5. Complete Book of Mormon I or II, plus 6 additional credits of religion

Recommended Sequence of Courses

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

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAP 105</td>
<td>Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ID 104</td>
<td>Principles of Design</td>
<td>2</td>
</tr>
<tr>
<td>ID 105</td>
<td>Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 110</td>
<td>Color Theory</td>
<td>2</td>
</tr>
<tr>
<td>ID 125</td>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 299</td>
<td>Interior Design AAS Internship</td>
<td>1</td>
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</table>

**Total Credit Hours 18**

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ID 118</td>
<td>3D Design</td>
<td>1</td>
</tr>
<tr>
<td>ID 126</td>
<td>Space Planning</td>
<td>4</td>
</tr>
<tr>
<td>ID 127</td>
<td>Drawing Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ID 128</td>
<td>Textiles</td>
<td>2</td>
</tr>
<tr>
<td>ID 130</td>
<td>Studio I</td>
<td>2</td>
</tr>
<tr>
<td>ID 131</td>
<td>Introduction to AutoCAD</td>
<td>2</td>
</tr>
<tr>
<td>ID 210</td>
<td>Historical Furnishings &amp; Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ID 211</td>
<td>Modern Furnishings &amp; Architecture</td>
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<tr>
<td>ID 218</td>
<td>Digital Editing</td>
<td>1</td>
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<td>ID 230</td>
<td>Studio II</td>
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<td>ID 231</td>
<td>Computer Design I</td>
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<td>ID 232</td>
<td>Computer Design II</td>
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<td>Portfolio I</td>
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<tr>
<td>ID 271</td>
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<td>ID 275</td>
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<td>ID 299</td>
<td>Interior Design AAS Internship</td>
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**Total Credit Hours 19**

**Third Semester**

<table>
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<th>Course</th>
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<tr>
<td>ENG 220</td>
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<td>ID 210</td>
<td>Historical Furnishings &amp; Architecture</td>
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<tr>
<td>ID 218</td>
<td>Digital Editing</td>
<td>1</td>
</tr>
<tr>
<td>ID 230</td>
<td>Studio II</td>
<td>2</td>
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<tr>
<td>ID 231</td>
<td>Computer Design I</td>
<td>3</td>
</tr>
<tr>
<td>ID 232</td>
<td>Computer Design II</td>
<td>3</td>
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<tr>
<td>ID 270</td>
<td>Portfolio I</td>
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<td>ID 271</td>
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<td>ID 299</td>
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<td>ID 499</td>
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**Total Credit Hours 16**

**Fourth Semester**

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<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
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<tr>
<td>ID 205</td>
<td>Resources &amp; Career Issues</td>
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</tr>
<tr>
<td>ID 211</td>
<td>Modern Furnishings &amp; Architecture</td>
<td>2</td>
</tr>
<tr>
<td>ID 232</td>
<td>Computer Design II</td>
<td>3</td>
</tr>
<tr>
<td>ID 271</td>
<td>Portfolio II (capstone)</td>
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</tr>
<tr>
<td>ID 275</td>
<td>Business of Interior Design</td>
<td>3</td>
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<tr>
<td>ID 299</td>
<td>Religion</td>
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</table>

**Total Credit Hours 16**

Graduation Requirements

1. Minimum of 68 total semester credit hours as outlined
2. A 3.0 grade-point average or higher in all ID courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete at least 50 percent of Interior Design courses at LDS Business College
5. Complete Book of Mormon I or II, plus 6 additional credits of religion
Paralegal Studies
Associate of Applied Science Degree

Overview
A two-year, associate degree in Paralegal Studies prepares you for a dynamic career in the legal profession. Receive training in case management and legal research. Learn how to analyze and summarize data to assist attorneys in preparation for hearings, trials, closings, corporate meetings, and other legal functions. Experience community learning opportunities that include job shadows, internships, and real-world projects. Paralegal Studies courses are offered in the evening, tailored for those with family or work commitments. *Paralegals may not provide legal services directly to the public, except as permitted by law.

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

*Paralegals may not provide legal services directly to the public, except as permitted by law.

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

Career Opportunities
A successful paralegal finds fulfillment as a contributor in resolving difficult legal situations in behalf of families, non-profit organizations, law firms, government agencies, and corporations. A variety of positions can be found in numerous industries including banking, insurance, healthcare, business, entertainment industry, real estate, and public agencies. *Paralegals may not provide legal services directly to the public, except as permitted by law.

A number of benefits are associated with paralegal graduation:
- Average starting salary for paralegals is $36,000 a year. The upward range for experienced paralegals is approximately $50,000 annually.
- Steady, upward trend for starting salaries
- Attractive to individuals seeking to improve their career and earning potential
- Allows current Legal Administrative Assistants to advance their legal career
- Shows healthy job market in Utah and throughout the country with an increased employment demand for paralegals for the next 7 years
- Listed by Department of Workforce Services in its top “Five Star” jobs at the associate degree level
- Low cost program with high salary potential
- Excellent career possibilities for multiple-language students

Learning Outcomes
Upon graduation, students will demonstrate competency in the following areas:
- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Work knowledgeably through federal, state, and local court systems.
- Apply substantive and procedural law.
- Practice ethical obligations and standards.
- Prepare legal research plans, analyze factual situations, identify legal solutions, summarize legal research findings, and write legal memorandums.
- Follow appropriate interviewing and investigative procedures with witnesses.
- Prepare exhibits and assist attorneys at trial.
- Use a variety of legal office management software systems proficiently.
- Articulate career preparation confidently using resumes, portfolios, and interviews.
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                                                                 Characteristic  Credit Hours
REL Boo    Book of Mormon I or II plus 6 additional credit hours of Religion   8

Total Religion Credit Hours 8

Common Core Courses
COM 122  Interpersonal Communications                              3
ENG 101  Introduction to College Writing                            3
ENG 220  Professional Business Communications                       3
FIN 101  Personal Finance                                             3

Total Common Core Credit Hours 12

Program Core Courses
ENG 201  Intermediate College Writing                              3
MAT 104  Intermediate Algebra                                       3
PLS 101  Introduction to Law                                        3
PLS 110  Legal Research/Writing I                                   3
PLS 115  Legal Research/Writing II                                  3
PLS 120  Evidence                                                   2
PLS 130  Criminal Law and Procedures                               3
PLS 140  Paralegal Procedures                                       3
PLS 150  Paralegal Business Computer Applications                   3
PLS 160  Ethics                                                    2
PLS 203  Introduction to Civil Litigation                            3
PLS 205  Contract Law                                               3
PLS 210  Torts                                                     3
PLS 215  Bankruptcy Law                                            3

Total Program Core Credit Hours 40

Internship or Practicum (select one of the options listed below)
Option 1:
PLS 296  Paralegal Portfolio Development                           1
PLS 299  Paralegal Internship (Capstone)                            2

Option 2:
PLS 292  Paralegal Practicum                                       3

Total Internship or Practicum Credit Hours 3

Electives
Complete 6 credit hours from ART 101; LS 103; PS 100; ECON 161; or see your advisor for other options

Total Elective Credits Hours 6

Total Minimum Degree Credit Hours 69

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

Fall Start
First Semester-Fall
COM 122  Interpersonal Communications                              3
ENG 101  Introduction to College Writing                            3
MAT 104  Intermediate Algebra                                       3
PLS 101  Introduction to Law                                        3
COM 122  Interpersonal Communications                               3
Elective                                                          3
Religion                                                           2
Book of Mormon I or II                                              2

Total Credit Hours 17

Second Semester-Winter
FIN 101  Personal Finance                                            3
PLS 110  Legal Research/Writing I                                   3
PLS 120  Evidence                                                   2
PLS 140  Paralegal Procedures                                       3
PLS 150  Paralegal Business Computer Applications                   3
Religion                                                           2
Religion                                                           2

Total Credit Hours 18

Third Semester-Summer
ENG 201  Intermediate College Writing                              3
PLS 115  Legal Research/Writing II                                  3
PLS 130  Criminal Law and Procedures                               3
PLS 160  Ethics                                                    2
PLS 210  Torts                                                     3
PLS 215  Bankruptcy Law                                            3

Total Credit Hours 14

Fourth Semester-Fall
ENG 220  Professional Business Communications                      3
PLS 203  Introduction to Civil Litigation                            3
PLS 205  Contract Law                                               3
Internship or Practicum Option                                     3
Elective                                                           3
Religion                                                           2
Winter  Start  
First Semester—Winter
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 104</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PLS 101</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
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</table>

Total Credit Hours 17

Second Semester—Summer
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>PLS 110</td>
<td>Legal Research/Writing I</td>
<td>3</td>
</tr>
<tr>
<td>PLS 130</td>
<td>Criminal Law and Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PLS 210</td>
<td>Torts</td>
<td>3</td>
</tr>
<tr>
<td>PLS 215</td>
<td>Bankruptcy Law</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credit Hours 17

Third Semester—Fall
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLS 115</td>
<td>Legal Research/Writing II</td>
<td>3</td>
</tr>
<tr>
<td>PLS 120</td>
<td>Evidence</td>
<td>3</td>
</tr>
<tr>
<td>PLS 140</td>
<td>Paralegal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>PLS 150</td>
<td>Paralegal Business Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>PLS 203</td>
<td>Introduction to Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>PLS 205</td>
<td>Contract Law</td>
<td>3</td>
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</tbody>
</table>

Total Credit Hours 17

Fourth Semester—Fall
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201</td>
<td>Intermediate College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>PLS 160</td>
<td>Ethics</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Internship or Practicum Option</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Total Credit Hours 18

Graduation Requirements
1. Minimum of 69 total semester credit hours as outlined
2. Grade of C or higher in all PLS core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion

Social Media Marketing  
Associate of Applied Science

Overview
Social Media is an emerging area of business where job openings outnumber qualified personnel. Many social media experts have the know-how, but not the business appearance, demeanor and ethics that students learn at LDSBC. Our graduates are in high demand in the marketplace, as very few schools teach the required skills nationally.

Our graduates will understand the world of social media, how it enhances business communication and how it is changing the face of commerce, customer service, advertising and marketing strategy. They will know how to work in a collaborative environment, gain skills in open-platform web development, create effective content, use analytics to focus marketing strategies, create online branding and advertising campaigns (including effective personal branding) and communicate the value proposition of various social media tools to business leaders.

Career Opportunities
There are far more job opportunities in social media marketing than there are qualified candidates. That’s why many of our LDSBC social media students get well-paying jobs after just one class in the program. Companies are eager to hire people with both the strategy and skills to manage their social media and are willing to pay for it. Some students are currently working on campaigns for companies like the NBA and others are managing the entire social media marketing efforts for small to mid-sized businesses. If you plan to design your career in realm of Social Media Marketing there are really four main career paths you could focus on:


Learning Outcomes
Upon completion of the program, successful graduates will be able to:
- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Demonstrate the ability to manage the social media marketing departments of small to mid-sized companies
- Strategically develop marketing campaigns based on a company’s vision, goals, target market, research, analytics, budget, and scope
- Create a highly-engaged social community of empowered brand advocates
- Maneuver current tools, platforms and data centers to optimizes research, reach, revenues, referrals, and retention
- Prove the ROI of campaigns and marketing initiatives
- Create relevant and engaging content in the form of copy, pictures, videos, infographics, etc.
- Assess their own understanding of marketing principles, strategies and tactics and how
to apply them to real life situations
- Identify the various learning resources that will help their knowledge remain current with changing technologies, best practices, and trends

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Total Religion Credit Hours</strong></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

Common Core Courses
- COM 122 Interpersonal Communications 3
- ENG 101 Introduction to College Writing 3
- ENG 220 Professional Business Communications 3
- FIN 101 Personal Finance 3

**Total Common Core Credit Hours** 12

Program Core Courses
- ENTR 150 Entrepreneurship 3
- IT 110 Intro to Business Technology 3
- BUS 101 Survey of Business 3
- SMM 105 Introduction to Social Media Marketing 3
- SMM 120 Social Media Marketing Strategy I 3
- SMM 130 Social Media Marketing Content I 3
- SMM 140 Social Media Marketing Web Management 3
- SMM 150 Social Media Marketing Analytics 3
- SMM 160 Social Media Mktg Advocacy & Advertising 3
- SMM 199 Social Media Marketing Lecture Series 1
- SMM 210 Social Media Marketing Strategy II 3
- SMM 296 Social Media Marketing e-Portfolio 1
- SMM 299 Social Media Marketing Internship 2

**Total Program Core Credit Hours** 34

Electives
- Select from the following: BAP 201; BUS 201; ENTR 210; ENTR 290; PM 140 3

**Total Elective Credit Hours** 3

Certification or Badge
- Options include: Hootsuite Badge in Social Media Marketing; Facebook Advertising 3 levels of badges; Blitz Metrics Certificates; Google and Google Partners Analytics, Adwords and/or Advertising Certificates

**Total Minimum Degree Credit Hours** 57
Recommended Sequence of Courses

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

**First Semester**

- **BUS 101** Survey of Business 3
- **COM 122** Interpersonal Communications 3
- **ENG 101** Introduction to College Writing 3
- **SMM 105** Intro to Social Media Marketing 3
- **Religion** Book of Mormon I or II 2
- **Total Credit Hours** 14

**Second Semester**

- **ENG 220** Professional Business Communications 3
- **FIN 101** Personal Finance 3
- **IT 110** Introduction to Business Technology 3
- **SMM 120** Social Media Mktg. Strategy I 3
- **SMM 199** Social Media Mktg. Lecture Series 1
- **Religion** 2
- **Total Credit Hours** 15

**Third Semester**

- **ENTR 150** Entrepreneurship 3
- **SMM 130** Social Media Mktg. Content I 3
- **SMM 140** Social Media Mktg. Web Management 3
- **SMM 296** Social Media Mktg. e-Portfolio 1
- **Elective** 3
- **Religion** 2
- **Total Credit Hours** 15

**Fourth Semester**

- **SMM 150** Social Media Mktg. Analytics 3
- **SMM 160** Social Media Mktg. Advocacy and Advertising 3
- **SMM 210** Social Media Mktg. Strategy II 3
- **SMM 299** Social Media Mktg. Internship 2
- **Religion** 2
- **Total Credit Hours** 13

**Graduation Requirements**

1. Minimum of 57 total semester credit hours as outlined
2. Grade of C or better in all core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion

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**Accounting Certificate**

**Overview**

The Accounting Certificate qualifies you to fill entry-level positions in the accounting field. The combination of accounting, computer, and workplace skills provides a basis for growth. This certificate gives you business experience in the accounting field while you continue your education. You'll gain an understanding of:

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

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

**Career Opportunities**

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

**Learning Outcomes**

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

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Analyze, interpret, and record business economic transactions in the accounting records of a business enterprise.
- Conduct computerized accounting for a small business as the sole in-house accountant.
- Perform entry level accounting procedures in any size business enterprise.
- Create, analyze and explain the results of operations as reflected in the financial statements of the business enterprise.
- Perform basic accounting functions appropriate for the various legal forms of business.
- Assist management in preparing and understanding financial ratio analysis, budgets, revenue and cost projections, capital asset management and investment evaluations.
- Articulate career preparation confidently using resumes and interviews.
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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Religion Credit Hours</strong></td>
<td>4</td>
</tr>
</tbody>
</table>

Common Core Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Common Core Credit Hours</strong></td>
<td>12</td>
</tr>
</tbody>
</table>

Program Core Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ACC 110</td>
<td>Accounting in QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ACC 212</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Program Core Credit Hours</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

Electives
Select 2-3 credit hours from the following:
- ACC 210; ACC 223; BUS 160; BUS 201; BUS 205; IT 125; IT 150; SELL 120

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Total Elective Credit Hours</strong></td>
<td>2-3</td>
</tr>
</tbody>
</table>

**Total Minimum Degree Credit Hours** 34

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

First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>18</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 110</td>
<td>Accounting in QuickBooks</td>
<td>3</td>
</tr>
<tr>
<td>ACC 212</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>2-3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
<td>16-17</td>
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</tbody>
</table>

Graduation Requirements
1. Minimum of 34 total semester credit hours as outlined
2. Grade of C or higher in all core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 2 additional credits of religion
Interior Design
Certificate

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

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

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

Learning Outcomes
• Upon completion of the program, successful graduates will be able to:
• Confirm personal testimony in the restored gospel of Jesus Christ.
• Collaborate with others using interpersonal skills in an honest, ethical, and Christ-
  like manner.
• Communicate effectively using written and verbal presentation principles.
• Construct new knowledge using technology and information resource tools.
• Comprehend and think critically to solve problems.
• Cultivate a strong, professional work ethic and lifelong learning opportunities.
• Use knowledge of design principles, theory and history to address client needs.
• Apply design process skills using hand and computer generated solutions.
• Select and specify appropriate finishes, furniture, and construction components
  for end users.
• Apply understanding of sustainable and environmental principles in design
• Articulate career preparation confidently using resumes, portfolios (if applicable)
  and interviews.

