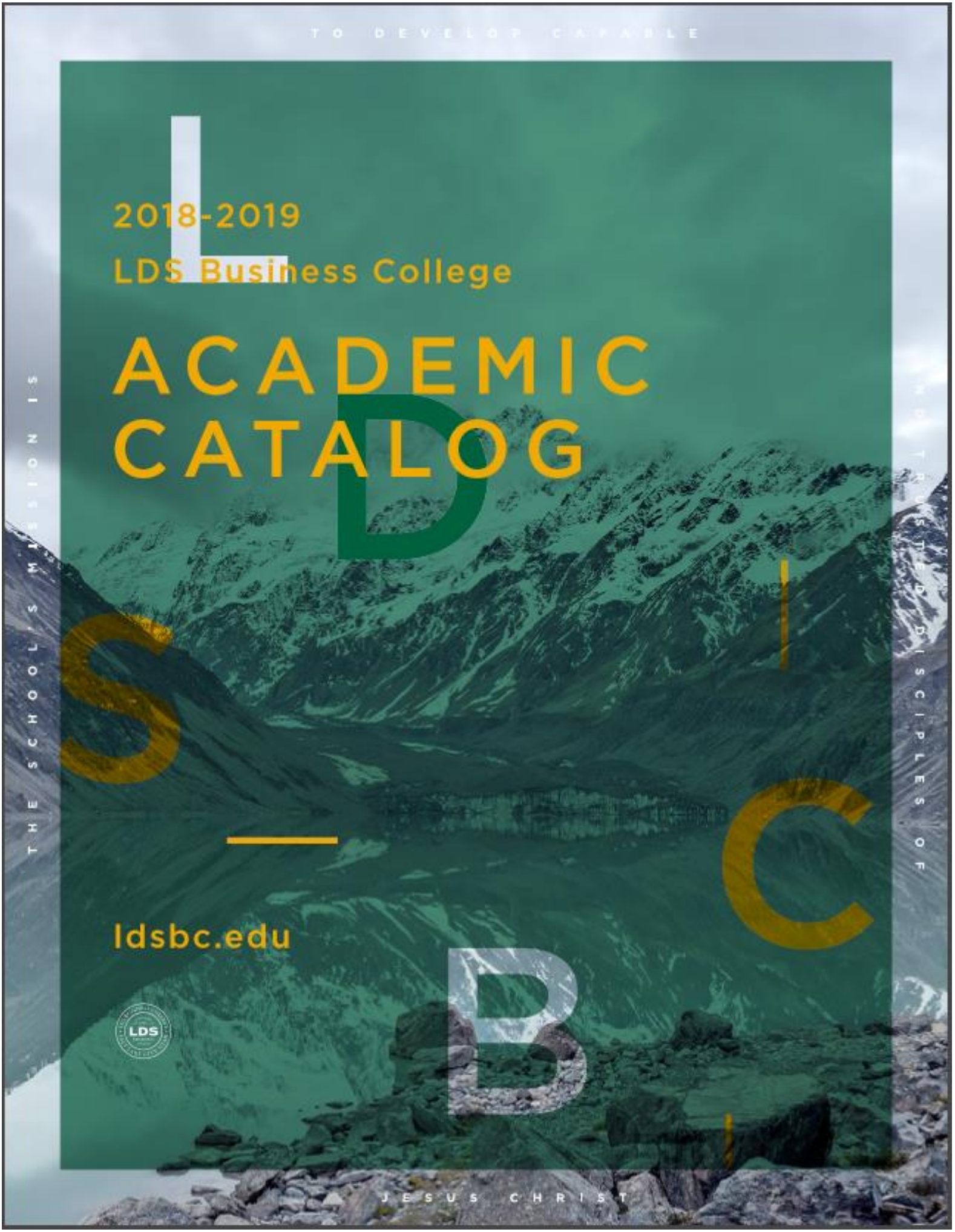
TO DEVELOP CAPABLE
THE SCHOOL'S MISSION IS
2018-2019
LDS Business College
ACADEMIC CATALOG
ldsbc.edu
LDS
AND TRUSTED DISCIPLES OF
JESUS CHRIST

President's Message

Welcome to LDS Business College. If you're new to our campus, we're grateful you're here. If you're a returning student, we're glad to have you back.

Your experience at LDS Business College will be unique and wonderfully rewarding. Our focus as an institution is to help you develop market-ready skills in a spiritually enriching, testimony building and uplifting environment. Here, you'll learn by doing as you grow and become a capable and trusted disciple of the Savior.

Your educational pursuits at the College will prepare you for a career or further education, whichever you choose. I invite you to make every moment count in positive and productive ways. Be a dedicated student by preparing each day for rich learning experiences. As you do so, the Holy Ghost will be your Master Teacher in remarkable ways. Live a worthy life and take advantage of our proximity to a House of the Lord by being a frequent temple patron. Also, I invite you to attend weekly devotionals. As you do these things, I promise you'll be lifted, edified and strengthened in ways you can hardly imagine.

I welcome you, warmly and sincerely, to LDS Business College.

Best regards,

Bruce C. Kusch, Ph.D.
President, LDS Business College

Catalog Disclaimer
The information in this catalog is intended for informational purposes only and does not constitute a legal contract between LDS Business College and any person or entity.

LDS Business College reserves the right to change its degree requirements, course offerings and policies as conditions require. This catalog is updated once a year, on or about the first day of Fall semester registration

A student's catalog will be the catalog in effect the fall semester of the academic year when he or she first enrolls at LDS Business College.

A student's catalog year is updated when a student declares a new program of study, and the student uses the catalog in effect at the time the new program of study is declared.

Students who leave LDS Business College for any semester other than spring should refer to the latest General Catalog for information regarding the College when they return.

Catalog Expiration
Students must complete graduation requirements within seven (7) years for an Associate of Applied Science (AAS) degree, Associate of Science (AS) degree, or a certificate. After seven years the requirements listed in the LDSBC catalog are no longer valid and accepted for graduation.

Students who take longer than seven (7) years to complete an AAS degree, AS degree, or certificate will be held to the graduation requirements found in the oldest active catalog or any subsequent catalog up to the current catalog at the time of graduation,

No student can graduate under the requirements of a catalog more than seven (7) years old.

Students must graduate under the requirements of a single catalog.

Course Expiration
In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Courses completed over seven (7) years ago may not apply to the student's current degree program. Also, additional program accreditation standards may limit the applicability of courses or degree requirements to less than 7 years.

Students must appeal to the Program Chair and the Vice President of Academics for acceptance of expired courses.

NOTICE: LDS Business College (hereafter also referred to as “LDSBC” or “College”) makes every effort to ensure the accuracy of the content of this catalog is correct but reserve the right to make changes at any time without prior notice.

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Accreditation

LDS Business College (hereafter also referred to as "LDSBC", or "College") is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

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

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

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

Individuals may also contact:
Northwest Commission on Colleges and Universities (NWCCU)
8060 165th Avenue N.E., Suite 100
Redmond, WA 98042
(425) 558-4224 www.nwccu.org

Accreditation by the Northwest Commission on Colleges and Universities refers to the institution as a whole. Therefore, statements like "fully accredited" or "this program is accredited by the Northwest Commission on Colleges and Universities" or "this degree is accredited by the Northwest Commission on Colleges and Universities" are incorrect and should not be used.

Program Accreditation: The Medical Assistant Certificate is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of *Medical Assistant Education Review Board (MAERB).* (Students who complete the AAS - Executive Medical Assistant degree automatically receive the CAAHEP-accredited certificate as well, due to their overlapping requirements.) The program has been placed on Probationary Accreditation as of January 2015. This temporary probationary period does not limit students' access to the CMA or RMA certification exams, nor does it affect the regional accreditation of the College as a whole.

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
http://www.caahep.org

Medical Assisting Education Review Board
20 N. Wacker Drive, Suite 1575
Chicago, IL 60606 Phone: 1-800-228-2262
http://maerb.com

Statement of Nondiscrimination

LDS Business College considers nondiscrimination to be fundamental to its mission, goals, and objectives. LDSBC recognizes that its future success is, in part, dependent upon its ability to successfully accommodate the increasingly diverse nature of the student body and employees, which diversity is promoted by the worldwide growth of its sponsoring Church. The College is committed to nondiscrimination in its educational policies, admissions policies, scholarship and loan programs, employment and other College-administered programs on the basis of race, color, national origin, religion, age, sex, veteran status, genetic information, or disability for all individuals who meet College and department academic requirements and agree to abide by the College's standards of conduct and behavior. The College does exercise the "religious" exemption in admissions as granted in Title IX of the Education Amendments, 20 U.S.C. 1681 (a)(3) and in hiring employees as granted in 41 CFR 60-1.5(a)(5).

Any person who believes he or she has been discriminated against should contact the Title IX Office at 801-524-8157.

Academic Freedom

LDS Business College invites faculty members and students to pursue secular knowledge in a climate of religious belief. This model consciously embraces all truth, regardless of its source.

Individual freedom lies at the core of both religious and academic life and is based not only on a belief in the value of free inquiry, but also on the gospel principle that humans are moral agents. Faculty members and students are encouraged to seek knowledge in the sacred as well as the secular; to learn through their hearts, by the Spirit, and with their minds; and to honor both the written word of God and continuing revelation.

