



# LDS BUSINESS COLLEGE



## GENERAL CATALOG 2014-2015

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

# Academic Calendar

## Fall Semester 2014

September 10—December 16

Sept 16	Add/Drop Deadline
Sept 19	Tuition Deadline
Oct 31	Withdraw Deadline

\*Registration begins June 2, 2014

September 2014						
S	M	T	W	Th	F	S
	H	2	3	4	5	6
NSO	NSO	NSO	S	11	12	13
14	15	A/D	17	18	TD	20
21	22	23	24	25	26	27
28	29	30				

October 2014						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	CDC	CDC	17	18
19	20	21	22	23	24	25
26	WSR	28	29	30	WD	

November 2014						
S	M	T	W	Th	F	S
						1
2	R1	4	R2	6	R3	8
9	10	11	12	13	14	15
16	R4	IAD	18	19	20	21
23	24	25	SB	H	H	29
30						

December 2014						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	E	17	18	19	20
21	G	23	24	H	H	27
28	29	31	31			

### Color Key

- H** Holiday (College Closed)
- NSO** New Student Orientation
- S** Semester Start
- E** Semester End
- C** Commencement
- CDC** Career Development Conference
- SB** Semester Break (No Classes)

### Letter Key

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

## Winter Semester 2015

January 14—April 16

Jan 20	Add/Drop Deadline
Jan 23	Tuition Deadline
Mar 9	Withdraw Deadline

\*Registration begins November 3, 2014

January 2015						
S	M	T	W	Th	F	S
				H	RAD	3
4	5	6	7	8	9	10
11	NSO	NSO	S	15	16	17
18	H	A/D	21	22	TD	24
25	26	27	28	29	30	31

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

March 2015						
S	M	T	W	Th	F	S
1	R1	3	R2	5	R3	WD
8	9	10	11	12	13	14
15	R4	17	18	19	20	21
22	23	24	25	26	27	28
29	30	IAD				

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

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## Summer Semester 2015

May 6—August 11

May 12	Add/Drop Deadline
May 15	Tuition Deadline
June 26	Withdraw Deadline

\*Registration begins March 2, 2015

May 2015						
S	M	T	W	Th	F	S
					1	2
3	NSO	NSO	S	7	8	9
10	11	A/D	13	14	TD	16
17	18	19	20	21	22	23
24	H	FSR	27	28	29	30
31						

June 2015						
S	M	T	W	Th	F	S
	R1	2	R2	4	R3	6
7	R4	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	WD	27
28	29	30				

July 2015						
S	M	T	W	Th	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	H	25
26	27	28	29	30	31	

August/September 2015						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	E	12	13	G	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	FW	2	3	4	5

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# About LDS Business College

## Mission Statement

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

## Core Themes

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

## LDS Business College and the Church Educational System

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

## Accreditation

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

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

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

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

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the Administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities  
8060 165th Avenue N.E., Suite 100

Redmond, WA 98042 (425) 558-4224  
www.nwccu.org

#### Commission on Accreditation of Allied Health Education Programs (AAMA-CMA)

1361 Park Street  
Clearwater, FL 33756  
Phone: 727-210-2350  
Fax: 727-210-2354  
mail@caahep.org

#### American Medical Technologists (RMA)

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

#### American Academy of Professional Coders (AAPC)

2480 South 3850 West, Suite B  
Salt Lake City, UT 84120  
Toll Free Phone: 800-626-CODE (2633)  
Local Phone: 801-236-2200 Fax: 801-236-2258  
info@aapc.com

### Veterans Education Benefits

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

## General Policies

### Discrimination and Sexual Harassment

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

### Classroom Conduct

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

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

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

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

### Waiver of Risk

Some courses at the College require travel or may involve risk. Enrollment in such courses is voluntary and students should not take these courses unless they are prepared to assume the risk involved. By choosing to participate, students voluntarily 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.

### Effect of Drop on International Students

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

### Reinstatement of Classes Dropped for Non-payment

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

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

### Collections Policy

Students who do not pay the balance due in full will have their accounts sent to a collection agency. The College will charge students a collection fee of 33.33 percent or more, depending



on the charges from the collection agency. The additional 33.33 percent will become due the day the collection agency receives the account if payment has not been received by the College.

### Reporting to Credit Bureaus

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

### Tuition Refund Policy

Tuition refunds will only be given as follows:

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

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

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

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

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

#### WITHDRAWING OR DROPPING CLASSES WHEN TUITION IS UNPAID

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

#### HONOR CODE REFUND POLICY

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

## Financial Aid

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

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

For further information on the application procedure, eligibility requirements and cost of attendance see [www.ldsbc.edu](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, College Success or COMPASS) or submit a transcript showing college-level transfer credit in English and math prior to registration for English and math course classes. Students may take the College Success or COMPASS test on campus to meet this requirement. The College Success test is required if the math test score is more 18 months old. The College Success test is encouraged if the student placed below English 101.

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

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

### **Experiential Learning**

Credit is not given for experiential learning.

### **Adding Courses**

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

### **Dropping Courses**

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

### **Withdrawal from Courses**

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

1. Students who have not attended class by the final class session of the first week of the semester may be administratively dropped by the Registrar's Office at the request of course instructors. This policy does not, however, relieve students of the responsibility to inform the Registrar's Office in advance of the semester of classes they do not plan to attend.
2. Students must drop from their schedules the courses which they do not plan to attend. Dropped courses will not appear on student transcripts if they are dropped by the date announced on the Academic Calendar.
3. After the time period designated above, students who officially withdraw from a course receive a W (official withdrawal) on their permanent record. The W is not

used in calculating GPA. Official withdrawal may occur through the date announced on the Academic Calendar.

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

### **Withdrawal from the College**

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

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

### **Auditing**

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

# Academics

## Policies and Standards

### Grading System

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

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

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

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

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

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

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

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

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

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

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

### Challenge Examinations

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

The following conditions apply for challenging a course:

1. Students who wish to challenge a course must be currently enrolled at LDS Business College as degree-seeking students.
2. Students may not challenge courses previously failed, courses from which they have previously withdrawn, or courses for which they have previously received credit. 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:** Academic Probation is an official notice to students that they have performed below the established LDS Business College academic standards and provides an opportunity to more fully leverage the resources that they may need to succeed as a result of receiving less than a 2.0 GPA for a given semester.

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

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

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

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

## LDSBC Suspension Return Checklist

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

## Appealing your Academic Suspension

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

## Academic Renewal Policy

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

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

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

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

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

## Academic Advising

The mission of the academic advising program is to ensure that all students attending LDS Business College:

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

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

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

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

## Tutoring

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

## Class Attendance and Absence

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

## Emergency Leave of Absence

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

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

## Last Exam Day

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

## Academic Honesty

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

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

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

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

## Communicating with Students through E-mail

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

**Off Campus:** launch Internet Browser and go to: [mail.ldsbc.edu](http://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. **College-Wide Courses:** To develop communications, human relations, and computation. See each Associate of Applied Science (AAS) degree, Associate of Science (AS) and Certificate program for the specific requirements.

## College-Wide Program Prerequisites

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

## Degrees and Certificates Offered

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

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

### Certificates

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

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

### Cluster Certificate of Completions

Entrepreneurship Interior Design

### Visiting Students (Non-matriculated students)

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

## Accounting-Financial/Managerial

### Associate of Applied Science Degree

#### Overview

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

Accounting provides a universal base that allows you to speak the language of business. A functional understanding of QuickBooks gives you proficiency in the leading software of the profession. Other skills you'll acquire in your training at LDS Business College include:

- Critical thinking
- Judgment and decision making
- Anticipation of internal and external user's requirements
- Cost assignment and responsibility accounting

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

#### Career Opportunities

Career opportunities are vast with an accounting degree. Every company keeps records of business financial activities. In large companies, accounting graduates can help with part of the accounting system. In smaller companies, graduates may be responsible for maintaining part to all of the company's financial records (usually under the direction of an outside CPA).

Career goals for students with an accounting degree may eventually include every business discipline. Accounting serves as a universal base that allows students to talk "the language of business." Mastering the concepts and skills of accounting enhances effectiveness and value.

#### Learning Outcomes

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

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Analyze, interpret, and record business economic transactions in the accounting records of a business enterprise.
- Conduct computerized accounting for a small business as the sole in-house accountant.
- Perform entry level accounting procedures in any size business enterprise.
- Create, analyze and explain the results of operations as reflected in the financial statements of the business enterprise.



- Perform basic accounting functions appropriate for the various legal forms of business.
- Assist management in preparing and understanding financial ratio analysis, budgets, revenue and cost projections, capital asset management and investment evaluations.
- Articulate career preparation confidently using resumes, e-portfolios, written communications and interviews.

## Course Requirements

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

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

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>

### Program Core Courses

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

### Electives

*(Complete options one, two, three or four below. See your academic advisor to select the best option to achieve your academic objectives or to consider multiple degrees.)*  
 Recommended Courses(check for prerequisites): PM 140; BUS 160; BUS 199; ECON 161; HP 124; HP 125; HP 151; IT 125; IT 150; MAT 110  
 BUS AS Transfer core courses not included above  
 Other courses that, although they generally do not transfer, lead to a Business AAS degree including, but not limited to, ENTR 150, SMM 105, IT 110. (please check for course prerequisites)

**Total Elective Credits Hours 10**

**Total Minimum Degree Credit Hours 61**

## Recommended Sequence of Courses

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

### First Semester

ACC 105	Financial Accounting	4
BUS 101	Survey of Business	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>15</b>

### Second Semester

ACC 110	Accounting in QuickBooks	3
ACC 201	Intermediate Accounting I	3
BAP 201	Advanced Computer Applications	3
COM 122	Interpersonal Communications	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>

### Third Semester

ACC 202	Intermediate Accounting II	3
ACC 212	Managerial Accounting	3
ACC 223	Introduction to Tax Entities	2
BUS 221	Business Law & Ethics	3
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>16</b>

### Fourth Semester

ACC 210	Advanced QuickBooks	3
ACC 215	QuickBooks Certified User Test Prep	1
ENG 220	Business Communications	3
Elective		3
Elective		4
Religion		2
<b>Total Credit Hours</b>		<b>16</b>

## Graduation Requirements

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

# Applied Technology (DATC Partnership)

## Associate of Applied Science Degree

### Overview

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

### Career Opportunities

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

### Learning Outcomes

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

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

## Course Requirements

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

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

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>

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

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

ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
BUS 101	Business Fundamentals	3
BUS 160	Organization Leadership	3
BUS 201	Principles of Management	3
BUS 221	Business Law & Ethics	3
BUS 260	Business Economics & Finance	3
CS 112	Programming Fundamentals	3
CS 115	Program Design & Graphics	3
ENTR 150	Entrepreneurship	3
GSO 125	Intro to Global Supply Chain & Ops	3
GSO 126	Purchasing & Logistics Management	3
GSO 127	Quality Management	3
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
IT 130	Intro to Windows Server Admin	3
PM 140	Project Management Fundamentals	3
SELL 120	Introduction to Social Media Mktg	3
SMM 105	Introduction to Social Media Mktg	3
SMM 120	Social Media Mktg Strategy	3
SMM 130	Social Media Mktg Content	3
SMM 140	Social Media Mktg Web Mgt	3
<b>Total Minimum Program Core Credit Hours</b>		<b>15</b>

### Approved DATC Program (Choose from the following DATC programs)

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

Architectural & Engineering Design Diesel/Heavy Duty Technology  
 Composite Materials Technology Motor Sports Technical  
 (DATC classroom hours transferred in at 37.5 hours per semester credit. A maximum of 30 hours accepted from DATC completed program. If a DATC program does not equal at least 30 semester hours then additional Program Core Courses are required.)

**Total DATC Credits Hours 30**

**Total Minimum Degree Credit Hours 61**

## Recommended Sequence of Courses

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

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

## Graduation Requirements

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

# Business-Entrepreneurship Emphasis

## Associate of Applied Science Degree

### Overview

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

### Entrepreneurship Emphasis

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

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

Instruction in the Entrepreneurship Emphasis includes:

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

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

### Career Opportunities

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

students the opportunity to launch a small business during a semester and learn from operating it.

### Learning Outcomes

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

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

## Course Requirements

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

Course #	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

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>

### Program Core Courses

BUS 101	Survey of Business	3
BUS 160	Organizational Leadership	3
BUS 221	Business Law & Ethics	3
ENTR 150	Entrepreneurship	3
ENTR 160	Financial Management	3
ENTR 210	Launch & Learn	3
ENTR 180	Persuasive Communications	3
ENTR 290	Business Modeling	3
ENTR 225	Critical Thinking for Business	3
ENTR 299	Entrepreneurship Mentoring (Capstone)	2
SELL 120	Introduction to Sales	3
SELL 175	Intermediate Sales	3
SMM 105	Introduction to Social Media Marketing	3
<b>Total Program Core Credit Hours</b>		<b>39</b>

### Electives

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

- In addition to the required courses of your emphasis, you may select a course from the other Business degree emphases.
- For other electives consider the following: (Check catalog course descriptions for prerequisites\*): ACC 105, ACC 110\*, SELL 190\*
- For any other electives, see your program director.

**Total Elective Credits Hours      3**

**Total Minimum Degree Credit Hours      61**

## Recommended Sequence of Courses

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

### First Semester

BUS 101	Business Fundamentals	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENTR 150	Entrepreneurship	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>12</b>

### Second Semester

ENTR 160	Financial Management	3
ENTR 210	Launch & Learn	3
ENTR 225	Critical Thinking for Business	3
FIN 101	Personal Finance	3
SELL 120	Introduction to Sales	3
Religion		2
<b>Total Credit Hours</b>		<b>17</b>

### Third Semester

ENG 220	Professional Business Communications	3
ENTR 180	Persuasive Communications	3
ENTR 290	Business Modeling	3
SMM 105	Introduction to Social Media Marketing	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>

### Fourth Semester

BUS 160	Organizational Leadership	3
BUS 221	Business Law & Ethics	3
ENTR 299	Entrepreneurship Mentoring	2
SELL 175	Intermediate Sales	3
Elective		4
Religion		2
<b>Total Credit Hours</b>		<b>16</b>

## Graduation Requirements

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



# 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 lifelong learning opportunities
- Find, select and manage suppliers of materials, equipment and services.
- Use supply chain management practical skills to create value and contribute to the success of any organization.
- Manage the systems and processes that create goods and services for any organization.
- Articulate career preparation confidently using resumes, portfolios and interviews.