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

Specifications for color boards
Create a sample board based upon the criteria listed below. You will need to make your own
conclusions and interpretations. We do not have examples for you to see, nor do we give
suggestions for the color board format.
1. Mount color samples on a 9 x 12 mat board (available at art supply stores) that is in a
color that enhances the samples. Neutrals are usually preferable.
2. Choose samples for a living room to include the following:
   a. Paint colors for walls, trim and ceiling and any other wall coverings wallpaper,
      fabric, etc.
   b. Floor coverings - i.e. carpet, stone, wood, etc.
   c. Window treatments - i.e., drapery, blinds, shutters, etc. d. Furniture finishes -
      i.e. wood, metal, plastic, etc.
   d. Upholstery fabrics - minimum of three
   e. Accent colors
3. Affix materials firmly to the mat board so they do not fall off. Double-sided carpet tape
   works well for heavy samples. There is also special mounting tape available that works
   well (available at art supply stores). Arrange the materials in an attractive manner on the
   board and carefully label each sample.
4. You may use discontinued samples which are usually available from local design firms,
furniture stores, etc. The College also has a sample library available to local students. It is
located on the eighth floor in room 803 and is open during regular school hours.
5. Your board will be judged by a panel of designers including the program director, part-
time faculty and outside professionals. The panel will be looking for ability in blending
color, use of appropriate textures, and the professionalism of your board arrangement.
6. Include your name and address on the back of the mat board.
7. Include a separate sheet with your name, address, phone number, specific program (ID
   AAS degree or ID certificate) you are applying for and the date you mailed your
   admissions package to the college.
8. Include your email address and phone number where you may be contacted.
9. Place your color board in a padded envelope (available at your local post office) and mail
   it Attn: Admissions 95 North 300 West, Salt Lake City, UT, 84101-3500, or you may
   hand deliver it to Admissions on the 2nd floor.

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

Color boards will not be returned.
Course Requirements
Students are responsible to examine the course description of each course listed below for details of prerequisites, which must be satisfied before registering for the course.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 101</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
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</tbody>
</table>

**Total Religion Credit Hours** 4

Common Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
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</tbody>
</table>

**Total Common Core Credit Hours** 12

Program Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAP 105</td>
<td>Business Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>ID 104</td>
<td>Principles of Design</td>
<td>2</td>
</tr>
<tr>
<td>ID 105</td>
<td>Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 110</td>
<td>Color Theory</td>
<td>2</td>
</tr>
<tr>
<td>ID 125</td>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>ID 128</td>
<td>Textiles</td>
<td>2</td>
</tr>
<tr>
<td>ID 131</td>
<td>Introduction to AutoCAD</td>
<td>2</td>
</tr>
<tr>
<td>ID 199</td>
<td>Interior Design Internship</td>
<td>1</td>
</tr>
<tr>
<td>ID 210</td>
<td>Historical Furnishings &amp; Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ID 211</td>
<td>Modern Furnishings &amp; Architecture</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Program Core Credit Hours** 22

**Total Minimum Degree Credit Hours** 38

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

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ID 104</td>
<td>Principles of Design</td>
<td>2</td>
</tr>
<tr>
<td>ID 105</td>
<td>Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 110</td>
<td>Color Theory</td>
<td>2</td>
</tr>
<tr>
<td>ID 125</td>
<td>Drafting</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 19

**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>ID 128</td>
<td>Textiles</td>
<td>2</td>
</tr>
<tr>
<td>ID 131</td>
<td>Introduction to AutoCAD</td>
<td>2</td>
</tr>
<tr>
<td>ID 199</td>
<td>Interior Design Internship (Capstone)</td>
<td>1</td>
</tr>
<tr>
<td>ID 210</td>
<td>Historical Furnishings &amp; Architecture</td>
<td>3</td>
</tr>
<tr>
<td>ID 211</td>
<td>Modern Furnishings &amp; Architecture</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Credit Hours** 19

Graduation Requirements
1. Minimum of 38 total semester credit hours as outlined
2. 2.0 GPA or higher in all ID courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 2 additional credits of religion
Medical Assistant
Certificate

Overview
Medical assistants are multi-skilled, with training in clerical/administrative procedures (front office) as well as clinical procedures (back office). They can work in large clinics as well as small medical offices. The duties of clinical medical assistants vary according to state laws. Common skills include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations. Medical assistants collect and prepare laboratory specimens and administer medications.

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

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

Career Opportunities
There are employment opportunities in hospitals, insurance companies, outpatient medical offices, and HMOs for well-trained executive medical assistants. Medical assistants in Utah earn $12.50 to $14.00 as inexperienced workers. In the U.S., median salaries can be $13.60 per hour. Students may advance to supervisory positions where wages are higher than those listed here.

Learning Outcomes
Upon successful completion of the program, graduates should be capable in the following areas:

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Perform within ethical and legal scope as a medical assistant.
- Document professionally and appropriately in the medical record for clinical procedures and patient care performed.
- Perform or assist with office procedures per quality control standards and clinical policies.
- Provide accurate patient specimen collection and analysis in compliance to standards.
- Perform patients’ assessment and vital sign measures with correct clinical documentation.
- Manage patient billing, bookkeeping, and clerical functions using accounting principles. (AAS only)
- Articulate career preparation confidently using resumes and interviews.
# 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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL Boo</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Religion Credit Hours</strong></td>
<td></td>
<td>4</td>
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</table>

**Common Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
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<tr>
<td><strong>Total Common Core Credit Hours</strong></td>
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<td>12</td>
</tr>
</tbody>
</table>

**Program Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP 106</td>
<td>Medical Law &amp; Ethics</td>
<td>2</td>
</tr>
<tr>
<td>HP 124</td>
<td>ICD-10-CM</td>
<td>3</td>
</tr>
<tr>
<td>HP 126</td>
<td>CPT and HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HP 129</td>
<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HP 131</td>
<td>Medical Scheduling and Billing</td>
<td>2</td>
</tr>
<tr>
<td>HP 140</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HP 150</td>
<td>First Aid/CPR for Health Professionals</td>
<td>1</td>
</tr>
<tr>
<td>HP 170</td>
<td>Introduction to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HP 220</td>
<td>Introduction to Medical Lab Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HP 222</td>
<td>Medical Laboratory Procedures Lab</td>
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<tr>
<td>HP 210</td>
<td>Clinical Medical Assisting</td>
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<tr>
<td>HP 212</td>
<td>Clinical Procedures Lab</td>
<td>0</td>
</tr>
<tr>
<td>HP 220</td>
<td>Introduction to Medical Lab Procedures</td>
<td>3</td>
</tr>
<tr>
<td>HP 222</td>
<td>Medical Laboratory Procedures Lab</td>
<td>0</td>
</tr>
<tr>
<td>HP 283</td>
<td>Practicum for Medical Assistants &amp; Executive Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>LS 265</td>
<td>Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Total Minimum Degree Credit Hours</strong></td>
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</tr>
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</table>

# Recommended Sequence of Courses

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

**First Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP 106</td>
<td>Medical Law &amp; Ethics</td>
<td>2</td>
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<tr>
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<td>Medical Office Procedures</td>
<td>3</td>
</tr>
<tr>
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<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HP 150</td>
<td>First Aid/CPR for Health Professionals</td>
<td>1</td>
</tr>
<tr>
<td>HP 210</td>
<td>Clinical Medical Assisting</td>
<td>4</td>
</tr>
<tr>
<td>HP 212</td>
<td>Clinical Procedures Lab</td>
<td>0</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
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</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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<td>15</td>
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**Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>HP 131</td>
<td>Medical Scheduling and Billing</td>
<td>2</td>
</tr>
<tr>
<td>HP 170</td>
<td>Intro to Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>HP 220</td>
<td>Introduction to Medical Lab Procedures</td>
<td>3</td>
</tr>
<tr>
<td>LS 265</td>
<td>Anatomy &amp; Physiology</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
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<td>17</td>
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**Third Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>HP 124</td>
<td>ICD-10-CM Coding</td>
<td>3</td>
</tr>
<tr>
<td>HP 126</td>
<td>CPT and HCPCS Coding</td>
<td>3</td>
</tr>
<tr>
<td>HP 283</td>
<td>Practicum for Medical Assistants &amp; Executive Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td>17</td>
</tr>
</tbody>
</table>

# Graduation Requirements

1. Minimum of 49 total semester credit hours as outlined
2. Grade of B or better in HP 140
3. Grade of C or better in all HP core courses and LS 265
4. Ability to type 40wpm with 90% accuracy
5. Cumulative grade-point average of 2.0 or higher
6. Complete Book of Mormon I or II, plus 2 additional credits of religion
7. Complete Certification Examination (either CMA or RMA) at the end of HP 283)
Medical Coding
Certificate (15 month certificate)

Overview
Medical coders are in demand by hospitals, insurance companies, medical offices, and health clinics. This major prepares students to function in medical records settings. Students learn to organize medical records, to assign codes to disease processes and procedures, and to facilitate third-party reimbursement and record keeping. They are prepared to sit for the Certified Coding Associate (CCA) professional certification exam through the American Health Information Management Association (AHIMA) at the end of their coursework. In addition, the College has a partnership with two national coding companies who will provide an internship experience for our students on the LDS Business College campus. This internship experience will lead to job offers to students who meet the companies’ qualification criteria.

Career Opportunities
Medical coders are in demand by hospitals, insurance companies, medical offices, and health clinics. This occupation is expected to experience faster than average employment growth with a moderate volume of annual job openings. Coders can anticipate an hourly median age of $13 -15 per hour and with experience up to $30/hr. in Utah with annual salaries ranging from $27,000 - $35,000. The U.S. median is more than $30,000 annually.

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

• Confirm personal testimony in the restored gospel of Jesus Christ.
• Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
• Communicate effectively using written and verbal presentation principles.
• Construct new knowledge using technology and information resource tools.
• Comprehend and think critically to solve problems.
• Cultivate a strong, professional work ethic and lifelong learning opportunities.
• Perform within an ethical and legal manner as a medical coder and biller.
• Use correct principles and rules when assigning medical codes to claims.
• Interpret medical language in medical records to extract billable services.
• Prepare for professional certification with American Academy of Professional Coders (AAPC).
• Medical Coding Internship of 300 hours working within health information management/billing and coding in the health care setting.
• Articulate career preparation confidently using resumes and interviews.

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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Religion Credit Hours</strong></td>
<td><strong>4</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Common Core Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>ENG 220</td>
</tr>
<tr>
<td>FIN 101</td>
</tr>
<tr>
<td><strong>Total Common Core Credit Hours</strong></td>
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<table>
<thead>
<tr>
<th>Program Core Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP 106</td>
</tr>
<tr>
<td>HP 124</td>
</tr>
<tr>
<td>HP 125</td>
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<td>HP 126</td>
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<tr>
<td>HP 127</td>
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<td>HP 140</td>
</tr>
<tr>
<td>HP 151</td>
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<tr>
<td>HP 170</td>
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<td>HP 175</td>
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<tr>
<td>HP 197</td>
</tr>
<tr>
<td>LS 265</td>
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<tr>
<td><strong>Total Program Core Credit Hours</strong></td>
</tr>
<tr>
<td><strong>Total Minimum Degree Credit Hours</strong></td>
</tr>
</tbody>
</table>
Recommended Sequence of Courses
Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

**First Semester**
- COM 122 Interpersonal Communications 3
- ENG 101 Introduction to College Writing 3
- HP 140 Medical Terminology 3
- LS 265 Anatomy & Physiology 4
- Religion Book of Mormon I or II 2

**Total Credit Hours** 15

**Second Semester**
- FIN 101 Personal Finance 3
- HP 106 Medical Law & Ethics 2
- HP 124 ICD-10-CM 3
- HP 126 CPT and HCPCS Coding 3
- HP 175 Pathophysiology 2
- Religion 2

**Total Credit Hours** 15

**Third Semester**
- ENG 220 Professional Business Communications 3
- HP 125 ICD-10-PSC 3
- HP 127 Coding Technology and Lab 2
- HP 151 Health Care Delivery Sys & Reimburse Method 3
- HP 170 Introduction to Pharmacology 2

**Total Credit Hours** 13

**Fourth Semester**
- HP 197 Medical Coding Practicum 2

**Total Credit Hours** 2

**Graduation Requirements**
1. Minimum of 45 total semester credit hours as outlined
2. Grade of C or better in all core courses and LS 265
3. Cumulative grade-point average of 2.5 or higher
4. Complete Book of Mormon I or II, plus 2 additional credits of religion

---

Professional Sales Certificate

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

Career preparation includes training in three critical areas:
- Understanding the sales process, including knowing how to qualify leads.
- Establishing a work ethic that leads to a successful sales career.
- Building and maintaining the relationship between customers and sales people. This is an excellent quick entry into the job market with strong earning potential.

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

**Learning Outcomes**
Upon completion of the program, successful graduates will be able to
- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Use selling skills to contribute to the bottom line success of all types of organizations and markets.
- Source and qualify customers effectively.
- Identify customers’ needs.
- Present effective solutions to customers’ needs.
- Use negotiating skills to develop positive solutions in a selling environment.
- Articulate career preparation confidently using resumes and interviews.
**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.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total Religion Credit Hours</strong></td>
<td>4</td>
</tr>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
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<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
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</tr>
<tr>
<td></td>
<td><strong>Total Common Core Credit Hours</strong></td>
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</tr>
<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>SELL 120</td>
<td>Introduction to Sales</td>
<td>3</td>
</tr>
<tr>
<td>SELL 175</td>
<td>Intermediate Sales</td>
<td>3</td>
</tr>
<tr>
<td>SELL 275</td>
<td>Advanced Sales</td>
<td>3</td>
</tr>
<tr>
<td>SMM 105</td>
<td>Intro to Social Media Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Program Core Credit Hours</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>Total Minimum Degree Credit Hours</strong></td>
<td>33</td>
</tr>
</tbody>
</table>

**Recommended Sequence of Courses**

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

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>COM 122</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
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<td>SELL 120</td>
<td>Introduction to Sales</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
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<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
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<thead>
<tr>
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<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>SELL 175</td>
<td>Intermediate Sales</td>
<td>3</td>
</tr>
<tr>
<td>SMM 105</td>
<td>Intro to Social Media Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credit Hours</strong></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SELL 275</td>
<td>Advanced Sales</td>
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<tr>
<td>SELL 299</td>
<td>Sales Internship</td>
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<td><strong>Total Credit Hours</strong></td>
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**Graduation Requirements**

1. Minimum of 33 total semester credit hours as outlined
2. Grade of C or better in all core courses and LS 265
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 2 additional credits of religion
Business

Associate of Science Degree [No new admits after Fall 2014]

Overview

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

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

Coursework includes the following:

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

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

Career Opportunities

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

Learning Outcomes

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

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
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.