Faculty members and students are entrusted with individual academic freedom and are encouraged to pursue truth according to the theories, methodologies, and practices that characterize scholarship in the various disciplines. This trust encompasses the freedom to explore a variety of ideas.

The Board of Trustees and the academic leadership of LDS Business College expect faculty members to protect the fundamental interests and the doctrines of the Church, the individual faith of Church members, and the mission of the College at all times. Faculty members are free to discuss and analyze Church doctrine and policy. However, faculty members should not engage in expressions with students privately or in public that knowingly contradict or oppose Church doctrine and policy. Faculty members should not deliberately attack or deride the Church or its leaders. Nor should they violate the Honor Code.

Mission Statement

LDS Business College (LDSBC) is owned and operated by The Church of Jesus Christ of Latter-day Saints and is part of the Church Education System (CES).

All units included in CES are:

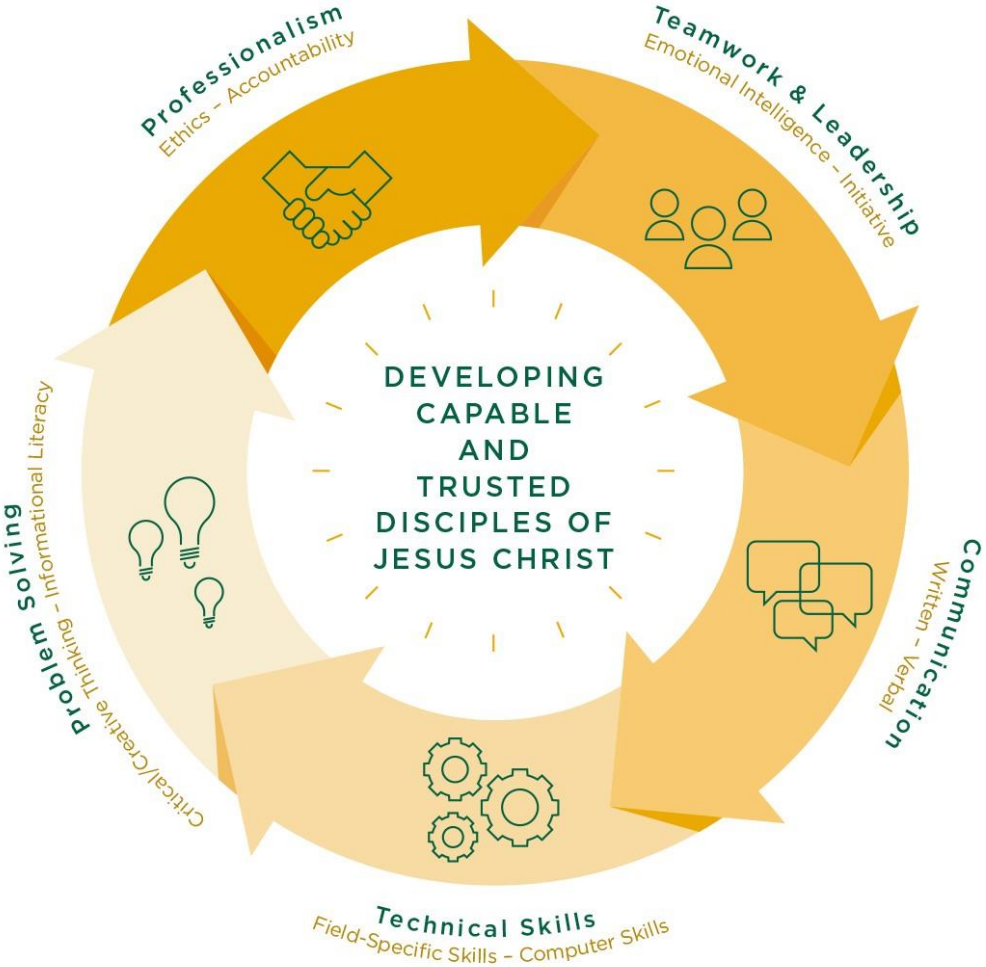
- LDS Business College (LDSBC), Salt Lake City, Utah
- Brigham Young University (BYU), Provo, Utah
- Brigham Young University – Hawaii (BYU-H), Laie, Hawaii
- Brigham Young University – Idaho (BYU-I), Rexburg, Idaho
- Brigham Young University – Pathway Worldwide (BYU-PW), Worldwide
- Institutes of Religion and Seminaries, Worldwide

The mission of the College is to develop capable and trusted disciples of Jesus Christ. As an institution, we seek and follow the counsel and guidance of inspired leaders in harmony with The Church of Jesus Christ of Latter-day Saints, its purposes, and in fulfilling our stated mission.

LDS Business College Deep Learning

The spirit-centered classrooms at LDS Business College are designed to achieve deep learning and create environments where students act to become capable and trusted disciples of Christ. Employing a variety of teaching methods through a distinct learning pattern, courses are immersive, integrated, iterative, and interactive, where information is not simply delivered and where students accept and assume responsibility for their learning. The outcomes of deep learning include capability, competence, and confidence to enter the world of work prepared to make significant contributions.

College Wide Capabilities



To align with the mission of LDS Business College to develop capable and trusted disciples of Jesus Christ, the college is focused on helping students/learners develop and demonstrate the following key capabilities:

1. **TEAMWORK AND LEADERSHIP**: Create and sustain a culture of trust, vision, and continuous improvement that adds value to an organization.
2. **COMMUNICATION**: Share information in diverse audiences, modes, and environments for the purpose of mutual understanding and edification.
3. **TECHNICAL SKILLS**: Demonstrate knowledge, skills, and abilities to accomplish specific tasks through proper systems, processes, and tools.
4. **PROBLEM-SOLVING**: Analyze complex problems and generate creative solutions supported by informed evidence.
5. **PROFESSIONALISM**: Exhibit behaviors reflecting a moral foundation of strong work ethic and accountability.

LDS Business College Board of Trustees

Board of Trustees

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Dallin H. Oaks, *First Vice-Chairman*
Henry B. Eyring, *Second Vice-Chairman*
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OFFICE OF THE COMMISSIONER OF CHURCH EDUCATION
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Mark B. Woodruff, *Assistant to the Commissioner and Secretary to the Boards*

LDS Business College President's Executive Council

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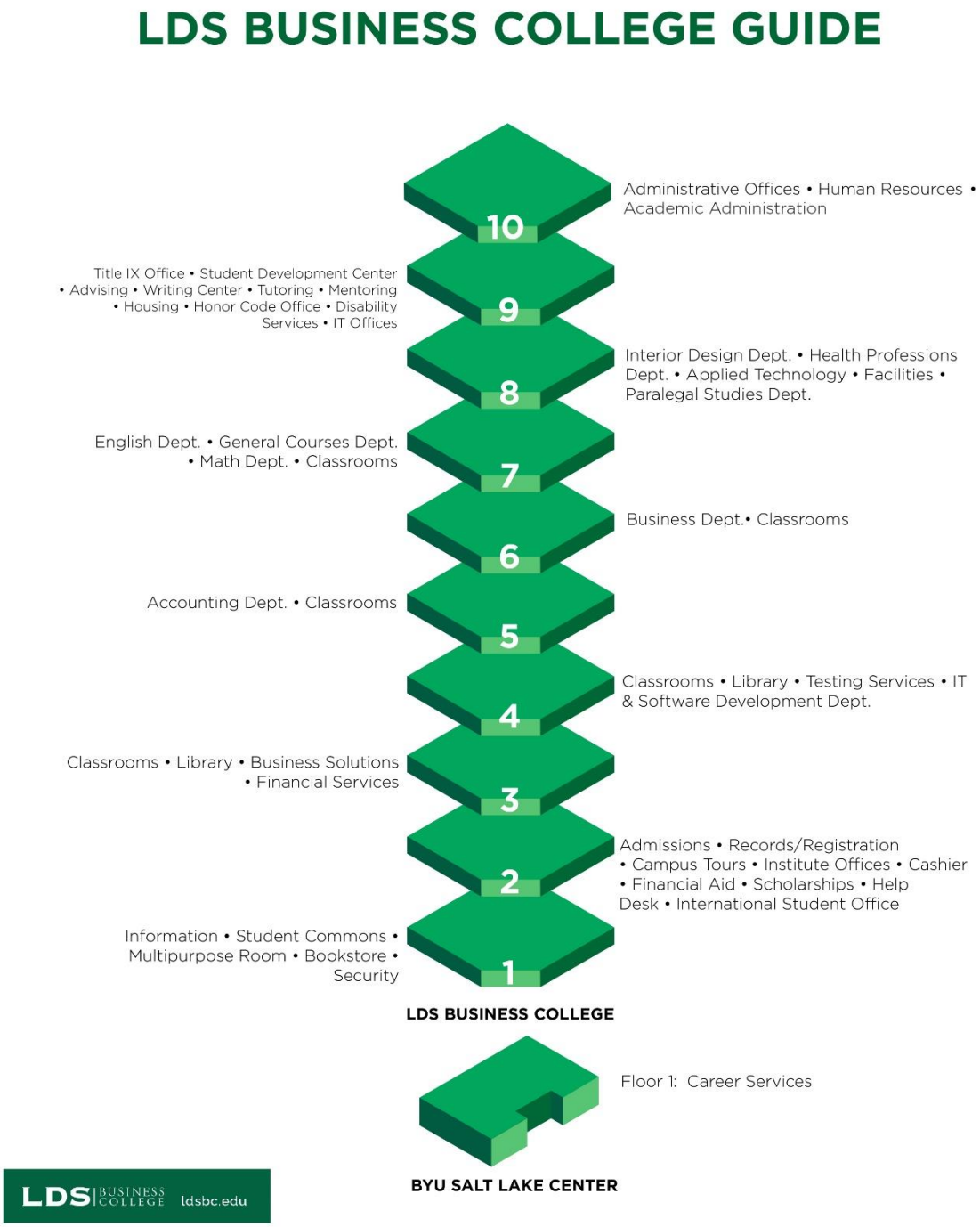
Craig D. Bell, Vice President of Academics
Guy Hollingsworth, Vice President of Student Services
Vince A. Vaughn, Vice President of Administration
Robert Salmon, Managing Director of Strategy and Assessment