## Course Requirements

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

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

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>

### Program Core Courses

ACC 105	Financial Accounting	4
BUS 101	Survey of Business	3
BUS 160	Organizational Leadership	3
BUS 201	Principles of Management	3
BUS 221	Business Law & Ethics	3
BUS 260	Business Finance & Economics	3
GSO 125	Into to Global Supply Chain & Operations	3
GSO 126	Purchasing & Supply Management	3
GSO 127	Quality Management	3
GSO 226	Global Supply Chain & Operations Strategy	3
GSO 299	Global Supply Chain & Operations Internship	2
PM 140	Project Management Fundamentals	3
<b>Total Program Core Credit Hours</b>		<b>36</b>

### Electives

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

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

**Total Elective Credits Hours      6**

**Total Minimum Degree Credit Hours      62**

## Recommended Sequence of Courses

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

### First Semester

BUS 101	Survey of Business	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
GSO 125	Into to Global Supply Chain & Operations	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>14</b>

### Second Semester

ACC 105	Financial Accounting	4
FIN 101	Personal Finance	3
GSO 126	Purchasing & Supply Management	3
PM 140	Project Management Fundamentals	3
Religion		2
<b>Total Credit Hours</b>		<b>15</b>

### Third Semester

BUS 160	Organizational Leadership	3
BUS 221	Business Law & Ethics	3
BUS 260	Business Finance & Economics	3
GSO 127	Quality Management	3
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>17</b>

### Fourth Semester

BUS 201	Principles of Management	3
ENG 220	Professional Business Communications	3
GSO 226	Global Supply Chain & Operations Strategy	3
GSO 299	Global Supply Chain & Operations Internship	2
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>16</b>

## Graduation Requirements

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

# Business-Management Emphasis

## Associate of Applied Science Degree

### Overview

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

### Management Emphasis

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

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

Instruction in the Management Emphasis includes the following:

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

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

### Career Opportunities

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

### Learning Outcomes

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

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

## Course Requirements

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

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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
 <b>Program Core Courses</b>		
ACC 105	Financial Accounting	4
BUS 101	Survey of Business	3
BUS 160	Organizational Leadership	3
BUS 201	Principles of Management	3
BUS 205	Human Resource Management	3
BUS 221	Business Law & Ethics	3
BUS 260	Business Finance & Economics	3
BUS 295	Business Strategy	3
BUS 299	Business Management Internship	2
GSO 125	Intro to Global Supply Chain & Operations	3
IT 110	Introduction to Business Technology	3
PM 140	Project Management Fundamentals	3
SMM 105	Introduction to Social Media Marketing	3
<b>Total Program Core Credit Hours</b>		<b>39</b>
 <b>Electives</b>		
<i>(Complete options one, two, or three below. See your academic advisor to select the best option to achieve your academic objectives or to consider multiple degrees.)</i>		
1. In addition to the required courses of your emphasis, you may select a course from the other Business degree emphases.		
2. For other electives consider the following: (Check catalog course descriptions for prerequisites*):BAP 201, BUS 110, ECON 161		
3. For any other electives, see your program director.		
<b>Total Elective Credits Hours</b>		<b>3</b>
<b>Total Minimum Degree Credit Hours</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>		
BUS 101	Survey of Business	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
PM 140	Project Management Fundamentals	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>14</b>
 <b>Second Semester</b>		
ACC 105	Financial Accounting	4
BUS 160	Organizational Leadership	3
FIN 101	Personal Finance	3
GSO 125	Intro to Global Supply Chain & Operations	3
Religion		2
<b>Total Credit Hours</b>		<b>15</b>
 <b>Third Semester</b>		
BUS 201	Principles of Management	3
BUS 260	Business Finance & Economics	3
ENG 220	Professional Business Communications	3
SMM 105	Introduction to Social Media Marketing	3
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>17</b>
 <b>Fourth Semester</b>		
BUS 205	Human Resource Management	3
BUS 221	Business Law & Ethics	3
BUS 295	Business Strategy	3
BUS 299	Business Management Internship	2
IT 110	Introduction to Business Technology	3
Religion		2
<b>Total Credit Hours</b>		<b>16</b>

## Graduation Requirements

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

# Business-Professional Sales Emphasis

## Associate of Applied Science Degree

### Overview

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

### Professional Sales Emphasis

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

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

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

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

### Career Opportunities

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

### Learning Outcomes

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

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



## Course Requirements

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

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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
<b>Program Core Courses</b>		
ACC 105	Financial Accounting	4
BUS 101	Survey of Business	3
BUS 160	Organizational Leadership	3
BUS 260	Business Economics & Finance	3
GSO 125	Intro to Global Supply Chain	3
GSO 126	Purchasing & Logistics	3
SELL 120	Introduction to Sales	3
SELL 175	Intermediate Sales	3
SELL 275	Advanced Sales	3
SELL 299	Sales Internship (capstone)	2
SMM 105	Introduction to Social Media Marketing	3
<b>Total Program Core Credit Hours</b>		<b>33</b>
<b>Electives</b>		
In addition to the required courses of your emphasis you may select a course from the following programs (make sure to check for requisites): Financial/Managerial Accounting; Entrepreneurship; Health Professions; Interior Design; Information Technology; Social Media Marketing.		
<b>Total Elective Credits Hours</b>		<b>9</b>
<b>Total Minimum Degree Credit Hours</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>		
BUS 101	Survey of Business	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
SELL 120	Introduction to Sales	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>14</b>
<b>Second Semester</b>		
ACC 105	Financial Accounting	4
FIN 101	Personal Finance	3
GSO 125	Intro to Global Supply Chain	3
SELL 175	Intermediate Sales	3
Religion		2
<b>Total Credit Hours</b>		<b>15</b>
<b>Third Semester</b>		
BUS 160	Organizational Leadership	3
BUS 260	Business Economics & Finance	3
GSO 126	Purchasing & Logistics	3
SMM 105	Intro to Social Media Marketing	3
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>17</b>
<b>Fourth Semester</b>		
ENG 220	Professional Business Communications	3
SELL 275	Advanced Sales	3
SELL 299	Sales Internship (Capstone)	2
Elective		3
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>16</b>
<b>Graduation Requirements</b>		
1. Minimum of 62 total semester credit hours as outlined		
2. Grade of C or higher in all core courses		
3. Cumulative grade-point average of 2.0 or higher		
4. Complete Book of Mormon I or II, plus 6 additional credits of religion		

# Business-Project Management Emphasis

## Associate of Applied Science

### Overview

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

### Project Management Emphasis

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

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

- 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 plus 6 additional credit hours of Religion	8
<b>Total Religion Credit Hours</b>		<b>8</b>
 <b>Common Core Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
 <b>Program Core Courses</b>		
ACC 105	Financial Accounting	4
BUS 101	Business Fundamentals	3
BUS 160	Organizational Leadership	3
BUS 201	Principles of Management	3
BUS 260	Business Economics & Finance	3
BUS 295	Business Strategy	3
GSO 125	Intro to Global Supply Chain & Operations	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
<b>Total Program Core Credit Hours</b>		<b>39</b>
 <b>Electives</b>		
<i>(Complete options one, two, or three below. See your academic advisor to select the best option to achieve your academic objectives or to consider multiple degrees.)</i>		
1. In addition to the required courses of your emphasis, you may select a course from the other Business degree emphases.		
2. For other electives consider the following: (Check catalog course descriptions for prerequisites*): ECON 161, ECON 162		
3. For any other electives, see your program director.		
<b>Total Elective Credits Hours</b>		<b>3</b>
<b>Total Minimum Degree Credit Hours</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>		
BUS 101	Survey of Business	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
PM 140	Project Management Fundamentals	3
Religion	Book of Mormon I or II	3
<b>Total Credit Hours</b>		<b>14</b>
 <b>Second Semester</b>		
ACC 105	Financial Accounting	4
BUS 160	Organizational Leadership	3
GSO 125	Intro to Global Supply Chain & Operations	3
PM 180	Project Management Tools	3
Religion		2
<b>Total Credit Hours</b>		<b>15</b>
 <b>Third Semester</b>		
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
PM 200	Advanced Project Management	3
PM 275	CAPM Prep	3
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>17</b>
 <b>Fourth Semester</b>		
BAP 201	Advanced Computer Applications	3
BUS 201	Principles of Management	3
BUS 260	Business Economics & Finance	3
BUS 295	Business Strategy	3
PM 299	Project Management Internship	2
Religion		2
<b>Total Credit Hours</b>		<b>16</b>
 <b>Graduation Requirements</b>		
1. Minimum of 62 total semester credit hours as outlined		
2. Grade of C or higher in all core courses		
3. Cumulative grade-point average of 2.0 or higher		
4. Complete Book of Mormon I or II, plus 6 additional credits of religion		

# Executive Medical Assistant

## Associate of Applied Science Degree

### Overview

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

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

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

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

### Career Opportunities

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

### Learning Outcomes

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

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Perform within ethical and legal scope as a medical assistant.
- Document professionally and appropriately in the medical record for clinical

- procedures and patient care performed.
- Perform or assist with office procedures per quality control standards and clinical policies
- Provide accurate patient specimen collection and analysis in compliance to standards.
- Perform patients' assessment and vital sign measures with correct clinical documentation.
- Manage patient billing, bookkeeping, and clerical functions using accounting principles. (AAS only)
- Articulate career preparation confidently using resumes and interviews.

## Course Requirements

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

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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
<b>Program Core Courses</b>		
ACC 105	Financial Accounting	4
HP 106	Medical Law & Ethics	2
HP 124	ICD-10-CM	3
HP 126	CPT and HCPCS Coding	3
HP 129	Medical Office Procedures	3
HP 131	Medical Scheduling & Billing	2
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
HP 170	Introduction to Pharmacology	2
HP 220	Introduction to Medical Lab Procedures	3
HP 22	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 Program Core Credit Hours</b>		<b>40</b>
<b>Electives</b>		
<i>Complete six additional credits</i>		
<b>Total Elective Credits Hours</b>		<b>6</b>
<b>Total Minimum Degree Credit Hours</b>		<b>66</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>		
COM 122	Interpersonal Communications	3
HP 106	Medical Law & Ethics	2
HP 140	Medical Terminology	3
HP 170	Introduction to Pharmacology	2
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>16</b>
<b>Second Semester</b>		
ENG 101	Introduction to College Writing	3
HP 129	Medical Office Procedures	3
HP 150	CPR/First Aid for Health Professionals	1
HP 220	Introduction to Medical Lab Procedures	3
HP 222	Medical Laboratory Procedures Lab	0
LS 265	Anatomy & Physiology	4
Religion		2
<b>Total Credit Hours</b>		<b>16</b>
<b>Third Semester</b>		
HP 131	Medical Scheduling & Billing	2
FIN 101	Personal Finance	3
HP 124	ICD-10-CM	3
HP 126	CPT and HCPCS Coding	3
LS 103	Nutrition & Health	3
Elective		3
Religion		2
<b>Total 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
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>17</b>

## Graduation Requirements

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



# Information Technology- Business Intelligence Emphasis Associate of Applied Science Degree

## Overview

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

## Career Opportunities

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

## Learning Outcomes

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

## Course Requirements

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

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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
<b>Program Core Courses</b>		
BAP 201	Advanced Business Computer Applications	3
CS 112	Programming Fundamentals	3
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
IT 130	Introduction to Windows Server Admin	3
IT 143	Structured Query Language (SQL)	3
IT 145	Business Metrics and Analytics	3
IT 150	Introduction to Networking	3
IT 212	Information Security	3
IT 214	Systems Analysis & Design	3
IT 243	Data Warehousing	3
IT 245	Data Integration and Management	3
IT 295	Information Technology Capstone Project	4
PM 140	Project Management Fundamentals	3
<b>Total Program Core Credit Hours</b>		<b>43</b>
<b>Electives</b>		
Select 3 credit hours from the following. Be sure to check for prerequisites*.		
IT 240, IT 243, CS 115, CS 135		
<b>Total Elective Credits Hours</b>		<b>3</b>
<b>Total Minimum Degree Credit Hours</b>		<b>66</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

ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>14</b>

### Second Semester

CS 112	Programming Fundamental	3
BAP 201	Advanced Business Computer Applications	3
IT 130	Introduction to Windows Server Administration	3
IT 143	Structured Query Language (SQL)	3
IT 150	Introduction to Networking	3
<b>Total Credit Hours</b>		<b>15</b>

### Third Semester

COM 122	Interpersonal Communications	3
IT 145	Business Metrics and Analytics	3
IT 243	Data Warehousing	3
PM 140	Project Management Fundamentals	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>

### Fourth Semester

IT 212	Internet Security	3
IT 245	Data Integrations and Management	3
IT 214	Systems Analysis & Design	3
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>17</b>

### Fifth Semester

ENG 220	Business Communications	3
IT 295	Information Tech Capstone Project	4
Religion		2
<b>Total Credit Hours</b>		<b>9</b>

## Graduation Requirements

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

# Information Technology- Computer Programming Emphasis

## Associate of Applied Science Degree

### Overview

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

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

### Career Opportunities

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

### Learning Outcomes

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

## Course Requirements

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

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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
<b>Program Core Courses</b>		
BAP 201	Advanced Business Computer Applications	3
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	3
CS 260	Team Projects Lab	4
CS 276	Web Application Development	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 Program Core Credit Hours</b>		<b>48</b>
<b>Total Minimum Degree Credit Hours</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.