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<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 103</td>
<td>Book of Mormon I or II plus 6 additional credit hours of Religion</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total Religion Credit Hours</strong></td>
<td></td>
<td><strong>8</strong></td>
</tr>
</tbody>
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Common Core Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 122</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Common Core Credit Hours</strong></td>
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<td><strong>12</strong></td>
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Program Core Courses

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
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<tr>
<td>ACC 212</td>
<td>Managerial Accounting</td>
<td>3</td>
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<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>BAP 201</td>
<td>Advanced Business Computer Applications</td>
<td>2</td>
</tr>
<tr>
<td>ECON 161</td>
<td>Microeconomics</td>
<td>3</td>
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<tr>
<td>ENG 201</td>
<td>Intermediate College Writing</td>
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<td>MAT 110</td>
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<td>MAT 252</td>
<td>Statistics</td>
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</table>

General Education Requirements
LDS Business College General Education Course requirements meet the Utah State Board of Higher Education required core areas of Composition, Quantitative Literacy (Q.L.), American Institutions (A.I.) and General Education Distribution Area requirements.

Fine Arts Distribution (select one)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 101</td>
<td>Survey of Art History</td>
<td>3</td>
</tr>
<tr>
<td>ART 106</td>
<td>Introduction to Drawing</td>
<td>3</td>
</tr>
<tr>
<td>MUS 105</td>
<td>Music &amp; Culture</td>
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</table>

Life Science Distribution (select one)

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<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS 103</td>
<td>Nutrition &amp; Health</td>
<td>3</td>
</tr>
<tr>
<td>LS 265</td>
<td>Anatomy &amp; Physiology</td>
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Physical Science Distribution (select one)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
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<tbody>
<tr>
<td>PS 100</td>
<td>Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>PS 120</td>
<td>Introduction to Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>PS 130</td>
<td>Introduction to Meteorology</td>
<td>3</td>
</tr>
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</table>

American Institutions (select one)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 170</td>
<td>American Civilization</td>
<td>3</td>
</tr>
<tr>
<td>POLS 110</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Minimum General Education Requirements</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

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

First Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>COM 122</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>Introduction to College Writing</td>
<td>3</td>
</tr>
<tr>
<td>American Institutions</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td>Book of Mormon I or II</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Survey of Business</td>
<td>3</td>
</tr>
<tr>
<td>ECON 161</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 101</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts Distribution</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 201</td>
<td>Intermediate Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 220</td>
<td>Professional Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>MAT 110</td>
<td>College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>Life Science Distribution</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 212</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BAP 201</td>
<td>Advanced Business Computer Application</td>
<td>3</td>
</tr>
<tr>
<td>BUS 221</td>
<td>Business Law &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MAT 252</td>
<td>Statistics</td>
<td>3</td>
</tr>
<tr>
<td>Physical Science Distribution</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Religion</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
<td></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

Graduation Requirements
1. Minimum of 61 total semester credit hours as outlined
2. Grade of C or higher in all core courses
3. Cumulative grade-point average of 2.0 or higher; (A 2.5 GPA or higher is recommended)
4. Complete Book of Mormon I or II, plus 6 additional credits of religion
5. The four-year institutions in Utah require students to achieve various computer competencies for transferring to their respective institutions. You must have a B-or higher grade in BAP 201 in order to establish the required computer competences for transfer
Integrated Studies
Associate of Science Degree

Overview
Integrated Studies combines career skills with general education classes to enable students to more easily transfer credit to a four-year institution. Students may add a general education component to any two-year program offered at the College. Students must complete at least 30 hours in a skill area before beginning the general studies component.

For example, a student who wants to eventually earn a bachelor’s degree could earn 30 hours in the Business Management two-year applied degree and then begin the general studies coursework while completing the remaining Management requirements. The student would then graduate from LDS Business College with an AAS in Business Management and an AS in Integrated Studies. The AS in Integrated Studies would meet general education transfer requirements at most institutions. Students planning to transfer to BYU Provo should check their admissions policies regarding the maximum number of credit hours they will allow of applicant.

The Integrated Studies degree can be completed in one to two semesters beyond the time required for an applied skills degree. Some students will be able to complete both a two-year applied degree and an Integrated Studies degree in only five semesters. There are three options for the general education component of the Integrated Studies degree. Students may use any combination.

- Some general studies will continue to be offered by the College. These are listed in the College’s course catalog.
- Selected general studies classes are available through the BYU-Idaho on-line program. The BYU-Idaho independent studies classes must be completed within a specific semester. LDSBC students register in person at the LDSBC Registration Office.
- Propero is a self-paced online learning program developed by Pearsons Learning Solutions. LDSBC students register for Propero courses through the campus bookstore.

It is the responsibility of each student to meet with a representative of his or her transfer institution to discuss the specifics of how the degree meets that institution’s transfer and graduation requirements.

Career Opportunities
The Integrated Studies program gives students a quick entry into the marketplace now as well as the option for continued education to advance their careers later on. The eternal truths acquired in this distinctly LDS environment help build family and prepare the student for leadership in employment, the Church and community.

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

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

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AAS Degree requirements</td>
<td>30 credit house must be completed before beginning GE courses</td>
</tr>
<tr>
<td></td>
<td>Total Minimum AAS Credit Hours</td>
<td>varies (by degree)</td>
</tr>
</tbody>
</table>

General Education Core Requirements
- ENG 201 Intermediate Writing 3 *on-campus & BYU-I online
- Quantitative Literacy (choose one)
  - MAT 110 College Algebra 4 *on-campus
  - MAT 106 Intro to Quantitative Analysis 3 *on-campus & BYU-I online

American Institutions (select one)
- POLS 110 American Government 3 *BYU-I online
- Fine Arts Distribution (select one)
  - ART 101 Survey of Art History 3 *on-campus
  - ART 106 Introduction to Drawing 3 *on-campus

Life Science Distribution (select one)
- LS 103 Nutrition & Health 3 *on-campus
- LS 265 Anatomy & Physiology 4 *on-campus & Propero (LS GE only)
- Physical Science Distribution (select one)
  - PS 100 Physical Science 3 *on-campus

Social Science Distribution (select one)
- SS 101 Intro to Psychology 3 *on-campus & BYU-I online
- SS 102 Intro to Cul. Anthropology 3 *BYU-I online
- SS 103 Microeconomics 3 *BYU-I online & Propero
- SS 104 Macroeconomics 3 *BYU-I online & Propero
- SS 105 Into to Sociology 3 *BYU-I online

Elective (choose one additional course from FA, LS, PS, or SS or the following)
- Foundations of Humanities 3 *BYU-I online

Graduation Requirements
1. Complete AAS Degree and General Education courses as outlined
2. Cumulative GPA of 2.0 or higher

Notes
1. Register for BYU-Idaho course at the registration office (801 524-8141; regstaff@ldsb.edu)
2. Purchase access codes for Propero courses in the Campus Bookstore
Entrepreneurship Cluster
Certificate of Completion

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

Requirements for Certificate of Completion:

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

Entrepreneurship Cluster
Fall or Winter Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 105</td>
<td>Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>ENTR 150</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>ENTR 290</td>
<td>Business Modeling</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

Interior Design Cluster
Certificate of Completion

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

Requirements for Certificate of Completion:

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

Interior Design Cluster (No Color board required)
Fall or Winter Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID 104</td>
<td>Principles of Design</td>
<td>2</td>
</tr>
<tr>
<td>ID 105</td>
<td>Introduction to Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>ID 110</td>
<td>Color Theory</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 1010</td>
<td>Air Force Today</td>
<td>1</td>
</tr>
<tr>
<td>AER 1110</td>
<td>General Military Lab I</td>
<td>0-1</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 2010</td>
<td>Air Force Today II</td>
<td>1</td>
</tr>
<tr>
<td>AER 1120</td>
<td>General Military Leadership Lab II</td>
<td>0-1</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEO 2010</td>
<td>Air Force Way</td>
<td>1</td>
</tr>
<tr>
<td>AER 2110</td>
<td>General Military Leadership Lab III</td>
<td>0-1</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AER 2020</td>
<td>Air Force Way II</td>
<td>1</td>
</tr>
<tr>
<td>AER 2120</td>
<td>General Military Lab IV</td>
<td>0-1</td>
</tr>
</tbody>
</table>

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.
Course Descriptions

**Accounting**

ACC 105  Financial Accounting (4)
Prerequisites: FIN 101 (may be taken concurrently)
Examines accounting concepts and procedures and introduces the basics of accounting: accounting equation, transaction analysis and recording journal entries, accounting cycle, financial statements, matching concept, adjusting entries, closing entries, worksheets, subsidiary ledgers and special journals.

ACC 110  Accounting in QuickBooks (3)
Prerequisite: ACC 105 with a C or higher
Introduces computerized general ledger accounting. Through projects, develops skills for applying accounting principles and procedures using accounting software, including sales/receivables, expenses/accounts payable, payroll, journal entries, chart of accounts, and automated general ledger.

ACC 201  Intermediate Accounting I (3)
Prerequisite: ACC 105 with a C or higher
Examines in more depth financial accounting procedures and reporting and evaluation of results of operations. Also focuses on revenue and expense recognition, working capital, and ratio analysis of financial statements.

ACC 202  Intermediate Accounting II (3)
Prerequisite: ACC 105 with a C or higher
Covers plant assets, depreciation, depletion, amortization, corporations, stock transactions, retained earnings, installment sales, consignment sales, and equity financing. Students apply the skills learned by performing accounting service for a non-profit organization.

ACC 210  Advanced QuickBooks (3) (Capstone)
Prerequisite: ACC 110 with a C or higher; ACC 212 with a C+ or higher
Includes advanced exercises spanning the full accounting cycle, processing revenue and expense activities, end-of-period adjusting entries, payroll processing, quarterly payroll liabilities payments, etc. Uses a full range of transaction types throughout the course. Emphasizes accurate identification and classification of transactions applied using QuickBooks functions.

ACC 212  Managerial Accounting (3)
Prerequisite: ACC 105 with a C or higher
Explores the applications of financial statements, various types of analysis; and costs, costing systems and schedules, job order system, process system, equivalent units, activity-based accounting, budgeting procedures, segmented reporting, responsibility accounting, and capital budgeting.

ACC 215  QuickBooks Certified User Test Preparation (1)
Prerequisite: ACC 110 with a B or higher; ACC 210 with a B or higher (or concurrent)
Description: Reviews the applicable subject material covered in ACC 110 and ACC 210 to prepare the student to sit for the QuickBooks Certified User Test. Students who take the exam itself (not required by the course) will be charged a fee of $99 at the time of the exam.

ACC 223  Introduction to Tax Entities (2)
Prerequisite: ACC 105 with a C or higher
Introduces tax concepts for various business entities. Includes basics of tax return preparation.

**Aerospace (Air Force ROTC)**

AER 1010  Foundations of the USAF (1)
Prerequisite: Call University of Utah Advisor (801-581-6236)
Covers the development, organization, and doctrine of the United States Air Force. Emphasizes strategic force requirements.

AER 1020  Foundations of the USAF II (1)
Prerequisite: Call University of Utah Advisor (801-581-6236)
Covers the development, organization, and doctrine of the United States Air Force Defensive Forces, including general purpose forces and tactical air forces.

AER 1110  General Military Leadership Laboratory I (1)
Prerequisite: Call University of Utah Advisor (801-581-6236)
Provides experience in Air Force standards, customs and courtesies. Introduces drill and ceremonies. Studies typical organizations and missions of Air Force bases through field trips.

AER 1120  General Military Leadership Laboratory II (1)
Prerequisites: Call University of Utah Advisor (801-581-6236)
Provides experience in Air Force standards, customs and courtesies. Introduces drill and ceremonies. Studies typical organizations and missions of Air Force bases through field trips.

AER 2010  Airpower History I (1)
Prerequisite: Call University of Utah Advisor (801-581-6236)
Introduces various concepts of air power employment, emphasizing factors that have prompted research and technological change.

AER 2011  Airpower History II (1)
Prerequisite: Call University of Utah Advisor (801-581-6236)
Introduces various concepts of air power employment, emphasizing factors that have prompted research and technological change.

AER 2110  General Military Leadership Laboratory III (1)
Prerequisite: Call University of Utah Advisor (801-581-6236)
Introduces Air Force standards, customs and courtesies, drill and ceremonies leadership, reviews and honors. Provides first-hand exposure to various career opportunities within the Air Force and their applications on a typical Air Force base.

AER 2111  General Military Leadership Laboratory IV (1)
Prerequisite: Call University of Utah Advisor (801-581-6236)
Introduces Air Force standards, customs and courtesies, drill and ceremonies leadership, reviews and honors. Provides first-hand exposure to various career opportunities within the Air Force and their applications on a typical Air Force base.
Art
ART 101  Survey of Art History (3)
Prerequisite: None
Reviews the continuing evolution of art forms with an aim toward understanding the influence of antiquity on modern civilization and appreciating varying art styles.

ART 106  Introduction to Drawing (3)
Prerequisite: None
Develops personal judgment by means of visual communication. Develops drawing skills and the ability to appreciate and discuss the work of others. Introduces different drawing mediums.

Business
BUS 101  Survey of Business (3)
Prerequisite: None
Introduces the world of business through a survey of fundamental concepts and challenges – managing change, economics, ethics and social responsibility, management and leadership, marketing, human resources, entrepreneurship, accounting and finance, global trade, information technology, and operations and supply chain. This course is designed to give students a working knowledge of business, as well as assist them in determining an area or two of business in which they would like to concentrate throughout their studies.

BUS 110  Business Lecture Series (1)
Prerequisite: None
A repeatable course offered to any student who is interested in business. Class assignments will ensure understanding of business lessons taught by guest lecturers.

BUS 125  Critical Thinking for Business (3)  [changed to ENTR 225 Winter 2015]
Prerequisite: None
Develops critical thinking and reasoning capacities. Develops judgment skills and the ability to avoid rationalization in opinions and behavior. Focuses on practicing critical thinking skills in small groups.

BUS 160  Organizational Leadership (3)
Prerequisite: BUS 101
Students will learn and apply timeless principles of leadership for success in the environments of business, the Church, and the home. Draws on proven material from acknowledged leaders of people and process, including as a key source the principles of the Leadership Pattern developed by the LDS Church to train its leaders to ‘lead as the Savior would.’ Students will participate in authentic learning experiences as they consult on projects with real businesses.

BUS 199  Business Internship (2)
Prerequisite: Requires program director approval
On-the-job application of knowledge and skills acquired in classroom study. Requires accomplishment of two measurable learning objectives related to the business degree/certificate competencies that can be documented and accomplished during the semester. A minimum of 60 work hours are required per credit hour, with 2 credit hours possible. One-hour weekly lab weeks 1-4.
NOTE: Students will be responsible for finding internship positions. For assistance in finding an internship opportunity, contact the Career Advising office one month prior to the beginning of the semester.

BUS 201  Principles of Management (3)
Prerequisite: BUS 101; BUS 160
Builds off the principles taught in BUS 160 (Organizational Leadership) as it ventures deeper into the characteristics and skills of true leadership within an organization, be it public, private, or church-related. Provides a real-world opportunity to collaborate with the management of a for-profit or not-for-profit company to study how the key elements of planning, organizing, leading, and controlling are applied and to present recommendations for improvement, utilizing effective management theories and practices. Includes class discussion, case studies, small-group activities, and written and oral communication.

BUS 205  Human Resource Management (3)
Prerequisites: BUS 101
Trains students in personnel supervision and conflict resolution, human relations, performance appraisal, manpower planning, communication, training, and governmental regulations. Develops skills in compensation administration, including wage, salary, incentive, and benefits administration.

BUS 221  Business Law & Ethics (3)
Prerequisite: BUS 101
Develops sensitivity to ethics in business through class discussion and case studies. Provides a practical business knowledge of contracts, sales, negotiable instruments, real estate, warranties, business organizations, employment issues, torts, consumer protection and Internet law.

BUS 235R  Applied Projects (1-3)
Prerequisite: Program Director Approval
This course is an applied projects lab for the Business curriculum series. Students will complete real-life, real-time projects requested by companies. The company will define the project outcomes and set deadlines for project delivery. The level of credit hours will vary based on student involvement required and the intensity of the project. Students will work closely with an assigned faculty member, who will manage the overall quality of the deliverable. This is a pass/fail class. Students must complete an application process to be considered as a member the project team. Repeatable.