College Map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LDS BUSINESS COLLEGE
Floor 1: Career Services
BYU SALT LAKE CENTER
LDS BUSINESS COLLEGE ldsbc.edu

Academic Departments

Business

Department Chair: Jennifer Warnas

Program Chairs:

Brent Andrus	Business Management, ATC, DECA
Nelson Altamirano	Digital Marketing, Social Media Marketing
Steve Rogers	Global Supply Chain & Operations, Project Management
Jennifer Warnas	College-Wide & Business Leadership

Degrees (Associate of Applied Science, AAS)

Applied Technology
Business Management
Global Supply Chain & Operations
Project Management
Social Media Marketing

Certificates

Digital Marketing
Global Supply Chain & Operations Management
Project Management
Social Media Marketing

Applied Technology Programs

Architectural & Engineering Design
Automation and Robotics
Automotive Technology
Business Administrative Services
CNC Machining
Composite Materials Technology
Cosmetology
Culinary Arts
Cybersecurity
Dental Assisting
Diesel/Heavy Duty Technology
Digital Media Design
Hair Designer
Health Information Technology
Heating and Air Conditioning
Master Esthetician
Pharmacy Technician
Plastic Injection Molding Technology
Practical Nurse
Software Development
Surgical Technology
Welding Technology

Professional Services

Department Chair: Kimberly Garner

Program Chairs:

Doug McDougal	Accounting
Heidi Plumb	Interior Design
Kimberly Garner	Paralegal Studies
Schillene Bigelow	Health Professions

Degrees (Associate of Applied Science, AAS)

Accounting
Business Analytics
Executive Medical Assistant
Interior Design
Paralegal Studies

Certificates

Accounting
Advanced Accounting*
Business Analytics
Interior Design
Medical Assistant
Medical Coding
Paralegal Studies

Information Technology and Software Development

Department Chair: Spencer DeGraw

Program Chair:

Troy Beynon	Business Intelligence and Server Administration
Spencer DeGraw	Information Technology
Jared N. Plumb	Software Development

Degrees (Associate of Applied Science, AAS)

Business Intelligence
Cybersecurity
Database Administration
Network Engineering
Server Administration
Software Development
Systems Analysis

Certificate

Technical Support Engineer

IT Industry Certifications

Many of our IT courses prepare the student for industry certification exams. In many cases, the final exam for the course is an industry certification exam. Below is a list of some of the more popular certifications that our students would be prepared to sit for:
A+ - CompTIA; Network+ - CompTIA; NetworkPro – TestOut; LinuxPro – TestOut; SSCP - ISC2; Security+ - CompTIA; CCNA – Cisco; ISM - EMC/Dell; MCSA Windows Server – Microsoft
And others
*Non-awarded certificate. Not eligible for financial aid if completed as a stand-alone certificate.

General Studies

Department Chair: Matt Tittle

Program Chair:

Megan Rice	English
Matt Tittle	Math, Associate of Science of Integrated Studies

Integrated Studies – Transfer Degrees

Integrated Studies combines career skills with specific general education classes to enable students to more easily transfer credits to a four-year institution. Students may add this general education component to any of our two-year degrees and most of our one-year certificates. See list below for approved certificates.

Approved Certificates

Accounting
Business Analytics
Digital Marketing
Global Supply Chain
Interior Design
Medical Assistant
Medical Coding
Paralegal Studies
Project Management
Social Media Marketing
Technical Support Engineer

Institute of Religion

LDS Business College is owned and operated by The Church of Jesus Christ of Latter-day Saints. The College is funded largely by the tithes of the Church. It is anticipated that students will achieve a balanced education, will leave LDSBC built up in their faith and commitment to the Lord and His kingdom as they are prepared to engage the world of ideas and work through education or training in their chosen field. A knowledge of the gospel and an individual testimony can lead to peace and happiness in this life and prepare students for eternal life hereafter.

Because regular gospel study should be a continuing part of a student's college experience, it is strongly encouraged that students take one religion class each and every semester they are enrolled. Elder M. Russell Ballard said, "If you are attending a church school, consistently include a class each semester in religious education." (Ensign/Liahona May 2015)

Graduation Requirements for Degrees and Certificates

There is no degree, major, minor, or cluster offered from the LDS Business College Institute of Religion. To earn any degree offered by LDS Business College, the Religion Course requirements listed below must be met.

Content Requirement

Graduation requirements for AAS and AS degrees:

- Two of the four cornerstone courses as core requirements, plus two additional courses (four credits).

Certificate program requirements will have the following guidelines:

- Certificate programs with 15 credits or less will not require any religion courses.
- Certificate programs with 16 – 29 credits will require one religion cornerstone course.
- Certificate programs with 30 or more credits will require two religion cornerstone courses.

Courses with the same number and similar title are considered equivalent across all CES institutions and whether taken at or transferred into an institution, will fulfill the content requirement for graduation (See residency requirement below). Additionally, to earn credit, a student must attend at least 75% of classes.

Residency Requirement

Each institution determines how many religious education credits a student must complete on-campus. For transfer students, this requirement may increase the number of credits needed to graduate. For example, if a student has completed several courses at one CES institution before transferring to another, depending on the residency requirement of the institution, the courses transferred may meet the content requirement but not the residency requirement. Each student at LDSBC will be required to take at least one (2 credit) religion course at the college to fulfill the residency requirement (if their program is more than 15 credits).

Transfer Students

Depending on the total number of credit hours a student transfers, each CES institution uses a formula or scale for determining the number of religion credits (residency) remaining for graduation (see table below)

Credit Hours Transferred to LDSBC	Minimum Religion Credit Hours
45 or more	2
30-44	4
15-29	6
0-14	8

Second Religion Class in the Same Semester

Students will only receive religion credit for one religion class per semester. Any exceptions to this must be approved through the Office of the Registrar. Exception to this policy are courses: REL 110R and REL 190R.

Transfer of Religion Credit from Other Universities

Religion credit earned at other LDS Church schools will transfer to LDSBC as an equivalent religion course or elective credit so long as the course is taken for credit and such credit is noted on an official transcript. While religion credits from other LDS Church schools may transfer to fulfill required religion content, they do not satisfy the LDSBC resident religion requirement (religion courses taken while attending LDSBC). Coursework in religious studies from any institution other than an LDS Church school or Institute of Religion will not be accepted toward filling the LDSBC religion requirements.

Transfer of Religion credit from CES Institutes of Religion

Religion credit earned at Church Education System (CES) Institutes of Religion will transfer to LDSBC as an equivalent religion course or elective credit so long as the course is taken for "Church University" or "BYU" credit and such credit is noted on an official Institute transcript. Qualifying Religion credit taken from CES Institutes of Religion do not count as residency religion requirements.

Dates and Deadlines

FALL 2018 ACADEMIC DEADLINES

Sept 17 Classes Begin
Sept 17 PAYMENT DEADLINE
- Tuition, Content Charges, Fees, and Health Plan

Sept 19 Last day to add to the waitlist
Sept 24 Last day to add classes
Sept 25 Late fee assessed for outstanding balances
Sept 28 Students are dropped from classes for non-payment
Sept 28 Last day to drop and receive a full tuition refund
Oct 5 Last day to drop (no W)*
Oct 5 Last day to be reinstated if dropped for non-payment
Oct 8 Financial Aid Determination Date (Census Date)
Nov 9 Last day to withdraw from classes and receive a W grade*
Nov 21/22/23 Thanksgiving Holiday - No Classes (College Closed)
Dec 19 Official Last day of Fall Semester
Dec 26 Fall Grades Due
Jan 2 Fall Grades available to students on MyBC.edu

WINTER 2019 ACADEMIC DEADLINES

Jan 7 Classes Begin
Jan 7 PAYMENT DEADLINE
- Tuition, Content Charges, Fees, and Health Plan

Jan 9 Last day to add to the waitlist
Jan 14 Last day to add classes
Jan 15 Late fee assessed for outstanding balances
Jan 18 Last day to drop and receive a full tuition refund
Jan 18 Students are dropped from classes for non-payment
Jan 21 Holiday - Civil Rights Observance (College Closed)
Jan 28 Last day to drop (no W)*
Jan 28 Last day to be reinstated if dropped for non-payment
Jan 29 Financial Aid Determination Date (Census Date)
Feb 18 President's Day Holiday (College Closed)
Mar 1 Last day to withdraw from classes and receive a W grade*
April 11 Official Last day of Winter Semester
April 12 Graduation Commencement Ceremony
April 18 Winter Grades Due
April 25 Winter Grades available to students on MyBC.edu