<b>First Semester</b>		
CS 112	Programming Fundamentals	3
FIN 101	Personal Finance	3
IT 110	Introduction to Business Technology	3
MAT 110	College Algebra	4
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>15</b>
<b>Second Semester</b>		
BAP 201	Advance Business Computer Applications	2
CS 115	Program Design & Graphic	3
MAT 252	Statistics	3
PM 140	Project Management Fundamentals	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>
<b>Third Semester</b>		
CS 176	Windows Application Development (.NET)	3
ENG 101	Introduction to College Writing	3
IT 143	Structured Query Language (SQL)	3
IT 214	Systems Analysis & Design	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>
<b>Fourth Semester</b>		
COM 122	Interpersonal Communications	3
CS 135	HTML with CSS	3
CS 160	Agile Project Management	3
CS 276	Web Application Development (.ASP)	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>
<b>Fifth Semester</b>		
CS 260	Team Projects Lab	4
ENG 220	Professional Business Communications	3
IT 295	Information Technology Capstone Project	4
<b>Total Credit Hours</b>		<b>11</b>

## Graduation Requirements

1. Minimum of 68 total semester credit hours as outlined
2. Grade of C or higher in all IT & CS core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete Book of Mormon I or II, plus 6 additional credits of religion

# Information Technology- Database Administration Emphasis

## Associate of Applied Science Degree

### Overview

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

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

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

### Career Opportunities

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

### Learning Outcomes

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

### Course Requirements

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

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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
<b>Program Core Courses</b>		
BAP 201	Advanced Business Computer Applications	3
CS 112	Programming Fundamentals	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 210	Linux Administration	3
IT 212	Information Security	3
IT 214	Systems Analysis & Design	3
IT 216	Information Storage and Management	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 Program Core Credit Hours</b>		<b>46</b>
<b>Total Minimum Degree Credit Hours</b>		<b>66</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

ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>14</b>

### Second Semester

BAP 201	Advance Business Computer Applications	3
IT 130	Introduction to Windows Server Administration	3
IT 143	Structured Query Language (SQL)	3
IT 150	Introduction to Networking	3
PM 140	Project Management Fundamentals	3
<b>Total Credit Hours</b>		<b>15</b>

### Third Semester

COM 122	Interpersonal Communications	3
CS 112	Programming Fundamental	3
IT 210	Linux Administration	3
IT 240	Administering Microsoft SQL Server	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>

### Fourth Semester

IT 212	Information Security	3
IT 214	Systems Analysis & Design	3
IT 216	Information Storage & Management	3
IT 243	Data Warehousing	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>

### Fifth Semester

ENG 220	Business Communications	3
IT 295	Information Technology Capstone Project	4
Religion		2
<b>Total Credit Hours</b>		<b>9</b>

## Graduation Requirements

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

# Information Technology-Network Engineering Emphasis

## Associate of Applied Science Degree

### Overview

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

### Career Opportunities

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

### Learning Outcomes

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



## Course Requirements

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

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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
 <b>Program Core Courses</b>		
CS 112	Programming Fundamentals	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	Information Security	3
IT 214	Systems Analysis & Design	3
IT 216	Information & Storage Management	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
<b>Total Program Core Credit Hours</b>		<b>40</b>
 <b>Electives</b>		
Select 3 credit hours from the following. Be sure to check for prerequisites*. BAP 201; IT 143; CS 115, CS 135		
<b>Total Elective Credits Hours</b>		<b>6</b>
<b>Total Minimum Degree Credit Hours</b>		<b>66</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

ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>14</b>

### Second Semester

COM 122	Interpersonal Communications	3
CS 112	Programming Fundamentals	3
IT 130	Introduction to Windows Server Administration	3
IT 150	Introduction to Networking	3
PM 140	Project Management Fundamentals	3
<b>Total Credit Hours</b>		<b>15</b>

### Third Semester

IT 210	Linux Administration	3
IT 214	Systems Analysis & Design	3
IT 250	Intermediate Networking (ICND 1)	3
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>

### Fourth Semester

IT 212	Information Security	3
IT 216	Information Storage & Management	3
IT 252	Advanced Networking (ICND 2)	3
Elective		3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>

### Fifth Semester

ENG 220	Business Communications	3
IT 295	Information Technology Capstone Project	4
Religion		2
<b>Total Credit Hours</b>		<b>9</b>

## Graduation Requirements

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

# Information Technology-Server Administration Emphasis

## Associate of Applied Science Degree

### Overview

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

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

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

Administrator Emphasis include the following:

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

### Career Opportunities

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

### Learning Outcomes

- Upon completion of the program, successful graduates will be able to:
- Confirm personal testimony in the restored gospel of Jesus Christ
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner
- Communicate effectively using written and verbal presentation principles
- Construct new knowledge using technology and information resource tools
- Comprehend and think critically to solve problems
- Cultivate a strong, professional work ethic and lifelong learning opportunities
- Install and configure Windows Servers and associated services Install and configure Linux Servers and associated services
- Design, plan, and implement software and hardware solutions allowing an organization to innovate
- Manage technical implementation and development projects on time and within

budget

- 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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
<b>Program Core Courses</b>		
BAP 201	Advanced Business Computer Applications	3
CS 112	Programming Fundamentals	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 210	Linux Administration	3
IT 212	Information Security	3
IT 214	Systems Analysis & Design	3
IT 216	Information Storage & Management	3
IT 230	Intermediate Windows Server Administration	3
IT 232	Advanced Windows Server Administration	3
IT 270	Linux LAMP Server	3
IT 295	Information Technology Capstone Project	4
<b>Total Program Core Credit Hours</b>		<b>46</b>
<b>Total Minimum Degree Credit Hours</b>		<b>66</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>		
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
IT 110	Introduction to Business Technology	3
IT 125	Windows Client	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>14</b>
<b>Second Semester</b>		
COM 122	Interpersonal Communications	3
CS 112	Programming Fundamentals	3
IT 130	Introduction to Windows Server Administration	3
IT 150	Introduction to Networking	3
BAP 201	Advanced Computer Applications	3
<b>Total Credit Hours</b>		<b>15</b>
<b>Third Semester</b>		
IT 210	Linux Administration	3
IT 143	Structured Query Language (SQL)	3
IT 214	Systems Analysis & Design	3
IT 230	Intermediate Windows Server Administration	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>
<b>Fourth Semester</b>		
IT 212	Information Security	3
IT 216	Information Storage & Management	3
IT 232	Advanced Windows Server Administration	3
IT 270	Linux LAMP Server	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>
<b>Fifth Semester</b>		
ENG 220	Professional Business Communications	3
IT 295	Information Technology Capstone Project	4
Religion		2
<b>Total Credit Hours</b>		<b>9</b>

## Graduation Requirements

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

# Interior Design

## Associate of Applied Science Degree

### Overview

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

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

### Career Opportunities

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

### Learning Outcomes

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

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

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

### Color Board Requirements

To be accepted into the two-year Interior Design AAS degree, you must have a minimum 3.0 grade-point average from high school or transferring college; for the one-year Interior Design Certificate, you must have a minimum 2.0 grade point average. Prospective students must complete a color board following the specifications listed below. All color boards must be submitted no later than September 1st for Fall Semester, December 1<sup>st</sup> 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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
 <b>Program Core Courses</b>		
BAP 105	Business Computer Applications	2
ID 104	Principles of Design	2
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 118	3D Design	1
ID 125	Drafting	3
ID 126	Space Planning	4
ID 127	Drawing Techniques	3
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 218	Digital Editing	1
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 Program Core Credit Hours</b>		<b>48</b>
<b>Total Minimum Degree Credit Hours</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
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 Credit Hours</b>		<b>18</b>

### Second Semester

COM 122	Interpersonal Communications	3
ID 118	3D Design	1
ID 126	Space Planning	4
ID 127	Drawing Techniques	3
ID 128	Textiles	2
ID 130	Studio I	2
ID 131	Introduction to AutoCAD	2
Religion		2
<b>Total Credit Hours</b>		<b>19</b>

### Third Semester

ENG 220	Business Communications	3
ID 210	Historical Furnishings & Architecture	3
ID 218	Digital Editing	1
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 Credit Hours</b>		<b>16</b>

### Fourth Semester

FIN 101	Personal Finance	3
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 Credit Hours</b>		<b>16</b>

## Graduation Requirements

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



# Paralegal Studies

## Associate of Applied Science Degree

### Overview

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

Personal Traits Leading to Success in Paralegal Program:

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

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

LDSBC Methods and Procedures for Teaching

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

### Career Opportunities

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

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

A number of benefits are associated with paralegal graduation:

- Average starting salary for paralegals is \$36,000 a year. The upward range for

experienced paralegals is approximately \$50,000 annually.

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

### Learning Outcomes

Upon graduation, students will demonstrate competency in the following areas:

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.>
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Work knowledgeably through federal, state, and local court systems.
- Apply substantive and procedural law.
- Practice ethical obligations and standards.
- Prepare legal research plans, analyze factual situations, identify legal solutions, summarize legal research findings, and write legal memorandums.
- Follow appropriate interviewing and investigative procedures with witnesses.
- Prepare exhibits and assist attorneys at trial.
- Use a variety of legal office management software systems proficiently.
- Articulate career preparation confidently using resumes, portfolios, and interviews.

## Course Requirements

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

Course #	Title	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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
<b>Program Core Courses</b>		
ENG 201	Intermediate College Writing	3
MAT 104	Intermediate Algebra	3
PLS 101	Introduction to Law	3
PLS 110	Legal Research/Writing I	3
PLS 115	Legal Research/Writing II	3
PLS 120	Evidence	2
PLS 130	Criminal Law and Procedures	3
PLS 140	Paralegal Procedures	3
PLS 150	Paralegal Business Computer Applications	3
PLS 160	Ethics	2
PLS 203	Introduction to Civil Litigation	3
PLS 205	Contract Law	3
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
<b>Total Program Core Credit Hours</b>		<b>40</b>
<b>Internship or Practicum (select one of the options listed below)</b>		
<i>Option 1:</i>		
PLS 296	Paralegal Portfolio Development	1
PLS 299	Paralegal Internship (Capstone)	2
<i>Option 2:</i>		
PLS 292	Paralegal Practicum	3
<b>Total Internship or Practicum Credit Hours</b>		<b>3</b>
<b>Electives</b>		
Complete 6 credit hours from ART 101; LS 103; PS 100; ECON 161; or see your advisor for other options		
<b>Total Elective Credits Hours</b>		<b>6</b>
<b>Total Minimum Degree Credit Hours</b>		<b>69</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.

### Fall Start

#### First Semester-Fall

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 104	Intermediate Algebra	3
PLS 101	Introduction to Law	3
COM 122	Interpersonal Communications	3
Elective		3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>17</b>

#### Second Semester-Winter

FIN 101	Personal Finance	3
PLS 110	Legal Research/Writing I	3
PLS 120	Evidence	2
PLS 140	Paralegal Procedures	3
PLS 150	Paralegal Business Computer Applications	3
Religion		2
Religion		2
<b>Total Credit Hours</b>		<b>18</b>

#### Third Semester-Summer

ENG 201	Intermediate College Writing	3
PLS 115	Legal Research/Writing II	3
PLS 130	Criminal Law and Procedures	3
PLS 160	Ethics	2
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
<b>Total Credit Hours</b>		<b>14</b>

#### Fourth Semester-Fall

ENG 220	Professional Business Communications	3
PLS 203	Introduction to Civil Litigation	3
PLS 205	Contract Law	3
Internship or Practicum Option		3
Elective		3
Religion		2

## Winter Start

### First Semester-Winter

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 104	Intermediate Algebra	3
PLS 101	Introduction to Law	3
Elective		3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>17</b>

### Second Semester-Summer

FIN 101	Personal Finance	3
PLS 110	Legal Research/Writing I	3
PLS 130	Criminal Law and Procedures	3
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
Religion		2
<b>Total Credit Hours</b>		<b>17</b>

### Third Semester-Fall

PLS 115	Legal Research/Writing II	3
PLS 120	Evidence	3
PLS 140	Paralegal Procedures	3
PLS 150	Paralegal Business Computer Applications	3
PLS 203	Introduction to Civil Litigation	3
PLS 205	Contract Law	3
<b>Total Credit Hours</b>		<b>17</b>

### Fourth Semester-Fall

ENG 201	Intermediate College Writing	3
ENG 220	Professional Business Communication	3
PLS 160	Ethics	2
Internship or Practicum Option		3
Elective		3
Religion		2
Religion		2
<b>Total Credit Hours</b>		<b>18</b>

## Graduation Requirements

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

# Social Media Marketing

## Associate of Applied Science

### Overview

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

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

### Career Opportunities

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

Creating Content, Customer Service, Advertising/Customer Advocacy and Analytics.

### Learning Outcomes

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

- Confirm personal testimony in the restored gospel of Jesus Christ.
- Collaborate with others using interpersonal skills in an honest, ethical, and Christ-like manner.
- Communicate effectively using written and verbal presentation principles.
- Construct new knowledge using technology and information resource tools.
- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong learning opportunities.
- Demonstrate the ability to manage the social media marketing departments of small to mid-sized companies
- Strategically develop marketing campaigns based on a company's vision, goals, target market, research, analytics, budget, and scope
- Create a highly-engaged social community of empowered brand advocates
- Maneuver current tools, platforms and data centers to optimizes research, reach, revenues, referrals, and retention
- Prove the ROI of campaigns and marketing initiatives
- Create relevant and engaging content in the form of copy, pictures, videos, infographics, etc.
- Assess their own understanding of marketing principles, strategies and tactics and how

to apply them to real life situations

- Identify the various learning resources that will help their knowledge remain current with changing technologies, best practices, and trends

## Course Requirements

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

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
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>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
 <b>Program Core Courses</b>		
ENTR 150	Entrepreneurship	3
IT 110	Intro to Business Technology	3
BUS 101	Survey of Business	3
SMM 105	Introduction to Social Media Marketing	3
SMM 120	Social Media Marketing Strategy I	3
SMM 130	Social Media Marketing Content I	3
SMM 140	Social Media Marketing Web Management	3
SMM 150	Social Media Marketing Analytics	3
SMM 160	Social Media Mktg Advocacy & Advertising	3
SMM 199	Social Media Marketing Lecture Series	1
SMM 210	Social Media Marketing Strategy II	3
SMM 296	Social Media Marketing e-Portfolio	1
SMM 299	Social Media Marketing Internship	2
<b>Total Program Core Credit Hours</b>		<b>34</b>
 <b>Electives</b>	Select from the following: BAP 201; BUS 201; ENTR 210; ENTR 290; PM 140	 3
<b>Total Elective Credit Hours</b>		<b>3</b>
 <b>Certification or Badge</b>		
Options include: Hootsuite Badge in Social Media Marketing; Facebook Advertising 3 levels of badges; Blitz Metrics Certificates; Google and Google Partners Analytics, Adwords and/or Advertising Certificates		
<b>Total Minimum Degree Credit Hours</b>		<b>57</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

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

### Second Semester

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

### Third Semester

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

### Fourth Semester

SMM 150	Social Media Mktg. Analytics	3
SMM 160	Social Media Mktg. Advocacy and Advertising	3
SMM 210	Social Media Mktg. Strategy II	3
SMM 299	Social Media Mktg. Internship	2
Religion		2
<b>Total Credit Hours</b>		<b>13</b>

## Graduation Requirements

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

# Accounting Certificate

## Overview

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

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

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

## Career Opportunities

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

## Learning Outcomes

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

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



## Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of Religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
 <b>Common Core Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
 <b>Program Core Courses</b>		
ACC 105	Financial Accounting	4
ACC 110	Accounting in QuickBooks	3
ACC 212	Managerial Accounting	3
BUS 101	Survey of Business	3
BUS 221	Business Law & Ethics	3
<b>Total Program Core Credit Hours</b>		<b>16</b>
 <b>Electives</b>		
	Select 2-3 credit hours from the following: ACC 210; ACC 223; BUS 160; BUS 201; BUS 205; IT 125; IT 150; SELL 120	2-3
<b>Total Elective Credit Hours</b>		<b>2-3</b>
<b>Total Minimum Degree Credit Hours</b>		<b>34</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

ACC 105	Financial Accounting	4
BUS 101	Survey of Business	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
FIN 101	Personal Finance	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>18</b>

### Second Semester

ACC 110	Accounting in QuickBooks	3
ACC 212	Managerial Accounting	3
BUS 221	Business Law & Ethics	3
ENG 220	Professional Business Communications	3
Elective		2-3
Religion		2
<b>Total Credit Hours</b>		<b>16-17</b>

## Graduation Requirements

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

# Interior Design

## Certificate

### Overview

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

### Career Opportunities

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

### Objectives

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

### Learning Outcomes

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

### Color Board Requirements

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

#### Specifications for color boards

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

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

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

**Color boards will not be returned.**

## Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of Religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
<b>Program Core Courses</b>		
BAP 105	Business Computer Applications	2
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 Program Core Credit Hours</b>		<b>22</b>
<b>Total Minimum Degree Credit Hours</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.