BUS 260  Business Finance & Economics (3)
Prerequisite: BUS 101, ACC 105
Description: Trains students in the financial management and profit maximization of a business enterprise. Develops skills in basic financial analysis, budgeting, forecasting, determining working capital requirements, determining operating and financial leverage, analyzing capital investment, and making financial decisions. Builds on key micro and macroeconomic principles in a domestic and international context. Includes collaborating with a real organization's management to perform a study of its financial management performance.

BUS 295  Business Strategy (3) (Capstone)
Prerequisite: BUS 151, 201
Provides project-based experience in identifying management problems that frequently arise in business and using problem-solving skills to formulate solutions. Uses case studies and actual business situations to apply knowledge of business concepts and techniques. Also includes completion of a comprehensive employment portfolio encompassing the student’s work over previous semesters.
BUS 299 Business Management Internship (2) (capstone)
Prerequisite: BUS 201; GSO 125
Provides students the opportunity to earn credit and gain valuable experience by performing job responsibilities in a real work setting over a three-month period. Interns will be expected to operate successfully in a position within their field of study as evaluated formally by their manager

**Business Administrative Support**

**BAS 100 Introduction to Keyboarding (1)**
Prerequisite: None
This course is intended only for students who have never had a keyboarding class or who do not keyboard by using correct touch keyboarding techniques at 20 corrected words per minute (cwpm) or higher. Students learn to keyboard by touch using correct technique on alphabetic and alpha-numeric copy without watching their fingers or the keyboard. This is a pass/fail class. To receive a passing grade in the class, students must achieve a keyboarding rate of 20 (cwpm) or higher.

**BAS 108 Skillbuilding I (1)**
Prerequisite: BAP 105 (may be taken concurrently); Ability to keyboard at 20 cwpm using correct keyboarding techniques. Continued enrollment in BAS 108 will be based on a verified minimum keyboarding speed of 20 corrected words per minute (cwpm) using correct keyboarding technique during class the first week of the semester. Students with less than 20 cwpm will be required to enroll in BAS 100.
This course is the first in a series of two that provide provides technique and speed development drills to increase keyboarding skills on alphabetic, alpha-numeric, and numeric keypad copy. Students in the Administrative Assistant, Medical Front Office Assistant, or Medical Administrative Assistant programs should take this course their first semester unless enrolled in BAS 100, Introduction to Keyboarding. In this case, BAS 108 should be taken during the second semester. This course is open for challenge; check with the BAS program director for details. To continue with BAS 109, a B grade (32 cwpm) or higher is required in BAS 108.

**BAS 109 Skillbuilding II (1)**
Prerequisite: BAP 105 (may be taken concurrently); BAS 108 or Program Director Approval. Continued enrollment in BAS 109 will be based on a verified minimum keyboarding speed of 32 corrected words per minute (cwpm) using correct keyboarding technique during class the first week of the semester. Students with less than 32 cwpm will be required to enroll in BAS 108. This is the second skillbuilding course that provides technique and speed development drills to increase keyboarding skills on alphabetic, alpha-numeric, and numeric keypad. Students in the Administrative Assistant or Medical Front Office Assistant programs must earn a B grade (47 cwpm) or higher. This course is open for challenge; check with the BAS program director for details.

**BAS 115 Document Editing & Proofreading (2)**
Prerequisite: BAP 105 (may be taken concurrently)
Concentrates on developing effective punctuation, business grammar, vocabulary, spelling, capitalization, and proofreading skills. BAS students must earn a B- grade or higher.

**BAS 129 Office Procedures (3)**
Prerequisite: BAP 105 (may be taken concurrently); BAS 100 or BAS 108 (may be taken concurrently)
Builds and applies functional office skills in time management, interpersonal communications, records management, teamwork, and customer service. Also teaches how to plan meetings, take minutes, and use critical decision-making skills to identify and solve problems. This is a service-learning course which requires volunteer work in an office setting. BAS students must earn a B- grade or higher.

**BAS 151 Visual Communications (3)**
Prerequisite: BAP 105; 30 cwpm or BAS 108 with a B or higher
Introduces principles of good page layout and design using Adobe® InDesign and Acrobat software. Develops and utilizes skills through print projects such as fliers, portfolio templates, and newsletters as well as an online portfolio template and an online newsletter. Combines independent software training, class discussion, team collaborative activities, and individual projects.

**BAS 131 Medical Scheduling & Billing (2)**
Prerequisite: BAP 105; BAS 108 (may be taken concurrently) and HP 140 (may be taken concurrently)
Concentrates on developing effective punctuation, business grammar, vocabulary, spelling, capitalization, and proofreading skills. BAS students must earn a B- grade (47 cwpm) or higher. This course is open for challenge; check with the BAS program director for details.

**BAS 196 Portfolio Development (Capstone) (1)**
Prerequisite: Requires Program Director Approval; to be taken the last semester before graduation; (recommend concurrent enrollment in BAS 199)
Provides work experience in the student’s field of study. Students spend a minimum of 120 hours working (either paid or volunteer) in a business that utilizes the skills developed in the first semester courses and those being developed in the second semester courses in student's chosen major. Actual work experience in a business setting helps students to prepare for employment. Students must have previously completed or be enrolled in ALL program courses. Internship will begin by appointment after the tenth week of the semester. To be taken the last semester before graduation.

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

**BAS 199 Certificate Internship (2)**
Prerequisite: Requires Program Director Approval
Provides work experience in the student’s field of study. Students spend a minimum of 120 hours working (either paid or volunteer) in a business that utilizes the skills developed in the first semester courses and those being developed in the second semester courses in student's chosen major. Actual work experience in a business setting helps students to prepare for employment. Students must have previously completed or be enrolled in ALL program courses. Internship will begin by appointment after the tenth week of the semester. To be taken the last semester before graduation.

**BAS 296 Portfolio Development (Capstone) (1)**
Prerequisite: Requires Program Director Approval; to be taken the last semester before graduation; (recommend concurrent enrollment in BAS 299)
Provides a professional portfolio to showcase skills developed during the Medical Administrative Assistant course of study.
BAS 299 AAS Degree Internship (Capstone) (2) [Discontinued Winter 2015]
Prerequisite: Requires program director approval
Demonstrates mastery of degree competencies through on-the-job application of knowledge and skills specific to the Medical Administrative Assistant AAS degree. Requires 120 hours of on-site work experience in the student’s major. Requires class sessions and/or individual appointments as scheduled throughout the semester.

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

Business Computer Applications
BAP 105 Business Computer Applications (2)
Prerequisite: None
This course satisfies the computer literacy and business computer application fundamentals requirement for graduation. Students develop business-level skills in word processing, and electronic presentations software. Students will be prepared for the Microsoft Office Specialist certification exam for Microsoft Word and PowerPoint, and may sit for that exam if desired.

BAP 201 Advanced Business Computer Applications (3)
Prerequisite: FIN 101, BAP 105 or Proficiency Exam 80% +
Students develop skills in Microsoft Access database and complete collaborative and individual integrated business software projects using word processing, spreadsheets, presentations, and database skills. A B- or higher is required on the individual project for each module to earn a course grade higher than C+.

Communications
COM 122 Interpersonal Communications (3)
Prerequisite: None
Explores intra- and interpersonal human communication through small-group interaction and role-playing. Emphasizes communication styles, listening, self-esteem, goal setting, creative thinking, problem solving, teamwork, customer service, negotiation, diversity, constructive management of stress and conflict, and recognition of the effects of personal attitudes on organizational effectiveness and productivity. Increases effectiveness in working with people personally and professionally.

Computer Science
CS 112 Programming Fundamentals (3)
Prerequisite: None
This course uses Java to introduce the student to the basic concepts of computer programming including Loops, Methods, Arrays, Classes, and Strings. It uses an online learning environment which encourages the student to try different ways of doing things while providing guidance and assistance during this initial learning experience.

CS 115 Program Design & Graphics (3)
Prerequisite: CS 112 with a C or higher
This course is a continuation of CS 112. Based on Java, it explores more complex programming scenarios, introduces the concepts of data design and interface concerns. It uses an online learning environment which encourages the student to try different ways of doing things while providing guidance and assistance during this initial learning experience.

CS 135 HTML with CSS (3)
Prerequisite: CS 112 with a C or higher
This class introduces the student to the Hyper-Text Markup Language (HTML) which is the foundational language of any internet browser. Using Notepad Plus as the development environment, students learn how to program webpages that can be read by any browser. In addition to learning HTML, the student will learn how to use Cascading Style Sheets (CSS) to guarantee consistency in the look and design of the website pages.

CS 160 Agile Project Management (2)
Prerequisite: CS 112, CS 115
Agile is one of the most popular Project Management methodologies currently being used in the Software Development world. Modern software development teams must function nimbly and quickly in order to meet timelines and expected launch dates. The traditional “waterfall” approach to project management does not work well in the hyper-speed world of software, thus the concept of an “Agile” approach which allows constant interaction with the end-customer and helps teams to work together nimbly and very quickly. Students in this course will actually manage a team of developers (as Project Manager) with a specific set of product development requirements and milestones.

CS 176 Windows Application Development (3)
Prerequisite: CS 112 with a C or higher
Provides skills in object-oriented program design and development; principles of algorithm formulation and implementation. Student will learn the basics of Windows, Web and Mobile development using the Microsoft .NET development platform.

CS 180 Sets, Graphs and Discrete Structures (3)
Prerequisites: MAT 110 with a C or higher; CS 115 with a C or higher
Provides skills in object-oriented program design and development; principles of algorithm formulation and implementation. Student will learn the basics of Windows, Web and Mobile development using the Microsoft .NET development platform.

CS 185 Programming with JavaScript (3)
Prerequisite: CS 112
JavaScript is a dynamic computer programming language which is most commonly used with web browsers. It is designed to allow client-side scripts to interact with the user, control the browser, as well as alter document content that is displayed by the browser. It is also used in server-side network programming with various frameworks, game development and the creation of desktop and mobile applications.

CS 215 Programming with Ruby (3)
Prerequisite: CS 112
Ruby on Rails is an open source web application framework written in Ruby. Students in this course will learn how to enhance websites and web applications to take advantage of the full-stack framework.

CS 217 Programming with PHP & MySQL (3)
Prerequisite: CS 115, IT 160
PHP is a server-side scripting language designed for web development but can also be used as a general-purpose programming language. PHP can be used with HTML code, but can also be used with different web frameworks.
CS 260  Team Projects Lab (4)  
Prerequisite:  CS 115, CS 160 with a C or higher or concurrent  
This course is taught in-sync with the CS 160 course.  Student Project Managers (PM) from the CS 160 course are assigned to manage and guide an actual development team through a project where the end deliverable will be a functioning application, or integration solution. This is designed to provide real-world team-oriented project experience for our programming students.

CS 276  Web Application Development (3)  
Prerequisite:  IT 130 with a C or higher  
Introduces the student to the world of Linux.  Explores how Linux servers are configured, including addressing, access control, and services.  Shows both the command-line power of Linux as well as the way a graphical user interface has been incorporated into the environment.  With Linux becoming a sizeable part of any IT environment, this class will complement the student’s understanding of IT environments and prepare the student for a career as a systems administrator.

CS 250  Objective C / iOS (3)  
Prerequisite:  CS 112, CS 176  
ios is a mobile operating system developed by Apple and distributed exclusively for all Apple iDevices.  (Tablets, phones, etc.)  This course prepares the student to understand the operating system environment as well as how to develop applications that can then be published to Apple’s App Store.

CS 252  Android (3)  
Prerequisite:  CS 112, CS 115  
Android is a mobile operating system based on the Linux kernel and currently developed by Google.  Android is designed primarily for touchscreen mobile devices such as smartphones and tablet computers.  Students who take this course will learn how to develop apps for this platform and will be able to publish their own apps to the Android App Store.

**Economics**

ECON 161  Microeconomics (3)  
Prerequisite:  None;  ACC 101 (Recommended)  
Provides an overview of the U.S. economy, including supply and demand and government intervention.  Focuses on the microeconomic considerations of demand, market structure, cost of production, competition, and regulation.  Explores the factor markets of land, labor, and capital, and addresses the redistribution of income by taxation and welfare programs.

ECON 162  Macroeconomics (3)  
Prerequisite:  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**

ELAN 87  Listening/Speaking for Non-native Speakers (3) (non-matriculating)  
Prerequisite:  ELAN 101A (taken concurrently)  
Provides non-native students practice in listening for academic information and in speaking English in an academic setting.  This course is non-matriculating which means the credit hours do not count toward graduation.  Students will not receive a grade but will receive Credit (CR) or No Credit (NC) on their transcript.

ELAN 101A  Introduction to College Writing Non-Native Stretch Part 1 (3)  
Prerequisite:  ELAN 87 (taken concurrently);  appropriate placement scores  
This is the first semester of a two-semester version of English 101 for non-native English speakers.  This course concentrates on writing short essays with an emphasis on structure, ideas, development and critical thinking.  Teaches information literacy skills and applies them in conducting research and in using and documenting sources.  Adds intensive work in grammar, punctuation, building confidence and skill as a writer, and the expectations of American academic writing to the English 101 curriculum in a learning community environment.

ELAN 101B  Introduction to College Writing Non-Native Stretch Part 2 (3)  
Prerequisite:  Matching section of ELAN 101B  
This is the second semester of a two-semester version of English 101 for non-native English speakers who completed ELAN 101A.  This course concentrates on writing short essays with an emphasis on structure, ideas, development and critical thinking.  Teaches information literacy skills and applies them in conducting research and in using and documenting sources.  Adds intensive work in grammar, punctuation, building confidence and skill as a writer, and the expectations of American academic writing to the English 101 curriculum in a learning community environment.

ENG 101  Introduction to College Writing (3)  
Prerequisite:  ACT score of 17+ or corresponding scores on COMPASS test.  
This course serves to explore the relationship between writing and thinking, with a specific focus on application of principles using inquiry and reflection.  Students in this course will develop or refine critical thinking strategies within the context and conversation of character building, virtues, and values.  Students will engage in writing and thinking while developing rhetorical reading skills as they broaden, deepen, and improve their own writing practice.  We will explore every element of the writing process including brainstorming, journal writing, invention, research, synthesis, analysis, revision, editing, application, and reflection.  This course also addresses writing and rhetoric in the business world as students demonstrate application of writing principles from the classroom to real-world experiences and observations.  Writing will grow out of different purposes as students engage in several writing assignments, including a literature response and application, rhetorical analyses, a research-based inquiry essay demonstrating proper analyses of purposeful information and sources, following appropriate documentation, a business writing portfolio, and a personal philosophy statement reflecting character building and personal development.  This course is designed to explore one of Three E’s—Ennoble Souls—from LDS Business College’s mission statement.  This course also fulfills the College-Wide Course ePortfolio requirement.  
Minimum grade: C  You must complete all major assignments to receive a C in the course.

ENG 101SA  Introduction to College Writing Stretch Part 1 (3 credits)  
Prerequisites:  Non-native speakers with  ACT score of 17 or less, or STD COMPASS writing score of 67 or below and a reading score of 77 or below, or SAT score of 430-435, or Accuplacer score of 70-86.  
This is the first semester of a two-semester version of English 101 for native English speakers.  This course concentrates on writing short essays with an emphasis on structure, ideas, development and critical thinking.  Teaches information literacy skills and applies them in conducting research and in using and documenting sources.  Adds intensive work in grammar, punctuation, building confidence and skill as a writer to the English 101 curriculum in a learning community environment.
ENTR 210 Launch & Learn (3)
Prerequisite: ENTR 150
This course is designed to give business and non-business majors the opportunity to launch a small business during the semester and learn from operating it.

ENTR 125 Critical Thinking for Business (3) [previously BUS 125]
Prerequisite: None
Develops critical thinking and reasoning capacities. Develops judgment skills and the ability to avoid rationalization in opinions and behavior. Focuses on practicing critical thinking skills in small groups.

