



# LDS BUSINESS COLLEGE



## GENERAL CATALOG 2013-2014

# Academic Calendar

## Fall Semester 2013

April 1	Priority Registration
April 3	2nd Year Students Registration
April 5	Continuing Student Registration
April 15	New Student Registration
July 31	International Admissions App. Deadline
Aug. 8	Summer Session Ends
Aug. 14	Summer Grades Due
Aug. 23	President's Fall Workshop
Aug. 27	Faculty Workshop
Aug. 30	US Resident Admissions App. Deadline
Sept. 2	Labor Day Holiday
Sept. 8-10	New Student Orientation
Sept. 11	Classes Begin
Sept. 17	Last Day to Add/Drop Classes
Sept. 20	Tuition Payment Deadline
Nov. 1	Last Day to Withdraw from Classes
Nov. 27	Semester Break
Nov. 28-29	Thanksgiving Holiday
Dec. 17	Classes End/Graduation Application Due
Dec. 20	Grades Due
Dec. 25-26	Christmas Holiday
Jan. 1	New Year Holiday

## Winter Semester 2014

Oct. 28	Winter Schedule Ready
Nov. 4	Priority Registration
Nov. 6	2nd Year Students Registration
Nov. 8	Continuing Students Registration
Nov. 15	International Admissions App. Deadline
Nov. 18	New Students Registration
Dec. 27	US Resident Admissions App. Deadline
Jan. 6-7	New Student Orientation
Jan. 8	Classes Begin
Jan. 14	Last Day to Add/Drop Classes
Jan. 17	Tuition Payment Deadline
Jan. 20	Martin Luther King Jr. Day Holiday
Feb 17	President's Day Holiday
Feb. 28	Last Day to Withdraw from Classes
Feb28-Mar 1	Career Development Conferences
April 10	Classes End/Graduation Application Due
April 11	Commencement
April 16	Grades Due

## Summer Session 2014

Feb. 24	Summer Schedule Ready
March 3	Priority Registration
March 5	2nd Year Students Registration
March 7	Continuing Students Registration
March 18	New Students Registration
March 31	International Admissions App. Deadline
April 25	US Resident Admissions App. Deadline
May 5-6	New Student Orientation
May 7	Classes Begin
May 13	Last Day to Add/Drop Classes
May 16	Tuition Payment Deadline
May 26	Memorial Day Holiday
June 27	Last Day to Withdraw from Classes
July 4	Independence Day Holiday
July 24	UT State Pioneer Day Holiday
Aug. 12	Classes End/Graduation Application Due
Aug. 15	Grades Due (at noon)

## Fall Semester 2014

May 27	Fall Schedule Ready
June 2	Priority Registration
June 4	2nd Year Students Registration
June 6	Continuing Students Registration
June 9	New Students Registration
Sept. 10	Fall Classes Begin

# About LDS Business College

## Mission Statement

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

## Core Themes

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

## Historical Sketch

LDS Business College has provided quality education for 123 years. The school began November 15, 1886 as the Salt Lake Academy under the direction of Dr. Karl G. Maeser and William B. Dougall. Willard Done, the first teacher, welcomed 84 students when the College first opened its doors.

Recognition has come to the College as growth and development continued under 12 successive educational leaders. It was the only commercial school in America conducted by a religious body to be admitted to the National Association of Accredited Commercial Schools. Under the leadership of R. Ferris Kirkham (1961 – 1986), the College achieved its first accreditation by the Northwest Association of Schools and Colleges in 1977. On December 9, 2008, President Russell M. Nelson, Chairman of the Church Board of Education Executive Committee, announced John Lawrence (Larry) Richards as the College's twelfth president.

The College moved to its present location at the Triad Campus in July 2006. The College has a rich tradition shared by more than 76,000 alumni and scores of dedicated faculty and staff.

## LDS Business College and the Church Educational System

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

## Accreditation

LDS Business College is accredited by the Northwest Commission On Colleges and Universities.

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.

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.nwccu.org](http://www.nwccu.org)

## **Veterans Education Benefits**

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

## **LDS Business College Anthem**

For more information about the College anthem, "Rise and Shine Forth," visit [www.ldsbc.edu](http://www.ldsbc.edu)

## **LDS Business Vision Document**

The President's Strategic Implementation Committee developed a guidance document based on guidance given by members of the Board of Trustees and other General Authorities. For an executive summary of that document visit [www.ldsbc.edu](http://www.ldsbc.edu).

## **General Policies**

### **Discrimination and Sexual Harassment**

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

### **Classroom Conduct**

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

**Disruptive Behavior:** Students are encouraged to express their views in class relevant to subject matter. Such expression is necessary to the educational process. However, students do not have the right to impinge on the freedom of the instructor to teach, or on the rights of other students to learn. (See 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 agree not to hold LDS Business College or its faculty and staff liable. LDS Business College also disclaims liability of any kind for injury or illness of students as a result of participation in student

activities connected with the College. The College makes every reasonable effort to provide safe conditions for all courses and student activities.

### **Grievance Procedure**

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

### **Firearms and Weapons Policy**

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

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

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

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

### **Social Security Number**

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

## **Admissions**

### **Admissions Policy**

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

Current admissions requirements and fees for U.S./Permanent Residents, International Students, Former Students, Home Schooled Students, Students with Disabilities,

Concurrent Enrollment and Non-Matriculated Students may be found at <http://www.ldsbc.edu/>.

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

# Tuition, Fees and Expenses

## Tuition per Semester

LDS Members	
12-18 credits .....	\$1,530
1-11 credits (per credit) .....	\$128
More than 18 credits (per credit) .....	\$128

Others	
12-18 credits .....	\$3,060
1-11 credits (per credit) .....	\$256
More than 18 credits (per credit) .....	\$256

## Health Insurance per Semester

Required Health Plan.....Premium Varies

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

## Fees

Admission Application .....	\$35
Assessment Fee (COMPASS) .....	\$20
Assessment Fee (COMPASS ESL) .....	\$25
Challenge Examinations .....	\$40
College Printing: 100 pages in black & 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	
Graduation .....	\$10
Health Plan (required for 3/4 time students).....	Premium Varies
Incomplete Grade Fee.....	\$5
Late Tuition Fee .....	10% of the overdue balance
Medical Assistant Lab Fee.....	\$25

## Estimated Expense (per School Year)

Books and Supplies .....	\$1,026
Housing and Food.....	\$2,450 to \$6,400
Health Plan .....	Premium Varies

## 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.

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

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

## Affect of Drop on International Students

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

## Reinstatement of Classes Dropped for Non-payment

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

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

## Collections Policy

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

## Reporting to Credit Bureaus

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

## Tuition Refund Policy

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

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

## Withdrawing or Dropping Classes When Tuition is Unpaid

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

## Financial Aid

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

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

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

## Student Services

A variety of services are available to students. Please visit [www.ldsbc.edu](http://www.ldsbc.edu) to view the resources available to students.

## Registration

### Assessment Testing and Placement Policy

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

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

Additional information on testing procedures, fees and placement can be found at [www.ldsbc.edu](http://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](http://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](http://www.ierf.org)  
Must request a "Detail Report"

- World Education Services, Inc.  
P.O. Box 26879, San Francisco, CA 94126-6879  
Phone: (310) 258-9451, Web: [www.ierf.org](http://www.ierf.org)

Must request a "Detail Report"

## Adding Courses

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

## Dropping Courses

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

## Withdrawal from Courses

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

1. Students who have not attended class by the final class session of the first week of the semester may be administratively dropped by the Registrar's Office at the request of course instructors. This policy does not, however, relieve students of the responsibility to inform the Registrar's Office in advance of the semester of classes they do not plan to attend.
2. Students must drop from their schedules the courses which they do not plan to attend. Dropped courses will not appear on student transcripts if they are dropped by the date announced on the Academic Calendar.
3. After the time period designated above, students who officially withdraw from a course receive a W (official withdrawal) on their permanent record. The W is not used in calculating GPA. Official withdrawal may occur through the date announced on the Academic Calendar.
4. Withdrawal from one or more (but not all) courses requires the signature of course instructors. Official withdrawal forms (Add/Drop Slips) are available from the Registrar's Office. (See Withdrawal from the College for information about how to withdraw from all classes simultaneously and Refund Policy for refund information.)
5. Under no circumstances is dropping a course after the official withdrawal period permitted for purposes of avoiding an unsatisfactory grade. After the end of the official withdrawal period, withdrawal (W) will only be authorized for critical circumstances which are beyond control and prevent students from completing courses for which they are registered. In such cases, circumstances must be documented and presented in a petition to the Registrar. In cases of serious illness or injury, family members may petition for student withdrawal.
6. Students who never attended class or who stop attending class but do not officially withdraw by the withdrawal deadline, will receive an Unofficial Withdrawal (UW). The UW is calculated in the GPA as a failing grade.

## Withdrawal from the College

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

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

## Auditing

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

# Academics

## Policies and Standards

### Grading System

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

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

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

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

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

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

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

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

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

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

### Challenge Examinations

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

The following conditions apply for challenging a course:

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

### Repeating Courses

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

The student must register and pay tuition for the semester/term in which the class is repeated. The original grade remains on the record and is marked as a repeated course. The highest grade received in the course will then be used in calculating the student's



cumulative grade point average. Hours earned in repeat courses may be counted toward graduation requirements only once. If after having repeated the course the student still has not achieved a required grade (i.e., a C grade or higher in the program classes), the student must obtain approval from the Department Chair to repeat the course. (Different rules may apply for financial aid eligibility.)

## Academic Standing

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

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

**Probation:** Students are placed on academic probation if:

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

Students on probation:

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

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

**Suspension:** Students are suspended if:

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

Suspended students:

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

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

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

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

## Academic Renewal Policy

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

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

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

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

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

## Academic Advising

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

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

The academic advising process is divided into two functions: preparatory advising and academic program advising. Preparatory advising occurs at the student service level and

includes information relative to admissions, college orientation, college policies and procedures, career counseling, and placement testing through the Learning Assistance Lab. Academic program advising occurs with an academic advisor with backup provided by student services. Based upon the educational program declared while registering for the first semester, students are assigned to an academic advisor. They provide students with academic advising departmental graduation plans that guide them in selecting and sequencing their courses and tracking their progress from entry to graduation. Advisors also advise students concerning special resources, challenge exams, transfer issues, career decisions relative to their current academic program, and special resources designed to provide support through completion of their educational program. Students are encouraged to meet with their academic advisor each semester as necessary to ensure they complete their program in a timely manner.

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

## Tutoring

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

## Class Attendance and Absence

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

## Emergency Leave of Absence

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

## Last Exam Day

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

## Academic Honesty

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

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

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

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

## Communicating with Students through E-mail

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

Off Campus: launch Internet Browser and go to: [mail.ldsbc.edu](mailto: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](http://www.ed.gov/offices/om/fpoc).

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

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

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

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

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

### **Academic Freedom Statement**

Please visit [www.ldsbc.edu](http://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](http://www.ldsbc.edu/alumni). Once registered on the site, alumni can then search for information about fellow alumni, including selected contact information.

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

# College-Wide Requirements and for All Degree and Certificate Programs

LDS Business College endeavors to prepare students for responsible, professional service in a specialized career while providing classes for growth in 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. **Common Core Courses:** To develop communications, human relations, computation, and computer skills. See each Associate of Applied Science (AAS) degree, Associate of Science (AS) and Certificate program for the specific requirements.

## College-Wide Program Prerequisites

1. ENG 87, ENG 88, ENG 99, 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.
2. BAP 105 is required the first semester. Recommended: ability to type without watching the keyboard or concurrent enrollment in BAS 100 Introduction to Keyboarding (1 credit hour).
3. Students with a cumulative high school and/or college transfer grade-point average below 2.5 are strongly encouraged to take LE 116 their first semester. Students placed on academic probation should also take LE 116 the semester after they are placed on probation.

## Degrees and Certificates Offered

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

Accounting-Financial/Managerial 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 Systems-Computer Programming Associate of Applied Science Degree  
(Winter 2014)  
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

### Certificates

Accounting Certificate  
Administrative Assistant Certificate  
Interior Design Certificate  
Medical Assistant Certificate  
Medical Coding Certificate  
Medical Front Office Assistant Certificate  
.Net and ASP Developer Certificate  
Professional Sales Certificate  
Windows Administration Certificate

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

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

#### Certificates:

Accounting  
Administrative Assistant  
Interior Design  
Medical Assistant  
Medical Coding  
Medical Front Office Assistant  
.Net & ASP Developer  
Professional Sales  
Windows Administration

#### AAS Degrees:

Accounting-Financial/Managerial  
Business Entrepreneurship  
Business Global Supply Chain & Operations  
Business Management  
Business Professional Sales  
Business Project Management  
Executive Medical Assistant  
Information Technology Database Administration  
Information Technology Network Engineering  
Information Technology Server Administration  
Interior Design  
Medical Administrative Assistant  
Paralegal Studies

## Cluster Certificate of Completions

Entrepreneurship

Interior Design

### Visiting Students

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

# Accounting-Financial/Managerial

## Associate of Applied Science Degree

### Overview

Business solutions, profitability enhancement, and information analysis are a few of the skills employers seek in today's accounting field. 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 also include other fields such as management or marketing. Accounting serves as a universal base that allows students to talk "the language of business." Mastering the concepts and skills of accounting enhances effectiveness and value.

### 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.
- 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of Religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Program Core Courses</b>		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II	3
ACC 210	Advanced Quickbooks	3
ACC 212	Managerial Accounting	3
ACC 223	Introduction to Tax Entities	2
BUS 101	Business Fundamentals	3
BUS 221	Business Law & Ethics	3
ENG 220	Business Communications	3
PHIL 225	Critical Thinking & Reasoning	3
<b>Total Program Core Credit Hours</b>		<b>33</b>
<b>Electives</b> ( <i>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.</i> )		
1. Recommended Courses: PM 140; BUS 201; BUS 199		
2. BUS AS Transfer core courses not included above		
3. Other courses that, although they generally do not transfer, lead to a Business AAS degree including, but not limited to, ENTR 150, BUS 151, IT 110. (please check for course prerequisites)		
<b>Total Elective Credit Hours</b>		<b>9</b>
<b>Total Minimum Credit Hours Required for the Degree</b>		<b>60</b>

## Recommended Sequence of Courses

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

<b>First Semester</b>		<b>Credit Hours</b>
ACC 105	Financial Accounting	4
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>14</b>
<b>Second Semester</b>		
ACC 110	Accounting in QuickBooks	3
ACC 201	Intermediate Accounting I	3
BUS 101	Business Fundamentals	3
FIN 101	Personal Finance	2
PHIL 225	Critical Thinking & Reasoning	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>
<b>Third Semester</b>		
ACC 202	Intermediate Accounting II	3
BUS 221	Business Law & Ethics	3
ENG 220	Business Communications	3
Elective		3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>14</b>
<b>Fourth Semester</b>		
ACC 210	Advanced QuickBooks	3
ACC 212	Managerial Accounting	3
ACC 223	Introduction to Tax Entities	2
Elective		3
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 60 total semester credit hours as outlined
2. Grade of C or 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
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Business-Entrepreneurship Emphasis

## Associate of Applied Science Degree

### Overview

The objective of the Business degree at LDS Business College is to meet your needs, whether you want to work in a small business or a large corporation, or start your own entrepreneurial venture. It offers you practical, hands-on, project-based coursework that optimizes your two-year investment and helps propel you into the workforce and a meaningful career. The degree is designed to be foundational and flexible. After the 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, need a viable work-from-home option, or want to transition from management into business ownership, you'll find what you need at LDS Business College.