SPRING 2019 ACADEMIC DEADLINES

April 22 Classes Begin
April 22 PAYMENT DEADLINE
- Tuition, Content Charges, Fees, and Health Plan

April 24 Last day to add to the waitlist
April 29 Last day to add classes
April 30 Late fee assessed for outstanding balances
May 3 Last day to drop and receive a full tuition refund
May 3 Students are dropped from classes for non-payment
May 10 Last day to drop (no W)*
May 10 Last day to be reinstated if dropped for non-payment
May 13 Financial Aid Determination Date (Census Date)
May 27 Memorial Day Holiday (College Closed)
June 14 Last day to withdraw from classes and receive a W grade*
July 4 Independence Day Holiday (College Closed)
July 23 Official Last day of Spring Semester
July 24 Pioneer Day Holiday (College Closed)
July 30 Spring Grades Due
Aug 5 Spring Grades available to students on MyBC.edu

***See tuition refund policy**

Terminology and Degrees

Associate of Applied Science Degree (AAS) (Non-Transferable Degrees)
Prepares students with skills to enter the workforce

Associate of Science Degree (AS) (Transfer Degrees)
Integrated Studies (See an Academic Advisor)

College-Wide Requirements 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 help students come to understand and rely upon the Teachings and Atonement of Jesus Christ. 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 skills. 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.

Grievance Policies and Procedures

1. Academic Grievance
    a. Attending course on campus at LDSBC: See Page 23
    b. Courses offered through BYU-Idaho Online Platform Grievance Process
2. Honor Code Grievance
3. Issues relating to Sexual Misconduct / Title IX
4. Employment Grievance. Employees should first bring their grievance to the attention of their supervisor. If they are not satisfied or feels the supervisor would not deal with the grievance fairly, employees should contact the Human Resources Department.
5. Anonymous Reporting. If any person wants to file an anonymous report (regarding anything on campus).

ACADEMICS

Academic Honesty

Students who attend LDS Business College should seek to be totally honest in all their dealings. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to, plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Academic Standing

Honors

Students with outstanding academic records are recognized in two ways: the Dean's List and the Honor Roll. Students who complete at least 12 credit hours per semester, and who attain a 3.7 (3.69 does not round) semester GPA or higher, qualify for the Dean's List. Students who complete a minimum of 30 credit hours and attain a cumulative GPA of 3.7 or higher qualify for the Honor Roll.

Academic Standing

Students are required to achieve a 2.0 or higher cumulative GPA to maintain Good academic standing. Students' academic standing is determined and adjusted at the end of each semester with the following categories: Good, Warning, Probation, and Suspension.

Students will leave Good academic standing anytime their cumulative GPA falls below a 2.0 at semester's end. Students whose cumulative GPA falls below a 2.0 in three consecutive semesters will be suspended from the College and ineligible to return for a minimum of one semester.

- Students will be placed on Warning the first time their cumulative GPA does not meet 2.0.
- Students who do not meet Good standing after having already been on Warning will be put on Probation.
- Students who do not meet Good standing requirements after having already been on Probation will be put on Academic Suspension and suspended from the school for a minimum of one semester.

Students placed on Academic Probation will be required to follow additional guidelines, tailored to their individual case and needs, as outlined with the Student Development Center. Students placed on Academic Suspension will meet with the Student Development Center to determine an exit plan and steps to be considered for readmission.

At the manager's discretion, student employees who are placed on academic probation may be terminated from employment. Any student who is suspended from the college will automatically have their employment terminated.

The Office of the Registrar will notify students the week after grades are officially posted notifying them of their current academic standing. Students may also view their academic standing in MyBC.

Financial Aid Implications

For students who are receiving federal financial aid, they should contact the Student Financial Aid Office to verify their financial aid eligibility.

Appealing Academic Suspension

Students who feel they have extenuating circumstances (circumstances beyond their control, i.e. mental, emotional, physical or family issues) which impacted their academic performance, may petition their Academic Standing to the Academic Standards Committee by submitting documentation of the extenuating circumstance to studentdevelopment@ldsbc.edu. For FAQs about Academic Standing and how to submit an appeal please visit: http://ldsbc.screenstepslive.com/s/15883/m/60728

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.

Attendance and Absence from Class

Students are responsible for class attendance. No absences, whether approved by the College for participation in College-sponsored activities or necessitated by sickness or other personal emergencies, are "excused" in the sense that the student is relieved from class work assigned during the absence. To ensure continuity, students must make up missed work. In most cases, repeated absences will result in a lower grade or failure.

The Institute of Religion Department has a 75% minimum attendance requirement regardless of the reason.

Bookstore

The LDSBC bookstore is located on the first floor. Visit the LDSBC bookstore for hours and further information.

Cheating

A student cheats when he or she attempts to give the appearance of a level of knowledge or skill that has not been obtained. Examples include:

- Copying from another person's work during an examination or while completing an assignment
- Allowing someone to copy work that is not his or her own during an examination or while completing an assignment
- Using unauthorized materials during an examination or while completing an assignment
- Collaborating on an examination or assignment without authorization
- Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment that is not his or her own

Children on Campus

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

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. Research has proven that student adhering to these guidelines earn significantly better grades and persist to graduation.

Computer Crime

Any person who knowingly and without permission accesses or attempts to access any campus computer, computer system, computer program, or network without prior authorization is committing computer fraud.

Copyright Policy

All students are expected to make a good faith effort to respect the rights of copyright owners by the exercise of the following principles:

1. Most materials (regardless of form, format, or notice) are copyrighted. Copyrighted materials may include print publications, works of art, photographs, music, sound recordings, and video recordings. If students cannot determine that a particular work is not copyrighted, they should assume that it is.
2. Permission may be required for reproducing, distributing, modifying, displaying, and performing all copyrighted works. If permission is required and granted, follow all of grantor's instructions. If permission is denied, do not use the materials. Permission may not be required if the use falls within certain exceptions under the law. For example:
    a. Some uses may be permitted under the "fair use" doctrine (codified in 17 U.S.C. SS107) in certain circumstances and for specific purposes if the weighing of several factors favors a reasoned conclusion for fair use. To act in "good faith" an individual should consider the fair use factors to determine if the intended use if fair use. These factors include (i) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes, (ii) the nature of the copyrighted work, (iii) the amount and substantiality of the portion taken in relation to the copyrighted material as a whole; and (iv) the effect of the use upon the potential market for or value of the copyrighted material.
    b. Educators and students may perform or display (not copy) a copyrighted work in the course of face-to-face teaching at a non-profit educational institution in a classroom or other place normally devoted to instruction (codified in 17 U.S.C. SS 110).
3. Ultimate responsibility for obtaining permission(s) and/or determining exceptions rests with the individual. Students should be honest and show respect for others, especially in decisions and choices requiring subjective judgements, as is often the case in copyright decisions.

Students are reminded that unauthorized copying and distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may incur civil and/or criminal liabilities. Activities such as uploading or downloading unauthorized copies of text, movies, games, computer software, and music (or any other material protected by copyright) may also incur serious personal consequences such as terminating all College computer privileges or affecting student' status at the College.

Disruptive Behavior

LDS Business College is committed to providing a wholesome academic, cultural, social and spiritual environment for students which is consistent with the spirit and values of the gospel of Jesus Christ. Students involved in behavioral misconduct, abuse of administrative processes, violation of College policy or procedures, inappropriate classroom behavior, intimidation, threats, violence, or other inappropriate actions whether on campus, or in any LDS Business College program or activity may be required to leave the institution or its properties when their misconduct significantly and adversely impacts the College's ability to perform its mission or the general environment LDS Business College is striving to achieve.

Examples of disruptive behavior:
Any conduct that is detrimental to the health, safety or education of the student or of another individual. (This includes attempted suicide or acting out) Persistent or substantial acts of willful disobedience or defiance toward University policy or personnel. Repeated unwanted contact; including stalking, harassing phone calls, unsolicited e-mail, or texts. (Includes behaviors directed towards faculty members as a result of grades issued.) Assault, battery or any other form of physical abuse or the threat thereof, towards any student or College personnel. Verbal abuse of a student or of University personnel. Hazing or other behaviors which would degrade, endanger or compromise the dignity of any individual. Sexual harassment, sexual abuse, sexual assault or inappropriate gender-based behavior. Interference with the normal business transactions or operations of LDS Business College. Obstructing the movement of others on campus or access to campus facilities.

What to do if behavior takes place in the classroom
If a student's behavior is inappropriate, rather than singling a student out or embarrassing the student in class, speak with the student after class. Most students are unaware of distracting habits and mannerisms and do not have the intent to be disruptive. There may be rare circumstances when you must stop the behavior in class. Correct the student, and then indicate you will meet with the student following class. Remember it is NOT your responsibility to provide the professional help needed for a severely troubled or disruptive student. You need only to make the necessary call for assistance.

Email as an Official Method of Communication

Official College messages to all students will be sent through LDSBC email. All students are responsible for all information received through their LDSBC email account. Students are expected to regularly check their email accounts for official information. This policy is to ensure that important LDSBC communication is received in a timely and consistent manner.