ENTR 290 Business Modeling (3)
Prerequisite: ENTR 150
Draws on the students’ experience to evaluate a business concept and write a sound business plan. Includes assessing the strengths and weaknesses of a business concept, collecting and organizing market research data into a marketing plan and preparing financial projections. Also includes finalizing a comprehensive employment portfolio encompassing work done during the previous semesters.

ENTR 299 Entrepreneurship Mentoring (capstone) (2)
Prerequisite: ENTR 290
Applies classroom knowledge and activities to the actual experience of incubating a small business. Provides measurable learning objectives related to the degree competencies. A minimum of 60 hours of incubator work is required.

Finance
FIN 101 Personal Finance (3)
Prerequisite: None
Microsoft Excel is taught during the first four weeks of the semester and prepares the student to successfully complete the course. Personal Finance focuses primarily on math computations, using personal financial topics to learn how to make decisions as a result of an analysis of the numbers involved. These personal financial concepts include goal setting, budgeting, major purchase decision making, credit, risk analysis, investments and retirement. Critical and creative thinking skills are demonstrated by solving practical everyday personal financial story problems. Microsoft Excel is used to perform many of the mathematical calculations necessary to arrive at solutions. The Microsoft Office Specialist (MOS) exam may be taken after the course to certify in Microsoft Excel.

Global Supply Chain & Operations
GSO 125 Introduction to Global Supply Chain and Operations (3)
Prerequisite: None
Introduces the theories and practices of global supply chain and operations management through exploring topics including process management, logistics, productivity and capacity management, forecasting, inventory management, production planning, purchasing and supply management, ERP (Enterprise-wide Resource Planning), quality management and control, JIT (Just in Time) and lean management and project management. Students will test theory in real business situations through company projects.

GSO 126 Purchasing and Supply Management (3)
Prerequisite: GSO 125
Focuses on the upstream supply chain activities of supplier selection, management, development; as well as negotiation, costing, product development, and commodity analysis.
Trains in cost analysis, commodity planning and in meeting high ethical and professional standards in the supply chain field.

GSO 127 Quality Management (3)
Prerequisite: GSO 125
Provides a comprehensive knowledge of the concepts of quality management, strategic issues, philosophies, and tools including Six Sigma and SPC (Statistical Control Charts) for controlling quality. Develops skills in using the contingency theoretic approach to solving quality problems in organizations across multiple industries.

GSO 226 Global Supply Chain & Operations Strategy (Capstone) (3)
Prerequisite: GSO 126, GSO 127
Requires students to combine the knowledge and skills developed in prerequisite courses in order to produce outstanding and effective individual and group projects. Projects will include integrative and creative problem solving in designing and managing cohesive value-added conversion/transformation systems in a global environment; appropriate application of supply chain theory, including risk taking in supply chain business scenarios; and influential, persuasive communication skills.

GSO 299 Global Supply Chain & Operations Internship (2)
Prerequisite: GSO 126, GSO 127
Students work as individuals or in teams on supply chain and operations management projects for affiliate companies. Students use the breadth of knowledge and skills developed in prerequisite courses in order to focus on a specific area to solve problems, gain industry experience, create contacts and strengthen the relationship between affiliate companies and LDS Business College.

NOTE: Students are free to find appropriate internship placements through their own efforts. For assistance in finding an internship opportunity, contact the Program Director and the College Employment Center one month prior to the beginning of the semester.

Health Professions

HP 106 Medical Law & Ethics (2)
Prerequisite: None
Introduces legal and ethical issues pertinent to allied health professionals. Introduces statutes and common laws that govern the delivery of health care and professional relationships. Correlates principles of medical ethics to the principles of law. Defines federal and state regulatory agencies as they pertain to patient care.

HP 124 ICD-10-CM Coding (3)
Prerequisite: HP 140; LS 265; HP 126 concurrent
The student will learn and apply the rules and guidelines of International Classification of Diseases (ICD-10-CM) to accurately assign diagnosis codes in all healthcare settings. Will also gain knowledge in the fundamentals of medical coding and in avoiding fraudulent coding. Students will experience workplace scenarios within the learning environment.

HP 125 ICD-10-PCS Coding (3)
Prerequisite: HP 124; HP 126, HP 127, HP 151 (concurrent enrollment)
The student will learn and apply the rules and guidelines for assigning ICD-10-PSC procedure codes for hospital inpatient claims. Students will experience workplace scenarios within the learning environment.

HP 126 CPT and HCPCS Coding (3)
Prerequisite: HP 124 concurrent
The student will learn and apply the rules and guidelines of Current Procedural Coding® (CPT) to accurately assign codes using CMS Form 1500. Gain knowledge in the fundamentals of medical coding and in avoiding fraudulent and abusive billing. Students will experience workplace scenarios within the learning environment.

HP 127 Coding Technology and Lab (2)
Prerequisite: HP 125, HP 151 (concurrent enrollment)
Provides opportunity for supervised practice in assigning all medical codes (ICD-10-CM, CPT, ICD-10-PCS) to actual de-identified medical charts. Exposure to current coding technology encoder programs also part of the learning experience. Focus on proficiency and speed as the course progresses is a major objective through teacher and student mentoring.

HP 129 Medical Office Procedures (3) [Name change from BAS 129 Office Procedures Winter 2015]
Prerequisite: None
Builds and applies functional office skills in time management, interpersonal communications, records management, teamwork, and customer service. Also teaches how to plan meetings, take minutes, and use critical decision-making skills to identify and solve problems. This is a service-learning course which requires volunteer work in an office setting

HP 131 Medical Scheduling & Billing (2) [Name change from BAS 131 Winter 2015]
Prerequisite: HP 129
Teaches the fundamentals of medical office procedures, including patient reception, appointment scheduling, financial record keeping, insurance billing and work schedule coordination. Provides experience in processing records for outpatient settings using a medical office software program. Addresses ethical and legal requirements and restrictions for record retention, transfer, and disposal.

HP 140 Medical Terminology (3)
Prerequisite: None
Introduces the definition, pronunciations, spelling, and correct usage of medical terms and abbreviations. Emphasizes mastery of prefixes, suffixes, word roots, combining forms and plural forms. Use of a medical dictionary and other medical reference material is practiced. Must receive a B- or higher in order to enroll in most program courses. Repeat of this course will only be allowed once.

HP 150 CPR/First Aid for Health Professionals (1)
Prerequisite: None
Provides instruction in Basic Life Support for Healthcare Providers and emergency and disaster situations. Includes learning and demonstrating CPR skills for victims of all ages, using an automated external defibrillator (AED) and relieving choking. A written exam and skills test must be successfully completed to receive BLS for Healthcare Providers completion card.

HP 151 Healthcare Delivery Systems and Reimbursement Methodologies (3)
Prerequisite: HP 125, HP 126, HP 127 (concurrent enrollment)
Discussion of issues related to facility billing and reimbursement systems including inpatient, outpatient, and physician coding methodologies as well as coding compliance.
HP 170  Introduction to Pharmacology (2)  
Prerequisite: HP 140 (concurrently) 
Studies the interactive properties of medicine on the human body as it applies to health care professionals. Also reviews basic math concepts in medication dispensing.

HP 175  Pathophysiology (2)  
Prerequisite: HP 140; LS 265; HP 124 (concurrent enrollment)  
An introduction of human diseases and how they affect body systems.

HP 197  Medical Coding Practicum (2)  
Prerequisite: HP 125; HP 126; HP 127  
Provides a minimum of 120 hours [effective Winter 2014 change to 300 hours] of directed work and service-learning experience in a clinical setting where medical coding can be performed under supervision with ongoing evaluation of performance. Includes exhibiting service skills and performing various assignments of a medical coder. Students shall not receive pay for service-learning internship hours.

HP 210  Clinical Medical Assisting (4)  
Prerequisite: HP 212 (concurrent enrollment); HP 140 (may be taken concurrently) Introduces communication and professionalism for medical assistants in ambulatory patient care, including preparing and caring for patients during specialty exams. Emphasizes asepsis, sterilization of equipment, care of surgical instruments, taking and recording vital signs, basic pharmacology and administration of medications, including injections. Includes the role of medical assistants in minor surgical procedures, patient treatments, ECG, and radiology.

HP 220  Introduction to Medical Laboratory Procedures (3) [Previously HP 200]  
Prerequisite: HP 222 (concurrent); HP 106; HP 140; HP 150; HP 200; HP 201; LS 265 (concurrent)  
Prepares the student for the critical concepts of security, access control, correct addressing, and proper configuration of a Windows server. This course is the first of three courses that are required to become certified as a Microsoft Certified Solutions Associate (MCSA). After the completion of this course, a student should be prepared to sit for the MCSA Exam #70-410 which is the first of three certification exams that must be passed to qualify as an MCSA.

IT 110  Introduction to Business Technology (3)  
Prerequisite: None  
Introduces the student to the critical concepts of security, access control, correct addressing, and proper configuration of a Windows server. This course is the first of three courses that are required to become certified as a Microsoft Certified Solutions Associate (MCSA). After the completion of this course, a student should be prepared to sit for the MCSA Exam #70-410 which is the first of three certification exams that must be passed to qualify as an MCSA.

IT 125  Windows Client (3)  
Prerequisite: None  
Focuses on installing, configuring and administering Windows Desktop systems across peer-to-peer configurations as well as domain environments. Develops the skills required to be a consultant, full-time desktop support technician, or IT generalist who administers Windows-based computers and devices as a portion of their broader technical responsibilities.

IT 130  Introduction to Windows Server Administration (3)  
Prerequisite: None  
Introduces the student to the critical concepts of security, access control, correct addressing, and proper configuration of a Windows server. This course is the first of three courses that are required to become certified as a Microsoft Certified Solutions Associate (MCSA). After the completion of this course, a student should be prepared to sit for the MCSA Exam #70-410 which is the first of three certification exams that must be passed to qualify as an MCSA.
opportunities to design and build a Cloud infrastructure that could be used within a company, or as a Data Center solution providing hosting services to remote customers.

IT 230 Intermediate Windows Server Administration (3)
Prerequisite: IT 130 with a C or higher
Prepares the student to prove mastery of core services such as user and group management, network access, and data security. This course is the second of three which are required to receive the Microsoft MCSA certification and work as a Windows Systems Administrator. By the completion of this course, the student should be prepared to sit for the second of three MCSA certification exams (Exam #70-411).

IT 232 Advanced Windows Server Administration (3)
Prerequisite: IT 230 with a C or higher
Validates the knowledge and skills developed from prior courses that are necessary to administer a Windows Server 2012 Infrastructure in an enterprise environment. These skills include for example fault tolerance, Dynamic Access control, failover clustering and Disaster Recovery. This course is the third and final course necessary to earn the Microsoft MCSA Server Administrator certification exam. At the completion of this course, the student should be prepared to sit for exam #70-412. If the student has already passed exams #70-410, and #70-411, when they sit and pass this final exam they will have earned the Microsoft MCSA Server Administrator certification.

IT 240 Administering Microsoft SQL Server (3)
Prerequisite: IT 143 with a C or higher
Prepares the student to install, configure and maintain a Microsoft SQL 2012 Server. This course is the second of three database classes required to earn the MCSA Database Professional certification. By the completion of this course, the student should be prepared to sit for exam #70-462 which is the second of three MCSA Database Professional exams.

IT 243 Data Warehousing (3)
Prerequisite: IT 143 with a C or higher
Focuses on data management and storage strategies for companies with large amounts of data. This course is the third of three courses necessary to be prepared to earn the Database Professional MCSA certification. At the completion of this course the student should be prepared to sit for the third of three exams: Exam #70-463. If the previous two exams have been passed, then the completion of this final exam will qualify the student to officially be a Microsoft Certified Database Professional.

IT 245 Data Integration and Management (3)
Prerequisite: IT 145 with a C or higher; IT 243 with a C or higher
This course digs even deeper into understanding how to access and manage data across multiple systems. Data integration appears with increasing frequency as the volume and the need to share existing data explodes. Students in this class will learn what it takes to run a large data hosting and cloud infrastructure organization. They could work for data integrators, data hosting and cloud service provider organizations.

IT 250 Intermediate Networking (ICND 1) (3)
Prerequisite: IT 150 with a C or higher
Introduces the student to Cisco Networks networking solutions. About 30 percent of the world’s businesses use Cisco which is almost twice as much as any other vendor. This course is the first of two courses required for a student to earn the Cisco CCNA certification. Topics in this course include building a simple network, designing Ethernet LANs and wireless LANs
(WLANs), and managing network infrastructures. Upon completion of this course, the student should be prepared to sit for the ICND1 exam (#640-822).

IT 252 Advanced Networking (ICND 2) (3)
Prerequisite: IT 250 with a C or higher
Explores topics including VLANs, OSPF & EIGRP, Routing protocol theory, IP Access Control Lists (ACLs), Virtual Private Networks (VPNs) as well as many other advanced networking concepts. This is the second of two courses needed for the Cisco CCNA certification. Upon completion of this course, the student should be prepared to sit for the ICND2 exam (#640-816). If the student has already passed the ICND1 exam, the completion of this exam will qualify the student to officially be a Cisco Certified Networking Associate.

IT 270 Linux LAMP Server (3)
Prerequisite: IT 210 and CS 112 with a C or higher
The LAMP software bundle refers to a popular software bundle of free and open-source software solutions that are commonly used for high-availability heavy-duty dynamic websites and capable of serving tens of thousands of requests simultaneously. The actual software of this bundle may be substituted for different reasons, but the most common components are:
- Linux
- Apache web server
- MySQL
- PHP or Perl or Python or (P)Ruby
After taking this course, the student should be equipped to build web-hosting services for any company.

IT 295 Information Technology Capstone Project (4)
Prerequisite: Program Director Approval
 Validates the knowledge and skills developed from previous Information Technology courses. This project class is mostly student-driven and provides the student with the opportunity to identify, plan, document, implement, and present a final report on the project selected. During this course, the student will document a complete set of system requirements as well as a complete project management plan and proposed system design. The student will be expected to present the plan to an Executive Committee who will determine whether the plan is sufficient. Once the plan has been approved, the student will be expected to implement the plan to completion and document the results. A final report will be given to the Executive Committee for final signoff.

**Interior Design**

ID 104 Principles of Design (2) (ID majors and ID cluster students only, first semester)
Prerequisite: None
Introduces applied visual communication methods using design principles and elements. Develops projects in two-and three-dimension. Encourages individual creativity through concept development and design evaluation.

ID 105 Introduction to Interior Design (3) (ID majors and ID cluster students only, first semester)
Prerequisite: None
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. This course includes a service-learning opportunity.

ID 106 Color Theory (2) (ID majors and ID cluster students only)
Prerequisite: ID 104 (may be taken concurrently); 105 (may be taken concurrently)
Explores color and its role and applications in interior design. Emphasizes the psychological impact and the influence of nature on color selections. Includes the development of professional color boards.

ID 118 3D Design (1) (ID majors only)
Prerequisite: ID 104, 105; BAP 105
Develops skills required to design with 3D computer modeling software to create interior space.

ID 125 Drafting (3) (ID majors only)
Prerequisite: ID 104 (may be taken concurrently); 105 (may be taken concurrently)
Introduces drafting principles, use of drafting equipment, measuring, lettering and reading blueprints.

ID 126 Space Planning (4) (ID majors only)
Prerequisite: ID 105, 125
Emphasizes drafting and space planning skills. Covers how to work with space and how to plan both residential and contract spaces. Addresses issues relating to proxemics, anthropometrics, ADA requirements, etc.

ID 127 Drawing Techniques (3) (ID majors only)
Prerequisite: ID 104, 105, 125
Develops hand-drawing skills required to create full color interior renderings Combines quick sketching for informal presentations.

ID 128 Textiles (2) (ID majors only)
Prerequisite: ID 104; 105 (may be taken concurrently)
Covers the properties and characteristics of natural and synthetic textile fibers and fabrics, with emphasis on textile terminology used in the industry as well as common trade names. Includes the selection of appropriate textiles for various applications along with their maintenance.