<b>First Semester</b>		
BAP 105	Business Computer Applications	2
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
Religion		2
<b>Total Credit Hours</b>		<b>19</b>
<b>Second Semester</b>		
COM 122	Interpersonal Communications	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
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
<b>Total Credit Hours</b>		<b>19</b>

## Graduation Requirements

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

# Medical Assistant

## Certificate

### Overview

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

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

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

### Career Opportunities

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

### Learning Outcomes

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

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

- Manage patient billing, bookkeeping, and clerical functions using accounting principles. (AAS only)
- Articulate career preparation confidently using resumes and interviews.

## Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of Religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
<b>Program Core Courses</b>		
HP 106	Medical Law & Ethics	2
HP 124	ICD-10-CM	3
HP 126	CPT and HCPCS Coding	3
HP 129	Medical Office Procedures	3
HP 131	Medical Scheduling and Billing	2
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
HP 170	Introduction to Pharmacology	2
HP 220	Introduction to Medical Lab Procedures	3
HP 222	Medical Laboratory Procedures Lab	0
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
HP 220	Introduction to Medical Lab Procedures	3
HP 222	Medical Laboratory Procedures Lab	0
HP 283	Practicum for Medical Assistants & Executive Medical Assistants	3
LS 265	Anatomy & Physiology	4
<b>Total Program Core Credit Hours</b>		<b>33</b>
<b>Total Minimum Degree Credit Hours</b>		<b>49</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>		
HP 106	Medical Law & Ethics	2
HP 129	Medical Office Procedures	3
HP 140	Medical Terminology	3
HP 150	First Aid/CPR for Health Professionals	1
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>15</b>

<b>Second Semester</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
HP 131	Medical Scheduling and Billing	2
HP 170	Intro to Pharmacology	2
HP 220	Introduction to Medical Lab Procedures	3
HP 222	Medical Laboratory Procedures Lab	0
LS 265	Anatomy & Physiology	4
<b>Total Credit Hours</b>		<b>17</b>

<b>Third Semester</b>		
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
HP 124	ICD-10-CM Coding	3
HP 126	CPT and HCPCS Coding	3
HP 283	Practicum for Medical Assistants & Executive Medical Assistants	3
Religion		2
<b>Total Credit Hours</b>		<b>17</b>

## Graduation Requirements

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

# Medical Coding

## Certificate (15 month certificate)

### Overview

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

### Career Opportunities

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

### Learning Outcomes

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

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

### Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of Religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>

#### Common Core Courses

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>

#### Program Core Courses

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
<b>Total Program Core Credit Hours</b>		<b>29</b>

**Total Minimum Degree Credit Hours 45**



## Recommended Sequence of Courses

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

### First Semester

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
HP 140	Medical Terminology	3
LS 265	Anatomy & Physiology	4
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>15</b>

### Second Semester

FIN 101	Personal Finance	3
HP 106	Medical Law & Ethics	2
HP 124	ICD-10-CM	3
HP 126	CPT and HCPCS Coding	3
HP 175	Pathophysiology	2
Religion		2
<b>Total Credit Hours</b>		<b>15</b>

### Third Semester

ENG 220	Professional Business Communications	3
HP 125	ICD-10-PSC	3
HP 127	Coding Technology and Lab	2
HP 151	Health Care Delivery Sys & Reimburse Method	3
HP 170	Introduction to Pharmacology	2
<b>Total Credit Hours</b>		<b>13</b>

### Fourth Semester

HP 197	Medical Coding Practicum	2
<b>Total Credit Hours</b>		<b>2</b>

## Graduation Requirements

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

# Professional Sales

## Certificate

### Overview

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

Career preparation includes training in three critical areas:

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

### Career Opportunities

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

### Learning Outcomes

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

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

## Course Requirements

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

Course #	Title	Credit Hours
REL	Book of Mormon I or II plus 6 additional credit hours of Religion	4
<b>Total Religion Credit Hours</b>		<b>4</b>
<b>Common Core Courses</b>		
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>
<b>Program Core Courses</b>		
BUS 101	Survey of Business	3
SELL 120	Introduction to Sales	3
SELL 175	Intermediate Sales	3
SELL 299	Sales Internship	2
SELL 275	Advanced Sales	3
SMM 105	Intro to Social Media Marketing	3
<b>Total Program Core Credit Hours</b>		<b>17</b>
<b>Total Minimum Degree Credit Hours</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.

<b>First Semester</b>		
BUS 101	Survey of Business	3
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
SELL 120	Introduction to Sales	3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>14</b>
<b>Second Semester</b>		
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
SELL 175	Intermediate Sales	3
SMM 105	Intro to Social Media Marketing	3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>
<b>Third Semester</b>		
SELL 275	Advanced Sales	3
SELL 299	Sales Internship	2
<b>Total Credit Hours</b>		<b>5</b>
<b>Total Credit Hours</b>		<b>2</b>

## Graduation Requirements

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

# Business

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

### Overview

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

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

Coursework includes the following:

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

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

### Career Opportunities

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

### Learning Outcomes

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

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

- Comprehend and think critically to solve problems.
- Cultivate a strong, professional work ethic and lifelong 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

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
ENG 220	Professional Business Communications	3
FIN 101	Personal Finance	3
<b>Total Common Core Credit Hours</b>		<b>12</b>

### Program Core Courses

ACC 105	Financial Accounting	4
ACC 212	Managerial Accounting	3
BUS 101	Survey of Business	3
BAP 201	Advanced Business Computer Applications	2
BUS 221	Business Law & Ethics	3
ECON 161	Microeconomics	3
ENG 201	Intermediate College Writing	3
MAT 110	College Algebra	4
MAT 252	Statistics	3
<b>Total Program Core Credit Hours</b>		<b>29</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

#### Life Science Distribution (select one)

LS 103	Nutrition & Health	3
LS 265	Anatomy & Physiology	4

#### Physical Science Distribution (select one)

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
<b>Total Minimum General Education Requirements</b>		<b>12</b>

**Total Minimum Degree Credit Hours 61**

## Recommended Sequence of Courses

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

### First Semester

ACC 105	Financial Accounting	4
COM 122	Interpersonal Communication	3
ENG 101	Introduction to College Writing	3
American Institutions		3
Religion	Book of Mormon I or II	2
<b>Total Credit Hours</b>		<b>15</b>

### Second Semester

BUS 101	Survey of Business	3
ECON 161	Microeconomics	3
FIN 101	Personal Finance	3
Fine Arts Distribution		3
Religion		2
<b>Total Credit Hours</b>		<b>14</b>

### Third Semester

ENG 201	Intermediate Business Writing	3
ENG 220	Professional Business Writing	3
MAT 110	College Algebra	4
Life Science Distribution		3
Religion		2
<b>Total Credit Hours</b>		<b>15</b>

### Fourth Semester

ACC 212	Managerial Accounting	3
BAP 201	Advanced Business Computer Application	3
BUS 221	Business Law & Ethics	3
MAT 252	Statistics	3
Physical Science Distribution		3
Religion		2
<b>Total Credit Hours</b>		<b>17</b>

## Graduation Requirements

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

# Integrated Studies

## Associate of Science Degree

### Overview

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

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

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

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

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

### Career Opportunities

The Integrated Studies program gives students a quick entry into the marketplace now as well as the option for continued education to advance their careers later on. The eternal truths acquired in this distinctly LDS environment help build family and prepare the student for leadership in employment, the Church and community. You will find career opportunities for each skills program on the web pages for that degree or certificate.

## Course Requirements

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

<b>Course #</b>	<b>Title</b>	<b>Credit Hours</b>
AAS Degree	See AAS program sheet for requirements	30 credit hours must be completed before beginning GE courses
<b>Total Minimum AAS Credit Hours</b>		<b>varies (by degree)</b>
<b>General Education Core Requirements</b>		
ENG 201	Intermediate Writing	3 *on-campus & BYU-I online
<b>Quantitative Literacy (choose one)</b>		
MAT 110	College Algebra	4 *on-campus
MAT 106	Intro to Quantitative Analysis	3 *on-campus & BYU-I online
<b>American Institutions (select one)</b>		
	American Foundations	3 *BYU-I online
POLS 110	American Government	3*on-campus & BYU-I online & Propero
<b>Fine Arts Distribution (select one)</b>		
ART 101	Survey of Art History	3 *on-campus
ART 106	Introduction to Drawing	3 *on-campus
<b>Life Science Distribution (select one)</b>		
LS 103	Nutrition & Health	3 *on-campus
LS 265	Anatomy & Physiology Environmental Science	4 *on-campus & Propero (LS GE only) 3 Propero
<b>Physical Science Distribution (select one)</b>		
PS 100	Physical Science	3 *on-campus
<b>Social Science Distribution (select one)</b>		
SS 101	Intro to Psychology	3 *on-campus & BYU-I online
	Intro to Cul. Anthropology	3 *BYU-I online
	Microeconomics	3 *BYU-I online & Propero
	Macroeconomics	3 *BYU-I online & Propero
	Intro to Sociology	3 *BYU-I online
<b>Elective (choose one additional course from FA, LS, PS, or SS or the following)</b>		
	Foundations of Humanities	3 *BYU-I online

**Total Minimum Degree Credit Hours** varies

### Graduation Requirements

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

### Notes

1. Register for BYU-Idaho course at the registration office (801 524-8141; [regstaff@ldsbc.edu](mailto:regstaff@ldsbc.edu))
2. Purchase access codes for Propero courses in the Campus Bookstore

# Entrepreneurship Cluster

## Certificate of Completion

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

### Requirements for Certificate of Completion:

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

### Entrepreneurship Cluster

Fall or Winter Semester

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	Principles of Design	2
ID	Introduction to Interior Design	3
ID	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

AER 1010	Air Force Today	1
AER 1110	General Military Lab I	0-1

#### Second Semester

AER 2010	Air Force Today II	1
AER 1120	General Military Leadership Lab II	0-1

#### Third Semester

AEO 2010	Air Force Way	1
AER 2110	General Military Leadership Lab III	0-1

#### Fourth Semester

AER 2020	Air Force Way II	1
AER 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)

Prerequisite: FIN 101 (may be taken concurrently)

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

ACC 110 Accounting in QuickBooks (3)

Prerequisite: 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)

Prerequisite: ACC 110 with a C or higher; ACC 212 with a C+ or higher

Includes advanced exercises spanning the full accounting cycle, processing revenue and expense activities, end-of-period adjusting entries, payroll processing, quarterly payroll liabilities payments, etc. Uses a full range of transaction types throughout the course. Emphasizes accurate identification and classification of transactions applied using QuickBooks functions.

ACC 212 Managerial Accounting (3)

Prerequisite: ACC 105 with a C or higher

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

ACC 215 QuickBooks Certified User Test Preparation (1)

Prerequisite: ACC 110 with a B or higher; ACC 210 with a B or higher (or concurrent)

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

ACC 223 Introduction to Tax Entities (2)

Prerequisite: ACC 105 with a C or higher

Introduces tax concepts for various business entities. Includes basics of tax return preparation.

## Aerospace (Air Force ROTC)

AER 1010 Foundations of the USAF (1)

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

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

AER 1020 Foundations of the USAF II (1)

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

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

AER 1110 General Military Leadership Laboratory I (1)

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

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

AER 1120 General Military Leadership Laboratory II (1)

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

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

AER 2010 Airpower History I (1)

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

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

AER 2011 Airpower History II (1)

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

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

AER 2110 General Military Leadership Laboratory III (1)

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

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

AER 2111 General Military Leadership Laboratory IV (1)

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

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

## Art

ART 101 Survey of Art History (3)

Prerequisite: None

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

ART 106 Introduction to Drawing (3)

Prerequisite: None

Develops personal judgment by means of visual communication. Develops drawing skills and the ability to appreciate and discuss the work of others. Introduces different drawing mediums.

## Business

BUS 101 Survey of Business (3)

Prerequisite: None

Introduces the world of business through a survey of fundamental concepts and challenges – managing change, economics, ethics and social responsibility, management and leadership, marketing, human resources, entrepreneurship, accounting and finance, global trade, information technology, and operations and supply chain. This course is designed to give students a working knowledge of business, as well as assist them in determining an area or two of business in which they would like to concentrate throughout their studies.

BUS 110 Business Lecture Series (1)

Prerequisite: None

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

BUS 125 Critical Thinking for Business (3) **[changed to ENTR 225 Winter 2015]**

Prerequisite: None

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

BUS 160 Organizational Leadership (3)

Prerequisite: BUS 101

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

BUS 199 Business Internship (2)

Prerequisite: Requires program director approval

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

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

BUS 201 Principles of Management (3)

Prerequisite: BUS 101; BUS 160

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

BUS 205 Human Resource Management (3)

Prerequisites: BUS 101

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

BUS 221 Business Law & Ethics (3)

Prerequisite: BUS 101

Develops sensitivity to ethics in business through class discussion and case studies. Provides a practical business knowledge of contracts, sales, negotiable instruments, real estate, warranties, business organizations, employment issues, torts, consumer protection and Internet law.

BUS 235R Applied Projects (1-3)

Prerequisite: Program Director Approval

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

BUS 260 Business Finance & Economics (3)

Prerequisite: BUS 101, ACC 105

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

BUS 295 Business Strategy (3) (capstone)

Prerequisite: BUS 151, 201

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

BUS 299 Business Management Internship (2) (capstone)

Prerequisite: BUS 201; GSO 125

Provides students the opportunity to earn credit and gain valuable experience by performing job responsibilities in a real work setting over a three-month period. Interns will be expected to operate successfully in a position within their field of study as evaluated formally by their manager

## Business Administrative Support

BAS 100 Introduction to Keyboarding (1) [Name change to LE 100 Winter 2015]

Prerequisite: None

This course is intended only for students who have never had a keyboarding class or who do not keyboard by using correct touch keyboarding techniques at 20 corrected words per 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) [Name change to LE 108 Winter 2015]

Prerequisite: BAP 105 (may be taken concurrently); Ability to keyboard at 20 cwpm using correct keyboarding techniques. Continued enrollment in BAS 108 will be based on a verified minimum keyboarding speed of 20 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) [Name change to LE 109 Winter 2015]

Prerequisite: BAP 105 (may be taken concurrently); BAS 108 or Program Director Approval. Continued enrollment in BAS 109 will be based on a verified minimum keyboarding speed of 32 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) [Discontinued Winter 2015]

Prerequisite: BAP 105 (may be taken concurrently)

Concentrates on developing effective punctuation, business grammar, vocabulary, spelling, capitalization, and proofreading skills. BAS students must earn a B- grade or higher.