Students are responsible for all information sent to them through email. The student's' email address is their (NetID@ldsbc.edu) and password.

Off Campus: go to mail.ldsbc.edu, type the assigned Net ID and password, click login.

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 formal 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 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.

Entertainment and the Media

In *For the Strength of Youth* it teaches us to, "choose wisely when using media, because whatever you read, listen to, or look at has an effect on you. Select only media that uplifts you. Do not attend, view, or participate in anything that is vulgar, immoral, violent, or pornographic in any way. Do not participate in anything that presents immorality or violence as acceptable. Take care that your use of media and entertainment does not dull your sensitivity to the Spirit or interfere with your personal relationships with others. Do not communicate anything over the Internet or through text that would be inappropriate to share in person. Obey the laws that govern sharing music, movies, and other copyrighted items" (pp 11-13).

Exceptions to College Academic Policy

Students wishing to appeal any LDSBC academic policy must submit a petition to the Academic Exceptions Committee through Enrollment Services. These situations may include dropping classes or withdrawing from school after published deadlines. Petitions must be submitted within one year of the semester for which the student is requesting exception to academic policy. The petition process is meant to accommodate students with extenuating circumstances or emergencies beyond their control that may impact their academic records. Only LDSBC academic policies can be appealed; federal guidelines and/or requirements cannot be appealed through this committee. A student can initiate a petition by contacting Enrollment Services.

Fabrication/Falsification

Fabrication or falsification occurs when a student invents or distorts the origin or content of information used as authority. Examples include:

- Citing a source that does not exist
- Citing information from a source that is not included in the source for which credit is given
- Citing a source for a secondary proposition that it does not support
- Citing a bibliography source when it was neither consulted nor cited in the body of the paper
- Intentionally distorting the meaning or applicability of data
- Inventing data or statistical results to support conclusions

Firearms and Weapons Policy

LDS Business College does not allow weapons on campus property, even when granted a civil permit to carry one. Weapons, defined as firearms or weapons, include any device that can expel a projectile, knives that are longer than 3 ½ inches and/or is a multi-edge blade, explosives, or other items that in their intended use are capable of inflicting serious injury or damaging property. Facsimiles of firearms or dangerous and destructive weapons are also prohibited. Any replicas of weapons on campus property are also prohibited. Weapons that are illegally purchased, illegally owned, or illegally stored or against landlord policies are prohibited. 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 immediate suspension (separation) or ban. Suspected violations of this policy should be reported immediately to campus security (dial 2-2771 from on-campus College phones or 801.240.2771). Failure to report suspected violations may result in separation from the College.

GPA Requirements for Extracurricular Activities

Students must maintain a 2.0 cumulative GPA to represent the school in extracurricular activities.

Grievance Policy & Procedures for Academics

There may an occasion when a student may feel his or her work has been evaluated unfairly or inadequately by an instructor. In this situation, the resolution is best accomplished when the student first pursues the matter formally and directly with the course instructor involved.

For students taking BYU-Idaho Online courses policy: http://www.byui.edu/online-handbook#h_9

Attending courses on Campus at LDSBC policy:

1. The Instructor.
    a. The student must initiate the grievance with the instructor within 30 calendar days from the last day of the semester in which the alleged unfair or inadequate evaluation took place. If the student brings the grievance to the attention of the instructor and it is not resolved to the student's satisfaction, or if the student feels strongly the instructor will not deal with grievance fairly, or if the instructor is no longer at the College, the student can choose to take the matter to the Program Chair.

   b. If the student does not communicate with the instructor, within 30 days, the grievance process cannot advance. At this point, the student has lost their right to appeal any further.
2. Program Chair.
   a. The student would need to then submit in writing their grievance to the Program Chair no later than 30 calendar days from the last day of the semester in which the alleged unfairness or inadequate evaluation took place. The Program Chair will consider the grievance, review the matter with the instructor and the student, and notify the student and the instructor of the decision in writing within 30 calendar days after the original grievance was submitted. The Program Chair will also communicate the decision to the Dean of Faculty.
   b. It is the student's responsibility to show compelling evidence of the grievance. Student should be prepared to show academic work, grading rubrics, instructor comments or any other artifacts that strengthen their case. Coming unprepared to a grievance meeting will most likely result in a delay in the process.
3. Dean of Faculty & Review Committee.
   a. In the event the student is dissatisfied with the decision by the Program Chair, the student can make an appeal to the Dean of Faculty. The appeal should be submitted in writing no later than 30 calendar days after the date of the Program Chair's letter of decision. The written appeal should include documentation and details of the grievance. The instructor and the Program Chair will also be asked to submit individual written statements on the grievance submitted.

The Dean of Faculty will work with a review committee that includes the Director of Curriculum and other LDS Business College ad hoc members as deemed necessary to review the appeal. They will also interview the instructor and the student. The decision of the committee (its majority vote) will be made within 30 calendar days after the appeal is submitted and will be final and not subject to an appeal. The student and the instructor will be notified in writing within 10 calendar days of the committee decision.

Laptops at LDS Business College

To further increase the quality of the students College experience, LDS Business College introduced a new laptop initiative. Starting Spring Semester 2018, a laptop computer for the student's coursework is highly recommended, and by the Fall 2018 Semester, a laptop will be required for classes and coursework.

The initiative is designed to provide better access to network resources and online learning opportunities. In some cases, these resources may entirely or partially replace the need for textbooks.

The laptop initiative will improve learning and enhance collaboration; improve class preparation, research, homework and study; and facilitate better organization, planning and scheduling.

Students need to purchase laptops able to run current Microsoft applications, access Wi-Fi and have enough battery life to meet class schedules.

Some programs may require student laptops with additional capabilities. Check with the specific program office for further information (i.e., the Information Technology and Interior Design programs).

If students have financial needs regarding the purchase of a laptop, they should contact the Student Financial Aid Office.

<u>Electronic Devices in the Classroom</u>

The LDS Business College Learning Pattern envisions students and faculty who come to class prepared and classrooms equipped to enhance learning. The classroom should be a safe, non-distracting place—a place where everyone demonstrates mutual respect.

To promote such an environment, the College asks that electronic devices be used to enhance learning and not to become a distraction. These devices include laptop computers, smartphones and all other electronic devices. Instructors may—for the sake of achieving special learning objectives, or to meet individual student needs—authorize the use of specific electronic devices in their classrooms. With each student required to have a laptop, each classroom can become a computer lab, increasing the capability of the classroom.

Laptops can be used in powerful ways to enhance learning. Students could be asked to search for information regarding a particular topic, take short in-class exams or surveys, and access library databases and other online content.

Faculty will determine the appropriate use of electronic devices in their classrooms. If a student is using an electronic device without the teacher's approval or in ways not conducive to learning, the teacher will ask the student to put away such devices.

Laptop Standards

Productive technology is an important part of the student's education and educational experience. As students prepare to access their course(s) on a computer or other electronic device, they need to ensure it meets the standards outlined below:

Note:

- Academic programs may have additional requirements or standards associated with a course or specific major. Contact the specific program for additional information.
- Mobile devices including an iPad or iPhone, Android phones, and other tablets do not meet the minimum requirements needed for a productive educational experience at LDS Business College.

Hardware

Is the students computer too old?
It is recommended students use a computer that's less than 3 years old. However, if the computer is older, make sure it meets all computer standards.

How much processing power (CPU) does the students computer need?
It is recommended students use a 2.0 GHz dual-core processor or greater. (IT students will need a Quad Core processor)

How much memory or RAM does the students computer need?
It is recommended students have 4GB RAM or greater. (IT students will need 12 GB Ram minimum)
Learn how to check RAM in a Windows computer.
Learn how to check RAM in a Mac.

How much available hard drive space should be on a student's computer?
It is recommended a minimum of 20GB of free space. (IT students will need 500 GB Minimum)

What should my monitor resolution be?
It is recommended a monitor resolution of 1024x768 or greater.

Do students need speakers, headphones or a microphone?
It is recommended students have access to speakers, headphones, and a microphone.

Operating System
What operating system should students use?

Microsoft Windows
- Windows 10 or higher (recommended)
- Windows 8 (minimum)

Apple MacOSX
- MacOSX 10.10 or higher (recommended)
- MacOSX 10.8 (minimum)

Note: The college does not recommend Chromebook laptops for College use.

Internet Browser
What should the students internet speed be?
It is recommended students use 2Mbps or better. Test your current speed.

Which internet browsers should students install on my computer?
It is recommended students have at least two of the following items installed:

Windows
Google Chrome
- Version 44 or higher (recommended)
- Version 40 or higher (minimum)

Mozilla Firefox
- Version 41 or higher (recommended)
- Version 37 (minimum)

Internet Explorer
- Version 11 (minimum)

Microsoft Edge
- Version 20 or higher (recommended)

Last Class Day
Students are expected to be on campus for all class sessions and should not schedule vacations or trips home prior to the conclusion of the class.

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 and only made in rare circumstances.

Other Academic Misconduct
Other academic misconduct includes other academically dishonest, deceitful, or inappropriate acts which are intentionally committed. Examples include:
- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others
- Planning with another to commit any act of academic dishonesty
- Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose

- Changing or altering grades or other official educational records
- Obtaining or providing to another a test or answers to a test that has not been administered
- Breaking and entering into a building or office for the purpose of obtaining unauthorized materials
- Continuing work on an examination or assignment after the allocated time has elapsed
- Submitting the same work for more than one class without disclosure and approval
- Getting equal credit on group assignments when equal work was not done

Plagiarism

Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the original author through quotation, reference, or footnote.