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

ID 131 Introduction to AutoCAD (2) (ID majors only)
Prerequisite: BAP 105 with a B- or higher; ID 105, 125
Introduces computer-aided design and its application for interior designers using AutoCAD software.

ID 199 Interior Design Certificate Internship (1) (ID certificate majors only)
Prerequisite: BAP 105; ENG 101; ID 104, 105, 110, 125
Provides real-world experience through 60 hours of on-site work experience or participation in a volunteer position in a field related to interior design. Requires accomplishment and documentation of measurable learning objectives during the semester. NOTE: Students will be responsible for finding internship positions.

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

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

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

ID 218  Digital Editing (1) (ID majors only)
Prerequisite: BAP 105, ID 127
Apply photo editing software skills to enhance hand renderings, images, and design graphics.

ID 230  Studio II (2) (ID majors only)
Prerequisite: ID 126, 127, 130, 131
Develops further the skills used in ID 130. Utilizes space planning skills and rendering skills to produce presentation boards as well as specifications for contract interiors.

ID 231  Computer Design I (3) (second-year ID majors only)
Prerequisite: ID 126; ID 131 with a B- (not C) or higher
Continues the development of computer-aided design skills with relationship to interior spaces.

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

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

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

ID 275  Business of Interior Design (3) (second-year ID majors only)
Prerequisite: ID 270
Emphasizes professional business practices and procedures, ways to work with clients and suppliers, and methods of setting up and operating a successful interior design business.

ID 299  Interior Design AAS Internship (1) (ID majors only)
Prerequisite: BAP 105; ENG 101; ID 126, 128, 130, 131, or program director approval
Provides real-world experience through 60 hours on-site work in a field related to interior design. Requires accomplishment of measurable learning objectives that can be documented and completed during the semester.

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

Learning Enhancement

LE 100  Introduction to Keyboarding (1) [Name change from BAS 100 Winter 2015]
Prerequisite: None
This course is intended only for students who have never had a keyboarding class or who do not keyboard by using correct touch keyboarding techniques at 20 corrected words per minute (cwpm) or higher. Students learn to keyboard by touch using correct technique on alphabetic and alpha-numeric copy without watching their fingers or the keyboard. This is a pass/fail class. To receive a passing grade in the class, students must achieve a keyboarding rate of 20 (cwpm) or higher.

LE 108  Skillbuilding I (1) [Name change from BAS 108 Winter 2015]
Prerequisite: Ability to keyboard at 20 cwpm using correct keyboarding techniques.
Continued enrollment in LE 108 will be based on a verified minimum keyboarding speed of 20 correct words per minute (cwpm) using correct keyboarding technique during class the first week of the semester. Students with less than 20 cwpm will be required to enroll in LE 100. This course is the first in a series of two that provide provides technique and speed development drills to increase keyboarding skills on alphabetic, alpha-numeric, and numeric keypad.

LE 109  Skillbuilding II (1) [Name change from BAS 109 Winter 2015]
Prerequisite: LE 108 or Program Director Approval.
This is the second skillbuilding course that provides technique and speed development drills to increase keyboarding skills on alphabetic, alpha-numeric, and numeric keypad.

LE 110  Tutoring Training I (1)
Prerequisite: Hired as a tutor for the Learning Assistance Lab
Trains tutors in skills needed for an effective tutor session including communicating, questioning and listening skills and assisting students with development of good study habits. Requires 25 hours of tutoring.

LE 112  Tutor Training II (1)
Prerequisite: Hired as a tutor for the Learning Assistance Lab
Trains tutors in skills needed for effective tutor sessions, including elements of the tutor session, documentation, cultural awareness, and tutoring in specific subjects. Requires 25 hours of tutoring.

LE 114  Tutor Training III (1)
Prerequisite: Hired as a tutor for the Learning Assistance Lab
Trains tutors in skills needed for effective tutor sessions, including elements of the tutor session, documentation, cultural awareness, and tutoring in specific subjects. Requires 25 hours of tutoring.

LE 115  Foundations of Learning (1)
Prerequisite: None
Offers principles that can help students have a positive and successful college experience, maximize opportunities at LDS Business College and prepare to be more serviceable in work, home, Church, and other settings. The College strongly recommends this course for everyone.
LE 116  Study Skills with Foundations of Learning (2)  
Prerequisite: None  
Offers principles that can help students to have a positive and successful college experience, maximize opportunities and prepare them to be more serviceable in work, home, Church and other settings. In addition to traditional Foundations content, this course introduces students to learning strategies such as taking notes, reading text, and taking tests more effectively and efficiently. Students with a cumulative high school and/or college grade-point average below 2.5 are strongly encouraged to take LE 116 their first semester. Students placed on academic probation should also take LE 116 the semester after they are placed on probation.

LE 121  Career Development Milestones (.5) [Discontinued Winter 2015]  
Prerequisite: None  
Provides guidance and direction to all Business Transfer and designated Integrated Studies students in completing their career development milestones, which give students a head start in designing and developing their career paths and in learning how to present themselves successfully to potential employers. Required for all Business Transfer and designated Associate of Science Integrated Studies (ASIS) students*. Students must enroll in the appropriate section of LE 121 during their first semester and LE 221 during their 3rd semester (if needed). (See certificate program-specific suggested sequence sheets for specifications).

LE 125  Career Exploration and Development (2)  
Prerequisite: None  
Gain direction, confidence, and career marketability while: (1) discovering and designing appropriate ‘next steps’ in personalized career/employment path, (2) developing tools and demonstrating skills and abilities in ways that result in ‘good fit’ employment and career opportunities. Completion of this course fulfills a significant portion of LDS Business College’s Job Certification Program requirements.

LE 195R  Special Projects (.5-3)  
Prerequisite: Instructor Consent  
Under the direction of the LE supervisor, this course provides opportunities for students to explore and apply various topics designed to enhance students’ learning experience at LDS Business College.

LE 221  Advanced Career Development Milestones (.5) [Discontinued Winter 2015]  
Prerequisite: LE 121  
Provides guidance and direction to all Business Transfer and designated Integrated Studies students in completing their career development milestones, which give students a head start in designing and developing their career paths and in learning how to present themselves successfully to potential employers. Required for all Business Transfer and Associate of Science Integrated Studies (ASIS) students*. Students must enroll in the appropriate section of LE 121 during their first semester and LE 221 during their 3rd semester (if needed). (See certificate program-specific suggested sequence sheets for specifications).

*Designated ASIS students:
Business Transfer: Enroll in LE 121 during 1st semester and LE 221 during 3rd semester  
ASIS Medical Coding: Enroll in LE 121 during 1st semester and LE 221 during 3rd semester  
Accounting and .Net & ASP: Enroll in LE 121 section 03 during 3rd semester.

Life Sciences
LS 103  Nutrition & Health (3)  
Prerequisite: None  
Web Enhanced Class Sections are being offered only for continuing LDSBC students with a 3.0 grade-point average or better. These sections require (1) participating in authentic learning experiences one hour weekly on-campus, (2) working two hours off-campus in BrainHoney, and (3) spending the additional time you need to complete assignments and projects. Students must be self-starters and highly motivated.

Explores nutritional concepts and principles as a basis for dietary choices and the consequences of personal food choices. Covers sources and primary functions of nutrition, basic digestive pathways, metabolism, and the effects of nutritional deficiencies. Compares the world’s concept of nutrition and the principles of the Word of Wisdom, scientific examination of controversial topics. Emphasizes gaining insight into personal responsibility for nutrition, health and wellness.

LS 110  Environmental Science (3)  
Prerequisite: None  
Description: Introduces principles of ecology: the interconnected relationships among organic and inorganic components of global ecosystems. Explores human attitudes toward our impact on the environment.

LS 265  Anatomy & Physiology (4)  
Prerequisite: 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
MAT 90  Basic Mathematics (2) (non-matriculating)  
Prerequisite: Appropriate placement score  
Reviews fractions, decimals, mixed numbers, operative properties, percentages, and negative numbers. Students must receive Credit (CR) to move to the next course. This course is non-matriculating; the credits do not count towards graduation.

MAT 97  Introductory Algebra (3) (non-matriculating)  
Prerequisite: MAT 90 with Credit (CR), or appropriate placement score  
Prepares students for MAT 104 or MAT 106. Covers rules of operation, first degree equations, inequalities, exponents, and graphing. Students must receive Credit (CR) to move to the next course. This course is non-matriculating; the credits do not count towards graduation.

MAT 104  Intermediate Algebra (3)  
Prerequisite: MAT 97 with Credit (CR), appropriate placement score  
Prepares students for MAT 110. Covers rules of operation, linear equations and inequalities, exponents, polynomials, rational expressions, rational exponents, graphing, and exponential functions, logarithms and conic sections.

MAT 106  Quantitative Analysis (3)  
Prerequisite: MAT 97 with Credit (CR), or appropriate placement score  
Provides an application-based program centered on the use of mathematics to model change in the real world and the effective communication of mathematical ideas. The course is primarily intended for students who plan to continue their studies in the areas of social and behavioral...
science, the health sciences or the humanities. This course is designed to satisfy the quantitative reasoning course requirements for a General Studies Associate of Science degree or an Associate of Science in Integrated Studies degree and for students who, with the exception of a statistics class, will not take any further mathematics courses at a four-year college or university.

MAT 110 College Algebra (4)
Prerequisite: MAT 104 with a B- or higher (can test out; see program director), or appropriate placement score
Covers equations and their applications, inequalities, systems of equations, matrix analysis, partial fraction decomposition, conic sections, sequences, counting theory, probability, induction, and the binomial theorem. Also covers polynomial, rational, radical, logarithmic, and exponential functions and their graphs.

MAT 111 Calculus (3)
Prerequisite: MAT 110 with a B- or higher (can test out; see program director), or appropriate placement score
Covers calculus designed primarily for business students. Covers limits, continuity, derivatives, integrals and their applications. The applications include optimization, optimization with several variables, curve sketching, related erates, finance, and area between curves.

MAT 252 Statistics (3)
Prerequisite: MAT 110 with a B- or higher (can test out; see program director), or appropriate placement score
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.

Music
MUS 100 Institute Choir (1)
Prerequisite: None
Provides an opportunity to sing sacred music for others. Requires dedication and commitment. Discusses doctrine in the hymns. Covers conducting and music skills needed for service in Church callings.

MUS 105 Music & Culture (3) [Discontinued Winter 2015]
Prerequisite: None
Introduces music as an art with historical and formal relationships to other fine arts, such as painting and architecture. Emphasizes important elements of musical composition and historically important forms and techniques of music and Western civilization.

Paralegal Studies
PLS 101 Introduction to Law (3)
Prerequisite: ENG 101 with a B or higher or must be taken concurrently
Introduces the study of law and the legal system, including the roles of branches of government and of federal and state court systems. Covers legal concepts, vocabulary, and areas of substantive law. Emphasizes the role of the paralegal. Introduces professional ethics, critical thinking, legal reasoning, and analysis. Provides opportunities to apply these skills. To continue with other Paralegal Studies courses, a C or better is required.

PLS 110 Legal Research/Writing I (3) (Paralegal Studies majors only)
Prerequisite: PLS 101 with a C or higher
Introduces basics of researching issues of substantive and procedural law and drafting basic legal documents. Also introduces traditional law library sources such as Black's Law Dictionary, Corpus Juris Secundum, the Utah Code, West's® Pacific Reporter®, West's® Pacific Digest®, and legal treatises and covers online research sources including LexisNexis® Academic and the official Utah State Courts website. To continue with other Paralegal Studies courses, a C or higher is required.

PLS 115 Legal Research/Writing II (3) (Paralegal Studies majors only)
Prerequisite: PLS 110 with a C or higher
Builds upon the knowledge and skills acquired in PLS 110 to research substantive and legal issues with more complexity and greater depth. Students will draft more intricate and varied legal documents including different forms of discovery, motions, and memoranda in support, orders, trial briefs, final pretrial orders, and appellate briefs. To continue with other Paralegal Studies courses, a B or higher is required.

PLS 120 Evidence (2) (Paralegal Studies majors only)
Prerequisite: PLS 110 with a C or higher
Addresses the principles and practical applications of the law of evidence. Topics include the basics of evidence, the paralegal’s role in working with evidence, and fact gathering within the court system. Specific rules of evidence are covered, as well as the role of evidence in trial presentation, at trial, and in appellate review. To continue with other Paralegal Studies courses, a C or higher is required.

PLS 130 Criminal Law and Procedures (3) (Paralegal Studies majors only)
Prerequisite: PLS 101 with a C or higher
Introduces the foundations of criminal law, rules of criminal procedure, elements of crimes against persons, habitation, property, public order and safety, organized crime, and legal defenses to criminal prosecution. Provides hands-on experience with criminal law and procedure. Covers evidentiary issues and constitutional concerns, along with pretrial considerations and procedures, trial, sentencing, punishment, and appellate review. To continue with other Paralegal Studies courses, a C or higher is required.

PLS 140 Paralegal Procedures (3) (Paralegal Studies majors only)
Prerequisite: PLS 101 with a C or higher
Covers the paralegal’s role in a law office, including the legal marketplace, the legal team, personnel relations, the attorney-client relationship, paralegal ethics and client relations, timekeeping, financial management (including legal fees, costs, and client trust funds), technology in the law office, docket control and calendaring, and file management. To continue with other Paralegal Studies courses, a C or higher is required.

PLS 150 Paralegal Business Computer Applications (3) (Paralegal Studies majors only)
Prerequisite: PLS 101 with a C or higher
Covers law office applications of client management software, litigation software, LexisNexis® Academic, and various state and federal websites. Students will use appropriate software to perform client conflicts checks, for timekeeping and file management, to prepare and maintain a database for each client, to organize and safeguard documentary evidence, and to assist during trial preparation and trial. To continue with other Paralegal Studies courses, a C or higher is required.
PLS 160 Ethics (2) (Paralegal Studies majors only)  
Prerequisite: PLS 101 with a C or higher  
Examines the rules of ethics peculiar to the practice of law and the crucial role they play in the profession of a paralegal. Covers the regulation of the legal profession, the unauthorized practice of law, client confidentiality, conflicts of interest, advertising and solicitation, client fees and fee sharing, and specific examples of Utah’s Rules of Professional Conduct. To continue with other Paralegal Studies courses, a C or higher is required.

PLS 203 Introduction to Civil Litigation (3) (Paralegal Studies majors only)  
Prerequisite: PLS 101 with C or higher  
Uses examples of actual cases to cover law office procedures and ethics, client interviews, investigating claims, the role of the rules of civil procedure and the rules of evidence in litigation, drafting complaints, the filing and serving process, motion practice, discovery, alternative dispute resolution, trial preparation and assistance at trial, and post-trial motions and appeals. To continue with other Paralegal Studies courses, a C or higher is required.

PLS 205 Contract Law (3) (Paralegal Studies majors only)  
Prerequisite: PLS 101 with C or higher  
Provides in-depth analysis of and hands-on experiences with contract law including contract formation and the elements of an enforceable contract, rights and obligations of the parties to a contract, contract performance and discharge, elements of breach of contract defenses to a claim of breach, remedies for breach, implied-in-law contracts, implied-in-fact contracts, promissory estoppeels, and secured transactions. To continue with other Paralegal Studies courses, a C or higher is required.

PLS 210 Torts (3) (Paralegal Studies majors only)  
Prerequisite: PLS 101 with C or higher  
Examines various theories of tort liability including intentional torts, negligence, strict liability, product liability, professional malpractice, defamation and related torts, nuisance and related torts. Examines causation, vicarious liability, joint liability, and contributory and comparative negligence, as well as bad faith claims and tort reform. To continue with other Paralegal Studies courses, a C or higher is required.