BAS 129 Office Procedures (3) [Name change to HP 129 Medical Office Procedures Winter 2015]

Prerequisite: BAP 105 (may be taken concurrently); BAS 100 or BAS 108 (may be taken concurrently)

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

BAS 151 Visual Communications (3) [Discontinued Winter 2015]

Prerequisite: BAP 105; 30 cwpm or BAS 108 with a B or higher

Introduces principles of good page layout and design using Adobe® InDesign and Acrobat software. Develops and utilizes skills through print projects such as fliers, portfolio templates, and newsletters as well as an online portfolio template and an online newsletter. Combines independent software training, class discussion, team collaborative activities, and individual projects.

BAS 131 Medical Scheduling & Billing (2) [Name change to HP 131 Winter 2015]

Prerequisite: 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) [Discontinued Winter 2015]

Prerequisite: 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) [Discontinued Winter 2015]

Prerequisite: Requires Program Director Approval

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

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) [Discontinued Winter 2015]

Prerequisite: 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) [Discontinued Winter 2015]**

Prerequisite: Requires program director approval

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

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

## **Business Computer Applications**

**BAP 105 Business Computer Applications (2)**

Prerequisite: None

This course satisfies the computer literacy and business computer application fundamentals requirement for graduation. Students develop business-level skill in word processing, and electronic presentations software. Students will be prepared for the Microsoft Office Specialist certification exam for Microsoft Word and PowerPoint, and may sit for that exam if desired.

**BAP 201 Advanced Business Computer Applications (3)**

Prerequisite: FIN 101, BAP 105 or Proficiency Exam 80% +

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

## **Communications**

**COM 122 Interpersonal Communications (3)**

Prerequisite: None

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

## **Computer Science**

**CS 112 Programming Fundamentals (3)**

Prerequisite: None

This course uses Java to introduce the student to the basic concepts of computer programming including Loops, Methods, Arrays, Classes, and Strings. It uses an online learning environment which encourages the student to try different ways of doing things while providing guidance and assistance during this initial learning experience.

**CS 115 Program Design & Graphics (3)**

Prerequisite: CS 112 with a C or higher

This course is a continuation of CS 112. Based on Java, it explores more complex programming scenarios, introduces the concepts of data design and interface concerns. It uses an online learning environment which encourages the student to try different ways of doing things while providing guidance and assistance during this initial learning experience.

**CS 135 HTML with CSS (3)**

Prerequisite: CS 112 with a C or higher

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

**CS 160 Agile Project Management (2)**

Prerequisite: CS 112, CS 115

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

**CS 176 Windows Application Development (3)**

Prerequisite: CS 112 with a C or higher

Provides skills in object-oriented program design and development; principles of algorithm formulation and implementation. Student will learn the basics of Windows, Web and Mobile development using the Microsoft .NET development platform.

**CS 180 Sets, Graphs and Discrete Structures (3)**

Prerequisites: MAT 110 with a C or higher; CS 115 with a C or higher

Provides skills in object-oriented program design and development; principles of algorithm formulation and implementation. Student will learn the basics of Windows, Web and Mobile development using the Microsoft .NET development platform.

**CS 185 Programming with Java Script (3)**

Prerequisite: CS 112

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

**CS 215 Programming with Ruby (3)**

Prerequisite: CS 112

Ruby on Rails is an open source web application framework written in Ruby. Students in this course will learn how to enhance websites and web applications to take advantage of the full-stack framework.

**CS 217 Programming with PHP & MySQL (3)**

Prerequisite: CS 115, IT 160

PHP is a server-side scripting language designed for web development but can also be used as a general-purpose programming language. PHP can be used with HTML code, but can also be used with different web frameworks.

### CS 260 Team Projects Lab (4)

Prerequisite: CS 115, CS 160 with a C or higher or concurrent

This course is taught in-synch with the CS 160 course. Student Project Managers (PM) from the CS 160 course are assigned to manage and guide an actual development team through a project where the end deliverable will be a functioning application, or integration solution. This is designed to provide real-world team-oriented project experience for our programming students.

### CS 276 Web Application Development (3)

Prerequisite: IT 130 with a C or higher

Introduces the student to the world of Linux. Explores how Linux servers are configured, including addressing, access control, and services. Shows both the command-line power of Linux as well as the way a graphical user interface has been incorporated into the environment. With Linux becoming a sizeable part of any IT environment, this class will complement the student's understanding of IT environments and prepare the student for a career as a systems administrator.

### CS 250 Objective C / iOS (3)

Prerequisite: CS 112, CS 176

iOS is a mobile operating system developed by Apple and distributed exclusively for all Apple iDevices. (Tablets, phones, etc.) This course prepares the student to understand the operating system environment as well as how to develop applications that can then be published to Apple's App Store.

### CS 252 Android (3)

Prerequisite: CS 112, CS 115

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

## Economics

### ECON 161 Microeconomics (3)

Prerequisite: None; ACC 101 (Recommended)

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

### ECON 162 Macroeconomics (3)

Prerequisite: None

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

## English

### ELAN 87 Listening/Speaking for Non-native Speakers (3) (non-matriculating)

Prerequisite: ELAN 101A (taken concurrently)

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

### ELAN 101A Introduction to College Writing Non-Native Stretch Part 1 (3)

Prerequisite: ELAN 87 (taken concurrently); appropriate placement scores

This is the first semester of a two-semester version of English 101 for non-native English speakers. This course concentrates on writing short essays with an emphasis on structure, ideas, development and critical thinking. Teaches information literacy skills and applies them in conducting research and in using and documenting sources. Adds intensive work in grammar, punctuation, building confidence and skill as a writer, and the expectations of American academic writing to the English 101 curriculum in a learning community environment.

### ELAN 101B Introduction to College Writing Non-Native Stretch Part 2 (3)

Prerequisite: Matching section of ELAN 101A.

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

### ENG 101 Introduction to College Writing (3)

Prerequisite: ACT score of 17+ or corresponding scores on COMPASS test.

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

Minimum grade: C You must complete all major assignments to receive a C in the course.

### ENG 101SA Introduction to College Writing Stretch Part 1 (3 credits)

Prerequisites: Non-native speakers with ACT score of 17 or less, or STD COMPASS writing score of 67 or below and a reading score of 77 or below, or SAT score of 430-435, or Accuplacer score of 70-86.

This is the first semester of a two-semester version of English 101 for native English speakers. This course concentrates on writing short essays with an emphasis on structure, ideas, development and critical thinking. Teaches information literacy skills and applies them in conducting research and in using and documenting sources. Adds intensive work in grammar, punctuation, building confidence and skill as a writer to the English 101 curriculum in a learning community environment.



ENG 101SB Introduction to College Writing Stretch Part 2 (3 credits)

Prerequisite: Matching section of ENG 101SA

This is the second semester of a two-semester version of English 101 for native English speakers who completed English 101SA. This course concentrates on writing short essays with an emphasis on structure, ideas, development and critical thinking. Teaches information literacy skills and applies them in conducting research and in using and documenting sources. Adds intensive work in grammar, punctuation, building confidence and skill as a writer to the English 101 curriculum in a learning community environment.

ENG 201 Intermediate College Writing (3)

Prerequisite: ENG 101 with a C or higher or ELAN 101B with a C or higher or ENG 101SB with a C or higher; or pass the challenge 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 Professional Business Communications (3)

Prerequisite: ENG 101 with a C or higher or ELAN 101 B with a C or higher or ENG 101SB with a C or higher COM 122 with a C or higher

This course teaches students to communicate effectively using written and verbal presentation principles. It prepares students to communicate in the workplace and to launch a successful job search. Students will practice rhetorical analysis, "real-world" business writing, presentations, networking, interviewing, and personal marketing. They will create professional portfolios as they work collaboratively and individually to write business documents-- including resumes, memos, internal and external business letters, and proposals-- that are professional, with emphasis on grammar, content, organization, conciseness, and style. From resume writing to interviewing, students will prepare to enter the workforce with confidence as they acquire the communication skills needed to successfully find and progress in a job that aligns with their strengths.

## Entrepreneurship

ENTR 150 Entrepreneurship (3)

Prerequisite: 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 160 Financial Management (3)

Prerequisite: None

Develops skills in basic financial analysis, budgeting, forecasting, determining working capital requirements, determining operating and financial leverage, ratio analysis, analyzing capital investment, and making financial decisions. Students will become very familiar with basic financial statements and their use in management of a small business.

ENTR 180 Persuasive Communications (3)

Prerequisite: None

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.

ENTR 210 Launch & Learn (3)

Prerequisite: ENTR 150

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

ENTR 125 Critical Thinking for Business (3) [previously BUS 125]

Prerequisite: None

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

ENTR 290 Business Modeling (3)

Prerequisite: ENTR 150

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

ENTR 299 Entrepreneurship Mentoring (capstone) (2)

Prerequisite: ENTR 290

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

## Finance

FIN 101 Personal Finance (3)

Prerequisite: None

Microsoft Excel is taught during the first four weeks of the semester and prepares the student to successfully complete the course. Personal Finance focuses primarily on math computations, using personal financial topics to learn how to make decisions as a result of an analysis of the numbers involved. These personal financial concepts include goal setting, budgeting, major purchase decision making, credit, risk analysis, investments and retirement. Critical and creative thinking skills are demonstrated by solving practical everyday personal financial story problems. Microsoft Excel is used to perform many of the mathematical calculations necessary to arrive at solutions. The Microsoft Office Specialist (MOS) exam may be taken after the course to certify in Microsoft Excel.

## Global Supply Chain & Operations

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

Prerequisite: None

Introduces the theories and practices of global supply chain and operations management through exploring topics including process management, logistics, productivity and capacity management, forecasting, inventory management, production planning, purchasing and supply management, ERP (Enterprise-wide Resource Planning), quality management and control, JIT (Just in Time) and lean management and project management. Students will test theory in real business situations through company projects.

GSO 126 Purchasing and Supply Management (3)

Prerequisite: GSO 125

Focuses on the upstream supply chain activities of supplier selection, management, development; as well as negotiation, costing, product development, and commodity analysis.

Trains in cost analysis, commodity planning and in meeting high ethical and professional standards in the supply chain field.

#### GSO 127 Quality Management (3)

Prerequisite: GSO 125

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

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

Prerequisite: GSO 126, GSO 127

Requires students to combine the knowledge and skills developed in prerequisite courses in order to produce outstanding and effective individual and group projects. Projects will include integrative and creative problem solving in designing and managing cohesive value-added conversion/transformation systems in a global environment; appropriate application of supply chain theory, including risk taking in supply chain business scenarios; and influential, persuasive communication skills.

#### GSO 299 Global Supply Chain & Operations Internship (2)

Prerequisite: GSO 126, GSO 127

Students work as individuals or in teams on supply chain and operations management projects for affiliate companies. Students use the breadth of knowledge and skills developed in prerequisite courses in order to focus on a specific area to solve problems, gain industry experience, create contacts and strengthen the relationship between affiliate companies and LDS Business College.

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

## Health Professions

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

Prerequisite: None

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

#### HP 124 ICD-10-CM Coding (3)

Prerequisite: HP 140; LS 265; HP 126 concurrent

The student will learn and apply the rules and guidelines of International Classification of Diseases (ICD-10-CM) to accurately assign diagnosis codes in all healthcare settings. Will also gain knowledge in the fundamentals of medical coding and in avoiding fraudulent coding. Students will experience workplace scenarios within the learning environment.

#### HP 125 ICD-10-PCS Coding (3)

Prerequisite: HP 124; HP 126, HP 127, HP 151 (concurrent enrollment)

The student will learn and apply the rules and guidelines for assigning ICD-10-PSC procedure codes for hospital inpatient claims. Students will experience workplace scenarios within the learning environment.

#### HP 126 CPT and HCPCS Coding (3)

Prerequisite: HP 124 concurrent

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

#### HP 127 Coding Technology and Lab (2)

Prerequisite: HP 125, HP 151 (concurrent enrollment)

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

#### HP 129 Medical Office Procedures (3) [Name change from BAS 129 Office Procedures Winter 2015]

Prerequisite: None

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

#### HP 131 Medical Scheduling & Billing (2) [Name change from BAS 131 Winter 2015]

Prerequisite: HP 129

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

#### HP 140 Medical Terminology (3)

Prerequisite: None

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

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

Prerequisite: None

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

#### HP 151 Healthcare Delivery Systems and Reimbursement Methodologies (3)

Prerequisite: HP 125, HP 126, HP 127 (concurrent enrollment)

Discussion of issues related to facility billing and reimbursement systems including inpatient, outpatient, and physician coding methodologies as well as coding compliance.

HP 170 Introduction to Pharmacology (2)

Prerequisite: HP 140 (concurrently)

Studies the interactive properties of medicine on the human body as it applies to health care professionals. Also reviews basic math concepts in medication dispensing.

HP 175 Pathophysiology (2)

Prerequisite: HP 140; LS 265; HP 124 (concurrent enrollment)

An introduction of human diseases and how they affect body systems.

HP 197 Medical Coding Practicum (2)

Prerequisite: HP 125; HP 126; HP 127

Provides a minimum of 120 hours [effective Winter 2014 change to 300 hours] of directed work and service-learning experience in a clinical setting where medical coding can be performed under supervision with ongoing evaluation of performance. Includes exhibiting service skills and performing various assignments of a medical coder. Students shall not receive pay for service-learning internship hours.

HP 210 Clinical Medical Assisting (4)

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

HP 212 Clinical Procedures Lab (0)

Prerequisite: HP 210(concurrent enrollment); HP 140 (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 220 Introduction to Medical Laboratory Procedures (3) [**Previously HP 200**]

Prerequisite: HP 222 (concurrent); HP 106; HP 140; HP 150; HP 200; HP 201; LS 265 (concurrent)

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 222 Medical Laboratory Procedures Lab (0) [**Previously HP 201**]

Prerequisite: HP 220 (concurrent); HP 106; HP 140; HP 150; HP 200; HP 201; LS 265 (concurrent)

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

Prerequisite: HP 106; HP 140; HP 170; LS 265; HP 210; HP 220; HP 131; Program Director Approval

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

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

## History

HIST 170 American Civilization (3) [**Discontinued Winter 2015**]

Prerequisite: 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)

Prerequisite: 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)

Prerequisite: None

Focuses on installing, configuring and administering Windows Desktop systems across peer-to-peer configurations as well as domain environments. Develops the skills required to be a consultant, full-time desktop support technician, or IT generalist who administers Windows-based computers and devices as a portion of their broader technical responsibilities.

IT 130 Introduction to Windows Server Administration (3)

Prerequisite: None

Introduces the student to the critical concepts of security, access control, correct addressing, and proper configuration of a Windows server. This course is the first of three courses that are required to become certified as a Microsoft Certified Solutions Associate (MCSA). After the completion of this course, a student should be prepared to sit for the MCSA Exam #70-410 which is the first of three certification exams that must be passed to qualify as an MCSA.