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

Instruction in the Entrepreneurship Emphasis includes:

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

As part of the program, you will prepare a detailed business plan for launching and marketing the entrepreneurial venture. 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 life-long 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 #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of Religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>8</b>
<b>Program Core Courses</b>		
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	3
BUS 221	Business Law & Ethics	3
ENTR 150	Entrepreneurship	3
ENTR 210	Launch & Learn	3
ENTR 290	Business Modeling	3
ENTR 299	Entrepreneurship Mentoring (Capstone)	2
FIN 260	Financial Management	3
PHIL 225	Critical Thinking & Reasoning	3
SELL 120	Introduction to Sales	3
SELL 175	Intermediate Sales	3
SELL 180	Persuasive Communications	3
<b>Total Program Core Credit Hours</b>		<b>39</b>
<b>Elective Options:</b>		
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*, ECON 161, ECON 162, BAP 201*, SELL 190*, BUS 235R		
3. For any other electives, see your program director.		
<b>Total Elective Credit Hours</b>		<b>6</b>
<b>Total Minimum Credit Hours Required for Program</b>		<b>61</b>

## Recommended Sequence of Courses

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

<b>First Semester</b>		
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
ENG 101	Introduction to College Writing	3
ENTR 150	Entrepreneurship	3
SELL 120	Introduction to Sales	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15</b>
<b>Second Semester</b>		
BAP 105	Business Computer Applications	3
ENTR 210	Launch & Learn	3
FIN 101	Personal Finance	2
FIN 260	Financial Management	3
PHIL 225	Critical Thinking & Reasoning	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>
<b>Third Semester</b>		
BUS 221	Business Law & Ethics	3
ENTR 290	Business Modeling	3
SELL 180	Persuasive Communications	3
Elective		3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>14</b>
<b>Fourth Semester</b>		
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	3
ENTR 299	Entrepreneurship Mentoring	2
SELL 175	Intermediate Sales	3
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 61 total semester credit hours as outlined
2. Grade of C or better in all core courses
3. Cumulative grade point average of 2.0 or better
4. Complete Book of Mormon I or II, plus 6 additional credit hours of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Business-Global Supply Chain & Operation 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.**

### 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 life-long 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II	8
	plus 6 additional credit hours of Religion	
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications*	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance*	2
<b>Total Common Core Credit Hours</b>		<b>8</b>
<b>Program Core Courses</b>		
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	3
FIN 260	Financial Management	3
GSO 125	Into to Global Supply Chain & Operations	3
GSO 126	Purchasing & Supply Management	3
GSO 127	Quality Management	3
GSO 225	Global Logistics	3
GSO 226	Global Supply Chain & Operations Strategy (Cap)	3
GSO 299	Global Supply Chain & Operations Internship	2
IT 110	Introduction to Business Technology	3
PM 140	Project Management Fundamentals	2
SELL 180	Persuasive Communications	3
<b>Total Program Core Credit Hours</b>		<b>39</b>
<b>Electives</b>		
<b>Elective Options:</b>		
1. In addition to the required courses of your emphasis, you may select a course from the other four Business degree emphases or BUS 235R or BUS 250		
2. For other electives, consider the following: (Check catalog course descriptions for prerequisites*): ACC 105, ACC 110*, BAP 201*, BUS 205*, ECON 161, ECON 162, PM 180*, SELL 120, PHIL 225		
3. For any other electives, see your program director.		
<b>Total Elective Credit Hours</b>		<b>6</b>
<b>Total Minimum Credit Hours Required for Program</b>		<b>61</b>

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

## Recommended Day Sequence of Courses

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

<b>First Semester</b>		
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
ENG 101	Introduction to College Writing	3
GSO 125	Into to Global Supply Chain & Operations	3
PM 140	Project Management Fundamentals	2
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15</b>
<b>Second Semester</b>		
BAP 105	Business Computer Applications	3
FIN 101	Personal Finance	2
GSO 126	Purchasing & Supply Management	3
GSO 127	Quality Management	3
SELL 180	Persuasive Communications	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>
<b>Third Semester</b>		
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	3
FIN 260	Financial Management	3
GSO 225	Global Logistics	3
Elective		3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>17</b>
<b>Fourth Semester</b>		
GSO 226	Global Supply Chain & Operations Strategy (Cap)	3
GSO 299	Global Supply Chain & Operations Internship	2
IT 110	Introduction to Business Technology	3
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>13</b>

## Graduation Requirements

1. Minimum of 61 total semester credit hours as outlined
2. Grade of C or better in all core courses
3. Cumulative grade point average of 2.0 or better
4. Complete Book of Mormon I or II, plus 6 additional credits of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Business-Management Emphasis

## Associate of Applied Science Degree

### Overview

The objective of the Business degree at LDS Business College is to meet your needs, whether you want to work in a small business or a large corporation, or start your own entrepreneurial venture. It offers you practical, hands-on, project-based coursework that optimizes your two-year investment and helps propel you into the workforce and a meaningful career. The degree is designed to be foundational and flexible. After the 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 life-long 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II	8
	plus 6 additional credit hours of Religion	
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications*	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance*	2
<b>Total Common Core Credit Hours</b>		<b>8</b>
<b>Program Core Courses</b>		
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	3
BUS 221	Business Law & Ethics	3
BUS 295	Business Strategy	3
BUS 299	Business Management Internship	2
ENTR 150	Entrepreneurship	3
FIN 260	Financial Management	3
GSO 125	Intro to Global Supply Chain & Operations	3
IT 110	Introduction to Business Technology	3
PM 140	Project Management Fundamentals	3
SELL 180	Persuasive Communications	3
<b>Total Program Core Credit Hours</b>		<b>39</b>
<b>Electives</b>		
1. In addition to the required courses of your emphasis, you may select a course from the other four Business degree emphases or BUS 235R or BUS 250		
2. For other electives, consider the following: (Check catalog course descriptions for prerequisites*): ACC 105, ACC 110*, BAP 201*, BUS 205*, ECON 161, ECON 162, PM 180*, SELL 120, PHIL 225		
3. For any other electives, see your program director.		
<b>Total Elective Credit Hours</b>		<b>6</b>
<b>Total Minimum Credit Hours Required for Program</b>		<b>61</b>

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

## Recommended Day Sequence of Courses

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

<b>First Semester</b>		
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
ENG 101	Introduction to College Writing	3
ENTR 150	Entrepreneurship	3
PM 140	Project Management Fundamentals	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15</b>
<b>Second Semester</b>		
BAP 105	Business Computer Applications	3
BUS 151	Principles of Marketing	3
FIN 101	Personal Finance	2
GSO 125	Intro to Global Supply Chain & Operations	3
SELL 180	Persuasive Communications	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>
<b>Third Semester</b>		
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	3
FIN 260	Financial Management	3
IT 110	Introduction to Business Technology	3
Elective		3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>17</b>
<b>Fourth Semester</b>		
BUS 221	Business Law & Ethics	3
BUS 295	Business Strategy	3
BUS 299	Business Management Internship	2
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>13</b>

## Graduation Requirements

1. Minimum of 61 total semester credit hours as outlined
2. Grade of C or better in all core courses
3. Cumulative grade point average of 2.0 or better
4. Complete Book of Mormon I or II, plus 6 additional credits of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Business-Professional Sales Emphasis

## Associate of Applied Science Degree

### Overview

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

**Entrepreneurship, Management, 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, portfolios (if applicable) 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.

### 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 life-long 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II	8
	Plus 6 additional credit hours of Religion	
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>8</b>
<b>Program Core Courses</b>		
ACC 105	Financial Accounting	4
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	3
BUS 221	Business Law & Ethics	3
ENTR 150	Entrepreneurship	3
FIN 260	Financial Management	3
SELL 120	Introduction to Sales	3
SELL 175	Intermediate Sales	3
SELL 180	Persuasive Communications	3
SELL 275	Advanced Sales	3
SELL 299	Sales Internship (capstone)	3
<b>Total Program Core Credit Hours</b>		<b>38</b>
<b>Electives</b>		
1. Recommended Courses: BUS 200		
2. BUS AS core courses not included above		
3. Other courses that, although they generally do not transfer, lead to a Business AAS degree including, but not limited to, ENTR 150, BUS 151, IT 110, BUS 235R. (please check for course prerequisites)		
<b>Total Elective Credit Hours</b>		<b>6</b>
<b>Total Minimum Credit Hours Required for Program</b>		<b>60</b>

## Recommended Sequence of Courses

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

<b>First Semester</b>		
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
ENG 101	Introduction to College Writing	3
ENTR 150	Entrepreneurship	3
SELL 120	Introduction to Sales	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15</b>
<b>Second Semester</b>		
ACC 105	Financial Accounting	4
BAP 105	Business Computer Applications	3
SELL 175	Intermediate Sales	3
SELL 180	Persuasive Communications	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>15</b>
<b>Third Semester</b>		
BUS 151	Principles of Marketing	3
BUS 221	Business Law & Ethics	3
FIN 101	Personal Finance	2
SELL 275	Advanced Sales	3
Elective		3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>16</b>
<b>Fourth Semester</b>		
BUS 201	Principles of Management	3
FIN 260	Financial Management	3
SELL 299	Sales Internship (Capstone)	3
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>14</b>
<b>Graduation Requirements</b>		
1. Minimum of 60 total semester credit hours as outlined		
2. Grade of C or better in all core courses		
3. Cumulative grade point average of 2.0 or better		
4. Complete Book of Mormon I or II, plus 6 additional credit hours of Religion		
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.		

# 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.

- 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.

### 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.



## Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II	8
	Plus 6 additional credit hours of Religion	
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>8</b>
<b>Program Core Courses</b>		
BUS 101	Business Fundamentals	3
BUS 110	Business Lecture Series	1
BUS 151	Principles of Marketing	3
BUS 201	Principles of Management	3
BUS 295	Business Strategy	3
FIN 260	Financial Management	3
GSO 125	Intro to Global Supply Chain & Operations	3
IT 110	Introduction to Business Technology	3
PM 140	Project Management Fundamentals	3
PM 180	Project Management Tools	3
PM 200	Advanced Project Management	3
PM 275	CAPM Prep	3
PM 299	Project Management Internship	2
SELL 180	Persuasive Communications	3
<b>Total Program Core Credit Hours</b>		<b>39</b>
<b>Electives</b>		
1. In addition to the required courses of your emphasis, you may select a course from the other four Business degree emphases or BUS 235R, BUS 250 or BUS 251		
2. For other electives, consider the following: (Check catalog course descriptions for prerequisites*): ACC 105, ACC 110*, BAP 201*, ECON 161, ECON 162, PHIL 225		
3. For any other electives, see your program director.		
<b>Total Elective Credit Hours</b>		<b>6</b>
<b>Total Minimum Credit Hours Required for Program</b>		<b>61</b>

## Recommended Sequence of Courses

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

First Semester	Credit Hours
BAP 105 Business Computer Applications	3
BUS 101 Business Fundamentals	3
BUS 110 Business Lecture Series	1
ENG 101 Introduction to College Writing	3
PM 140 Project Management Fundamentals	3
Religion Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>	<b>15</b>
<b>Second Semester</b>	
BUS 151 Principles of Marketing	3
FIN 101 Personal Finance	2
GSO 125 Intro to Global Supply Chain & Operations	3
PM 180 Project Management Tools	3
SELL 180 Persuasive Communications	3
Religion	2
<b>Total Second Semester Credit Hours</b>	<b>16</b>
<b>Third Semester</b>	
BUS 201 Principles of Management	3
FIN 260 Financial Management	3
PM 200 Advanced Project Management	3
PM 275 CAPM Prep	3
Elective	3
Religion	2
<b>Total Third Semester Credit Hours</b>	<b>17</b>
<b>Fourth Semester</b>	
BUS 295 Business Strategy	3
IT 110 Introduction to Business Technology	3
PM 299 Project Management Internship	2
Elective	3
Religion	2
<b>Total Fourth Semester Credit Hours</b>	<b>13</b>

## Graduation Requirements

1. Minimum of 61 total semester credit hours as outlined
2. Grade of C or better in all core courses
3. Cumulative grade point average of 2.0 or better
4. Complete Book of Mormon I or II, plus 6 additional credit hours of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Executive Medical Assistant

## Associate of Applied Science Degree

### Overview

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

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

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

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

### Career Opportunities

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

### 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 life-long 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.