Inadvertent plagiarism involves the inappropriate, but non-deliberate, use of another's words, ideas, or data without proper attribution. Although not a violation of the Honor Code, it is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance.

Plagiarism may occur with respect to unpublished as well as published material. Examples include:

- Direct Plagiarism: the verbatim copying of an original source without acknowledging the source
- Paraphrased Plagiarism: the paraphrasing of ideas from another without attribution, causing a reader to mistake these ideas for the writer's own
- Plagiarism Mosaic: the borrowing of words, ideas, or data from an original source and blending this original material with one's own writing, without acknowledging the source
- Insufficient Acknowledgment: the partial or incomplete attribution of words, ideas, or data from an original source

Pornography

Pornography in any form is not permitted. Use of pornography is a serious sin and can lead to other sexual transgression. "Pornography in all forms is especially dangerous and addictive. Avoid pornography at all costs." (For the Strength of Youth, p 12)

Procedures for Handling Academic Misconduct

Instructors are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and conduct in the course. The instructor will be responsible to investigate any incident of academic dishonesty or misconduct, determine the circumstances, and take appropriate action. Examples of appropriate action include but are not limited to the following:

- Reprimanding the student verbally or in writing in a private setting
- Requiring work affected by the academic dishonesty to be redone
- Administering a lower or failing grade on the affected assignment, test, or course
- Forfeiting their eligibility to drop or withdraw from a course even if the drop or withdraw deadlines have not passed

Refer student to the Honor Code Office. The Honor Code Office will complete an independent investigation and take appropriate action. If the incident involves violation of a public law, e.g., breaking and entering into an office or stealing an examination, the act should be reported to College Security.

Students who know of or suspect another student violating this policy should report their concern to their teacher or the Honor Code Office.

Both suspected and proven violations of the Academic Honesty Policy should be reported to the Honor Code Office, detailing the name, incident, and action taken. If the occurrence is sufficiently egregious, or if a pattern of dishonesty or misconduct is discovered, the Honor Code Office may take additional action, based upon the nature of the violation.

If a student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, he or she may have it reviewed through the College's grievance process (See Student Academic Grievance Policy).

Right of Access

LDSBC is a private institution. Therefore all grounds, walkways, parking areas, and buildings owned by the College are private property. The College retains the right and legal authority to limit or otherwise restrict access to the campus for any reason it may deem appropriate. As an educational institution, LDSBC affirms its right to guard or protect employees, students, and guests from interferences that would disrupt any class, program, activity, event, or permitted function. This includes stalking or other conduct that is threatening or disruptive to students, employees, or guests on campus properties.

Username and Password Protection

Students should never share their LDSBC username and password with any other person or business. Providing this information to others could potentially compromise the college's systems as well as student personal information (e.g. social security number, finances, grades). Because providing this information to other people or businesses puts LDSBC at risk, individuals who do so could face dismissal from the College.

Waiver of Risk

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

OPERATIONS

Building Use Policy

LDS Business College is considered a private religious college. As such, individuals on campus are prohibited from bringing dogs or other pets inside college facilities, except for service animals. Service animals include dogs, or in rare cases miniature horses, who are trained to perform a specific task for their owner. Pets, comfort (therapy), or emotional support animals are not permitted on college property.

Service animal policy

Students with disabilities requiring the use of a service animal should meet with the disability service office to formally outline their modifications according to existing disability service practices.
Employees requiring the use of a service animal should contact the Human Resource office.

- Owners of service animals are solely responsible for any damage to persons or property caused by their animal.
- A service animal may be excluded from college property if they exhibit unacceptable behavior.

Animals are to be under the control of a handler at all times.

Grievance Procedure for Employees
Employees should first bring their grievance to the attention of their supervisor. If they are not satisfied or feels the supervisor may not deal with the grievance fairly, employees should contact the Human Resources Department.

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. https://www.ldsbc.edu/policies/student-consumer-information.html

Cashier's Office Policies

Collections Policy
Students who do not pay the balance due in full may have their accounts sent to a collection agency if they are unwilling to set up a payment plan with the Cashier's office and make regular payments. The College will charge students a collection fee of 33.3% (or more), depending on the charges from the collection agency. The additional 33.33% (or more) 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, and this may impact the student's credit score.

Course Content Charges
Some courses have course content charges. These charges are for required course-related materials delivered electronically through the Learning Management System (LMS). Course content charges are non-refundable unless the class is dropped within the 100% tuition refund period.

Dropped Classes for Non-payment
In addition to late fees, students will be given until the 10th business day after the payment deadline to contact the Cashier's office on the 2nd floor of the College and make payment arrangements. If the student fails to make payment arrangements by the end of the 10th business day, the student's classes will be dropped.

Failure by the College to make contact with students during this process does not relieve them of their financial commitment. Students who make payment arrangements with the Cashier's office, but do not comply with the terms of their agreement, will be withdrawn from their classes.

Student health plan premiums must also be paid by the 10th business day after the payment deadline or their classes will be dropped for non-payment.

Effect of Drop on International Students
In the event of international students, a withdrawal will result in the cancellation of their I-20.

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 $25 for balances less than $500 and $50 for balances greater than $500. A late fee will not be assessed for students with a valid FAFSA on file with the school by the first day of the semester.

Reinstatement of Classes Dropped for Non-payment

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

The second-time students are withdrawn from their classes for non-payment during their academic career at the College their classes will no longer be eligible for reinstatement during the current semester unless the student submits an appeal and is approved.

Tuition Refund Policy

Tuition refunds will only be given as follows:

Classes dropped up to the 10th school day of the semester. Students can drop classes at any point up to the Drop for Non-Payment Deadline (school day 10) for a full refund. NO REFUND will be given for individually withdrawn classes after the Drop for Non-Payment Deadline (school day 10) unless the student officially withdraws from LDS Business College (see below).

Complete withdrawal from school. When a student withdraws from **all of their classes** at LDS Business College after the Drop for Non-Payment Deadline, a pro-rated refund can be given by request until the 8th week of the semester. There will be NO REFUND given when a student withdraws from school after 8 weeks of the semester have 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:

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

Course content charges and fees are not refundable. All types of refunds are requested at the Cashier's Office.

When a prorated refund is issued for students who completely withdraw, the refunds will be based upon this table:

1st Week of School	100%
2nd Week of School	100%
3rd Week of School	80%
4th Week of School	70%
5th Week of School	60%
6th Week of School	50%
7th Week of School	40%
8th Week of School	30%

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 (the % of the refund that is non-refundable). (i.e. 1st & 2nd week of class = 0%, 3rd week of class = 20%, 4th week of class = 30%, etc.)

Honor Code Refund Policy. Refunds will not be issued to students who are suspended or separated from the college due to honor code reasons.

Financial Aid/Scholarships

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.

Tuition and Charges

2018-19 FW	Living Off Campus	Living With Parents
LDS Tuition	3,440.00	3,440.00
Non-LDS Tuition	6,880.00	6,880.00
Books & Supplies	350.00	350.00
Room & Board	7,114.00	3,063.00
Transportation	1,230.00	1,230.00
Personal Expenses	1,662.00	1,662.00
Loan Fees	50.00	50.00
LDS Total	**13,846.00**	**9,795.00**
Non-LDS Total	17,286.00	13,235.00

Tuition per Semester

LDS Tuition

12-18 credits	$1,720
1-11 credits (per credit)	$144
More than 18 credits (per credit)	$144

Non-LDS Tuition

12-18 credits	$3,440
1-11 credits (per credit)	$288
More than 18 credits (per credit)	$288

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
Placement Test	$15/$20 or $30 if you take them together
Challenge Examinations	$40
Graduation Application (cap and gowns have an additional cost).	$15
Health Plan (required for ¾ time students & full-time)	Premium Varies
Incomplete Grade Fee	$5
College Printing:	100 pages in black & white per semester are free; 10 cents per page thereafter; 20 cents for color pages and ½ cent per square inch for the plotter; in minimum $3 increments

Estimated Expense (per School Year)

Books and Supplies	$350
Housing and Food	$3,063 to $7,114
Health Plan	Premium Varies

STUDENT SERVICES

Academic Advising

The Student Development Center (SDC) provides academic and general student development advising. The Advisors at the SDC support and guide students throughout their time at the College by helping with the following:

- Setting general life and professional goals
- Selecting appropriate educational courses and programs that support those goals
- Understanding policies and procedures
- Connecting with campus services and resources

Students can call 801-524-8151 to set an appointment to meet with their Advisor.

Admissions

LDS Business College accepts qualified students without regard to race, color, creed, gender, national origin, age, or disability, provided they have met the equivalent of high school graduation requirements and the ability to benefit*; agree to abide by the Church Educational System (CES) Honor Code, including the Dress and Grooming Standards, and are otherwise qualified as determined by College policy. Qualified applicants are admitted based on educational goals and commitment to College policies and standards.