IT 143 Structured Query Language (SQL) (3)

Prerequisite: BAP 201 with a C or higher or concurrent

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 145 Business Metrics and Analytics (3)

Prerequisite: None

Business executives understand that what you can measure, you can manage. If they cannot measure how effective different operational, financial, or other business activities are, they cannot possibly make informed decisions for their company. This course prepares students to be able to identify key business metrics and other analytics data and provide critical analysis to determine what the data is actually saying.

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 with a C or higher

Introduces the student to the world of Linux. Explores how Linux servers are configured, including addressing, access control, and services. Shows both the command-line power of Linux as well as the way a graphical user interface has been incorporated into the environment. With Linux becoming a sizeable part of any IT environment, this class will complement the student's understanding of IT environments and prepare the student for a career as a systems administrator.

IT 212 Information Security (3)

Prerequisite: IT 150 with a C or higher

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: None

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 216 Information Storage & Management (3)

Prerequisite: IT 130 with a C or higher

Introduces the concept of Cloud Computing using VMWare as an infrastructure platform. Explores RAID technologies, Storage Area Networks (SAN), Network Attached Storage (NAS), Software as a Service (SaaS), Infrastructure as a Service (IaaS), and backup and restore designs and concepts. Labs include using VMWare Hypervisor and will provide

opportunities to design and build a Cloud infrastructure that could be used within a company, or as a Data Center solution providing hosting services to remote customers.

IT 230 Intermediate Windows Server Administration (3)

Prerequisite: IT 130 with a C or higher

prepares the student to prove mastery of core services such as user and group management, network access, and data security. This course is the second of three which are required to receive the Microsoft MCSA certification and work as a Windows Systems Administrator. By the completion of this course, the student should be prepared to sit for the second of three MCSA certification exams (Exam #70-411).

IT 232 Advanced Windows Server Administration (3)

Prerequisite: IT 230 with a C or higher

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

IT 240 Administering Microsoft SQL Server (3)

Prerequisite: IT 143 with a C or higher

Prepares the student to install, configure and maintain a Microsoft SQL 2012 Server. This course is the second of three database classes required to earn the MCSA Database Professional certification. By the completion of this course, the student should be prepared to sit for exam #70-462 which is the second of three MCSA Database Professional exams.

IT 243 Data Warehousing (3)

Prerequisite: IT 143 with a C or higher

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

IT 245 Data Integration and Management (3)

Prerequisite: IT 145 with a C or higher; IT 243 with a C or higher

This course digs even deeper into understanding how to access and manage data across multiple systems. Data integration appears with increasing frequency as the volume and the need to share existing data explodes. Students in this class will learn what it takes to run a large data hosting and cloud infrastructure organization. They could work for data integrators, data hosting and cloud service provider organizations.

IT 250 Intermediate Networking (ICND 1) (3)

Prerequisite: IT 150 with a C or higher

Introduces the student to Cisco Networks networking solutions. About 30 percent of the world's businesses use Cisco which is almost twice as much as any other vendor. This course is the first of two courses required for a student to earn the Cisco CCNA certification. Topics in this course include building a simple network, designing Ethernet LANs and wireless LANs



(WLANs), and managing network infrastructures. Upon completion of this course, the student should be prepared to sit for the ICND1 exam (#640-822).

**IT 252      Advanced Networking (ICND 2) (3)**

Prerequisite: IT 250 with a C or higher

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

**IT 270      Linux LAMP Server (3)**

Prerequisite: IT 210 and CS 112 with a C or higher

The LAMP software bundle refers to a popular software bundle of free and open-source software solutions that are commonly used for high-availability heavy-duty dynamic websites and capable of serving tens of thousands of requests simultaneously. The actual software of this bundle may be substituted for different reasons, but the most common components are:

- Linux
- Apache web server
- MySQL
- PHP or Perl or Python or (P)Ruby

After taking this course, the student should be equipped to build web-hosting services for any company.

**IT 295      Information Technology Capstone Project (4)**

Prerequisite: Program Director Approval

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

## **Interior Design**

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

Prerequisite: None

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

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

Prerequisite: None

Explores the design process as it relates to human factors and introduces the principles and elements of design as they relate specifically to interior design. Covers construction and materials, furniture selection and arrangement, and floor plans. This course includes a service-learning opportunity.

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

Prerequisite: ID 104, 105; BAP 105

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

**ID 125      Drafting (3) (ID majors only)**

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

**ID 126      Space Planning (4) (ID majors only)**

Prerequisite: ID 105, 125

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

**ID 127      Drawing Techniques (3) (ID majors only)**

Prerequisite: ID 104, 105, 125

Develops hand-drawing skills required to create full color interior renderings Combines quick sketching for informal presentations.

**ID 128      Textiles (2) (ID majors only)**

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

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

**ID 130      Studio I (2) (ID majors only)**

Prerequisite: ID 105, 110, 125

Includes preparation of presentation boards for specific residential projects. Develops problem-solving skills and verbal presentation techniques.

**ID 131      Introduction to AutoCAD (2) (ID majors only)**

Prerequisite: BAP 105 with a B- or higher; ID 105, 125

Introduces computer-aided design and its application for interior designers using AutoCAD software.

**ID 199      Interior Design Certificate Internship (1) (ID certificate majors only)**

Prerequisite: BAP 105; ENG 101; ID 104, 105, 110, 125

Provides real-world experience through 60 hours of on-site work experience or participation in a volunteer position in a field related to interior design. Requires accomplishment and documentation of measurable learning objectives during the semester. NOTE: Students will be responsible for finding internship positions.

**ID 205      Resources & Career Issues (2) (second-year ID majors only)**

Prerequisite: ID 270

Includes field trips to local design firms and suppliers as well as presentations by guest speakers. Addresses issues pertaining to interior design as a profession.

ID 210 Historical Furnishings & Architecture (3) (ID majors only)

Prerequisite: ID 104,105

Covers historical interiors, furnishings and architecture from antiquity to the late nineteenth century.

ID 211 Modern Furnishings & Architecture (2) (ID majors only)

Prerequisite: ID 104,105

Covers the development of modern furniture, interiors and architecture from the Industrial Revolution to the present.

ID 218 Digital Editing (1) (ID majors only)

Prerequisite: BAP 105, ID 127

Apply photo editing software skills to enhance hand renderings, images, and design graphics.

ID 230 Studio II (2) (ID majors only)

Prerequisite: ID 126, 127, 130, 131

Develops further the skills used in ID 130. Utilizes space planning skills and rendering skills to produce presentation boards as well as specifications for contract interiors.

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

Prerequisite: ID 126; ID 131 with a B- (not C) or higher

Continues the development of computer-aided design skills with relationship to interior spaces.

ID 232 Computer Design II (3) (second-year ID majors only)

Prerequisite: ID 231; ID 275 (may be taken concurrently)

Develops advanced computer-aided design skills in commercial projects and product specifications. A final project will be prepared using AutoCAD software.

ID 270 Portfolio I (1) (second-year ID majors only, capstone)

Prerequisite: ID 126; ID 231 (concurrent enrollment)

Develops a professional design identity and brand. Begins formatting and compiling of student portfolio.

ID 271 Portfolio II (1) (second-year ID majors only, capstone)

Prerequisite: ID 270

Refines portfolio elements and prepares final portfolio package for employment presentation.

ID 275 Business of Interior Design (3) (second-year ID majors only)

Prerequisite: ID 270

Emphasizes professional business practices and procedures, ways to work with clients and suppliers, and methods of setting up and operating a successful interior design business.

ID 299 Interior Design AAS Internship (1) (ID majors only)

Prerequisite: BAP 105; ENG 101; ID 126, 128, 130, 131, or program director approval

Provides real-world experience through 60 hours on-site work in a field related to interior design. Requires accomplishment of measurable learning objectives that can be documented and completed during the semester.

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

## Learning Enhancement

LE 100 Introduction to Keyboarding (1) [**Name change from BAS 100 Winter 2015**]

Prerequisite: None

This course is intended only for students who have never had a keyboarding class or who do not keyboard by using correct touch keyboarding techniques at 20 corrected words per 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.

LE 108 Skillbuilding I (1) [**Name change from BAS 108 Winter 2015**]

Prerequisite: Ability to keyboard at 20 cwpm using correct keyboarding techniques.

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

This course is the first in a series of two that provide provides technique and speed development drills to increase keyboarding skills on alphabetic, alpha-numeric, and numeric keypad copy.

LE 109 Skillbuilding II (1) [**Name change from BAS 109 Winter 2015**]

Prerequisite: LE 108 or Program Director Approval.

This is the second skillbuilding course that provides technique and speed development drills to increase keyboarding skills on alphabetic, alpha-numeric, and numeric keypad.

LE 110 Tutoring Training I (1)

Prerequisite: Hired as a tutor for the Learning Assistance Lab

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

LE 112 Tutor Training II (1)

Prerequisite: Hired as a tutor for the Learning Assistance Lab

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

LE 114 Tutor Training III (1)

Prerequisite: Hired as a tutor for the Learning Assistance Lab

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

LE 115 Foundations of Learning (1)

Prerequisite: None

Offers principles that can help students have a positive and successful college experience, maximize opportunities at LDS Business College and prepare to be more serviceable in work, home, Church, and other settings. The College strongly recommends this course for everyone.



LE 116 Study Skills with Foundations of Learning (2)

Prerequisite: None

Offers principles that can help students to have a positive and successful college experience, maximize opportunities and prepare them to be more serviceable in work, home, Church and other settings. In addition to traditional Foundations content, this course introduces students to learning strategies such as taking notes, reading text, and taking tests more effectively and efficiently. Students with a cumulative high school and/or college 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) **[Discontinued Winter 2015]**

Prerequisite: None

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

LE 125 Career Exploration and Development (2)

Prerequisite: None

Gain direction, confidence, and career marketability while: (1) discovering and designing appropriate 'next steps' in personalized career/employment path, (2) developing tools and demonstrating skills and abilities in ways that result in 'good fit' employment and career opportunities. Completion of this course fulfills a significant portion of LDS Business College's Job Certification Program requirements.

LE 195R Special Projects (.5-3)

Prerequisite: Instructor Consent

Under the direction of the LE supervisor, this course provides opportunities for students to explore and apply various topics designed to enhance students' learning experience at LDS Business College.

LE 221 Advanced Career Development Milestones (.5) **[Discontinued Winter 2015]**

Prerequisite: LE 121

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

\*Designated ASIS students:

Business Transfer: Enroll in LE 121 during 1st semester and LE 221 during 3rd semester

ASIS Medical Coding: Enroll in LE 121 during 1st semester and LE 221 during 3<sup>rd</sup> semester

Accounting and .Net & ASP: Enroll in LE 121 section 03 during 3rd semester.

## Life Sciences

LS 103 Nutrition & Health (3)

Prerequisite: None

Web Enhanced Class Sections are being offered only for continuing LDSBC students with a 3.0 grade-point average or better. These sections require (1) participating in authentic learning experiences one hour weekly on-campus, (2) working two hours off-campus in BrainHoney, and (3) spending the additional time you need to complete assignments and projects. Students must be self-starters and highly motivated.

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

LS 110 Environmental Science (3)

Prerequisite: None

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

LS 265 Anatomy & Physiology (4)

Prerequisite: None

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

## Mathematics

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

Prerequisite: Appropriate placement score

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

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

Prerequisite: MAT 90 with Credit (CR), or appropriate placement score

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

MAT 104 Intermediate Algebra (3)

Prerequisite: MAT 97 with Credit (CR), appropriate placement score

Prepares students for MAT 110. Covers rules of operation, linear equations and inequalities, exponents, polynomials, rational expressions, rational exponents, graphing, and exponential functions, logarithms and conic sections.

MAT 106 Quantitative Analysis (3)

Prerequisite: MAT 97 with Credit (CR), or appropriate placement score

Provides an application-based program centered on the use of mathematics to model change in the real world and the effective communication of mathematical ideas. The course is primarily intended for students who plan to continue their studies in the areas of social and behavioral

science, the health sciences or the humanities. This course is designed to satisfy the quantitative reasoning course requirements for a General Studies Associate of Science degree or an Associate of Science in Integrated Studies degree and for students who, with the exception of a statistics class, will not take any further mathematics courses at a four-year college or university.

**MAT 110 College Algebra (4)**

Prerequisite: MAT 104 with a B- or higher (can test out; see program director), or appropriate placement score

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

**MAT 111 Calculus (3)**

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

Covers calculus designed primarily for business students. Covers limits, continuity, derivatives, integrals and their applications. The applications include optimization, optimization with several variables, curve sketching, related 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 100 Institute Choir (1)**

Prerequisite: None

Provides an opportunity to sing sacred music for others. Requires dedication and commitment. Discusses doctrine in the hymns. Covers conducting and music skills needed for service in Church callings.

**MUS 105 Music & Culture (3) [Discontinued Winter 2015]**

Prerequisite: None

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

## Paralegal Studies

**PLS 101 Introduction to Law (3)**

Prerequisite: ENG 101 with a B or higher or must be taken concurrently

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

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

Prerequisite: PLS 101 with a C or higher

Introduces basics of researching issues of substantive and procedural law and drafting basic legal documents. Also introduces traditional law library sources such as *Black's Law Dictionary*, *Corpus Juris Secundum*, the Utah Code, West's® Pacific Reporter®, West's® Pacific Digest®, and legal treatises and covers online research sources including LexisNexis® Academic and the official Utah State Courts website. To continue with other Paralegal Studies courses, a C or higher is required.

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

Prerequisite: PLS 110 with a C or higher

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

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

Prerequisite: PLS 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 C or higher is required.

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

Prerequisite: PLS 101 with a C or higher

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

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

Prerequisite: PLS 101 with a C or higher

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

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

Prerequisite: PLS 101 with a C or higher

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

PLS 160 Ethics (2) (Paralegal Studies majors only)

Prerequisite: PLS 101 with a C or higher

Examines the rules of ethics peculiar to the practice of law and the crucial role they play in the profession of a paralegal. Covers the regulation of the legal profession, the unauthorized practice of law, client confidentiality, conflicts of interest, advertising and solicitation, client fees and fee sharing, and specific examples of Utah's Rules of Professional Conduct. To continue with other Paralegal Studies courses, a C or higher is required.

PLS 203 Introduction to Civil Litigation (3) (Paralegal Studies majors only)

Prerequisite: PLS 101 with C or higher

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

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

Prerequisite: PLS 101 with C or higher

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

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

Prerequisite: PLS 101 with 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 C or higher is required.

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

Prerequisite: 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 C or higher is required.

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

Prerequisite: Requires program director approval

In completing this practicum, students will demonstrate mastery of competencies through applying knowledge and skills specific to the Paralegal AAS degree.

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

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

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

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

Prerequisite: Requires program director approval; to be taken the last semester before graduation; (required 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 measurable 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 and Program Director office one month prior to the beginning of the semester.