Course #	Title Credit	Hours
REL	Book of Mormon I or II plus 6 additional credit hours of religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
ACC 105	Financial Accounting	4
BAS 108	Skillbuilding I	1
BAS 131	Medical Scheduling & Billing	2
ENG 220	Business Communications	3
HP 106	Medical Law & Ethics	2
HP 126	CPT and HCPCS Coding	3
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
HP 170	Introduction to Pharmacology	2
HP 200	Introduction to Medical Lab Procedures	3
HP 201	Medical Laboratory Procedures Lab	0
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
HP 283	Practicum for Medical Assistants & Executive Medical Assistants	3
LS 103	Nutrition & Health	3
LS 265	Anatomy & Physiology	4
<b>Total Core Credit Hours</b>		<b>38</b>
<b>Elective Courses</b> (Select 3 credit hours from the following. Be sure to check for prerequisites.)		
BAS 129	Office Procedures	3
BUS 205	Human Resource Management	3
HP 124	ICD-10-CM	3
BAP 201	Advanced Business Computer Applications	2
<b>Total Minimum Elective Credit Hours</b>		<b>6</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>62</b>

## Recommended Sequence of Courses

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

<b>First Semester</b>		
BAP 105	Business Computer Applications	3
BAS 108	Skillbuilding I	1
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 150	CPR/First Aid for Health Professionals	1
HP 200	Introduction to Medical Lab Procedures	3
HP 201	Medical Laboratory Procedures Lab	0
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15</b>
<b>Second Semester</b>		
BAS 131	Medical Scheduling & Billing	2
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
LS 265	Anatomy & Physiology	4
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>17</b>
<b>Third Semester</b>		
FIN 101	Personal Finance	2
HP 126	CPT and HCPCS Coding	3
HP 170	Introduction to Pharmacology	2
LS 103	Nutrition & Health	3
Elective		3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>17</b>
<b>Fourth Semester</b>		
ACC 105	Financial Accounting	4
ENG 220	Business Communications	3
HP 283	Practicum for Medical Assistants & Executive Medical Assistants	3
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>15</b>

## Graduation Requirements

1. Minimum of 62 total semester credit hours as outlined
2. Grade of C or higher in all HP core courses, BAS 108 and LS 265
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Information Systems-Computer Programming [Winter 2014]

## 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 life-long 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
BAP 201	Advance Business Computer Applications	2
CS 112	Programming Fundamentals	3
CS 115	Program Design & Graphics	3
CS 135	HTML with CSS	3
CS 160	Agile Project Management	3
CS 176	Windows Application Development (.NET)	3
CS 180	Sets, Graphs and Discrete Structures	4
CS 260	Team Projects Lab	4
CS 276	Web Application Development (ASP)	3
IT 110	Introduction to Business Technology	3
IT 143	Structured Query Language (SQL)	3
IT 214	Systems Analysis & Design	3
IT 295	Information Technology Capstone Project	4
MAT 110	College Algebra	4
MAT 252	Statistics	3
PM 140	Project Management Fundamentals	3
<b>Total Core Credit Hours</b>		<b>50</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>68</b>

## Recommended Sequence of Courses

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

### First Semester

BAP 105	Business Computer Applications	3
CS 112	Programming Fundamentals	3
IT 110	Introduction to Business Technology	3
MAT 110	College Algebra	4
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15</b>

### Second Semester

BAP 201	Advance Business Computer Applications	2
CS 115	Program Design & Graphic	3
CS 135	HTML with CSS	3
IT 214	Systems Analysis & Design	3
MAT 252	Statistics	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

CS 176	Windows Application Development (.NET)	3
CS 180	Sets, Graphs and Discrete Structures	4
COM 122	Interpersonal Communications	2
IT 143	Structured Query Language (SQL)	3
PM 140	Project Management Fundamentals	3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>17</b>

### Fourth Semester

CS 160	Agile Project Management	2
CS 260	Team Projects Lab	4
CS 276	Web Application Development (.ASP)	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 295	Information Technology Capstone Project	4
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>16</b>
IT 295	Information Technology Capstone Project	4
<b>Total Fourth Semester Credit Hours</b>		<b>4</b>

## Graduation Requirements

1. Minimum of 68 total semester credit hours as outlined
2. Grade of C (not C-) or higher in all IT and CS 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
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# 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 life-long 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
BAP 201	Advance Business Computer Applications	2
ENG 220	Business Communication	3
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
IT 130	Introduction to Windows Server Administration	3
IT 143	Structured Query Language (SQL)	3
IT 150	Introduction to Networking	3
IT 212	Internet Security	3
IT 214	Systems Analysis & Design	3
IT 240	Administering Microsoft SQL Server	3
IT 243	Data Warehousing	3
IT 295	Information Technology Capstone Project	4
PM 140	Project Management Fundamentals	3
<b>Total Core Credit Hours</b>		<b>39</b>
<b>Elective Courses</b> (Select 3 credit hours from the following. Be sure to check for prerequisites.)		
BUS 101, BUS 151, BUS 201*, ENTR 150, PHIL 225		
<b>Total Minimum Elective Credit Hours</b>		<b>3</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>60</b>

## Recommended Sequence of Courses

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

<b>First Semester</b>		
BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>
<b>Second Semester</b>		
BAP 201	Advance Business Computer Applications	2
COM 122	Interpersonal Communications	2
IT 130	Introduction to Windows Server Administration	3
IT 150	Introduction to Networking	3
PM 140	Project Management Fundamentals	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>15</b>
<b>Third Semester</b>		
ENG 220	Business Communications	3
IT 143	Structured Query Language (SQL)	3
IT 214	Systems Analysis & Design	3
IT 240	Administering Microsoft SQL Server	3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>14</b>
<b>Fourth Semester</b>		
IT 212	Internet Security	3
IT 243	Data Warehousing	3
IT 295	Information Technology Capstone Project	4
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>15</b>

## Graduation Requirements

1. Minimum of 60 total semester credit hours as outlined
2. Grade of C (not C-) or higher in all IT 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
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# 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 life-long 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of religion	8

**Total Religion Credit Hours 8**

### Common Core Courses

BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2

**Total Common Core Credit Hours 10**

### Core Courses

ENG 220	Business Communication	3
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
IT 130	Introduction to Windows Server Administration	3
IT 150	Introduction to Networking	3
IT 210	Linux Administration	3
IT 212	Internet Security	3
IT 214	Systems Analysis & Design	3
IT 250	Intermediate Networking (ICND 1)	3
IT 252	Advanced Networking (ICND 2)	3
IT 295	Information Technology Capstone Project	4
PM 140	Project Management Fundamentals	3

**Total Core Credit Hours 37**

**Elective Courses** (Select 3 credit hours from the following. Be sure to check for prerequisites.)

BUS 101, BUS 151, BUS 201*, ENTR 150, PHIL 225	6
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**Total Minimum Elective Credit Hours 6**

**Total Minimum Credit Hours for the Program 61**



## Recommended Sequence of Courses

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

### First Semester

BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

COM 122	Interpersonal Communications	2
IT 130	Introduction to Windows Server Administration	3
IT 150	Introduction to Networking	3
PM 140	Project Management Fundamentals	3
Elective		3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

ENG 220	Business Communications	3
IT 210	Linux Administration	3
IT 214	Systems Analysis & Design	3
IT 250	Intermediate Networking (ICND 1)	3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>14</b>

### Fourth Semester

IT 212	Internet Security	3
IT 252	Advanced Networking (ICND 2)	3
IT 295	Information Technology Capstone Project	4
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>15</b>

## Graduation Requirements

1. Minimum of 61 total semester credit hours as outlined
2. Grade of C (not C-) or higher in all IT 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
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# 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 life-long 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
ENG 220	Business Communication	3
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
IT 130	Introduction to Windows Server Administration	3
IT 150	Introduction to Networking	3
IT 210	Linux Administration	3
IT 212	Internet Security	3
IT 214	Systems Analysis & Design	3
IT 230	Intermediate Windows Server Administration	3
IT 232	Advanced Windows Server Administration	3
IT 295	Information Technology Capstone Project	4
PM 140	Project Management Fundamentals	3
<b>Total Core Credit Hours</b>		<b>37</b>
<b>Elective Courses</b> (Select 3 credit hours from the following. Be sure to check for prerequisites.)		
BUS 101, BUS 151, BUS 201*, ENTR 150, PHIL 225		
<b>Total Minimum Elective Credit Hours</b>		<b>6</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>61</b>

## Recommended Sequence of Courses

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

### First Semester

BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

COM 122	Interpersonal Communications	2
IT 130	Introduction to Windows Server Administration	3
IT 150	Introduction to Networking	3
PM 140	Project Management Fundamentals	3
Elective		3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

ENG 220	Business Communications	3
IT 210	Linux Administration	3
IT 214	Systems Analysis & Design	3
IT 230	Intermediate Windows Server Administration	3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>14</b>

### Fourth Semester

IT 212	Internet Security	3
IT 232	Advanced Windows Server Administration	3
IT 295	Information Technology Capstone Project	4
Elective		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>15</b>

## Graduation Requirements

1. Minimum of 61 total semester credit hours as outlined
2. Grade of C (not C-) or higher in all IT 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
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Interior Design

## Associate of Applied Science Degree

### Overview

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

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

### Career Opportunities

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

### 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 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 (if applicable) 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. You will need to make your own conclusions and interpretations. We do not have examples for you to see, nor do we give suggestions for the color board format.

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

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

**Color boards will not be returned.**

## Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
ENG 220	Business Communications	3
ID 104	Principles of Design	2
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 117	Perspective Drawing	2
ID 118	3D Design	1
ID 125	Drafting	3
ID 126	Space Planning	4
ID 128	Textiles	2
ID 130	Studio I	2
ID 131	Introduction to AutoCAD	2
ID 205	Resources & Career Issues	2
ID 210	Historical Furnishings & Architecture	3
ID 211	Modern Furnishings & Architecture	2
ID 217	Rendering Techniques	2
ID 230	Studio II	2
ID 231	Computer Design I	3
ID 232	Computer Design II	3
ID 270	Portfolio I	1
ID 271	Portfolio II	1
ID 275	Business of Interior Design	3
ID 299	Interior Design AAS Internship	1
<b>Total Core Credit Hours</b>		<b>49</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>67</b>

## Recommended Sequence of Courses

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

### First Semester

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

### Second Semester

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

### Third Semester

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

### Fourth Semester

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

## Graduation Requirements

4. Minimum of 67 total semester credit hours as outlined
5. A 3.0 grade-point average or higher in all ID courses
6. Cumulative grade-point average of 2.0 or higher
7. Complete at least 50 percent of Interior Design courses at LDS Business College
8. Complete Book of Mormon I or II, plus 6 additional credits of Religion
9. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Medical Administrative Assistant

## Assistant Associate of Applied Science Degree

### Overview

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

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

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

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

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

### Career Opportunities

This specialty should experience faster than average employment growth as the United States population ages. Opportunities for employment are found in hospitals, insurance companies, outpatient medical offices, and health maintenance organizations.

### Learning Outcomes

Upon successful completion of the required courses, 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 life-long learning opportunities.
- Complete computer-based tasks efficiently using advanced keyboarding and 10-key skills.
- Utilize office equipment such as voice mail messaging systems, and use excellent computer skills in spreadsheets, word processing, and database management or other software applications to prepare reports, invoices,

financial statements, letters, case histories, or medical records. Complete insurance or other claim forms.

- Maintain medical records.
- Do billing and coding for insurance.
- Interview patients to complete documents, case histories, or forms, such as intake or insurance forms.
- Receive and route messages or documents, such as laboratory results, to appropriate staff.
- Compile and record medical charts, reports, or correspondence.
- Transmit correspondence or medical records by mail, e-mail, or fax.
- Edit, finalize, and maintain medical records, technical library, or correspondence using correct formatting and medical terminology and coding.
- Complete basic accounting functions.
- Control the flow of information in the office using organizational skills plus print and electronic records management principles.
- Greet visitors, ascertain purposes of visit, and direct them to appropriate staff.
- Demonstrate proper customer service skills in answering phones; directing calls; taking messages; and greeting customers in a pleasant, professional manner.
- Schedule and confirm diagnostic appointments, surgeries, or medical consultations; process payments; compile medical charts; collect routine information; and maintain medical records.
- Make sure the office runs smoothly.
- Demonstrate organization in order to maximize the efficiency of employer's time.
- Record patient's medical history, vital statistics, or information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the room neat and clean.
- Show patients to the examination rooms and prepare them for the physician.
- Articulate career preparation confidently using resumes, portfolios and interviews.
- Use medical office management software and correct medical terminology to enter intake details, insurance data, and other needed information.

## Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Program Core Courses</b>		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BAP 201	Advanced Business Computer Applications	2
BAS 108	Skillbuilding I	1
BAS 109	Skillbuilding II	1
BAS 115	Document Editing & Proofreading	2
BAS 129	Office Procedures	3
BAS 131	Medical Scheduling & Billing	2
BAS 199	Certificate Internship (Capstone)	2
BAS 296	Portfolio Development (Capstone)	1
BAS 299	AAS Degree Internship (Capstone)	2
BUS 205	Human Resource Management	3
ENG 220	Business Communications	3
HP 106	Medical Law & Ethics	2
HP 126	CPT and HCPCS Coding	3
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
HP 170	Introduction to Pharmacology	2
<b>Total Core Credit Hours</b>		<b>40</b>
<b>Elective Courses</b> (Select 2 credit hours from the following. Be sure to check for prerequisites.)		
HP 124	ICD-10-CM	3
LS 103	Nutrition & Health	3
LS 265	Anatomy & Physiology	4
<b>Total Elective Credit Hours</b>		<b>2</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>60</b>

## Recommended Sequence of Courses

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

### First Semester

BAP 105	Business Computer Applications	3
BAS 108	Skillbuilding I	1
BAS 115	Document Editing & Proofreading	2
BAS 129	Office Procedures	3
ENG 101	Introduction to College Writing	3
HP 140	Medical Terminology	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

### Second Semester

BAS 109	Skillbuilding II	1
BAS 131	Medical Scheduling & Billing	2
BAS 199	Certificate Internship (Capstone)	2
COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
HP 106	Medical Law & Ethics	2
HP 150	First Aid/CPR for Health Professionals	1
HP 170	Introduction to Pharmacology	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

### Third Semester

ACC 105	Financial Accounting	4
BAP 201	Advanced Business Computer Applications	2
ENG 220	Business Communications	3
HP 126	CPT and HCPCS Coding	3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>13</b>

### Fourth Semester

ACC 110	Accounting in QuickBooks	3
BAS 296	Portfolio Development (Capstone)	1
BAS 299	AAS Degree Internship (Capstone)	2
BUS 205	Human Resource Management	3
Elective		2
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>14</b>

## Graduation Requirements

1. Minimum of 60 total semester credit hours as outlined
2. C (not C-) grade or higher in all BAS, IT, and HP courses, except BAS 115, BAS 129, BAS 131 and BAS 199, which require a B-
3. Cumulative grade point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of Religion
5. BAP 105 is required for graduation with a B- or higher and must be taken within four (4) years of graduation.