Qualified applicants are admitted based on educational goals and commitment to College policies and standards. Students who qualify for admission are admitted after reaching age 17. All applicants must submit the equivalent of a U.S. high school diploma. This equivalency could be any of the following options:

- High School diploma earned from a U.S. accredited public, private, or charter school
- IB Diploma
- GED, HiSET, or CHSPE passing testing
- Diploma, certificate, or transcript showing completion of Home School program that is recognized by a state as evidence of High School Completion
- Completion of secondary education (internationally) - must be evaluated by IERF and determined to be a U.S. high school diploma equivalency

Non-native speakers must provide an English proficiency test. International applicants must also adhere to all federal immigration and laws and regulations, including affidavit of financial support and submitting necessary payment prior to being issued an I-20.

Admission may be restricted by semester or department depending on College capacities.

Admissions Procedures

Prospective students may apply via the Internet at the Church Education System (CES) application website: apply.lds.org

All applicants will be required to complete an ecclesiastical recommendation as part of their admissions application.

- LDS applicants will need to meet with the bishop of the ward where their records reside and a member of their stake presidency.

- Non-LDS applicants will need to complete an initial interview with their own clergy or an LDS bishop and then have a follow-up interview with the LDSBC Chaplain, Jeffrey Rowland at 801-524-1923 or via email: rowlandjl@ldschurch.org.

Application Fee
There is a one-time $35.00 application fee. CES admission application does not accept fee waivers.

Application Materials
Applicants are to be honest and forthright in providing all education history (from domestic and international institution). Any student who fails to provide correct information will be denied admissions.

CES has a central processing center so all admissions application materials, including test scores for all CES schools (LDSBC, BYU-Hawaii, BYU-Idaho, and BYU) should be sent to :

CES Admissions Processing
A-41 ASB
Provo, UT 84602
Phone (801) 422-2507

Application Deadlines
Applications must have all application material submitted or postmarked on or before the established deadlines listed below. For information on other application deadlines, please contact admissions@ldsbc.edu.

Semester	Application Deadlines
Fall 2018 (September 17 - December 19)	International Applicants: August 8, 2018 Domestic Applicants: August 30, 2018
Winter 2019 (January 7 - April 11)	International Applicants: November 28, 2018 Domestic Applicants: December 16, 2018
Spring 2019 (April 22 - July 23)	International Applicants: March 13, 2019 Domestic Applicants: April 8, 2019

Applicant Types
Domestic and International students will select one applicant type on the admission application.

- **Freshman**: The applicant has not completed any College or University work **AFTER** completing high school or a GED.
- **Transfer with fewer than 24 credits:** The students has completed fewer than 24 credits of College or University work after completing high school or a GED.
- **Transfer with more than 24 credits:** The students has completed more than 24 credits of College or University work after completing high school or a GED.
- **Former student with no additional credit**: The student has earned credits from LDSBC and has not attended any other College or University since last attending LDSBC (If completed a certificate or degree at LDSBC, select post-degree applicant type).
- **Former student with additional credit**: The student has earned credits from LDSBC and has attended another College or University (If completed a certificate or degree at LDSBC, select the post-degree applicant type).

- **Post-Degree** Applicant has completed a degree or certificate at LDSBC or an associate degree, bachelor's degree, or graduate degree from any other College or University.

Notification of Application Status and Admission

Applicants can track their status and view their admission decision online at apply.lds.org. Admission decision are usually made no later than four to six weeks after the final application deadline.

International Students

In addition to the standard application materials listed above, International students and U.S. citizens educated abroad (except most international American schools) must provide the following:

• High school transcripts and, if applicable, college or university transcripts must be evaluated by an evaluation agency as part of the application process. LDSBC accepts evaluations from World Education Services/ WES (www.wes.org) and International Education Research Foundation/IERF (https://www.ierf.org/uni-evaluation/byu-ces/. IERF is preferred. These evaluations must show evidence of a U.S. high school diploma equivalency.

- Proof of English proficiency (TOEFL, IELTS, PTE or Cambridge): International and US Students not educated in an English language curriculum are required to demonstrate English language proficiency by meeting minimum scores on one of the exams listed below. In certain cases, these exams may be required of students educated in an English language curriculum as well. Official TOEFL, IELTS, or PTE results are required of applicants from non-English speaking countries or U.S. citizens whose high school education was not in English. The minimum score requirements are as follows: (subject to change)

Effective September 1, 2017, LDSBC does not accept the Michigan MELAB or the Michigan Internexus tests.

Subject Area/ Sub Scores	**Reading**	**Listening**	**Speaking**	**Writing**	**Composite**
TOEFL (IBT)	17	16	16	17	66
IELTS	6.0	6.0	5.5	5.0	6.0
Pearson's PTE	47	45	45	47	46
Cambridge English - Advanced Placement Test (CAE) or Proficiency Test (CPE)	169	169	162	154	169

International Student Deposit

In order for students to be successful academically at LDS Business College, they must also be financially prepared. All international students (those in F-1 status) are required to pay a deposit as follows:

Fall 2018 Admits: All international students who are admitted will then be required to submit a deposit in the amount equal to three semesters of full-time tuition (fully refundable if the student does not attend). Students will not be able to register for classes, nor will the I-20 be created until the deposit is paid and all other documents are received. The registration hold will be removed once all required documents and full deposit are received. There is no option for students to pay a portion of the deposit. A full deposit is required.

Effective Starting Winter 2019 Admits: LDS members will be required to pay $5,000 USD and non-LDS students $7,500 USD to the LDSBC cashier's office following notification of their admission. Students will not be able to register for classes, nor will the I-20 be created until the deposit is paid and all other documents are received. The registration hold will be removed once all required documents and full deposit are received. There is no option for students to pay a portion of the deposit. A full deposit is required.

At LDSBC, the deposit will be held in escrow with the intent that it will assist the student to begin school. LDS students may access up to $3,000 and non-LDS students may access up to $5,500 to be applied towards their fees and tuition. The remaining $2,000, which is set aside for the student as an emergency fund, is for the purchase of a plane ticket to return to their home country.

Homeschool Applicants

Home school students who qualify for admission are admitted after reaching age 17, or after the graduation date of their traditional high school class. Students must submit the equivalent of a high school diploma. The following are the equivalent of a high school diploma:

- Diploma, certificate, or transcript showing completion of home school program that is recognized by a state as evidence of high school completion.
- A GED Certificate
- Evidence of a passing score on tests recognized by the state and similar to the GED, such as the High School Equivalency Test or HiSET and the Test Assessing Secondary Completion or TASC

BYU-Pathway Worldwide Students

LDSBC welcomes PathwayConnect students to apply for admissions. On the admissions application, applicants will enter Pathway Program as an institution in their educational history and provide their Pathway transcript and any additional materials required as outlined in the admissions application. PathwayConnect applicants will follow the regular admission process and are subject to the same admission requirements for all applicants. The PathwayConnect transcript does not take the place of the high school equivalency or the English Proficiency requirements. Admission is not guaranteed for Pathway students.

PathwayConnect Transfer Guide

LDSBC will accept nine (9) credit hours of elective credit and six (6) credit hours of religion from the student's PathwayConnect experience. LDSBC's partnership with PathwayConnect gives students a wide range of educational and career options. Pathway students may complete any degree or certificate provided by LDSBC, including the Applied Technology - Associate of Science degree or the Associate Science of Integrated Studies. These degrees accommodate students who want to transfer to BYU-Idaho or other four-year institutions. For Pathway students who want a more direct career route, they can choose from any LDSBC certificate program to gain skills that will lead to immediate employment opportunities.

PathwayConnect Course	LDSBC Transfer Guide
GS 120: Pathway Life Skills	Elective credit (3)
GS 120L: Pathway English & Life Skills	Elective credit (3)
MATH 100G: Personal Finance	Elective credit (3)
MATH 100L: English Language and Personal Finance	Elective credit (3)
ENG 106: Basic Writing	Elective credit (3)
ENG 106L: English Language and Basic Writing	Elective credit (3)
FDREL 275: Teachings & Doctrine of the Book of Mormon	Cornerstone Religion, but not College Religion Residency Hours
FDREL 250: Jesus Christ and the Everlasting Gospel	Cornerstone Religion, but not College Religion Residency Hours
FEDREL 200: The Eternal Family	Cornerstone Religion, but not College Religion Residency Hours

PathwayConnect students are encouraged to contact the Student Development Center (801-524-8151) and schedule an appointment with an LDSBC academic advisor to plan their course of study and create a graduation plan.

CES Honor Code

LDSBC and other Church Education System (CES) institutions (Brigham Young University, Brigham Young University-Hawaii, and BYU-Idaho College) exist to educate students in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. These institutions select employees and students who voluntarily live the principles of the gospel of Jesus Christ.

Living by those standards is a condition of employment and admission. Individuals who are not members of the Church are also expected to maintain the same standards of honor, integrity, morality, and consideration of others. By enrolling at LDSBC, or accepting appointment as an employee, individuals show their commitment to observe the Honor Code standards approved by the Board of Trustees "at all times ... and in all places" (Mosiah 18:9).

"We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men.... If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things" (13th Article of Faith).

Church Educational System (CES) Honor Code

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

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

Good Honor Code Standing

When a student is in good honor code standing, they have the blessings of protection, preparation and peace. It also means a student's conduct is consistent with the Principles of Personal Honor, the CES Honor Code, The Family: A Proclamation to the World, For the Strength of Youth, the University Standards and Policies, and the principles of The Church of Jesus Christ of Latter-day Saints, both on and off campus. Students must be in good honor code standing to be admitted to, continue enrollment at, and graduate from LDSBC.