PLS 215 Bankruptcy Law (3) (Paralegal Studies majors only)  
Prerequisite: PLS 101 with C or higher  
Introduces basic issues in bankruptcy law, including economic, ethical, and policy considerations as they apply to the competing interests of creditors and debtors. Introduces various non-bankruptcy options and Bankruptcy Acts, with particular attention to the Bankruptcy Abuse Prevention and Consumer Protection Act (“BAPCPA”) of 2005. Examines filing for bankruptcy protection under Chapter 7 and Chapter 13 and petitioning under Chapters 11, 12, and 13. To continue with other Paralegal Studies courses, a C or higher is required.

PLS 292 Paralegal Practicum (3) (Paralegal Studies major only; capstone)  
Prerequisite: Requires program director approval  
In completing this practicum, students will demonstrate mastery of competencies through applying knowledge and skills specific to the Paralegal AAS degree.

PLS 296 Paralegal Portfolio Development (1) (Paralegal Studies majors only, capstone)  
Prerequisite: Requires program director approval; to be taken the last semester before graduation; (required concurrent enrollment in PLS 299)  
Compiles a professional portfolio that will showcase samples of skills developed during the Paralegal AAS degree course of study.
Examines the beginnings and development of the American Republic. Covers government entities, political systems, domestic and foreign issues. Incorporates the key historical and political documents including the U.S. Constitution.

**Professional Sales**

SELL 120  Introduction to Sales (3)
Prerequisite: None
Introduces fundamental skills of selling and customer care. Develops these skills through role-playing direct sales and customer relations encounters, case studies, in-class demonstrations, and partnering with a mentor to research and present a product or service. Embeds concepts of COM 122.

SELL 175  Intermediate Sales (3)
Prerequisite: SELL 120 with a B or higher
Provides advanced training to further hone skills learned in BUS 120. These skills include relationship sales, longer cycle sales, advanced finding techniques, qualifying customers, and sales to specific markets.

SELL 275  Advanced Sales (3)
Prerequisite: SELL 175 with a B grade or higher
Continues the learning and practice of advanced selling skills and techniques. Additional focus is on negotiating skills and conflict resolution. Advanced work in selling techniques, in-depth practice at closing the sale, BATNA. Significant practice in preparing and practicing major presentations for longer cycle, high volume, big ticket business-to-business sales.

SELL 299  Sales Internship (Capstone) (2)
Prerequisite: SELL 175; SELL 275 (may be taken concurrently)
Provides significant and substantive work experience in selling with a one-hour weekly lab during the semester. The student will develop measurable learning objectives that can be documented and accomplished during the semester. This opportunity is provided in the final semester of the LDSBC experience as a Capstone Course. It is expected that the student will be able to practice all of the skills learned during the program.

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

**Project Management**

PM 140  Project Management Fundamentals (3)
Prerequisite: None
Trains in the basic principles of project management, including concepts from the initiating, planning, executing, monitoring & controlling, and closing process groups. Introduces fundamentals from the ten project management knowledge areas: integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management.

PM 180  Project Management Tools (3)
Prerequisite: PM 140
Provides training and experience with project management tools and techniques, including work breakdown structures, network diagrams, risk management, earned value management, and other tools. Reinforces correct principles while helping students develop skills and gain experience with project management software.

PM 200  Advanced Project Management (3)
Prerequisite: PM 180
Provides students with the opportunity to apply project management principles to real-world situations with the use of simulations and case studies. Also, offers additional training in project management principles, tools, techniques, and outcomes.

PM 275  CAPM Preparation (3)
Prerequisite: PM 200
Prepares students to take and pass the Certified Associate in Project Management (CAPM) certification exam by teaching project management principles as contained in the Project Management Body of Knowledge (PMBOK). Successful completion of the course work should prepare for passing the CAPM exam.

PM 299  Project Management Internship (2)
Prerequisite: BUS 101; Program Director Approval
Provides students the opportunity to earn credit and gain valuable experience by performing job responsibilities in a real work setting over a three-month period. Interns will be expected to operate successfully in a project management position as evaluated formally by their on-site manager.

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

**Religion**

REL 110R  Institute Choir BC Choir (1) (non-audition)
Prerequisite: None
Provides opportunities to bear testimony of the Savior through the performing of sacred music. Requires some out-of-class commitment. Students should be able to sing in pitch with others. This course may be repeated once to help fulfill the Religion requirement.

REL 121  Book of Mormon I (2)
Prerequisite: None
Covers the history and doctrinal teachings of the Book of Mormon from 1 Nephi through Alma 29.

REL 122  Book of Mormon II (2)
Prerequisite: None
Covers the history and doctrinal teachings of the Book of Mormon from Alma 30 through Moroni.

Note: REL 121 Book of Mormon I or REL 122 Book of Mormon II are required for graduation.
REL 130  Missionary Preparation (2)
Prerequisite: None
Helps prospective missionaries prepare themselves for effective service.

REL 150  The Gospel & the Productive Life (2)
Prerequisite: None
Considers gospel principles and prophetic counsel in making the everyday decisions leading to a happy, peaceful, successful life.

REL 180R Principles of Leadership (2) (student council members only)
Prerequisite: None
Introduces students to leadership principles, qualities, and skills that Jesus Christ demonstrated as a perfect leader.

REL 211  New Testament I (2)
Prerequisite: None
Studies the life and teachings of Jesus Christ in the four gospels.

REL 212  New Testament II (2)
Prerequisite: None

REL 234  Preparing for an Eternal Marriage (2)
Prerequisite: None
Studies the doctrine of celestial marriage as well as dating and courtship practices leading to such a marriage.

REL 225  Foundations of the Restoration (2)
Prerequisite: None
A study of foundational revelations, doctrine, historical events, and people relevant to the unfolding Restoration of the Church of Jesus Christ as found in the standard works, the teachings of modern prophets, and Church history. In this course students will study key revelations, doctrine, people, and events related to the Restoration of the Church of Jesus Christ. As they do so, they will build upon their previous sequential and topical gospel study experiences. This course will provide the doctrinal foundation and historical context needed to gain an accurate understanding of Church doctrine and history. Students will study the scriptures, doctrine, and Church history in ways that relate to their lives and circumstances.

REL 250  Jesus Christ and the Everlasting Gospel (2)
Prerequisite: None
A study of the roles, ministry, and teachings of Jesus Christ, the doctrine of His Atonement, and Heavenly Father’s everlasting plan for His children. This course focuses on the eternal ministry of Jesus Christ and His divine roles and teachings throughout His premortal, mortal, and postmortal life. Special emphasis is given to the Savior’s central role in Heavenly Father’s plan for His children. Students are invited to deepen their love for and testimony of Jesus Christ and to become more devoted disciples.

REL 301  Old Testament I (2)
Prerequisite: None
Studies the history and doctrinal teachings of the Old Testament from Genesis through 2 Samuel.
Course Topic: The Gospel and World Religions-A study of religions of the world such as Buddhism, Islam, Hinduism and Judaism. Designed to introduce members of the Church to the beliefs of other world faiths and their development, with an emphasis on their relationship to the doctrines of the restored Church of Jesus Christ.

REL 430  Doctrines of the Gospel I (2)
Prerequisite: None
Systematically studies the doctrines of the gospel as found in the scriptures and the teachings of the modern-day prophets, with emphasis on how these principles should affect daily living. Covers chapters 1-19.

REL 431  Doctrines of the Gospel II (2)
Prerequisite: None
Systematically studies the doctrines of the gospel as found in the scriptures and the teachings of the modern-day prophets, with emphasis on how these principles should affect daily living. Covers chapters 19-37.

Social Media Marketing
SMM 105  Introduction to Social Medical Marketing (3)
Prerequisite: None
Discover why social media is a disruptive wave of innovation. Learn about its history and how it affects your personal and professional future. Understand the structure, design, technology, and pros and cons of numerous social platforms such as Facebook, Twitter, LinkedIn Pinterest, Instagram, YouTube, Google+ and others. Explore how social commerce is now interconnected to multiple aspects of business. Build a foundational knowledge of how companies use social media for marketing, analytics, customer service and more. Establish a continuous learning pattern to stay current with this ever-changing world of social technologies.

SMM 120  Social Media Marketing Strategy I (3)
Prerequisite: None
Learn the most current marketing principles and become competitive in new world-social media marketing strategies. Learn how to set company and campaign goals. Understand how to segment customers and develop a common language that is relevant. Become proficient with messaging and storytelling about the company vs. the customer. Understand how to measure the results of new-world marketing initiatives. Learn about many of the tools and technologies available to help manage and successfully execute the marketing for companies both large and small.

SMM 130  Social Media Marketing Content I (3)
Prerequisite: None
Content is king! This class helps you become a king (or queen) of content. Understanding how to create and produce great content for all of the various marketing channels will become one of your greatest skills. Learn how to identify and create great content through copy, pictures, videos, infographics, etc. Know the balance between content about yourself/your company vs. content about the customer's true needs and interests. Begin to learn the power of content driven customer advocacy and how to drive measurable results.

SMM 140  Web Management (3)
Prerequisite: None
Learn how to build great websites faster, cheaper and easier than most people know is even possible. This course will teach you how to use open sourced platforms to develop, design, optimize, customize and manage company websites. You will also learn how to integrate the latest social and mobile trends into these websites. This specific skill will become a valuable asset when applying for jobs. Open-sourced web development skills will set you apart in this new world of social media marketing.

SMM 150  Social Media Marketing Data and Analytics (3)
Prerequisite: None
Good data analysis can make or break a company. Data should drive innovation, pricing, resources, and even culture. This class teaches how to capture the right data and then know what to do with it. You will learn how to use both free and paid tools to capture and analyze data from various online platforms. The value of data and analytics is that you are much better positioned to make the right decisions. Considering that people who make decisions for the company are typically those that run the company, this class will give you a lifelong standout skill.

SMM 160  Social Media Marketing Advertising and Advocacy
Prerequisite: None
Nike recently shifted their $800,000,000 marketing budget to social and digital because it is much easier to target, track, measure, adjust, and scale. This class with teaches why and how to market and advertise via multiple social platforms. Companies spend advertising dollars within various channels such as TV, print, radio, billboards, conventions, newspapers, etc. Learn how to stretch those marketing dollars and present strategies to those responsible for budgets and growth. Show executives who is looking, where they are looking, when, why, how, and what they do because of targeted ads. Proven results, open doors!

Discover what it takes to create a raving fan and then convert that fan into your sales force. Word of Mouth” marketing has always been one of the most powerful and successful marketing strategies. With social media marketing they call it “World of Mouth!” This class teaches you how to develop deep relationships with specific customers who absolutely love your products or services; or brand advocates, evangelists, and loyalists. The goal is to use the passion and love these people have for your brand and convert it into high-growth, sustainable revenue. Not only can these people become your sales force but they can, and should direct the very future of your company. Learning how to do this could become one of the most valuable skills of your career.

SMM 199  Social Media Marketing Lecture Series (1)
Prerequisite: None
This is your chance to learn from the best! Once a week you will hear from different experts in the fields of social media marketing, entrepreneurship, business development, design, consulting, content, and more. Each lecturer will be carefully selected based on his or her life lessons, belief in God, and passion for helping others become successful. The goal is to inspire and open student’s minds to the possibilities this amazing world has in store.

SMM 210  Social Media Marketing Strategy II (3)
Prerequisite: SMM 120
This course teaches the Collect – Connect – Convert model! One of a company’s greatest assets is customer data; the more the merrier. Learn how to collect not only data but new customers and better customers. Once you have collected both data and people, it is critical to connect with them in personal and relevant ways. Connecting with your customers will inspire advocacy, retention and referrals. Those brand advocates that you collect and connect with will become the driving force behind your revenue and sustainability. This class teaches how
SMM 296  Social Media Marketing e-Portfolio (1)  
Prerequisite: ENG 220  
Develop your personal brand and online portfolio. Let the world know who you really are, what projects you have done, what you are passionate about and why you would add so much value to an organization. As a personal brand you will define a market segment and ideally position yourself for that specific industry. Creating a personal brand strategy and online presence will be a lifelong asset. This will basically be like your resume on super-steroids; work history, strengths, career path, recommendation, honors, portfolios, and personality all in one place.

SMM 299  Social Media Marketing Internship (2)  
Prerequisite: None  
Each student will have the chance to work on campaigns or even overall social management for real companies. This hands on experience will be the best way for them to apply what they have learned and build their personal portfolios. Many students should get jobs with either the companies they intern with or through a referral/networking opportunity that came from the internship.

Social Sciences  
SS 101  Introduction to Psychology (3)  
Prerequisite: None  
Web Enhanced Class Sections are being offered only for continuing LDSBC students with a 3.0 grade-point average or better. These sections require (1) participating in authentic learning experiences one hour weekly on-campus, (2) working two hours off-campus in BrainHoney, and (3) spending the additional time you need to complete assignments and projects. Students must be self-starters and highly motivated.

Surveys the various fields of psychology and application of selected psychological concepts and principles to life situations. Emphasizes increased understanding of self, the development of positive interpersonal relations and attainment of an increased level of mental health. Also covers behavioral/communication patterns and social issues.

SS 105  Introduction to Cultural Anthropology (3) [Discontinued Winter 2015]  
Prerequisite: None  
Compares the differences among people and their cultures throughout the world. Examines human cultural variation in terms of social organization, political organization, kinship and economic systems. Considers African, American, Asian and European cultures from an ethnographic perspective.

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

The Church of Jesus Christ of Latter-day Saints has always maintained that education is not complete without the study of religion. For this reason, religion courses are provided so students may gain an increased knowledge and conviction of the gospel of Jesus Christ along with their technical and academic education. Because regular gospel study should be a continuous part of a student’s college experience, the ideal is to take one religion class each semester.

Graduation Requirements for Degrees and Certificates  
Students must complete both religion requirements below for an AAS or AS Degree:  
Part A: 8 religion credit hours minimum taken at LDS Business College  
Part B: 2 credit hours of REL 121 Book of Mormon I or REL 122 Book of Mormon II. These 2 credit hours count toward the 8 credit-hour religion requirement above.

Students must complete both religion requirements below for a Certificate:  
Part A: 4 religion credit hours minimum taken at LDS Business College  
Part B: 2 credit hours of REL 121 Book of Mormon I or REL 122 Book of Mormon II. These 2 credit hours count toward the 4 credit-hour religion requirement above.

Transfer Credit  
Transfer students must complete both religion requirements below.  
Part A: After transfer credits have been counted, the remaining number of program and corresponding religion credit hours required to be taken at LDS Business College in order to graduate are determined as follows:

<table>
<thead>
<tr>
<th>Total Program Credit</th>
<th>Minimum Religion Credit</th>
</tr>
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<tbody>
<tr>
<td>45 or more</td>
<td>8</td>
</tr>
<tr>
<td>30-44</td>
<td>6</td>
</tr>
<tr>
<td>15-29</td>
<td>4</td>
</tr>
<tr>
<td>0-14</td>
<td>2</td>
</tr>
</tbody>
</table>

Part B: 2 credit hours of REL 121 Book of Mormon I or REL 122 Book of Mormon II. These 2 credit hours, if taken at LDSBC, count toward the minimum credit hours required above.

If you have taken either Book of Mormon course at another LDS Church school or LDS Institute of Religion for transfer credit, that class may be transferred in to fulfill the 2 credit-hour Book of Mormon requirement. However, religion classes may not be transferred in to fulfill the total religion credit hours required for graduation.

For example:  
Required for: AS in Business Degree 61  
Minus credit hours transferred in -25  
Remaining Credit Hours to complete 36  
Minimum Religion 6

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

Administration and Faculty

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

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President Henry B. Eyring, First Vice-Chairman
President Dieter F. Uchdorf, Second Vice-Chairman
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Elder Dallin H. Oaks
Elder Donald L. Hallstrom
Sister Linda K. Burton
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Church Education System Administrators
Elder Paul V. Johnson, Commissioner–Church Education System
Roger G. Christensen, Assistant to the Commissioner and Secretary to the Boards
Information includes year the individual joined the College (in parentheses), their title and degrees earned, including dates and institutions.