# Paralegal Studies

## Associate of Applied Science Degree

### Overview

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

#### Personal Traits Leading to Success in Paralegal Program:

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

#### LDSBC Methods and Procedures for Teaching

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

### Career Opportunities

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

A number of benefits are associated with paralegal graduation:

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

### 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 life-long 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 concerning prerequisites, which must be satisfied before registering for the course.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of religion	8

**Total Religion Credit Hours 8**

### Common Core Courses

BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>

### Core Courses

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 204	Introduction to Civil Litigation Lab	0
PLS 205	Contract Law	3
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
<b>Total Core Credit Hours</b>		<b>34</b>

### 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
<b>Total Internship or Practicum Credit Hours</b>		<b>3</b>

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

Fine Arts Distribution—ART 101, ART 106, MUS 105  
 Humanities Distribution—\*COM 121, ENG 250, \*PHIL 225  
 Life Sciences Distribution—LS 103, \*LS 110, \*LS 265  
 Physical Sciences Distribution—PS 100, PS 120, PS 130  
 Social Sciences Distribution—ECON 161, ECON 162, \*SS 101, \*SS 105

**Total Minimum General Education Credit Hours 9**

**Total Minimum Credit Hours for the Program 64**

## 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

BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
PLS 101	Introduction to Law	3
General Education Elective		3
Religion	Book of Mormon I or II	2
<b>Total First Semester Hours</b>		<b>14</b>

#### Second Semester-Winter

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
<b>Total Second Semester Hours</b>		<b>13</b>

#### Third Semester-Summer

FIN 101	Personal Finance	2
PLS 115	Legal Research/Writing II	3
PLS 205	Contract Law	3
PLS 210	Torts	3
Religion		2
<b>Total Third Semester Hours</b>		<b>13</b>

#### Fourth Semester-Fall

PLS 130	Criminal Law and Procedures	3
PLS 203	Introduction to Civil Litigation	3
PLS 204	Introduction to Civil Litigation Lab	0
PLS 215	Bankruptcy Law	3
General Education Elective		3
<b>Total Fourth Semester Hours</b>		<b>12</b>

#### Fifth Semester-Winter

COM 122	Interpersonal Communications	2
PLS 160	Ethics	2
Internship or Practicum Option		3
General Education Elective		3
Religion		2
<b>Total Fifth Semester Hours</b>		<b>12</b>

**Winter Start****First Semester-Winter**

BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
PLS 101	Introduction to Law	3
General Education Elective		3
Religion	Book of Mormon I or II	2
<b>Total First Semester Hours</b>		<b>14</b>

**Second Semester-Summer**

PLS 140	Paralegal Procedures	3
PLS 150	Paralegal Business Computer Applications	3
PLS 205	Contract Law	3
PLS 210	Torts	3
Religion		2
<b>Total Second Semester Hours</b>		<b>14</b>

**Third Semester-Fall**

PLS 110	Legal Research/Writing I	3
PLS 130	Criminal Law and Procedures	3
PLS 215	Bankruptcy Law	3
General Education Elective		3
<b>Total Third Semester Hours</b>		<b>12</b>

**Fourth Semester-Winter**

FIN 101	Personal Finance	2
PLS 115	Legal Research/Writing II	3
PLS 120	Evidence	2
PLS 203	Introduction to Civil Litigation	3
PLS 204	Introduction to Civil Litigation Lab	0
Religion		2
<b>Total Fourth Semester Hours</b>		<b>12</b>

**Fifth Semester-Summer**

COM 122	Interpersonal Communications	2
PLS 160	Ethics	2
Internship or Practicum Option		3
General Education Elective		3
Religion		2
<b>Total Fifth Semester Hours</b>		<b>12</b>

**Summer Start****First Semester-Summer**

BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
PLS 101	Introduction to Law	3
General Education Elective		3
Religion	Book of Mormon I or II	2
<b>Total First Semester Hours</b>		<b>14</b>

**Second Semester-Fall**

PLS 110	Legal Research/Writing I	3
PLS 130	Criminal Law and Procedures	3
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
<b>Total Second Semester Hours</b>		<b>12</b>

**Third Semester-Winter**

FIN 101	Personal Finance	2
PLS 140	Paralegal Procedures	3
PLS 203	Introduction to Civil Litigation	3
PLS 204	Introduction to Civil Litigation Lab	0
General Education Elective		3
Religion		2
<b>Total Third Semester Hours</b>		<b>13</b>

**Fourth Semester-Summer**

COM 122	Interpersonal Communications	2
PLS 115	Legal Research/Writing II	3
PLS 150	Paralegal Business Computer Applications	3
PLS 205	Contract Law	3
Religion		2
<b>Total Fourth Semester Hours</b>		<b>13</b>

**Fifth Semester-Fall**

PLS 120	Evidence	2
PLS 160	Ethics	2
Internship or Practicum Option		3
General Education Elective		3
Religion		2
<b>Total Fifth Semester Hours</b>		<b>12</b>

**Graduation Requirements**

1. Minimum of 64 total semester credit hours as outlined
2. Grade of C (not C-) or better in PLS 101
3. Grade of B or better in all Paralegal Studies courses
4. Cumulative grade point average of 2.0 or better
5. Complete Book of Mormon I or II, plus 6 additional credits of Religion
6. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# 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 life-long 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 2 additional credit hours of Religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Program Core Courses</b>		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
ACC 212	Managerial Accounting	3
BUS 101	Business Fundamentals	3
BUS 221	Business Law & Ethics	3
<b>Total Program Core Credit Hours</b>		<b>16</b>
<b>Electives (Select 2-3 credit hours from the following)</b>		
ACC 223	Introduction to Tax Entities	2
BUS 201	Management Principles	3
BUS 205	Human Resource Management	3
ECON 162	Macroeconomics	3
IT 110	Introduction to Business Technology	3
SELL 120	Introduction to Sales	3
<b>Total Elective Credit Hours</b>		<b>2-3</b>
<b>Total Minimum Credit Hours Required for Program</b>		<b>32</b>

## Recommended Sequence of Courses

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

First Semester	Credit Hours
ACC 105 Financial Accounting	4
BAP 105 Business Computer Applications	3
BUS 101 Business Fundamentals	3
COM 122 Interpersonal Communications	2
ENG 101 Introduction to College Writing	3
Religion Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>	<b>17</b>
<b>Second Semester</b>	
ACC 110 Accounting in QuickBooks	3
ACC 212 Managerial Accounting	3
BUS 221 Business Law & Ethics	3
FIN 101 Personal Finance	2
Elective	2-3
Religion	2
<b>Total Second Semester Credit Hours</b>	<b>15-16</b>

## Graduation Requirements

1. Minimum of 32 total semester credit hours as outlined
2. Grade of C or better in all core courses
3. Cumulative grade point average of 2.0 or better
4. Complete Book of Mormon I or II, plus 2 additional credit hours of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Administrative Assistant Certificate

## Overview

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

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

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

## Career Opportunities

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

## Learning Outcomes

Upon successful completion of the certificate, 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 life-long learning opportunities.
- Complete a variety of business tasks using computer skills.
- Finalize business documents.
- Control the flow of information in the office using organizational skills and records management principles.
- Respond professionally to customers.
- Use a variety of office equipment efficiently.
- Complete basic accounting functions.
- Prepare for Meetings
- 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 concerning prerequisites, which must be satisfied before registering for the course.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 2 additional credit hours of religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Collegewide Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
BAP 201	Advanced Business Computer Applications	2
BAS 108	Skillbuilding I	1
BAS 115	Document Editing & Proofreading	2
BAS 120	Event Planning Logistic I	3
BAS 121	Event Planning On-Site Lab	1
BAS 129	Office Procedures	3
BAS 151	Visual Communications	3
BAS 196	Portfolio Development (Capstone)	1
BAS 199	Certificate Internship	2
BUS 101	Business Fundamentals	2
ENG 220	Business Communications	3
<b>Total Core Credit Hours</b>		<b>24</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>38</b>

## Recommended Sequence of Courses

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

### First Semester

BAP 105	Business Computer Applications	3
BAS 108	Skillbuilding I	1
BAS 129	Office Procedures	3
BUS 101	Business Fundamentals	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

### Second Semester

BAP 201	Advanced Business Computer Applications	2
BAS 115	Document Editing & Proofreading	2
BAS 120	Event Planning Logistics I	3
BAS 121	Event Planning On-Site Lab	1
BAS 151	Visual Communications	3
ENG 220	Business Communications	3
FIN 101	Personal Finance	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>18</b>

### First Semester

BAS 196	Portfolio Development	1
BAS 199	Certificate Internship	2
<b>Total First Semester Credit Hours</b>		<b>3</b>

## Graduation Requirements

1. Minimum of 38 total semester credit hours as outlined
2. Grade of C (not C-) or higher in BAS, BAP, IT and BAS Certificate courses, except BAS 115, BAS 120, BAS 129, BAS 196 and BAS 199 which require a B-.
3. Cumulative grade point average of 2.0 or better
4. Complete Book of Mormon I or II, plus 2 additional credits of Religion
5. BAP 105 is required for graduation with a B- or higher and must be taken within four (4) years of graduation.

# Interior Design

## Certificate

### Overview

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

### Career Opportunities

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

### Objectives

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

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

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

**Color boards will not be returned.**

## Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 2 additional credit hours of religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
ID 104	Principles of Design	2
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 125	Drafting	3
ID 128	Textiles	2
ID 131	Introduction to AutoCAD	2
ID 199	Interior Design Internship	1
ID 210	Historical Furnishings & Architecture	3
ID 211	Modern Furnishings & Architecture	2
<b>Total Core Credit Hours</b>		<b>20</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>34</b>



## Recommended Semester Sequence of Courses

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

### First Semester

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

### Second Semester

COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
ID 128	Textiles	2
ID 131	Introduction to AutoCAD	2
ID 199	Interior Design Internship (Capstone)	1
ID 210	Historical Furnishings & Architecture	3
ID 211	Modern Furnishings & Architecture	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 34 total semester credit hours as outlined
2. 2.0 GPA or higher in all ID courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 2 additional credits of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Medical Assistant

## Certificate

### Overview

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

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

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

### Career Opportunities

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

### 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 life-long 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 2 additional credit hours of religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
BAS 108	Skillbuilding I	1
BAS 131	Medical Scheduling and Billing	2
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
HP 200	Introduction to Medical Lab Procedures	3
HP 201	Medical Laboratory Procedures Lab	0
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
HP 283	Practicum for Medical Assistants & Executive Medical Assistants	3
LS 265	Anatomy & Physiology	4
<b>Total Core Credit Hours</b>		<b>23</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>37</b>

## Recommended Sequence of Courses

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

### First Semester

BAP 105	Business Computer Applications	3
BAS 108	Skillbuilding I	1
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
HP 200	Introduction to Medical Lab Procedures	3
HP 201	Medical Laboratory Procedures Lab	0
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15</b>

### Second Semester

BAS 131	Medical Scheduling and Billing	2
ENG 101	Introduction to College Writing	3
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
LS 265	Anatomy & Physiology	4
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>15</b>

### Summer Term

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

## Graduation Requirements

1. Minimum of 37 total semester credit hours as outlined
2. Grade of C or higher in all HP core courses, BAS 108 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
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# 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 life-long 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 2 additional credit hours of religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
HP 106	Medical Law & Ethics	2
HP 124	ICD-10-CM	3
HP 125	ICD-10-PSC	3
HP 126	CPT and HCPCS Coding	3
HP 127	Coding Technology and Lab	2
HP 140	Medical Terminology	3
HP 151	Health Care Delivery Sys & Reimburse Method	3
HP 170	Introduction to Pharmacology	2
HP 175	Pathophysiology	2
HP 197	Medical Coding Practicum	2
LS 265	Anatomy & Physiology	4
*Seminar	Certified Coding Associate (CCA) exam prep	0
<b>Total Core Credit Hours</b>		<b>29</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>43</b>

\*Optional fee seminar. CCA exam to be taken before beginning practicum. CCA exam test course will be offered the three weeks following the end of the third semester and before practicum semester begins.

## 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

BAP 105	Business Computer Applications	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
<b>Total First Semester Credit Hours</b>		<b>15</b>

### Second Semester

COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
HP 106	Medical Law & Ethics	2
HP 124	ICD-10-CM	3
HP 170	Introduction to Pharmacology	2
HP 175	Pathophysiology	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>15</b>

### Third Semester

HP 125	ICD-10-PSC	3
HP 126	CPT and HCPCS Coding	3
HP 127	Coding Technology and Lab	2
HP 151	Health Care Delivery Sys & Reimburse Method	3
<b>Total Second Semester Credit Hours</b>		<b>11</b>

### Fourth Semester

*Seminar	Certified Coding Associate (CCA) exam prep	0
HP 197	Medical Coding Practicum	2
<b>Total Second Semester Credit Hours</b>		<b>2</b>

\*Optional fee seminar. CCA exam to be taken before beginning practicum. CCA exam test course will be offered the three weeks following the end of the third semester and before practicum semester begins.

## Graduation Requirements

1. Minimum of 43 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
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Medical Front Office Assistant Certificate

## Overview

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

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

How do these careers differ from the Medical Assistant Career?

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

## Career Opportunities

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

Federal reports show this occupation as one with a bright outlook with expected growth about 25 percent nationally and close to 50 percent in Utah. The average salary range is from \$24,100 to \$37,100.

## 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 life-long learning opportunities.
- Complete computer-based tasks efficiently using advanced keyboarding and 10-key skills.
- Utilize office equipment, such as voice mail messaging systems, and use software such as spreadsheets, word processing, and databases or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.
- Complete insurance or other claim forms.
- Interview patients to complete documents, case histories, or forms, such as intake or insurance forms.

- Receive and route messages or documents, such as laboratory results, to appropriate staff.
- Compile and record medical charts, reports, or correspondence.
- Transmit correspondence or medical records by mail, e-mail, or fax.
- Edit, finalize, and maintain medical records, technical library, or correspondence using correct formatting and medical terminology and coding.
- Complete basic accounting functions.
- Control the flow of information in the office using organizational skills plus print and electronic records management principles.
- Greet visitors, ascertain purposes of visit, and direct them to appropriate staff.
- Demonstrate proper customer service skills in answering phones; directing calls; taking messages; and greeting customers in a pleasant, professional manner.
- Schedule and confirm diagnostic appointments, surgeries, or medical consultations; process payments; compile medical charts; collect routine information; and maintain medical records.
- Articulate career preparation confidently using resumes, portfolios, and interviews.
- Use medical office management software and correct medical terminology to enter intake details, insurance data, and other needed information.

## Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 2 additional credit hours of religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Core Courses</b>		
BAS 108	Skillbuilding I	1
BAS 109	Skillbuilding II	1
BAS 115	Document Editing & Proofreading	2
BAS 129	Office Procedures	3
BAS 131	Medical Scheduling & Billing	2
BAS 199	Certificate Internship (capstone)	2
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
HP 170	Introduction to Pharmacology	2
<b>Total Core Credit Hours</b>		<b>19</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>33</b>

## Recommended Sequence of Courses

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

### First Semester

BAP 105	Business Computer Applications	3
BAS 108	Skillbuilding I	1
BAS 115	Document Editing & Proofreading	2
BAS 129	Office Procedures	3
ENG 101	Introduction to College Writing	3
HP 140	Medical Terminology	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17</b>

### Second Semester

BAS 109	Skillbuilding II	1
BAS 131	Medical Scheduling & Billing	2
BAS 199	Certificate Internship (capstone)	2
COM 122	Interpersonal Communications	2
FIN 101	Personal Finance	2
HP 106	Medical Law & Ethics	2
HP 150	First Aid/CPR for Health Professionals	1
HP 170	Introduction to Pharmacology	2
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 33 total semester credit hours
2. Grade of C (not C-) higher in all BAS, BAP, IT and HP courses, except BAS 115, BAS 129, BAS 131, and BAS 199 which require a B-
3. Cumulative grade point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 2 additional credits of Religion
5. BAP 105 is required for graduation with a B- or higher and must be taken within four (4) years of graduation.

# .Net & ASP Developer Certificate

## Overview

Students completing the .Net and ASP Developer Certificate learn software development and acquire skills to manage active server pages, customer portals and movable photo galleries. Students use JAVA to develop PC applications. They are prepared for positions in web and application development, software engineering or programming. They are also eligible to sit for Microsoft certifications in web development and programming. Students also train to analyze user needs and develop software solutions. They may design software or customize software for their organization and recommend upgrades or other improvements.