## Physical Sciences

PS 100 Physical Science

Prerequisite: None

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

PS 120 Introduction to Physical Geography (3) **[Discontinued Winter 2015]**

Prerequisite: 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) **[Discontinued Winter 2015]**

Prerequisite: None

Web-enhanced Class Sections are being offered only for continuing LDSBC students with a 3.0 grade-point average or better. These sections require (1) participating in authentic learning experiences one hour weekly on-campus, (2) working two hours off-campus in BrainHoney, and (3) spending the additional time you need to complete assignments and projects. Students must be self-starters and highly motivated.

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)

Prerequisite: None

Web Enhanced Class Sections are being offered only for continuing LDSBC students with a 3.0 grade-point average or better. These sections require (1) participating in authentic learning experiences one hour weekly on-campus, (2) working two hours off-campus in BrainHoney, and (3) spending the additional time you need to complete assignments and projects. Students must be self-starters and highly motivated.

Examines the beginnings and development of the American Republic. Covers government entities, political systems, domestic and foreign issues. Incorporates the key historical and political documents including the U.S. Constitution.

## Professional Sales

SELL 120 Introduction to Sales (3)

Prerequisite: None

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

SELL 175 Intermediate Sales (3)

Prerequisite: SELL 120 with a B or higher

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

SELL 275 Advanced Sales (3)

Prerequisite: SELL 175 with a B grade or higher

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

SELL 299 Sales Internship (Capstone) (2)

Prerequisite: SELL 175; SELL 275 (may be taken concurrently)

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

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

## Project Management

PM 140 Project Management Fundamentals (3)

Prerequisite: None

Trains in the basic principles of project management, including concepts from the initiating, planning, executing, monitoring & controlling, and closing process groups. Introduces fundamentals from the ten project management knowledge areas: integration, scope, time, cost, quality, human resources, communications, risk, procurement, and stakeholder management.

PM 180 Project Management Tools (3)

Prerequisite: PM 140

Provides training and experience with project management tools and techniques, including work breakdown structures, network diagrams, risk management, earned value management,

and other tools. Reinforces correct principles while helping students develop skills and gain experience with project management software.

PM 200 Advanced Project Management (3)

Prerequisite: PM 180

Provides students with the opportunity to apply project management principles to real-world situations with the use of simulations and case studies. Also, offers additional training in project management principles, tools, techniques, and outcomes.

PM 275 CAPM Preparation (3)

Prerequisite: PM 200

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

PM 299 Project Management Internship (2)

Prerequisite: BUS 101; Program Director Approval

Provides students the opportunity to earn credit and gain valuable experience by performing job responsibilities in a real work setting over a three-month period. Interns will be expected to operate successfully in a project management position as evaluated formally by their on-site manager.

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

## Religion

REL 110R Institute Choir BC Choir (1) (non-audition)

Prerequisite: None

Provides opportunities to bear testimony of the Savior through the performing of sacred music. Requires some out-of-class commitment. Students should be able to sing in pitch with others. This course may be repeated once to help fulfill the Religion requirement.

REL 121 Book of Mormon I (2)

Prerequisite: None

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

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)

Prerequisite: None

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

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



REL 130 Missionary Preparation (2)

Prerequisite: None

Helps prospective missionaries prepare themselves for effective service.

REL 150 The Gospel & the Productive Life (2)

Prerequisite: None

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

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

Prerequisite: None

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

REL 211 New Testament I (2)

Prerequisite: None

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

REL 212 New Testament II (2)

Prerequisite: None

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

REL 234 Preparing for an Eternal Marriage (2)

Prerequisite: None

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

REL 225 Foundations of the Restoration (2)

Prerequisite: None

*A study of foundational revelations, doctrine, historical events, and people relevant to the unfolding Restoration of the Church of Jesus Christ as found in the standard works, the teachings of modern prophets, and Church history.* In this course students will study key revelations, doctrine, people, and events related to the Restoration of the Church of Jesus Christ. As they do so, they will build upon their previous sequential and topical gospel study experiences. This course will provide the doctrinal foundation and historical context needed to gain an accurate understanding of Church doctrine and history. Students will study the scriptures, doctrine, and Church history in ways that relate to their lives and circumstances.

REL 250 Jesus Christ and the Everlasting Gospel (2)

Prerequisite: None

*A study of the roles, ministry, and teachings of Jesus Christ, the doctrine of His Atonement, and Heavenly Father's everlasting plan for His children.* This course focuses on the eternal ministry of Jesus Christ and His divine roles and teachings throughout His premortal, mortal, and postmortal life. Special emphasis is given to the Savior's central role in Heavenly Father's plan for His children. Students are invited to deepen their love for and testimony of Jesus Christ and to become more devoted disciples.

REL 301 Old Testament I (2)

Prerequisite: None

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

REL 302 Old Testament II (2)

Prerequisite: None

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

REL 315 Scripture Study Skills, The Power of the Word (2)

Prerequisite: None

A course designed to help students maximize their scripture study skills. The focus is on gaining skills that enhance students' ability to extract the true power of the word of God as found in the Standard Works.

REL 324 Doctrine and Covenants I (2)

Prerequisite: None

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

REL 325 Doctrine and Covenants II (2)

Prerequisite: None

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

REL 327 Pearl of Great Price (2)

Prerequisite: None

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

REL 333 Teachings of the Living Prophets (2)

Prerequisite: 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)

Prerequisite: None

Examines the history of the Church from 1805 through 1844.

REL 342 Latter-day Saint History II (2)

Prerequisite: None

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

REL 392R Special Studies in Religion (2)

Prerequisite: 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)

Prerequisite: 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)

Prerequisite: None

Systematically studies the doctrines of the gospel as found in the scriptures and the teachings of the modern-day prophets, with emphasis on how these principles should affect daily living. Covers chapters 1-19.

REL 431 Doctrines of the Gospel II (2)

Prerequisite: None

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

## Social Media Marketing

SMM 105 Introduction to Social Media Marketing (3)

Prerequisite: None

Discover why social media is a disruptive wave of innovation. Learn about its history and how it affects your personal and professional future. Understand the structure, design, technology, and pros and cons of numerous social platforms such as Facebook, Twitter, LinkedIn, Pinterest, Instagram, YouTube, Google+ and others. Explore how social commerce is now interconnected to multiple aspects of business. Build a foundational knowledge of how companies use social media for marketing, analytics, customer service and more. Establish a continuous learning pattern to stay current with this ever-changing world of social technologies.

SMM 120 Social Media Marketing Strategy I (3)

Prerequisite: None

Learn the most current marketing principles and become competitive in new world-social media marketing strategies. Learn how to set company and campaign goals. Understand how to segment customers and develop a common language that is relevant. Become proficient with messaging and storytelling about the company vs. the customer. Understand how to measure the results of new-world marketing initiatives. Learn about many of the tools and technologies available to help manage and successfully execute the marketing for companies both large and small.

SMM 130 Social Media Marketing Content I (3)

Prerequisite: None

Content is king! This class helps you become a king (or queen) of content. Understanding how to create and produce great content for all of the various marketing channels will become one of your greatest skills. Learn how to identify and create great content through copy, pictures, videos, infographics, etc. Know the balance between content about yourself/your company vs. content about the customer's true needs and interests. Begin to learn the power of content driven customer advocacy and how to drive measurable results.

SMM 140 Web Management (3)

Prerequisite: None

Learn how to build great websites faster, cheaper and easier than most people know is even possible. This course will teach you how to use open sourced platforms to develop, design,

optimize, customize and manage company websites. You will also learn how to integrate the latest social and mobile trends into these websites. This specific skill will become a valuable asset when applying for jobs. Open-sourced web development skills will set you apart in this new world of social media marketing.

SMM 150 Social Media Marketing Data and Analytics (3)

Prerequisite: None

Good data analysis can make or break a company. Data should drive innovation, pricing, resources, and even culture. This class teaches how to capture the right data and then know what to do with it. You will learn how to use both free and paid tools to capture and analyze data from various online platforms. The value of data and analytics is that you are much better positioned to make the right decisions. Considering that people who make decisions for the company are typically those that run the company, this class will give you a lifelong standout skill.

SMM 160 Social Media Marketing Advertising and Advocacy

Prerequisite: None

Nike recently shifted their \$800,000,000 marketing budget to social and digital because it is much easier to target, track, measure, adjust, and scale. This class will teach why and how to market and advertise via multiple social platforms. Companies spend advertising dollars within various channels such as TV, print, radio, billboards, conventions, newspapers, etc. Learn how to stretch those marketing dollars and present strategies to those responsible for budgets and growth. Show executives who is looking, where they are looking, when, why, how, and what they do because of targeted ads. Proven results, open doors!

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

SMM 199 Social Media Marketing Lecture Series (1)

Prerequisite: None

This is your chance to learn from the best! Once a week you will hear from different experts in the fields of social media marketing, entrepreneurship, business development, design, consulting, content, and more. Each lecturer will be carefully selected based on his or her life lessons, belief in God, and passion for helping others become successful. The goal is to inspire and open student's minds to the possibilities this amazing world has in store.

SMM 210 Social Media Marketing Strategy II (3)

Prerequisite: SMM 120

This course teaches the Collect – Connect – Convert model! One of a company's greatest assets is customer data; the more the merrier. Learn how to collect not only data but new customers and better customers. Once you have collected both data and people, it is critical to connect with them in personal and relevant ways. Connecting with your customers will inspire advocacy, retention and referrals. Those brand advocates that you collect and connect with will become the driving force behind your revenue and sustainability. This class teaches how



to develop a collect, connect, and convert process that can be automated using various tools and systems currently available. Incorporate many of the strategies, skills, and best practices from past classes into real-life situations. Create successful campaigns with measurable results. Develop content affordably and quickly that actually drives results. Add projects and case studies to their personal online portfolios show employers examples of their work in the field and work well individually as well as in groups to create great campaigns.

**SMM 296 Social Media Marketing e-Portfolio (1)**

Prerequisite: ENG 220

Develop your personal brand and online portfolio. Let the world know who you really are, what projects you have done, what you are passionate about and why you would add so much value to an organization. As a personal brand you will define a market segment and ideally position yourself for that specific industry. Creating a personal brand strategy and online presence will be a lifelong asset. This will basically be like your resume on super-steroids; work history, strengths, career path, recommendation, honors, portfolios, and personality all in one place.

**SMM 299 Social Media Marketing Internship (2)**

Prerequisite: None

Each student will have the chance to work on campaigns or even overall social management for real companies. This hands on experience will be the best way for them to apply what they have learned and build their personal portfolios. Many students should get jobs with either the companies they intern with or through a referral/networking opportunity that came from the internship.

**Social Sciences**

**SS 101 Introduction to Psychology (3)**

Prerequisite: None

Web Enhanced Class Sections are being offered only for continuing LDSBC students with a 3.0 grade-point average or better. These sections require (1) participating in authentic learning experiences one hour weekly on-campus, (2) working two hours off- campus in BrainHoney, and (3) spending the additional time you need to complete assignments and projects. Students must be self-starters and highly motivated.

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

**SS 105 Introduction to Cultural Anthropology (3) [Discontinued Winter 2015]**

Prerequisite: None

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

# Institute of Religion

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

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

## Graduation Requirements for Degrees and Certificates

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

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

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

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

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

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

### Transfer Credit

Transfer students must complete both religion requirements below.

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

<u>Total Program Credit</u>	<u>Minimum Religion Credit</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.

	<b>Total Program</b>	<b>Minimum Religion</b>
<b>For example:</b>		
Required for: <b>AS in Business Degree</b>	61	
Minus credit hours transferred in	-25	
Remaining Credit Hours to complete	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 Dieter F. Uchdorf, Second Vice-Chairman Roger G. Christensen, Secretary

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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

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

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

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

**Wiser, Bob H.** (1996)  
Vice President of Finance and Contoller  
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

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

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

**Christensen, Barrett T.** (2014) Social Media Program Director  
B.S., 2002, Brigham Young University  
M.P.A., 2010, Brigham Young University

**DeGraw, Spencer** (2012)  
Information Technology Program Director  
B.S., 1989, Brigham Young University  
M.B.A., 1994, University of Phoenix

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

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

**Graham, Christine L.** (2007) English Courses Supervisor  
B.A., 1976, Brigham Young University  
M.A., 1980, Brigham Young University

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

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

B.S., 1987, Weber State University  
M.S., 1991, Weber State University

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

**Mays, Kenneth R.** (2012) Institute of Religion Instructor  
B.A., 1976, University of Utah  
M.A., 1982, Brigham Young University

**McDougal, Douglas C.** (2013)  
Accounting Instructor  
B.A., 1990, Brigham Young University  
J.D., 1994, Brigham Young University

**Meidell, David B.** (2012) Institute of Religion Instructor  
B.S., 1978, University of Utah  
M.A., 1983, Brigham Young University

**Meredith, Douglas G.** (2009) 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  
M.B.A., 1981, University of Utah

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

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

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

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

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

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

**Tittle, Matthew D.** (2013) Math Program Director  
B.A., 1993, Brigham Young University  
M.B.A., 2003, Brigham Young University

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

### **Staff**

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

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

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

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

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

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

**Boman, Stacey** (2008) Financial Services Coordinator A.A.S., 2009, LDS Business College

**Bothwell, Susan** (2014) Institute Support Specialist  
A.A.S., 1999, Weber State University

**Bowen, Brandon** (2014) Library Reference & Instruction Manager  
B.A., 2006, Utah State University  
M.A., 2011, Indiana University  
M.L.S., 2011, Indiana University

**Brady, Troy** (2014) Help Desk Manager  
A.S., 2002, Salt Lake Community College  
A.A.S., 2007, Salt Lake Community College  
B.S., 2011, Columbia College

**Brinkerhoff, Holly** (2011) Student Support Administrative Assistant  
A.S., 2010, LDS Business College B.S., Brigham Young University- Idaho

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

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

**Burt, Joshua R.** (2013) Program Analyst  
B.A., 2008, BYU-Idaho

**Carey, Cathy T.** (2013)  
Director of Curriculum & Academic Programs  
B.S., 1979, University of Utah  
M.S., 2005, Utah State University

**Conover, Melanie** (2011)  
Manager of Student Financial Services

**Dansie, Jae** (2006)  
Communications Graphic Specialist

A.S., 2000, BYU-Idaho  
B.A., 2003, Brigham Young University

**Davison, Michael R.** (2014) Interim Director of Assessment  
B.S., 2011, Brigham Young University  
M.S., 2014, Western Illinois University

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

**Erickson, Wyatt L.** (2013) Application Systems Engineer  
B.S., 2011, Utah State University

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

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

**Hepworth, Susan** (2007)  
Academic Administrative Assistant  
HP Instructor  
A.S., 1980, Ricks College

**Hooper, Neal C.** (2013) Student Organizations & Communications Advisor  
A.A.S., 2012, LDS Business College

**Horne, J. Douglas** (1992) Director of Financial Aid  
B.A., 1976, University of Utah  
M.B.A., 1992, Westminster College