**Administration**

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

**Augenbaugh, Mark** (2013) Chief Information Officer
B.S., 1989, Brigham Young University

**Guymon, Ron** (2011) Chief Academic Office & ALO
B.S., 1974, Brigham Young University
PhD, 1977, Brigham Young University

**Nelson, Craig V.** (1995) Vice President for Public Affairs and Advancement
B.A., 1980, Brigham Young University
M.P.A, 2008, Brigham Young University

**Wiser, Bob H.** (1996) Vice President of Finance and Controller
B.A., 1984, Utah State University
CPA, 1988, Utah CIA, 1989, Utah CFE, 1995, Utah
M.Ed., 2002, Westminster College

**Staff**

**Alfred, Arnold** (2012) Employer Relations

**Amos, Joseph** (2013) System Administration
A.A.S., 2003, Glendale Community College

**Baird, Ruta** (2013) Bursar
A.A.S., 2012, LDS Business College

**Beckham, Randall** (2014) Student Advancement Manager B.A., Brigham Young University

**Bingham, Rachel** (2008) Bookstore Manager
B.A., 2002, Brigham Young University

**Bisseger, A. Braden** (2013) Evening Student Development Administrator

---

**Faculty**

**Allen, Craig** (2010)
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B.A., 1977, Brigham Young University
M.A., 1992, Brigham Young University

**Brown, David B.** (2011) Institute of Religion Instructor
B.A., 1986, University of Utah

**Burk hart, Keith J.** (2014) Institute of Religion Director
B.S., 1989 Arizona State University
M.Ed., 1996, Northern Arizona University

**Christensen, Baret t T.** (2014) Social Media Program Director
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M.P.A., 2010, Brigham Young University

**DeGraw, Spencer** (2012)
Information Technology Program Director
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M.B.A., 1994, University of Phoenix

**DuVall, Kenneth** (2011) Professional Sales Program Director
B.A., 1974, University of Utah
M.B.A., 1977, University Of Utah

**Garner, Kimberly K.**
Paralegal Studies Program Director
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J.D., 2007, University of Idaho

**Graham, Christine L.** (2007) English Courses Supervisor
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M.A., 1980, Brigham Young University

**Hunsaker, Miles R.** (2003) Interior Design Program Director
B.F.A., 1991, Brigham Young University

**Lake, Marjean** (1991)
Business Administrative Support Program Director

**Little, Ralph** (2011) Entrepreneurship Program Director
B.S., 1981, University of Utah
M.B.A., 2004, University of Utah

**Mays, Kenneth R.** (2012) Institute of Religion Instructor
B.A., 1976, Brigham Young University
M.A., 1992, Brigham Young University

**McDoug al, Douglas C.** (2013)
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B.A., 1990, Brigham Young University
J.D., 1994, Brigham Young University

**Mered it, Douglas G.** (2009) Institute of Religion Director
B.S., 1989, University of Utah
M.A., 1995, University of Phoenix

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

**Pendleton, Mitchell K.** (2013)
Business Applications & Finance Program Director
B.A., 1988, Brigham Young University
M.B.A., 1996, University of Utah

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

**Robbins, Leslie L.** (2011) Curriculum Specialist / College-wide Courses Program Director
B.A., 1990, Brigham Young University
M.A., 1999, Brigham Young University

**Rowland, Jeffrey L.** (2014) Institute of Religion Instructor
B.A., 1997, University of Utah
M.A.Ed., 2001, University of Phoenix

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

**Smith, Lisa** (2013) Institute of Religion Instructor
B.S., 1996, Brigham Young University
M.A.E.D., 2000, University of Phoenix

**Tittle, Matthew D.** (2011) Math Program Director
B.A., 1993, Brigham Young University
M.B.A., 2003, Brigham Young University

**West, Olivia J.** (2013) Health Professions Program Director
A.S., 1965, St. Joseph's Nursing School
1985, University of Maryland

---

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


Conover, Melanie (2011) Manager of Student Financial Services

Dansie, Jae (2006) Communications Graphic Specialist


Dunford, Wynton B. (2012) Director of Employment & Career Services Harvard School of Business University of Utah


Haynes, John H. (2013) Director of BC Corps M.S., 1979, Northwestern University


Openshaw, Kristen H. (2011) Library Clerk

Quast, Luana (2014) Bookstore Assistant Manager

Rager Anderson, Lori (2014) Health Professions Program Assistant / Practicum Coordinator A.S., 2003, Salt Lake Community College


<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Role</th>
<th>Education/Institutions</th>
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<tbody>
<tr>
<td>Snow, Matthew</td>
<td>(2005) Software Engineer</td>
<td>B.S., 2005, Brigham Young University</td>
</tr>
<tr>
<td>Taylor, Susan</td>
<td>(2014) Associate Registrar</td>
<td></td>
</tr>
<tr>
<td>Adams, Brianna M.</td>
<td>Interior Design Instructor</td>
<td>B.A., 2001, Brigham Young University</td>
</tr>
<tr>
<td>Allman, Andrew</td>
<td>Professional Sales Instructor</td>
<td>B.S., 2008, University of Utah</td>
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<tr>
<td>Allred, Mathew D.</td>
<td>Communications Instructor</td>
<td>B.A., 2002, University of Utah</td>
</tr>
<tr>
<td>Anderson, Curtis A</td>
<td>Accounting Instructor</td>
<td>M.A., 1986, Utah State University B.S., 1985, Utah State University</td>
</tr>
<tr>
<td>Ashby, Emily J.</td>
<td>Social Media Marketing Instructor</td>
<td>B.A., 2000, Brigham Young University</td>
</tr>
<tr>
<td>Baker, Randy K.</td>
<td>Information Technologies Instructor</td>
<td>B.S., 1975, University of Utah M.P.A., 1977, Brigham Young University</td>
</tr>
<tr>
<td>Barnett, James L.</td>
<td>Finance Instructor</td>
<td>M.B.A., 2013, Western Governors University</td>
</tr>
<tr>
<td>Bell, Kathy M.</td>
<td>Communications Instructor</td>
<td>B.S., 1979, University of Utah</td>
</tr>
<tr>
<td>Beynon, Troy R.</td>
<td>Information Technology Instructor</td>
<td>B.S., 2006, Weber State University M.S., 2016, Boston University</td>
</tr>
<tr>
<td>Bigelow, Robert B.</td>
<td>Physical Science Instructor</td>
<td>B.A., 1984, University of Utah</td>
</tr>
<tr>
<td>Bigger, Diane B.</td>
<td>Computer Science Instructor</td>
<td>B.S., 1982, Brigham Young University</td>
</tr>
<tr>
<td>Bonham, Brad E.</td>
<td>Entrepreneurship Instructor</td>
<td>2004, University of Utah</td>
</tr>
<tr>
<td>Bown, Melissa Franz</td>
<td>Health Professions Instructor</td>
<td>AAS, 1995, College of Southern Idaho</td>
</tr>
<tr>
<td>Brock, Angela K.</td>
<td>Math Instructor</td>
<td>B.S., 2006, Utah State University M.S., 2008, Utah State University</td>
</tr>
<tr>
<td>Brown, James S.</td>
<td>Information Technology Instructor</td>
<td>B.S., 2014, Brigham Young University</td>
</tr>
<tr>
<td>Buckmiller, Ruth L.</td>
<td>Art Instructor</td>
<td>B.A., 1968, Brigham Young University</td>
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<tr>
<td>Burk, Erin</td>
<td>Professional Sales / Communications Instructor</td>
<td>M.S., 2013, University of Phoenix</td>
</tr>
<tr>
<td>Bradfield, Bryce</td>
<td>Business Instructor</td>
<td>B.A., 1996, Brigham Young University</td>
</tr>
<tr>
<td>Chapman, Brent B.</td>
<td>Business Applications Instructor</td>
<td>B.A., 1999, University of Utah M.B.A., 2004m Westminster College</td>
</tr>
<tr>
<td>Christensen, James C.</td>
<td>Communications and English Instructor</td>
<td>B.S., 1987, Utah State University M.S., 1989, Utah State University</td>
</tr>
<tr>
<td>Cromley, Frieda T.</td>
<td>Health Professions Instructor</td>
<td>A.S., 2010, Everest University</td>
</tr>
<tr>
<td>Cutler, Stephan Z.</td>
<td>Business / Entrepreneurship Instructor</td>
<td>M.B.A., 1971, University of Southern California J.D., 1974, Southwestern Univeristy Law</td>
</tr>
<tr>
<td>Daines, Alison N.</td>
<td>Art Instructor</td>
<td>B.A., 2007, Brigham Young University M.A., 2009, Brigham Young University</td>
</tr>
</tbody>
</table>
Dunford, Annette B.
Business Instructor

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

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Fernley, Nicole Christensen
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Finnegan, Robert F.
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M.D., 1973, University of Arkansas for Medical Services

Gailey, Kent B.
Business / Finance Instructor
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Hales, Laura E.
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Hart, Michael S.
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M.A.M (2000) Antioch University

Hartley, James E.
Economics Instructor
B.S., 1975, Brigham Young University
M.P. A., 1975, Brigham Young University

Heaton, Pattie J.
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Hedquist, Mark L.
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Heller, Melinda
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Hirst, James S
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Hoagland, Dennis R.
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Holland, H. Mark
Economics Instructor B.S.F.S., 1971,
Gerorgetown University J.D., 1077,
William Mitchell College of Law

James, Rhett S.
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B.A., 1964, Washington State University
M.S., 1991, Utah State University
M.S., 1995, Utah State University

Jardine, Jeanne N.
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B.A., 1974, University of Utah
M.A., 1998, University of Utah
Teaching Certificate, 1975, Brigham Young University

Johnson, Michael A.
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M.Ed., 2012, University of Arkansas

Kopaigora, Alex
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B.A.,1988, University of Utah
M.S., 2009, University of Phoenix

Larson, Mary N.
English Instructor
B.A., 1977, University of North Carolina at Chapel Hill
M.A., 2010, University of Utah
Lennon, Marcia  
English Instructor  
BA (1982) – University of the Pacific  
TESOL (2012) – University of California - Santa Cruz

Lessing, Chandler  
Business Instructor  
B.A., 2008, Idaho State  
M.P.A., 2010, University of Montana

Liggett, Robert C.  
Business Instructor  
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University of Pennsylvania  
B.A., 1975, George Washington University

Lind, Carol Ann  
Art Instructor  
B.A., 1982, Brigham Young University  
M.A., 1996, Notre Dame

Lingen, Denice M.  
Math Instructor  
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Little, Nancy  
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Lowrance, Daniel C.  
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Madison, Chris S.  
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B.S., 2002, Maryhurst University  
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Martineau, L. Kent  
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Mazuran, Christopher J.  
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Mitchell, Bentley J.  
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Morley, Steven A.  
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Morris, Karen L.  
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M.B.A., 2009, University of Utah

Morris, Lori A.  
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R.N., 1975, Riverside College  
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B.A., 2005, Brigham Young University  
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Paxman, Kraig V.  
Business Applications and Finance Instructor  
B.S., 1991, Weber State University  
M.S., 2010, University of Phoenix

Penrose, Kathryn M.  
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B.S., 1994, Brigham Young University  
M.A., 1991, Brigham Young University

Petersen, Lindsey Miller  
Social Media Marketing Instructor  
Brigham Young University

Phillips, Lyle V.  
Physical Sciences Instructor  
B.S., 1980, Brigham Young University  
M.S., 1982, Brigham Young University  
Ph.D., 1989, University of Georgia

Rager Anderson, Lori L.  
Health Professions Instructor  
A.S., 2003, Salt Lake Community College  
Medical Assisting Diploma, 1981, Institute of Medical and Dental Technology  
Secondary Education/Community Health, Utah State University

Rhoads, Deborah J.  
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Rhodes, Carrie Ann  
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Richards, Elizabeth J.  
Communications Instructor B.A., 1998, University of Utah

Rice, Megan K.  
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M.A., 2012, University of Utah

Rogers, Steven T.  
Project Management Instructor  
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M.B.A., 2007, Western Governors University
Rose, Diane B.  
Integrated Studies / Communications Instructor  
B.A., 1977, Brigham Young University  
M.A., 1978, Brigham Young University  

Seminario, Sharon B.  
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B.A., 2001, Brigham Young University  
M.A., 2004, Utah State University  

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

Smart, Jared F.  
Social Media Instructor  
B.S., 2010, Brigham Young University - Idaho  

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

Stallings, Alan W.  
Business Instructor/ Integrated Studies / Communications Instructor  
B.A., 1980, University of Utah  
M.B.A., 1992, University of Utah  

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

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

Swenson, Kevin W.  
Entrepreneurship/Math Instructor B.S., 1986, University of Phoenix M.B.A., 1994, University of Utah  

Tak, Cody D.  
Project Management Instructor  
B.S., 2008, University of Utah  
M.P.A., 2010, University of Utah  

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

Van Leeuwen, Kirk  
Learning Enhancement Instructor  
B.A., 1982 Brigham Young University  
Exec. M.P.A., 1986, Brigham Young University  

Van Schelt, Perry L.  
Interior Design Instructor  
Commercial Art, 1979 - 81, Salt Lake Community College  

Wahlquist, Todd  
Paralegal Studies Instructor  
B.A. 1994, Brigham Young University  
J.D., 2003, Brigham Young University  

Wardell, Nicole  
English Instructor  
B.A., 2012, American Public University  
M.A., 2014, Weber State University  

Wallace, Catherine E. F.  
General Studies & Math Instructor  
B.S., 1991, University of Lowell  
B.A., 2006, University of Utah  
M.A., 2012, University of Utah  

Ward, Susan M.  
Life Science Instructor  
B.S., 1974, Brigham Young University  
M.B.A., 1981, Brigham Young University  

Warnas, Jennifer E.  
Professional Sales Instructor  
B.S., 1997, Weber State University  
M.A., 2001, University of Phoenix  

Watson, Clark B.  
Finance Instructor  
B.A., 2011, University of Phoenix  
M.B.A., 2013, University of Phoenix  

Watson, Thomas D.  
Business Applications / Finance Instructor  
B.S., 2004, University of Utah  

Watson, Trevor J.  
Finance Instructor  
B.S., 2007, University of Utah  
M.B.A., 2011, University of Phoenix  

Webster, Terri Ann  
English Instructor  
B.A., 1981, Willamette University  
M.S., 1989, Western Oregon University  

Wells, Andrew R.  
English Instructor  
B.A., 2010, Brigham Young University  
M.A., 2012, Brigham Young University  

Wilson, Craig P  
Business Instructor  
B.A., 1985, Brigham Young University  

Woods, Robert M.  
Finance/Professional Sales Instructor  
B.A., 2006, University of Utah  
M.B.A., 2009, University of Phoenix  

Wright, Dwayne M.  

Wyatt, P. Wade  
Health Professions Instructor  
B.A., 1992, Southern Utah University  
M.D., 1996, University of Utah  

M.B.A., 1088, Brigham Young University  

M.B.A., 2007, University of Utah  

Webster, Terri Ann  
English Instructor  
B.A., 1981, Willamette University  
M.S., 1989, Western Oregon University  

Wells, Andrew R.  
English Instructor  
B.A., 2010, Brigham Young University  
M.A., 2012, Brigham Young University  

Wilson, Craig P  
Business Instructor  
B.A., 1985, Brigham Young University  

M.B.A., 2007, University of Utah  

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Webster, Terri Ann  
English Instructor  
B.A., 1981, Willamette University  
M.S., 1989, Western Oregon University  

Wells, Andrew R.  
English Instructor  
B.A., 2010, Brigham Young University  
M.A., 2012, Brigham Young University  

Wilson, Craig P  
Business Instructor  
B.A., 1985, Brigham Young University  

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Wyatt, P. Wade  
Health Professions Instructor  
B.A., 1992, Southern Utah University  
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B.A., 2006, University of Utah  
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Wright, Dwayne M.  

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B.A., 1992, Southern Utah University  
M.D., 1996, University of Utah  

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