## Career Opportunities

Graduates may be hired to develop, create, or modify general Business Computer Applications software or specialized utility programs. Some may design software or customize software for an organization to optimize operational efficiency. Most would work for small to medium sized businesses. Employees with these skills may recommend needed upgrades and manage the purchase process. They may also adapt technologies for better performance and reliability.

## 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.
- 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 2 additional credit hours of Religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>
<b>Program Core Courses</b>		
BAP 201	Advanced Business Computer Applications	2
IT 112	Programming Fundamentals	3
IT 130	Introduction to Windows Server Administration	3
IT 176	Windows Application Development	3
IT 214	Systems Analysis & Design	3
IT 246	Web Application Development	3
<b>Total Program Core Credit Hours</b>		<b>17</b>
<b>Total Minimum Credit Hours for the Program</b>		<b>31</b>

## Recommended Sequence of Courses

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

### First Semester

BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 112	Programming Fundamentals	3
IS 214	Systems Analysis & Design	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>15</b>

### Second Semester

BAP 201	Advanced Business Computer Applications	2
COM 122	Interpersonal Communications	2
IT 176	Windows Application Development	3
IT 214	Systems Analysis & Design	3
IT 246	Web Application Development	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 31 total semester credit hours as outlined
2. Grade of C or better in all Certificate core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 2 additional credit hours of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Professional Sales

## Certificate

### Overview

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

Career preparation includes training in three critical areas:

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

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

### Career Opportunities

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

### 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 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II Plus 2 additional credit hours of Religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>8</b>
<b>Program Core Courses</b>		
BUS 101	Business Fundamentals	3
BUS 151	Principles of Marketing	3
SELL 120	Introduction to Sales	3
SELL 175	Intermediate Sales	3
SELL 180	Persuasive Communications	3
SELL 190	Sales Internship	2
SELL 275	Advanced Sales	3
<b>Total Program Core Credit Hours</b>		<b>20</b>
<b>Total Minimum Credit Hours Required for Program</b>		<b>32</b>

## Recommended Sequence of Courses

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

### First Semester

BAP 105	Business Computer Applications	3
BUS 101	Business Fundamentals	3
ENG 101	Introduction to College Writing	3
SELL 120	Introduction to Sales	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>14</b>

### Second Semester

BUS 151	Principles of Marketing	3
FIN 101	Personal Finance	2
SELL 175	Intermediate Sales	3
SELL 180	Persuasive Communications	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>13</b>



### Third Semester

SELL 190	Sales Internship	2
SELL 275	Advanced Sales	3
<b>Total Second Semester Credit Hours</b>		<b>5</b>

### Graduation Requirements

1. Minimum of 32 total semester credit hours as outlined
2. Grade of C or better in all Certificate core courses
3. Cumulative grade point average of 2.0 or better
4. Complete Book of Mormon I or II, plus 2 additional credit hours of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Windows Administration

## Certificate

### Overview

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

### Career Opportunities

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

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

### Learning Outcomes

Upon completion of the certificate, 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.
- Install and Configure Windows Servers and associated Services
- Install and configure Windows Workstations
- Design and articulate Best Practices in Network Design
- Design and model database relations
- 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.

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 2 additional credit hours of religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>

### Common Core Courses

BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>

### Program Core Courses

IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
IT 130	Introduction to Windows Server Administration	3
IT 150	Introduction to Networking	3
IT 210	Linux Administration	3
IT 214	Systems Analysis & Design	3
<b>Total Core Credit Hours</b>		<b>18</b>

**Total Minimum Credit Hours for the Program**                    **31**

## Recommended Sequence of Courses

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

### First Semester

BAP 105	Business Computer Applications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	2
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>16</b>

### Second Semester

COM 122	Interpersonal Communications	2
IT 130	Introduction to Windows Server Administration	3
IT 150	Introduction to Networking	3
IT 210	Linux Administration	3
IT 214	Systems Analysis & Design	3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

## Graduation Requirements

1. Minimum of 31 total semester credit hours as outlined
2. Grade of C or better in all Certificate core courses
3. Cumulative grade point average of 2.0 or better
4. Complete Book of Mormon I or II, plus 2 additional credits of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.

# Business

## Associate of Science Degree

### Overview

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

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

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.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and life-long learning opportunities.
- Pursue additional business-related degrees (accounting, finance, management, marketing, etc).
- Use the core elements of a business bachelor's degree to contribute to a business enterprise.
- Analyze, interpret, and record basic business economic transactions.
- Apply basic concepts and method choices used in financial accounting.
- Perform basic operations in an accounting software environment.

### Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>

#### Common Core Courses

BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction To College Writing	3
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>

#### Core Courses

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
ACC 212	Managerial Accounting	3
BAP 201	Advanced Business Computer Applications	2
BUS 221	Business Law & Ethics	3
COM 121	Principles of Public Speaking	3
ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3
ENG 220	Business Communications	3
LE 121/221	Career Development Milestone	1
MAT 110	College Algebra	4
MAT 111	Calculus	3
MAT 252	Statistics	3
<b>Total Core Credit Hours</b>		<b>38</b>

#### 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)

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

Humanities Distribution (select one)

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

Life/ Physical Sciences Distribution (select one)

LS 103	Nutrition & Health	3
LS 110	Environmental Science	3
LS 265	Anatomy & Physiology	4
PS 100	Physical Science	3
PS 120	Introduction to Physical Geography	3
PS 130	Introduction to Meteorology	3

American Institutions (select one)

HIST 170	American Civilization	3
POLS 110	American Government	3

**Total Minimum General Education Requirements 12**

**Total Minimum Credit Hours for the Program 68**

**Recommended Day Sequence of Courses**

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

**First Semester**

ACC 105	Financial Accounting	4
BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ECON 162	Macroeconomics	3
ENG 101	Introduction to College Writing	3
LE 121	Career Development Milestones	.5
Religion	Book of Mormon I or II	2
<b>Total First Semester Credit Hours</b>		<b>17.5</b>

**Second Semester**

ACC 110	Accounting in QuickBooks	3
BAP 201	Advanced Business Computer Applications	2
FIN 101	Personal Finance	2
MAT 110	College Algebra	4
Humanities Distribution		3
Religion		2
<b>Total Second Semester Credit Hours</b>		<b>16</b>

**Third Semester**

ECON 161	Microeconomics	3
ENG 220	Business Communications	3
LE 221	Advanced Career Development Milestones	.5
MAT 252	Statistics	3
American Institutions		3
Fine Arts Distribution		3
Religion		2
<b>Total Third Semester Credit Hours</b>		<b>17.5</b>

**Fourth Semester**

ACC 212	Managerial Accounting	3
BUS 221	Business Law & Ethics	3
COM 121	Principles of Public Speaking	3
MAT 111	Calculus	3
Humanities Distribution		3
Life/Physical Science Distribution		3
Religion		2
<b>Total Fourth Semester Credit Hours</b>		<b>17</b>

## Graduation Requirements

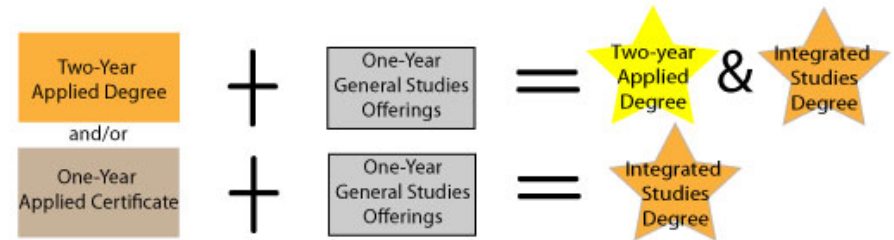
1. Minimum of 68 total semester credit hours as outlined
2. Grade of C or higher in all core courses
3. Cumulative grade-point average of 2.0 or higher; (A 2.5 GPA or higher is recommended)
4. Complete Book of Mormon I or II, plus 6 additional credits of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.
6. The four-year institutions in Utah require students to achieve various computer competencies for transferring to their respective institutions. You must have a B- or higher grade in BAP 201 in order to establish the required computer competences for transfer.

## Integrated Studies Associate of Science Degree

### Overview

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

The program works like this:



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

For example, if you want to be a certified public accountant, which requires a master's degree, you could combine the Financial Managerial Accounting two-year applied degree program with Integrated Studies. You would enter the marketplace sooner, earn better wages, build your resume, and strengthen your professional network. If you want to become a lawyer, you could earn a Paralegal Studies two-year applied degree along with an Integrated Studies degree. If you intend to transfer, this is a great approach. The Integrated Studies degree can be completed in two semesters beyond the time required for an applied skills degree. Some students can complete both a two-year applied degree and an Integrated Studies degree in a total of only five semesters. The degree has been designed specifically to meet general education requirements of institutions in Utah and is recognized by accredited colleges and universities throughout the United States. Students complete classes in these areas:

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

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

## Career Opportunities

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

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

Once you complete the Integrated Studies program, you will:

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

## Learning Outcomes

- 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 and professional work ethic and life-long learning opportunities
- Distinguish the purpose and main point in literary, scientific, and social science writing.
- Interpret tables and graphs, use and evaluate formulas, order and compare numbers, and read scientific instruments.
- Apply specific skills appropriate to the certificate included in the degree.
- Qualify to transfer to a 4-year institution.
- Use the critical thinking pattern in everyday situations.
- 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 #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>

### Common Core Courses (first year)

BAP 105	Business Computer Applications	3
COM 122	Interpersonal Communications	2
ENG 101	Introduction to College Writing	3 (counts under GE core)
FIN 101	Personal Finance	2
<b>Total Common Core Credit Hours</b>		<b>10</b>

### General Education Core Courses

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

#### Composition (both courses required)

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

#### Quantitative Literacy (choose one)

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

#### American Institutions Requirement (choose one)

HIST 170	American Civilization	3
POLS 110	American Government	3

### **Total Minimum General Education Core Credit Hours 12-13**

### General Education Distribution Area Courses

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

#### Fine Arts (choose one)

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

#### Humanities (choose one)

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

#### Life Sciences (choose one)

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

Physical Sciences (choose one)

PS 100	Physical Science	3
PS 120	Introduction to Physical Geography	3
PS 130	Introduction to Meteorology	3

Social Sciences (Choose one)

ECON 161	Microeconomics	3
ECON 162	Macroeconomics	3
SS 101	Introduction to Psychology	3
SS 105	Introduction to Cultural Anthropology	3

Elective 3

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

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

**Career Development Milestones**

LE 121/221	Career Development Milestones	.5-1
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**Emphasis Options**

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

Emphasis

**Certificates:**

Accounting  
Administrative Assistant  
Interior Design  
Medical Assistant  
Medical Coding  
Medical Front Office Assistant  
.Net & ASP Developer  
Professional Sales  
Windows Administration

**AAS Degrees:**

Accounting-Financial/Managerial  
Business Entrepreneurship  
Business Global Supply Chain & Operations  
Business Management  
Business Professional Sales  
Business Project Management  
Executive Medical Assistant  
Information Technology Database Administration  
Information Technology Network Engineering  
Information Technology Server Administration  
Interior Design  
Medical Administrative Assistant  
Paralegal Studies

**Total Minimum Credit Hours for the Program 61**

**Recommended Day Sequence of Courses**

See your Academic Advisor!

**Graduation Requirements**

1. Minimum of 61 total semester credit hours as outlined
2. Cumulative GPA of 2.0 or higher (A 2.5 GPA or higher is recommended)
3. You are required during your last semester to take the Academic Profile, which is a nationally standardized test of general academic knowledge and skills. (see Program Learning Outcomes for further details.)
4. Complete Book of Mormon I or II, plus 6 additional credits of Religion
5. BAP 105 is required for graduation with a C- or higher and must be taken within four (4) years of graduation.
6. MAT 111 Calculus is recommended for Associate of Science students who plan to major in business at a four-year institution.

# Entrepreneurship Cluster

## Certificate of Completion

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

### Requirements for Certificate of Completion:

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

### Entrepreneurship Cluster

Fall or Winter Semester

ACC 105	Financial Accounting	4
ENTR 150	Entrepreneurship	3
ENTR 290	Business Modeling	3
	<b>Total Credits</b>	<b>10</b>

# Interior Design Cluster

## Certificate of Completion

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

### Requirements for Certificate of Completion:

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

### Interior Design Cluster (No Color board required)

Fall or Winter Semester

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

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

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

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

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

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

# Course Descriptions

## Accounting

### ACC 105 Financial Accounting (4)

Prerequisites: None

Examines accounting concepts and procedures and introduces the basics of accounting: accounting equation, transaction analysis and recording journal entries, accounting cycle, financial statements, matching concept, adjusting entries, closing entries, worksheets, subsidiary ledgers and special journals.

### ACC 110 Accounting in QuickBooks (3)

Prerequisite: ACC105 with a C or higher

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

### ACC 201 Intermediate Accounting I (3)

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)

Prerequisites: ACC 110 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 211 Cost Accounting (3)

Prerequisite: ACC 105 with a C or higher

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

### ACC 212 Managerial Accounting (3)

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 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)

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

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

### AER 1020 Foundations of the USAF II (1)

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

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

### AER 1110 General Military Leadership Laboratory I (1)

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

Provides experience in Air Force standards, customs and courtesies. Introduces drill and ceremonies. Studies typical organizations and missions of Air Force bases through field trips.

### 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)

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

Introduces various concepts of air power employment, emphasizing factors that have prompted research and technological change.

### AER 2011 Airpower History II (1)

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

Introduces various concepts of air power employment, emphasizing factors that have prompted research and technological change.

### AER 2110 General Military Leadership Laboratory III (1)

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

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

AEROS 2111 General Military Leadership Laboratory IV (1)  
Prerequisites: Call University of Utah Advisor (801-581-6236)  
Introduces Air Force standards, customs and courtesies, drill and ceremonies leadership, reviews and honors. Provides first-hand exposure to various career opportunities within the Air Force and their applications on a typical Air Force base.

## Art

ART 101 Survey of Art History (3)  
Prerequisites: None  
Reviews the continuing evolution of art forms with an aim toward understanding the influence of antiquity on modern civilization and appreciating varying art styles.

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

## Business

BUS 101 Business Fundamentals (3)  
Prerequisites: None  
Introduces the basic principles of running a business and the interrelationship among the four functional areas of marketing, management, finance, and accounting.

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

BUS 130 Social Commerce (2) [Effective Winter 2014]  
Prerequisite: None  
Description: Discover why Social Commerce 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, 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.

BUS 151 Principles of Marketing (3)  
Prerequisite: BUS 101  
Provides a real-world, hands-on, service-learning opportunity with for-profit or not-for-profit companies. Students collaborate with an organization's marketing managers in performing all marketing skills including conducting market research, analyzing buyer behavior, determining target market, developing product/service requirements, recommending pricing and distribution, and recommending promotion and advertising strategies.