**Hugie, Debbie** (2012) Coordinator Testing Services  
A.S., 2012, LDS Business College

**Hunter, Micah** (2014)  
Software Engineer/Web Developer  
A.G.S., 1999, Northland Pioneer College  
B.F.A., 2002, Northern Arizona University

**Juchau, Adrian** (2007) Director of Student Support

B.S., 2004, Brigham Young University  
M.ED., 2006, Brigham Young University

**Kimber, Brady** (2012) Human Resources Officer  
B.S., 2009, Columbia College

**Kunzler, Kaleb** (2008) Network Engineer  
BAS Certificate, 2006, LDS Business College  
A.S., 2007, LDS Business College

**Laprevote, Stephanie** (2013)  
Recruitment & High School Relations Counselor  
B.S., 2013, Weber State University  
A.S., 2010, LDS Business College

**McGettigan, Glenn** (1988) Director of Business Solutions  
B.S., 1978, Brigham Young University  
M.B.A., 2006, Brigham Young University

**Morgan, Tyler S.** (1996) Dean of Academic Support  
Communications Instructor  
B.A., 1983, Brigham Young University  
M.Ed., 2001, Westminster College

**Naylor, Mary** (2014)  
Reference & Instruction Librarian  
B.A., 2011, Brigham Young University  
M.S., 2014, Simmons College

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

**Openshaw, Kristen H.** (2011) Library Clerk

**Quast, Luana** (2014) Bookstore Assistant Manager

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Health Professions Program Assistant /  
Practicum Coordinator  
A.S., 2003, Salt Lake Community College

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

**Reitz, Christopher** (2007) Assistant Controller  
B.S., 1998, University of Utah  
M.P.A.C.C., 2000, Weber State University  
C.P.A., 2005

**Richards, Renae L.** (1986)  
Director of Enrollment Management  
A.A.S., 1970, LDS Business College  
B.S., 1998, University of Utah

**Scoville, Kimberly** (2013) Employer Relations  
J.D., 1996, Brigham Young University  
B.A., 1993, Brigham Young University

**Skene, Kathryn O.** (1996)  
Director of the Learning Assistant Lab  
B.S., 1997, University of Utah  
M.A.ED., 2000, University of Phoenix

**Smith, Cathy A.** (2007)  
Executive Administrative Assistant &  
Events Coordinator  
A.A.S., 2012, LDS Business College

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

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

**Taggart, Spencer** (2013) Social Media  
Marketer  
B.A., 2004, University of Utah  
M.B.A., 2008, Thunderbird

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

**Taylor, Susan** (2014) Associate  
Registrar

**Taylor, Tamra** (1997) Registrar  
A.S., 1994, Ricks College  
A.A.S., 1997, LDS Business College  
B.S., 2014, BYU-Idaho

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

**Whiting, Eileen** (2014)  
Financial & Scholarship Advisor  
A.A.S., 2013, LDS Business College

**Wilkinson, Chris** (2005) Software  
Engineer  
B.S., 2004, BYU

**Williams, Donald** (2014) Library  
Collection Manager B.A., 2006,  
University of Utah  
M.L.S., 2009, University of North  
Texas

**Wolfgramm, Jolynn T.** (2013) 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

**Adams, Brianna M.** Interior Design  
Instructor B.F.A., 2001, Brigham  
Young University

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Instructor B.S., 2008, University of  
Utah

**Allred, Mathew D.** Communications  
Instructor B.A., 2002, University of  
Utah

**Anderson, Curtis A**  
Accounting Instructor  
M.A., 1986, Utah State University  
B.S., 1985, Utah State University

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

**Ashby, Emily J.**  
Social Media Marketing Instructor  
B.A., 2000, Brigham Young University

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

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

**Bell, Kathy M.**  
Communications Instructor  
B.S., 1979, University of Utah

**Berrett, Anthony E.**  
Accounting Instructor  
M.S., 1980, Weber State College  
M.Acc, 1981, Utah State University

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

**Beynon, Troy R.**  
Information Technology Instructor  
B.S., 2006, Weber State University  
M.S., 2016, Boston University

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

**Bigger, Diane B.**  
Computer Science Instructor  
B.S., 1982, Brigham Young University

**Bird, Levi D.**  
English Instructor  
B.A., 2008, Brigham Young University  
M.S., 2012, Northeastern University

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

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

**Brock, Angela K.**  
Math Instructor  
B.S., 2006, Utah State University  
M.S., 2008, Utah State University

**Brown, James S.**  
Information Technology Instructor  
B.S., 2014, Brigham Young University

**Buckmiller, Ruth L.**  
Art Instructor  
B.A., 1968, Brigham Young University

**Bunker, Jacob M.**  
Business Instructor  
B.A., 2001, Weber State University  
M.B.A., 2002, Weber State University

**Burk, Erin**  
Professional Sales / Communications  
Instructor  
M.S., 2013, University of Phoenix

**Bradfield, Bryce**  
Business Instructor  
M.B.A., 1996, Brigham Young  
University

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

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

**Christensen, James C.**  
Communications and English Instructor  
B.S., 1987, Utah State University  
M.S., 1989, Utah State University

**Cromley, Frieda T.**  
Health Professions Instructor  
A.S., 2010, Everest University

**Cutler, Stephan Z.** Business /  
Accounting / Entrepreneurship  
Instructor M.B.A., 1971, University  
Southern California  
J.D., 1974, Southwestern University  
Law

**Daines, Alison N.**  
Art Instructor  
B.A., 2007, Brigham Young University  
M.A., 2009, Brigham Young  
University



**Dunford, Annette B.**  
Business Instructor

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

**Englund, Ryan K.**  
Entrepreneurship Instructor  
B.S., 1980, Brigham Young University  
M.B.A., 1982, Harvard

**Evans, Tracy A.**  
Music Instructor  
B.A., 1976, Brigham Young University  
M.A., 1987, California State University  
M.F.A., 1990, University of Utah

**Featherstone, Tawni L.**  
Math Instructor  
B.S., 2004, California Baptist  
University

**Felt, C. Edward**  
Information Technology Instructor  
BS (2006) – Utah Valley University

**Fernley, Nicole Christensen**  
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

**Gailey, Kent B.**  
Business / Finance Instructor  
B.S., 1976, University of Utah

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

**Ganiere, Catherine C.**  
Project Management Instructor  
B.A., 2001, Brigham Young University  
M.A., 2007, Brigham Young  
University

**Gee, D. Trent**  
Global Supply Chain Instructor  
B.A., 1995, University of Utah  
M.B.A., 2008, Western Governors  
University

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

**Glenn, Diann A.**  
Interior Design Instructor  
B.S., 1991, Utah State University

**Gough, Julianne**  
Art Instructor  
B.A., 2006, Brigham Young University  
M.A., 2009, Brigham Young  
University

**Gray, Emily E.**  
Social Sciences Instructor  
B.A., 2002, Utah State University  
M.P.A., 2006, University of Utah

**Grimm, Craig M.**  
Math Instructor  
B.S., 1988, University of Utah

**Guzman, Sandra J.** Interior Design  
Instructor B.F.A., 1990, Brigham  
Young University

**Hackett, Daren W.**  
Accounting Instructor  
B.S., 1998 Brigham Young University  
M.B.A., 2004, Notre Dame

**Haines, Ann B.**  
Life Science Instructor  
B. S., 1974, Brigham Young University  
M. S., 1978, Brigham Young  
University

**Hales, Laura E.**  
English / Business Applications  
Instructor  
B.A., 1099, Brigham Young University  
M.A., 2013, New England College

**Hart, Michael S.**  
Communications / Psychology  
Instructor  
B.A., (1998) Columbia University  
M.A.M (2000) Antioch University

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

**Heaton, Pattie J.**  
Interior Design Instructor  
B.F.A., 1972, Brigham Young  
University

**Hedquist, Mark L.**  
Finance Instructor  
B.A., 1972, Brigham Young  
University  
M.P.A., 1996, University of Utah

**Heller, Melinda**  
Interior Design Instructor  
B.A., 1994, California State University  
Fresno

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

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

**Hodgkinson, Richard C.**  
Accounting Instructor  
M.P.A., 2003, University of Utah

**Holland, H. Mark**  
Economics Instructor B.S.F.S., 1971,  
Gerogetown University J.D., 1077,  
William Mitchell College of Law

**James, Rhett S.**  
Social Sciences Instructor  
B.A., 1964, Washington State  
University  
M.S., 1991, Utah State University  
M.S., 1995, Utah State University

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

**Johnson, Michael A.**  
Math Instructor  
B.S.M.E., 2010, University of Utah

**Kimmons, Robert M.**  
Global Supply Chain Instructor  
M.A., 2002, University of Utah  
M.Ed., 2012, University of Arkansas

**Kopaigora, Alex**  
Finance Instructor  
B.S., 2001, Brigham Young University  
Hawaii  
M.B.A., 2012, Brigham Young  
University

**Krauel, Steven G.**  
English Instructor  
B.S., 1982, Brigham Young University

**Lange, Brooke**  
Psychology Instructor  
B.A., 1988, University of Utah  
M.S., 2009, University of Phoenix

**Larson, Mary N.**  
English Instructor  
B.A., 1977, University of North  
Carolina at Chapel Hill  
M.A., 2010, University of Utah

**Lennon, Marcia**  
English Instructor  
BA (1982) – University of the Pacific  
TESOL (2012) – University of  
California - Santa Cruz

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

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

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

**Lingen, Denice M.**  
Math Instructor  
B.S., 1994, University of Utah  
M.Ed., 2011, University of Utah

**Little, Nancy** Entrepreneurship  
Instructor B.S., 1974, University of  
Utah

**Lowrance, Daniel C.**  
Business Applications Instructor  
B.S., 1971, Brigham Young University  
M.B.A., 1973, Brigham Young  
University

**Lucero, Cecily**  
Health Professions Instructor  
B.N., 2009, Westminster College

**Lundstrom, Holly**  
Accounting Instructor  
B.S., 2005, University of Utah  
M.S., 2012, University of Utah

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

**Marshall, Douglas L.**  
Communications Instructor

B.S., 2002, Maryhurst University  
M.Ed., 2009, Northern Arizona  
University

**Martineau, L. Kent**  
Accounting Instructor  
B.A., 1969, Brigham Young University  
M.A., 1970, Brigham Young  
University

**Martinson, Jon C.**  
Paralegal Instructor  
B. A., 1985, University of Utah  
J.D., 1989, University of Utah

**Matsumura, Les N.**  
Information Technologies Instructor  
B.S., 1977, University of Utah

**Mazuran, Christopher J.**  
Business Instructor  
B.S., 1998, University of Utah M.A.,  
2002, University of Southern California

**McReynolds, Markham A.**  
Professional Sales Instructor B.A.,  
2011, University of Utah

**Meier, Sherisse W.**  
Health Professions Instructor B.S.,  
1983, Brigham Young University M.S.,  
1988, Utah State University

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

**Morley, Steven A.**  
Paralegal Instructor  
B.S., 2005, Utah Valley University

**Morris, Karen L.**  
Accounting & Finance Instructor  
B.S., 1991, University of Utah  
M.B.A., 2009, University of Utah

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

**Munson, Shipley J.** Social Media  
Marketing Instructor B.A., 1980,  
Harvard  
M.B.A., 1982, University of Chicago

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

**Nielsen, Barry C.**  
Physical Science Instructor  
B.S., 1963, University of Utah  
M.S., 1965, University of Utah  
Post Master Graduate Studies, 1975,  
University of Wisconsin

**Oxborrow, Heather D.**  
Interior Design Instructor  
B.S., 2006, Brigham Young University

**Pacheco, Jodie P.**  
Health Professions Instructor  
B.S., 2012, Brigham Young University

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

**Palmer, Mark W.** Accounting  
Instructor B.A., 1999, Westminster  
M.B.A., 1999, Westminster  
C.P.A. 2001

**Payne, Sara E.**  
Paralegal Instructor  
B.A., 2005, Brigham Young University  
J.D., 2011, Brigham Young University

**Paxman, Kraig V.**  
Business Applications and Finance  
Instructor  
B.S., 1991, Weber State University  
M.S., 2010, University of Phoenix

**Penrose, Kathryn M.**  
Accounting Instructor  
B.S., 1994, Brigham Young University  
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University

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Social Media Marketing Instructor  
Brigham Young University

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

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

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

**Rhodes, Carrie Ann** Interior Design  
Instructor B.F.A., 2003, Brigham  
Young University

**Richards, Elizabeth J.**  
Communications Instructor B.A., 1998,  
University of Utah

**Rice, Megan K.**  
English Instructor  
B.A., 2008, University of Utah  
M.A., 2012, University of Utah

**Rogers, Steven T.**  
Project Management Instructor  
B.S., 2004, Weber State University  
M.B.A., 2007, Western Governors  
University

**Rose, Diane B.**

Integrated Studies / Communications  
Instructor  
B.A., 1977, Brigham Young University  
M.A., 1978, Brigham Young  
University

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Integrated Studies / English Instructor  
B.A., 2001, Brigham Young University  
M.A., 2004, Utah State University

**Skidmore, Jessica**

Interior Design Instructor  
A.A.S., 2006, LDS Business College

**Smart, Jared F.**

Social Media Instructor  
B.S., 2010, Brigham Young University  
- Idaho

**Smith, Brian W.**

Information Systems Instructor  
B.S., 1986, Brigham Young University

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Business Instructor/ Integrated Studies /  
Communications Instructor  
B.A., 1980, University of Utah  
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Economics Instructor B.S., 1971,  
University of Utah M.B.A., 1972,  
University of Utah

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Math Instructor  
B.A., 1968, University of Utah

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Entrepreneurship/Math Instructor B.S.,  
1986, University of Phoenix M.B.A.,  
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**Tak, Cody D.**

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B.S., 2008, University of Utah  
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B.S., 1992, Brigham Young University

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Learning Enhancement 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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B.A., 1994, Brigham Young University  
J.D., 2003, Brigham Young University

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English Instructor  
B.A., 2012, American Public  
University  
M.A., 2014, Weber State University

**Wallace, Catherine E. F.**

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

**Ward, Susan M.**

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

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Professional Sales  
Instructor  
B.S., 1997, Weber State University  
M.A., 2001, University of Phoenix

**Watson, Clark B.**

Finance Instructor  
B.A., 2011, University of Phoenix  
M.B.A., 2013, University of Phoenix

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Business Applications / Finance  
Instructor  
B.S., 2004, University of Utah

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B.S., 2007, University of Utah  
M.B.A., 2011, University of Phoenix

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English Instructor  
B.A., 1981, Willamette University  
M.S., 1989, Western Oregon University

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English Instructor  
B.A., 2010, Brigham Young University  
M.A., 2012, Brigham Young  
University

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Business Instructor  
B.A., 1985, Brigham Young University

M.B.A., 1088, Brigham Young  
University

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Finance/Professional Sales Instructor  
B.A., 2006, University of Utah  
M.B.A., 2009, University of Phoenix

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Accounting Instructor B.A., 1998,  
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