BUS 199 Business Internship (2)  
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  
Provides a real-world opportunity to collaborate with the management of a for-profit or not-for-profit company to study how the key elements of planning, organizing, leading, and controlling are applied and to present recommendations for improvement, utilizing effective management theories and practices. Includes class discussion, case studies, small-group activities, and written and oral communication.

BUS 205 Human Resource Management (3)  
Prerequisites: None  
Trains students in personnel supervision and conflict resolution, human relations, performance appraisal, manpower planning, communication, training, and governmental regulations. Develops skills in compensation administration, including wage, salary, incentive, and benefits administration.

BUS 221 Business Law & Ethics (3)  
Prerequisites: None  
Develops sensitivity to ethics in business through class discussion and case studies. Provides a practical business knowledge of contracts, sales, negotiable instruments, real estate, warranties, business organizations, employment issues, torts, consumer protection and Internet law.

BUS 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 250 Leadership (3)  
Prerequisite: BUS 101, 201  
Builds off the principles taught in BUS 201 (Principles of Management) but goes deeper into the role of true leadership within an organization, be it public, private, or church-related. Uses as a main source of material the Leadership Pattern developed by the LDS Church to train its leaders to 'lead as the Savior would.' Students will participate in a

semester-long authentic learning experience as they consult on a project with a real business.

### BUS 295 Business Strategy (3) (capstone)

Prerequisites: 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)

Prerequisites: 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 position within their field of study as evaluated formally by their manager

## Business Administrative Support

### BAS 100 Introduction to Keyboarding (1)

Prerequisites: None

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

### BAS 108 Skillbuilding I (1)

Prerequisites: 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 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 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)

Prerequisites: 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 correct words per minute (cwpm) using correct keyboarding technique during class the first week of the semester. Students with less than 32 cwpm will be required to enroll in 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)

Prerequisites: 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 120 Event Planning Logistics I (3)

Prerequisites: BAP 105 (may be taken concurrently); BAS 121 (concurrent)

Event planning is an exciting, new, and fast-growing field. This course provides the student with an interest in planning events, the parameters to plan, organize, and execute meetings, conferences and conventions, parties, family gatherings and celebrations, and events while utilizing their creative abilities. Students will gain a basic understanding of event planning as well as details of what an event planner does. Students' schedules must be flexible enough that they can be involved in planning, executing, and attending events beyond the scheduled classroom time including events held during the day, afternoon, and evening. (Required concurrent enrollment in BAS 121, Event Planning On-Site Lab). BAS students must earn a B- grade or higher.

### BAS 121 Event Planning On-Site Lab (1)

Prerequisites: BAS 120 (concurrent)

This course will be an experiential, hands-on learning class. During this course, students will participate in authentic learning experiences by assisting LDSBC personnel with the planning and executing of various College events. Students will be expected to provide a minimum of 15 hours throughout the semester planning, organizing, and executing various events. Students' schedules must be flexible enough that they can be involved in planning, executing, and attending events beyond the scheduled classroom time including events held during the day, afternoon, and evening. (Required concurrent enrollment in BAS 120). BAS students must earn a B- grade or higher.

### BAS 129 Office Procedures (3)

Prerequisites: 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)

Prerequisites: 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)

Prerequisites: BAP 105; BAS 108 (may be taken concurrently) and HP 140 (may be taken concurrently)

Teaches the fundamentals of medical office procedures, including patient reception, appointment scheduling, financial record keeping, insurance billing and work schedule coordination. Provides experience in processing records for outpatient settings using a medical office software program. Addresses ethical and legal requirements and restrictions for record retention, transfer, and disposal.

#### BAS 196 Portfolio Development (Capstone) (1)

Prerequisites: Requires Program Director Approval; to be taken the last semester before graduation; (recommend concurrent enrollment in BAS 199)

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

#### BAS 199 Certificate Internship (2)

Prerequisites: 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.

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 296 Portfolio Development (Capstone) (1)

Prerequisites: Requires Program Director Approval; to be taken the last semester before graduation; (recommend concurrent enrollment in BAS 299)

Produces a professional portfolio to showcase skills developed during the Medical Administrative Assistant course of study.

#### BAS 299 AAS Degree Internship (Capstone) (2)

Prerequisites: 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)

Prerequisites: None

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

This course satisfies the computer literacy and business computer application fundamentals requirement for graduation. Students develop business-level skill in work processing, spreadsheets and electronic presentations software. Students will be prepared for the Microsoft Office Specialist certification exam for Microsoft Word, Excel and PowerPoint and may sit for that exam if desired. This course should be taken the first semester is open to challenge prior to the first week of the semester.

BAP 201 Advanced Business Computer Applications (2)

Prerequisites: BAP 105 with a B- grade or higher.

Students develop skills in Microsoft Access database and complete collaborative and individual integrated business software projects using word processing, spreadsheets, presentations, and database skills. A B- or higher is required on the individual project for each module to earn a course grade higher than C+.

## Communications

COM 121 Principles of Public Speaking (3)

Prerequisites: None

Provides practical experience in the principles of effective public speaking: choosing the topic, using library resources to develop and organize the message, and delivering the speech with self-confidence. Includes preparing and presenting visual aids with the use of Microsoft PowerPoint.

COM 122 Interpersonal Communications (2)

Prerequisites: None

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

## Computer Science

CS 112 Programming Fundamentals (3) [effective Winter 2014]

Prerequisites: None

This course introduces 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) [effective Winter 2014]

Prerequisites: CS 112

Description: This course continues the exploration into key programming concepts and methods. It digs deeper into GUI design and Graphics requirements. The course provides lots of hands-on projects where the student works together in teams to develop different

applets.

**CS 135 HTML with CSS (3) [effective Winter 2014]**

Prerequisites: CS 112

Hyper-Text Markup Language is the building block of the internet. Students in this course will be designing and building websites and utilizing Cascading Style Sheets to ensure consistency and commonality across pages. This course will allow the students to work in groups as they design and build different websites and web services.

**CS 160 Agile Project Management (2) [effective Winter 2014]**

Prerequisite: PM 140, CS 115

Prepares the student to design significant programs using the Unified Modeling Language (UML) and then continue beyond the design phase to actually build and implement the technology using an Agile development methodology. This course is to be taken in conjunction with CS 290 which is the projects lab. Each student in the Agile class will be part of a project team that will build an application from design to completion.

**CS 176 Windows Application Development (3) [effective Winter 2014]**

Prerequisites: CS 112

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 (4) [effective Winter 2014]**

Prerequisites: MAT 110, CS 115

This course explores discrete mathematical structures which are critical in designing and developing solid software solutions. The course will delve into logic, relations, functions, graph theory, finite-state machines and more.

**CS 260 Team Projects Lab (4) [effective Winter 2014]**

Prerequisite: CS 160 (may be taken concurrently)

Validates the knowledge and skills developed from previous Computer Science courses. This project class is designed to be taken in conjunction with CS 160 so that each student will be part of a development team which will be managed by a Project Manager using the Agile development methodology. The teams will design and build an actual application. The teams will be expected to present the proposed project plan to an Executive Committee who will determine whether the plan is sufficient. Once the plan has been approved, the teams will be expected to design, build and implement the software solution to completion and document the results. A final report and presentation will be given to the Executive Committee for final signoff.

**CS 276 ASP .NET Web Application Development (3) [effective Winter 2014]**

Prerequisite: CS 176

This course explores server controls and web parts using ASP.NET, ADO.NET, XML and LINQ. The student will work in teams and will learn how to develop large-scale internationally oriented websites as well as troubleshoot and debug web applications.

## Economics

ECON 161 Microeconomics (3)

Prerequisites: None; ACC 101 (Recommended)

Provides an overview of the U.S. economy, including supply and demand and government intervention. Focuses on the microeconomic considerations of demand, market structure, cost of production, competition, and regulation. Explores the factor markets of land, labor, and capital, and addresses the redistribution of income by taxation and welfare programs.

ECON 162 Macroeconomics (3)

Prerequisites: None

Provides an overview of the U.S. economy and its relationship to the international economy. Focuses on money, employment, inflation, business cycles, fiscal and monetary policy, aggregate supply and demand, and international economics.

## English

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

Prerequisite: ENG 88 (taken concurrently)

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

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

Prerequisite: ENG 87 (taken concurrently)

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

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

Prerequisites: Appropriate placement scores or ENG 87 and 88 with Credit (CR)

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

ENG 101 Introduction to College Writing (3)

Prerequisites: ENG 99 with Credit (CR) or appropriate placement scores

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

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

### ENG 201 Intermediate College Writing (3)

Prerequisite: ENG 101 with a C or higher, or pass the placement essay exam

Develops critical reading, thinking and writing skills. Emphasizes defining audience and purpose as well as writing and revising for clarity, coherence, organization and persuasiveness. Deals with grammar, usage, sentence structure and punctuation problems within students' own writing. Includes reading and analyzing texts, writing analytical essays, and completing one argumentative paper requiring research.

### ENG 220 Business Communications (3)

Prerequisite: ENG 101 with a C or higher

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

### ENG 250 Introduction to Literature (3)

Prerequisite: ENG 101

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

## Entrepreneurship

### ENTR 150 Entrepreneurship (3)

Prerequisites: None

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

### ENTR 210 Launch & Learn (3)

Prerequisites: ENTR 150

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

### ENTR 290 Business Modeling(3)

Prerequisites: 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 (2)

Prerequisites: BAP 105 (may be taken concurrently if student has some familiarity with Excel); Appropriate placement score

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.

### FIN 260 Financial Management (3)

Prerequisites: BUS 101

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

## Global Supply Chain & Operations

### GSO 125 Introduction to Global Supply Chain and Operations (3)

Prerequisites: 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 225 Global Logistics (3)

Prerequisite: GSO 125

Integrates materials management (inbound transportation), physical distribution (outbound transportation), inventory management, warehousing, facility location,

customer service, packaging, and materials handling. Enables students to optimize complete logistics systems through the use of business cases and live company projects. Also, trains students in the correct use of documentation and geographically disparate logistics challenges, including environmental and humanitarian challenges in the global environment.

#### GSO 226 Global Supply Chain & Operations Strategy (Capstone) (3)

Prerequisite: GSO 126, GSO 127, GSO 225

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, GSO 225

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)

Prerequisites: None

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

#### HP 124 ICD-10-CM Coding (3) [effective Winter 2014]

Prerequisites: HP 140; LS 265

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) [effective Winter 2014]

Prerequisites: 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 Procedural Coding (3) [effective Winter 2014 course name change to CPT and HCPCS Coding]

Prerequisites: Coding Program: HP 125, HP 127, HP 151 (concurrent enrollment); EMA and MAA Programs: HP 140; LS 265

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

#### HP 127 Procedural Coding Lab (0) [effective Winter 2014 course name change and credit hour change to Coding Technology and Lab (2)]

Prerequisites: HP 125, HP 126, HP 151 (concurrent enrollment)

**Fall 2013 description:** Provides opportunity for supervised practice of procedural codes learned in HP 126 Procedural Coding. Satisfactory performance will be measured by coding standards. These procedures include task completion within a time frame and to a level of competency deemed appropriate by the instructor.

**Winter 2014 description:** 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 128 Diagnosis Coding (3) [effective Winter 2014 course number and name change to HP 124 ICD-10-CM Coding]

Prerequisites: HP 129 (concurrent enrollment)

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 129 Diagnosis Coding Lab (3) [discontinued Winter 2014]

Prerequisites: HP 128 (concurrent enrollment)

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

#### HP 140 Medical Terminology (3)

Prerequisites: None

Introduces the definition, pronunciations, spelling, and correct usage of medical terms and abbreviations. Emphasizes mastery of prefixes, suffixes, word roots, combining forms and plural forms. Use of a medical dictionary and other medical reference material is practiced. Must receive a B- or higher in order to enroll in most program courses. Repeat of this course will only be allowed once.

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

Prerequisites: None



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

**HP 151 Healthcare Delivery Systems and Reimbursement Methodologies (3) [effective Winter 2014]**

Prerequisites: 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)**

Prerequisites: HP 140 or LS 265 (may be taken concurrently)  
Studies the interactive properties of medicine on the human body as it applies to health care professionals. Also reviews basic math concepts in medication dispensing.

**HP 175 Pathophysiology (2) [effective Winter 2014]**

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

**HP 197 Medical Coder Certificate Internship (2) [effective Winter 2014 course name change to Medical Coding Practicum]**

Prerequisites: 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 200 Introduction to Medical Laboratory Procedures (3)**

Prerequisites: HP 201 (concurrent enrollment); HP 140 or LS 265 (may be taken concurrently)  
Presents the fundamentals of the purposes, techniques, and recording of diagnostic laboratory procedures commonly performed: urinalysis, hematology, white blood count and cultures. Emphasizes patient preparation for diagnostic studies, preparation of specimens for laboratory study, and safety measures.

**HP 201 Medical Laboratory Procedures Lab (0)**

Co-requisites: HP 200 (concurrent enrollment); HP 140 or LS 265 (may be taken concurrently.)  
Provides supervised practice in performing the procedures learned in HP 200. Skills learned and practiced include use of equipment, completion of tasks within a specified time requirement and completion of tasks to a level of proficiency indicated by competency profile and deemed appropriate by the instructor.

**HP 210 Clinical Medical Assisting (4)**

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

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

**HP 212 Clinical Procedures Lab (0)**

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

Provides opportunity for supervised practice of procedures learned in HP 210. Satisfactory performance will be measured with national and community practice standards for Medical Assisting. These procedures include proper use of equipment, as well as task completion within a time frame and to a level of competency deemed appropriate by the instructor.

**HP 283 Practicum for Medical Assistants & Executive Medical Assistants (capstone; Service-learning) (3)**

Prerequisites: HP 200; HP 210; last semester; requires program director approval  
Required for Medical Assistant and Executive Medical Assistant students. Provides a minimum of 180 practicum hours of directed work and service-learning experience in a physician's office or clinic. Students, under supervision and with ongoing evaluation, exhibit skills and perform procedures required of a medical assistant. Students shall not receive pay for service-learning practicum hours. Students must be CPR certified and pass drug and background checks prior to beginning the practicum.

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

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

## History

**HIST 170 American Civilization (3)**

Prerequisites: None

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

## Information Technology

**IT 110 Introduction to Business Technology (3)**

Prerequisites: None

Explores many of the more common technologies that business executives and technology professionals alike need to understand. Labs and team projects include CRM, SCM, HTML and building a simple website that can generate revenue and collect customer analytics to help you make better business decisions. This course will give students confidence in their abilities to use different technologies to help their businesses or job functions.

#### IT 125 Windows Client (3)

Prerequisites: 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)

Prerequisites: IT 110

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 143 Structured Query Language (SQL) (3)

Prerequisite: BAP 201

Introduces the Structured Query Language (SQL). This course is the first of three database courses which will lead to the Microsoft MCSA Database Professional certification and a career as a Database Administrator (DBA). Students will learn how to program Database Object Queries, create Database Objects and manage system efficiencies. After the completion of this course, the student should be prepared to sit for exam #70-461 which is the first of three MCSA DB Professional exams.

#### IT 150 Introduction to Networking (3)

Prerequisite: None

Introduces the student to basic networking concepts including the ISO Model, TCP/IP, networking services and an exploration of Wide Area Networks. Explores network security concepts including authentication, authorization, and security layers.

#### IT 199 IT Internship (2)

Prerequisite: None

This course requires the student to find an internship opportunity within a local company that will help to apply the skills learned in class. This internship will need to be approved by the Program Director and the daily tasks need to be in line with the particular degree emphasis chosen by the student.

#### IT 210 Linux Administration (3)

Prerequisite: IT 130

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.

#### IT 212 Internet Security (3)

Prerequisite: IT 150

Explores how hackers are able to find their way into our networks. Reviews regulatory requirements, and laws that IT professionals need to be familiar with to secure corporate assets. Some of the lab and group projects will include scanning systems for vulnerabilities and attacking lab servers to attempt to compromise them. At the completion of this course, a student should be able to develop a strong security plan for any company network.

#### IT 214 Systems Analysis & Design (3)

Prerequisite: PM 140 (for AAS programs); None (for Certificate programs)

Introduces various processes and methods of gathering system requirements and designing new technologies. Emphasizes effective communication skills in analyzing, designing, and documenting technical requirements and design specifications. Lab and projects for this course will provide opportunities to design and document system plans and specifications that could ultimately be used by software engineers to build end solutions.

#### IT 230 Intermediate Windows Server Administration (3)

Prerequisites: IT 130

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 130, IT 230

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 130, IT 143 (Concurrent)

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 130, IT 143, IT 240

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 250 Intermediate Networking (ICND 1) (3)

Prerequisite: IT 150

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 150, IT 250

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 295 Information Technology Capstone Project (4)

Prerequisite: Concurrent enrollment in IT 232, IT 243, or IT 252

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)

Prerequisites: None

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

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

Prerequisites: None

Explores 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 110 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 117 Perspective Drawing (2) (ID majors only) [Discontinued Winter 2014]

Prerequisite: ID 104, 105 (may be taken concurrently)

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

ID 118 3D Design (1) (ID majors only)

Prerequisite: ID 104, 105; IT 102

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)

Prerequisites: 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) [Effective Winter 2014]

Prerequisites: ID 104, 105

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)

Prerequisites: 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)

Prerequisites: 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)  
Prerequisites: 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. For assistance in finding an internship opportunity, contact the Career Advising office one month prior to the beginning of the semester.

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 217 Rendering Techniques (2) (ID majors only) [Discontinued Winter 2014]  
Prerequisite: ID 117; ID 230 (concurrent enrollment)  
Explores various media and rendering techniques. Includes perspective drawings using hand techniques to produce full color rendering for projects in conjunction with Studio II. Emphasizes portfolio work.

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

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

ID 232 Computer Design II (3) (second-year ID majors only)  
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)  
Prerequisites: ID 126, 130, 217 (concurrent enrollment); 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)  
Prerequisites: 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 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 115 Foundations of Learning (1)  
Prerequisites: None  
Offers principles that can help students have a positive and successful college experience, maximize opportunities at LDS Business College and prepare to be more serviceable in work, home, Church, and other settings. The College strongly recommends this course for everyone.

LE 116 Study Skills with Foundations of Learning (2)  
Prerequisites: None

Offers principles that can help students to have a positive and successful college experience, maximize opportunities and prepare them to be more serviceable in work, home, Church and other settings. In addition to traditional Foundations content, this course introduces students to learning strategies such as taking notes, reading text, and taking tests more effectively and efficiently. Students with a cumulative high school and/or college transfer grade-point average below 2.5 are strongly encouraged to take LE 116 their first semester. Students placed on academic probation should also take LE 116 the semester after they are placed on probation.

#### LE 121 Career Development Milestones (.5)

Prerequisites: 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)

Prerequisites: 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)

Prerequisites: 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)

Prerequisites: 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)

Prerequisites: 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)

Prerequisites: None

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

LS 265 Anatomy & Physiology (4)

Prerequisites: None

Studies the basic structure and function of the human body from atoms to systems, including integumentary, skeletal, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine, and reproductive systems.

## Mathematics

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

Prerequisites: None, non-audition

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

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

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

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

### MUS 105 Music & Culture (3)

Prerequisites: None

Introduces music as an art with historical and formal relationships to other fine arts, such as painting and architecture. Emphasizes important elements of musical composition and historically important forms and techniques of music and Western civilization.

## Paralegal Studies

### PLS 101 Introduction to Law (3)

Prerequisites: ENG 101 with a B or higher or must be taken concurrently; BAP 105 (may be taken concurrently)

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

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

Prerequisites: 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 B or higher is required.

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

Prerequisites: PLS 110 with a B or higher

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

### PLS 120 Evidence (2) (Paralegal Studies majors only)

Prerequisites: PLS 101 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 B or higher is required.

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

Prerequisites: 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 B or higher is required.

PLS 140 Paralegal Procedures (3) (Paralegal Studies majors only)  
Prerequisites: 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 B or higher is required.

PLS 150 Paralegal Business Computer Applications (3) (Paralegal Studies majors only)  
Prerequisites: 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 B or higher is required.

PLS 160 Ethics (2) (Paralegal Studies majors only)  
Prerequisites: 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 B or higher is required.

PLS 203 Introduction to Civil Litigation (3) (Paralegal Studies majors only)  
Prerequisites: PLS 101 with C or higher; PLS 204 (concurrent enrollment)  
Uses examples of actual cases to cover law office procedures and ethics, client interviews, investigating claims, the role of the rules of civil procedure and the rules of evidence in litigation, drafting complaints, the filing and serving process, motion practice, discovery, alternative dispute resolution, trial preparation and assistance at trial, and post-trial motions and appeals. To continue with other Paralegal Studies courses, a B or higher is required.

PLS 204 Introduction to Civil Litigation Lab (0) (Paralegal Studies majors only)  
Prerequisites: PLS 101 with C or higher; PLS 103 (concurrent enrollment)  
Provides a supervised opportunity for students to work on PLS 203 assignments.

PLS 205 Contract Law (3) (Paralegal Studies majors only)  
Prerequisites: 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 estoppels, and secured transactions. To continue with other Paralegal Studies courses, a B or higher is required.

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

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

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

PLS 296 Paralegal Portfolio Development (1)(Paralegal Studies majors only, capstone)  
Prerequisites: Requires program director approval; to be taken the last semester before graduation; (recommend concurrent enrollment in PLS 299)  
Compiles a professional portfolio that will showcase samples of skills developed during the Paralegal AAS degree course of study.

PLS 299 Paralegal Internship (2) (Paralegal Studies majors only, capstone)  
Prerequisites: Requires program director approval; to be taken the last semester before graduation; (recommend concurrent enrollment in PLS 296)  
Requires a minimum of 120 hours of on-site work experience in the paralegal field. Students will demonstrate mastery of degree competencies through on-the-job application of knowledge and skills specific to the Paralegal AAS degree. Requires accomplishment of measureable learning objectives that can be documented and completed during the semester.

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

## Philosophy

PHIL 225 Critical Thinking & Reasoning (3)

Prerequisites: ENG 101

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

## Physical Sciences

PS 100 Physical Science

Prerequisites: None

An introduction to physics, astronomy, chemistry, and geology with emphasis on their importance to humans.

PS 120 Introduction to Physical Geography (3)

Prerequisites: None

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

PS 130 Introduction to Meteorology—web-enhanced course (3)

Prerequisites: 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.

Description: An authentic learning-based introduction to meteorology and weather forecasting. Competencies include understanding the composition and structure of the atmosphere; the flows of energy to, from, and through the atmosphere; and the resulting motions produced from small to planetary scales. The physical principles of atmospheric phenomena are stressed in the understanding of the weather's impact on humans, particularly with severe weather. Methods of analysis are developed through the study of current weather as meteorological data are delivered via internet. Weekly preparation is completed online through the American Meteorological Association website.

## Political Science

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

Prerequisites: 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.

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)

Prerequisites: None

Introduces fundamental skills of selling and customer care. Develops these skills through role-playing direct sales and customer relations encounters, case studies, in-class demonstrations, and partnering with a mentor to research and present a product or service. Embeds concepts of COM 122.

SELL 175 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 180 Persuasive Communications (3)

Prerequisite: ENG 101 with a C or higher

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

SELL 190 Sales Internship(2)

Prerequisite: SELL 175

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

SELL 275 Advanced Sales (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) (3)

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)

Prerequisites: 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)

Prerequisites: 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)

Prerequisites: 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)

Prerequisites: None

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)

Prerequisites: PM 275; 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)

Prerequisites: None; non-audition

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)

Prerequisites: None

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

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

REL 122 Book of Mormon II (2)

Prerequisites: None

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

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

REL 130 Missionary Preparation (2)

Prerequisites: None

Helps prospective missionaries prepare themselves for effective service.

REL 150 The Gospel & the Productive Life (2)

Prerequisites: None

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

REL 180R Principles of Leadership (2) (student council members only)

Prerequisite: None

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

REL 211 New Testament I (2)

Prerequisites: None

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

REL 212 New Testament II (2)

Prerequisites: None

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

REL 234 Preparing for an Eternal Marriage (2)

Prerequisites: None

Studies the doctrine of celestial marriage as well as dating and courtship practices leading to such a marriage.

REL 301 Old Testament I (2)

Prerequisites: None

Studies the history and doctrinal teachings of the Old Testament from Genesis through 2 Samuel.

REL 302 Old Testament II (2)

Prerequisites: None

Studies the history and doctrinal teachings of the Old Testament from 1 Kings through Malachi.

REL 324 Doctrine and Covenants I (2)

Prerequisites: None

Analyzes the teachings of the Doctrine and Covenants sections 1-76 in their historical settings.

REL 325 Doctrine and Covenants II (2)

Prerequisites: None

Analyzes the teachings of the Doctrine and Covenants sections 77-138 in their historical settings.

REL 327 Pearl of Great Price (2)

Prerequisites: None

Analyzes and discusses in detail various writings in the Pearl of Great Price.

REL 333 Teachings of the Living Prophets (2)

Prerequisites: None

Studies the teachings of the living prophets, seers and revelators from past to present general conferences.

REL 341 Latter-day Saint History I (2)

Prerequisites: None

Examines the history of the Church from 1805 through 1844.

REL 342 Latter-day Saint History II (2)

Prerequisites: None

Examines the history of the Church from 1844 to the present.

REL 392R Special Studies in Religion (2)

Prerequisites: None

The inclusion of Religion 392R on the approved course list recognizes the need for specialized courses and provides the opportunity for tailoring particular courses to meet student needs. Courses deal with subjects associated with ancient scripture.

Course Topic: Understanding Isaiah-Studies in the Book of Isaiah. Students annotate their scriptures to better understand the writings of Isaiah.

REL 393R Special Studies in Religion (2)

Prerequisites: None

The inclusion of Religion 393R on the approved course list recognizes the need for specialized courses and provides the opportunity for tailoring particular courses to meet student needs. Courses deal with subjects associated with Church history, doctrine, and other courses.

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)

Prerequisites: 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)

Prerequisites: 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 Sciences

SS 101 Introduction to Psychology (3)

Prerequisites: 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)

Prerequisites: None

Compares the differences among people and their cultures throughout the world. Examines human cultural variation in terms of social organization, political organization, kinship and economic systems. Considers African, American, Asian and European cultures from an ethnographic perspective.

# Institute of Religion

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

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

## Graduation Requirements for Degrees and Certificates

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

- Part A: 8 religion credit hours minimum taken at LDS Business College
- Part B: 2 credit hours of REL 121 Book of Mormon I or REL 122 Book of Mormon II. These 2 credit hours count toward the 8 credit-hour religion requirement above.

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

- Part A: 4 religion credit hours minimum taken at LDS Business College
- Part B: 2 credit hours of REL 121 Book of Mormon I or REL 122 Book of Mormon II. These 2 credit hours count toward the 4 credit-hour religion requirement above.

### Transfer Credit

Transfer students must complete both religion requirements below.

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

<u>Total Program Credit Hours</u>	<u>Minimum Religion Credit Hours</u>
45 or more	8
30-44	6
15-29	4
0-14	2

- 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**  
 Minus credit hours transferred in  
 Remaining Credit Hours to complete

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

### NOTE:

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

# Administration and Faculty

## 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  
Roger G. Christensen, Secretary

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Elder Dallin H. Oaks  
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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

### Cherrington, R. Brent (1986)

Chief Information Officer  
B.A., 1968, University of Utah  
M.Ed., 1996, Utah State 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

## Faculty

### Allen, Craig (2010)

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

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Math Program Director  
B.S., 1973, Brigham Young University  
M.B.A., 1977, Harvard

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Institute of Religion Instructor  
B.A., 1986, University of Utah  
M.A., 1987, Brigham Young University

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Information Systems Program Director  
B.S., 1989, Brigham Young University  
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### DuVall, Kenneth (2011)

Professional Sales Program Director  
B.A.S., 1974, University of Utah  
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Paralegal Studies Program Director  
B.S. 2001, University of Utah  
J.D., 2007, University of Idaho

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English Course Supervisor  
B.A., 1976, Brigham Young University  
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### Hunsaker, Miles R. (2003)

Interior Design Program Director  
B.F.A., 1991, Brigham Young University

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B.S., 1974, Brigham Young University  
M.T.S., 1976, Harvard University  
Ph.D., 1981, Brigham Young University

**Lake, Marjean** (1991)  
Business Administrative Support  
Program Director  
B.S., 1987, Weber State University  
M.S., 1991, Weber State University

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Entrepreneurship Program Director  
B.S., 1981, University of Utah  
1991, Harvard University  
M.B.A., 2004, University of Utah

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Institute of Religion Instructor  
B.A., 1976, University of Utah  
M.A., 1982, Brigham Young  
University

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Accounting Instructor  
B.A., 1990, Brigham Young University  
J.D., 1994, Brigham Young University

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Institute of Religion Instructor  
B.S., 1978, University of Utah  
M.A., 1983, Brigham Young  
University

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Institute of Religion Instructor  
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  
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Director, Business Applications  
B.A., 1988, Brigham Young University  
M.B.A., 1996, University of Utah

**Richards, Paul C.** (1993)  
Integrated 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)  
English Instructor  
B.A., 1990, Brigham Young University  
M.A., 1999, Brigham Young  
University

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Accounting Program Director  
B.S., 1975, Brigham Young University  
M.B.A., 2008, University of Utah

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Institute of Religion Instructor  
B.S., 1996, Brigham Young University  
M.A.E.D., 2000, University of Phoenix

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Institute of Religion Director  
B.S. 1979, Brigham Young University  
M.Ed., 1991, Weber State University

## Staff

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

**Amos, Joseph** (2013)  
Technology Support Representative  
A.A.S., 2003, Glendale Community  
College

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

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

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

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

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Evening Student Development  
Administrator

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Financial Services Coordinator  
A.A.S., 2009, LDS Business College

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Student Support Administrative  
Assistant  
A.S., 2010, LDS Business College  
B.S., , Brigham Young University-  
Idaho

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Honor Code Counselor  
A.S., 2010, LDS Business College  
B.S., 2011, BYU - Idaho  
Human Resources Certificate, 2012,  
Cornell University

**Brown, AnnaLaura** (2007)  
Assistant Librarian  
B.A., 2003, University of Utah  
M.L.S., 2007, Indiana University

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Director of Public Affairs  
B.S., 2004, Weber State University

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Program Analyst  
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Director of Curriculum & Academic  
Programs  
B.S., 1979, University of Utah  
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Manager of Student Financial Services

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Communications Graphic Specialist  
A.S., 2000, BYU-Idaho  
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Director of Employment & Career  
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Harvard School of Business  
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Help Desk Manager  
B.S., 2011, Utah State University

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Director of Academic & Institutional  
Assessment  
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**Fellows, Dawn** (2004)  
Assistant Director of Admissions  
A.A.S. 2004 LDS Business College

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Director of BC Corps  
M.S., 1979, Northwestern University

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Academic Administrative Assistant  
A.S., 1980, Ricks College

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Student Organizations &  
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Director of Financial Aid  
B.A., 1976, University of Utah  
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Coordinator Testing Services  
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Director of Student Support  
B.S., 2004, Brigham Young University  
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Human Resources Officer  
B.S., 2009, Columbia College

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Network Engineer  
BAS Certificate, 2006, LDS Business College  
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**Lampropoulos, Cynthia A.** (2004)  
Associate Registrar, DSO & Articulation Officer  
B.A., 1997, Brigham Young University  
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Recruitment & High School Relations Counselor  
B.S., 2013, Weber State University  
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**Manookin, Chad** (2008)  
Software Engineer

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Director of Business Solutions  
B.S., 1978, Brigham Young University  
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**Morgan, Tyler S.** (1996)  
Dean of Instructional Support  
B.A., 1983, Brigham Young University  
M.Ed., 2001, Westminster College

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Application Engineer (BYU-Hawaii)  
B.S., 2012, Brigham Young University

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Software Engineer  
B.A., 2006, Neumont University  
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**Openshaw, Kristen H.** (2011)  
Library Clerk

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Recruiting and High School Relations Counselor  
B.A., 2007, Brigham Young University

**Ransom, Lori K.** (2008)  
Manager, Academic Advising  
B.S., 2012, Brigham Young University

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Assistant Controllor  
B.S., 1998, University of Utah  
M.P.A.C.C., 2000, Weber State University  
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Director of Enrollment Management  
A.A.S., 1970, LDS Business College  
B.S., 1998, University of Utah

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Employer Relations  
J.D., 1996, Brigham Young University  
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Director of the Learning Assistant Lab  
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M.A.ED., 2000, University of Phoenix

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Financial Scholarship Advisor  
A.S., 2007, LDS Business College  
B.A., 2009, University of Utah  
M.B.A., 2012, Argosy University

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Executive Administrative Assistant & Events Coordinator  
A.A.S., 2012, LDS Business College

**Snow, Matthew** (2005)  
Software Engineer  
B.S., 2005, Brigham Young University

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Bookstore Assistant Manager  
A.S., 2013, LDS Business College

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

**Taylor, Stephen P.** (2008)  
Carriage Café Manager

**Taylor, Tamra** (1997)  
Registrar  
A.S., 1994, Ricks College  
A.A.S., 1997, LDS Business College

**Tittle, Matt D.** (1995)  
Director of Marketing and Research  
B.A., 1993, Brigham Young University  
M.B.A., 2003, Utah State University

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

**West, Toodie** (2013)  
Employer Relations / Internship Coordinator  
B.S.N., 1962, St. Joseph Nursing School

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HR Assistant  
A.A., 1995, Ricks College  
B.S., 1998, BYU-Provo

**Wright, Jared** (2012)  
Director of Instructional Design  
B.F.A., 1997, Brigham Young University

## Part-time Faculty

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Interior Design Instructor  
B.F.A., 2001, Brigham Young University

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Professional Sales Instructor  
B.S., 2008, University of Utah

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Business / Accounting Instructor  
M.A., 1986, Utah State University  
B.S., 1985, Utah State University

**Anderson, Kenslee S.**  
Business Applications Instructor  
B.B.A., 2003, Golden Gate University  
M.B.A., 2006, Augusta State

University

**Andrus, Brent M.**  
Business / Economics Instructor  
B.S., 1977, Weber State University  
M.B.A., 1993, University of Phoenix

**Baker, Randy K.**  
Information Technologies Instructor  
B.S., 1975, University of Utah  
M.P.A., 1977, Brigham Young University

**Barnett, James L.**  
Business / Finance Instructor  
M.B.A., 2013, Western Governors University

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

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

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

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

**Bonham, Brad E.**  
Entrepreneurship Instructor  
2004, University of Utah

**Bown, Melissa Franz**  
Health Professions Instructor  
AAS, 1995, College of Southern Idaho

**Breinholt, Wallace L.**  
General Studies / Math Instructor  
B.S., 1979, University of Utah

**Brock, Angela K.**  
Integrated Studies / Math Instructor  
B.S., 2006, Utah State University

M.S., 2008, Utah State University

**Brown, C. Weiler**

Business / Finance Instructor  
M.B.A., 2013, Argosy University

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

**Bunker, Jacob M.**

Business Instructor  
General Studies / English Instructor  
B.A., 2001, Weber State University  
M.B.A., 2002, Weber State University

**Burt, Joshua R.**

Learning Enhancement Career  
Exploration Instructor  
B.A., 2008, Brigham Young University  
– Idaho

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Business / Business Applications  
Instructor  
B.A., 1993, Brigham Young University  
M.A., 1999, University of Phoenix

**Capua, Brighton**

General Studies / English Instructor  
B.A., 2011, Brigham Young University  
M.A., 2013, Brigham Young  
University

**Chapman, Brent B.**

Business Applications Instructor  
B.A., 1999, University of Utah  
M.B.A., 2004m Westminster College

**Christensen, James C.**

Integrated Studies / English Instructor  
B.S., 1987, Utah State University  
M.S., 1989, Utah State University

**Corless, Benjamin S.**

Information Technologies Instructor  
B.S., 200, University of Utah  
M.S., 2012, University of Utah

**Cox, Richard S.**

Integrated Studies / Physical Science  
Instructor  
B.A., 1992, University of Utah

**Cromley, Frieda T.**

Health Professions Instructor  
A.S., 2010, Everest University

**Crosby, Mark T.**

Integrated Studies / Math Instructor  
B.S., 1994, University of Utah  
M.B.A., 2007, Utah State University

**Cunningham, Richard E.**

Business / Finance & Economics  
Instructor  
M.B.A., 2010, College For Financial  
Planning  
B.A., Brigham Young University

**Daines, Alison N.**

General Studies / Art Instructor  
B.A., 2007, Brigham Young University  
M.A., 2009, Brigham Young  
University

**Davis, Jane E.**

Integrated Studies / English Instructor  
B.A., 1992, Brigham Young University  
M.F., 2005, Goddard College

**Dunford, Annette B.**

Business Instructor

**Edwards, Andrea N.**

Integrated Studies / English Instructor  
B.A., 1978, Brigham Young University  
M.A.T.E., 1988, University of Nevada

**Evans, Tracy A.**

Integrated Studies / Music Instructor  
B.A., 1976, Brigham Young University  
M.A., 1987, California State University  
M.F.A, 1990, University of Utah

**Featherstone, Tawni L.**

Integrated Studies / Math Instructor  
B.S., 2004, California Baptist  
University

**Fernley, Nicole Christensen**

Integrated Studies / English Instructor  
B.A., 1997, Brigham Young University  
B.A., 2003, Brigham Young University

**Fielding, David R.**

Business / Economics Instructor

B.A., 1972, Weber State University  
M.B.A., 1987, University of Denver

**Finnegan, Robert F.**

Health Professions Instructor  
B.S., 1969, Baylor University  
M.D., 1973, University of Arkansas for  
Medical Services

**Fotheringham, Rob T.**

Business Instructor  
B.A., 1992, Brigham Young University  
M.B.A., 1996, Brigham Young  
University

**Gagon, David R.**

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

**Ganiere, Catherine C.**

Business & Project Management  
Instructor  
B.A., 2001, Brigham Young University  
M.A., 2007, Brigham Young  
University

**Gibson, James M.**

Business Instructor  
B.A., 2000, Boise State University  
M.B.A., 2008, University of Utah

**Gillett, Torilyn**

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

**Glenn, Diann A.**

Interior Design Instructor  
B.S., 1991, Utah State University

**Gough, Julianne**

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

**Gray, Emily E.**

Integrated Studies / Social Sciences  
Instructor  
B.A., 2002, Utah State University  
M.P.A., 2006, University of Utah

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Integrated Studies / Math Instructor  
B.S., 1988, University of Utah

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Business Accounting Instructor  
B.S., 1998 Brigham Young University  
M.B.A., 2004, Notre Dame

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

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Information Technologies Instructor  
A.M.I.T., 2000, University of Victoria  
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**Harmer, Patrice S.**

Integrated Studies / Life Sciences  
Instructor  
B.S., 1973, Brigham Young University

**Hart, Michael S.**

Integrated Studies / Psychology  
Instructor  
B.A., (1998) Columbia University  
M.A.m (2000) Antioch University

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Paralegal Studies Instructor  
M.A., 2007, Brigham Young  
University  
J.D., 2009, Brigham Young University

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

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B.A., 1994, California State University  
Fresno

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Integrated Studies / English Instructor  
B.S., 2004, Weber State University  
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Business Instructor  
 B.S., 1968, Brigham Young University  
 J.D., 1980, University of Washington

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Business / Economics Instructor  
 B.S.F.S., 1971, Gerogetown University  
 J.D., 1077, William Mitchell College of Law

**James, Rhett S.**

Integrated Studies / Social Sciences Instructor  
 B.A., 1964, Washington State University  
 M.S., 1991, Utah State University  
 M.S., 1995, Utah State University

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Integrated Studies / English Instructor  
 B.A., 1974, University of Utah  
 M.A., 1998, University of Utah  
 Teaching Certificate, 1975, Brigham Young University

**Johnson, Michael A.**

Integrated Studies / Math Instructor  
 B.S.M.E., 2010, University of Utah

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Integrated Studies / English Instructor  
 B.S., 1982, Brigham Young University

**Lange, Brooke**

Integrated Studies / Psychology Instructor  
 B.A., 1988, University of Utah  
 M.S., 2009, University of Phoenix

**Larson, Mary N.**

Integrated Studies / English Instructor  
 B.A., 1977, University of North Carolina at Chapel Hill  
 M.A., 2010, University of Utah

**Lau, Liz Lamphere**

General Studies / Math Instructor  
 B.A., Western Governors University

**Lessing, Chandler**

Business Instructor

B.A., 2008, Idaho State  
 M.P.A., 2010, University of Montana

**Liggett, Robert C.**

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

**Lind, Carol Ann**

General Studies/ Art Instructor  
 B.A., 1982, Brigham Young University  
 M.A., 1996, Notre Dame

**Lowrance, Daniel C.**

Business Applications Instructor  
 B.S., 1971, Brigham Young University  
 M.B.A., 1973, Brigham Young University

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Health Professions Instructor  
 B.N., 2009, Westminster College

**Madison, Chris S.**

Paralegal Studies Instructor  
 B.S., 2001, U of U  
 J.D., 2006, California Western

**Maranville, Steven**

Business Instructor  
 B.A., 1982, Brigham Young University  
 M.B.A., 1986, Brigham Young University  
 Ph.D., 1994, University of Utah

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General Studies  
 Philosophy/Psychology Instructor  
 B.S., 2002, Maryhurst University  
 M.Ed., 2009, Northern Arizona University

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Business / Accounting & Finance Instructor  
 B.A., 1969, Brigham Young University  
 M.A., 1970, Brigham Young University

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Business Administrative Support

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B. A., 1985, University of Utah  
 J.D., 1989, University of Utah

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

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Paralegal Studies Instructor  
 B.S., 2005, Utah State University  
 J.D., 2009, University of Utah

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

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Business & Paralegal Studies Instructor  
 B.S., 1974m University of Utah  
 J.D., 1977, University of Utah

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Business Instructor  
 B.A., 1980, Harvard  
 M.B.A., 1982, University of Chicago

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Business / Professional Sales Instructor  
 B.A., 2003, Brigham Young University  
 M.B.A., 2006, University of Phoenix

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General Studies Instructor / Meteorology Studies  
 B.S., 1963, University of Utah  
 M.S., 1965, University of Utah  
 Post Master Graduate Studies, 1975, University of Wisconsin

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Business Administrative Support Instructor  
 B.S., 2007, Neumont University  
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Accounting Instructor  
 B.A., 1999, Westminster  
 M.B.A., 1999, Westminster  
 C.P.A. 2001

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

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 B.S., 1980, Brigham Young University  
 M.S., 1982, Brigham Young University  
 Ph.D., 1989, University of Georgia

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 B.S., Weber State University  
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 B.A., 2008, University of Utah  
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 B.S., 2004, Weber State University  
 M.B.A., 2007, Western Governors



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Business / Accounting Instructor  
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Digital Photography Instructor  
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Business Information Systems Instructor  
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B.A., 1980, University of Utah  
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Health Professions Instructor  
B.S., 1982, University of Utah  
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Business / Accounting Instructor  
B.A., 1975, Weber State College  
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Business / Economics Instructor  
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Integrated Studies / English Instructor  
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Business / Entrepreneurship Instructor  
B.S., 1986, University of Phoenix  
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**Tak, Cody D.**  
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Health Professions Instructor  
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Business / Global Supply Chain Instructor  
B.A., 1982 Brigham Young University  
Exec. M.P.A., 1986, Brigham Young University

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

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J.D., 2003, Brigham Young University

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General Studies & Math Instructor  
B.S., 1991, University of Lowell  
B.A., 2006, University of Utah  
M.A., 2012, University of Utah

**Walsh, Vaughn S.**  
Business / Accounting Instructor

B.S., 1981, University of Utah

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Integrated Studies / 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, Trevor J.**  
Business / Finance Instructor  
B.S., 2007, University of Utah  
M.B.A., 2011, University of Phoenix

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Integrated Studies / English Instructor  
B.A., 1981, Willamette University  
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