Students not in good honor code standing may be suspended from the university. Excommunication, disfellowshipped, or disaffiliation from the Church will automatically result in the loss of good honor code standing.

Furthermore, a student is not in good honor code standing if his or her ecclesiastical endorsement has either lapsed or been withdrawn, or if the Student Honor Office has placed a hold on the student's records. All students are required to remain in good honor code standing once admitted to LDSBC, whether they are on or off campus, on or on break.

Individuals who are on any sex-offender registry are not eligible for enrollment at LDSBC. Registered sex offenders will not be allowed employment at LDSBC nor other access to the campus.

Confidentiality of Student Records (FERPA)

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 Registrar's Office.

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

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

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

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

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

- Previous educational institution attended
- Anticipated future enrollments
- Course registrations prior to the beginning of a semester
- 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 with the Registrar's 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."

Additionally, under an agreement with The Church of Jesus Christ of Latter-day Saints (the Church), LDSBC releases the names and birthdates of students to the Church for the purpose of moving the students' church membership records to the wards in which they will reside during a given semester. This data is provided to the Church in a secure, electronic format. Students can block the release of this information as described in number six below.

1. Students have the right to block the release of their public directory information or may modify the display of their public directory information. This can be done by contacting the Registrar's Office. For complete confidentiality, these changes must be completed within the first ten days of each semester.
2. Parents or guardians of students claimed as dependents on the most recently submitted Federal Income Tax form may have grade reports forwarded to them pursuant to the Family Educational Rights and Privacy Act of 1974. Parents of dependent children under the above-described definition must submit a Certificate of Dependence Form in order to receive grade reports.

No grade report will be sent to a parent or guardian without proper submission of this form. Enrollment Services will record Certificate of Dependence forms and send grade reports as requested. Parents of students who have declared themselves as independent are not eligible to receive grade reports. Students may waive their independent status by completing the Waiver of Independence Form. Completion of this form authorizes parental access to student grades regardless of the dependency status of a student. Forms are available at Enrollment Services or online.

Changing Major

Students are admitted with a declared program of study from their selection during the admissions application process. If a student wishes to change their program of study (major), they will have to schedule a time to meet with their advisor in the Student Development Center.

Changes of majors should be processed the semester before students intends to start the new program. International Students will need to coordinate with the International Student Office if the change of major was processed.

Continuing Ecclesiastical Endorsement

Students must be in good Honor Code standing to be admitted to, continue enrollment at, and graduate from LDS Business College. The term "good Honor Code standing" means that a student's conduct is consistent with the Honor Code and the ideals and principles of The Church of Jesus Christ of Latter-day Saints. Excommunication, disfellowshipped, or disaffiliation from The Church of Jesus Christ of Latter-day Saints automatically results in the loss of good Honor Code standing. Further, a student is not in good Honor Code standing if his or her ecclesiastical endorsement has either lapsed or has been withdrawn, or if the Honor Code Office has placed a "hold" on the student's records.

LDS Students: All enrolled, continuing students at LDS Business College will be required to annually submit a continuing endorsement from the bishop of the ward (1) in which they live and (2) that holds their current Church membership record. Students attending wards on or off campus will need to obtain a form at the Registrar's Office, or by downloading the PDF. Endorsements expire April 1st of each year.

Other Students: Non-LDS students are to be endorsed annually by any local bishop or branch president. Students who wish to talk to an LDS bishop may contact the Honor Code Office to obtain that information. Whether on or off campus, all students are expected to abide by the Honor Code, which includes the (1) Academic Honesty Policy, (2) Dress and Grooming Standards, and (3) Continuing Student Ecclesiastical Endorsement.

Counseling

LDS Business College offers free short-term counseling assessments to determine the best resources, support, and services (both inside and outside the college) to fit students' needs. Students struggling with mental health, behavioral issues, or life challenges are encouraged to take advantage of this assessment. If they require more than short-term support, they will be referred to outside counseling services that can best support them in their goals. Other counseling resources may include workshops and online resources.

Church Attendance

Tithing dollars fund the majority of a student's education at LDS Business College, and admission is reserved primarily for those who adhere to the principles and practices of the Church. The educational experience at the College should augment and enhance righteous worship. Students must attend weekly Church meetings in order to receive an ecclesiastical endorsement from their bishop and continue as a student.

Disability Services

LDS Business College (LDSBC) provides reasonable academic modifications for students with disabilities according to Section 504 of the Rehabilitation Act of 1973. It is the responsibility of the student to self-identify and provide proper documentation in order for LDSBC to provide adequate academic modifications. The type of documentation required, as well as what is considered current documentation, depends on the individual and the nature of the disability.

Services are individualized based on what reasonable modifications the student needs to ensure that the student has equal access to the educational and administrative services and programs offered at LDSBC. There is no predetermined list of modifications for any particular disability. Modifications are determined through an interactive process that begins during a student's intake interview with the disability services representative. Modification decisions are based on the impact of a student's disability, any relevant academic policies, and an assessment of the essential outcomes of a course or program of study.

Temporary medical conditions such as broken limbs, surgery, flu, and pregnancy are not usually considered disabilities. However, these students may visit with a disability services representative to brainstorm options for handling their situation. Services provided by disability services (e.g., note taker, exam reader/scribe) may be considered; however, documentation from the treating physician will be required to continue the intake process.

All inquiries and requests should be submitted to:
LDS Business College
Student Development Center
95 North 300 West
Salt Lake City, UT 84101
Phone: 801-524-8151
Email: disabilityservices@ldsbc.edu
Fax: 801-524-1900

Dress and Grooming Standards

Dress and grooming affects how students and those around them think, behave, and learn. Students show respect by their grooming; therefore, students should wear clean, modest clothing that brings honor to themselves and the College. Clothing should not include wording, symbols, artwork or other references that are vulgar, offensive, crude, immoral, or gang-related.

- Women should be neat, comely and modest in their attire. Dresses should have sleeves, full backs, reach at least to the knee (even with leggings), and have a high enough neckline so as not to reveal cleavage. Cutoffs, if worn, should reach at least the knee. Blouses should have sleeves, high enough necklines so as not to reveal cleavage, and be long enough to keep the midriff from exposure as the student sits, walks, and bends. Clothing that has holes or ragged tears is inappropriate.
- Men should be neat and modest in their attire. Shirts must be worn and should have sleeves. Cutoffs, if worn, should reach at least the knee. Exposed underwear is unwelcomed and inappropriate. Clothing that has holes or ragged tears is inappropriate. (Gen 41:14; 1 Cor 3:16-17; Rise Up, O Men of God, President Gordon B. Hinckley, Ensign, Nov. 2006, 60; A Prophet's Counsel and Prayer for Youth, President Gordon B. Hinckley, New Era, Jan. 2001; Standards of Dress and Grooming, Elder Dallin H. Oaks,New Era, Dec. 1971)
- Hair Styles: Hair styles should reflect the standards espoused by The Church of Jesus Christ of Latter-day Saints. Bizarre or unusual hair styles or coloring violate the dress and grooming standards. Dreadlocks, mohawks, fauxhawks or other unusual hair styles are not allowed except in cases where such styles are strongly cultural. Such exceptions must be cleared with the Honor Code Office. Men are to have hair cut so as to be off the collar and off the ears and eyebrows.
- Facial Hair: Faces should be clean-shaven with sideburns no lower than the bottom of the ear; muttonchops are not allowed. Moustaches are allowed but should not extend below the corners of the mouth. Soul patches and goatees are not allowed.
- Piercings Women who desire to have their ears pierced should wear only one pair of modest earrings. Men should not wear earrings. Other body piercings for men or women are inappropriate.
- Tattoos The body is holy and God's creation and should not be disfigured; therefore, the Honor Code prohibits getting or displaying tattoos. Tattoos that portray satanic, violent, hateful, lewd themes may not be displayed under any circumstance. Students with previously acquired tattoos must cover them at all times.
- Hats LDS Business College is a dedicated building. Out of respect for that status and as a courtesy to faculty and classmates, students are requested not to wear hats in classrooms. Hats with inappropriate language or symbols, or that imply gang membership, violate the College's dress and grooming standards.

Graduation

Graduation Requirements

1. Meet all program requirements.
2. Have a cumulative Grade Point Average (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.
6. Complete the Exit Survey.

In addition to specific degree requirements, students must also meet the graduation requirements listed below:

- Minimum Grade: To satisfy a degree, certificate, cluster requirement, students must earn a minimum grade of C unless otherwise noted in the specific program requirements. To satisfy general elective requirements students must earn a minimum grade of D-. A passing grade (P) in a Pass/Fail course will satisfy the applicable program requirement.

- Graduation Catalog: A student is responsible for the program requirements listed in the LDSBC Catalog from the year of first enrollment to the year of graduation. Students are subject to all other policies, requirements, and procedures as outlined in the College catalog for the current academic year.
- Academic Standing: Students who are academically suspended or academically dismissed may not graduate from LDSBC.
- Good Honor Code Standing: Students must be in Good Honor Code Standing in order to graduate from LDSBC. Former students wishing to graduate from LDSBC, but whose ecclesiastical endorsement has expired, will need to submit a current endorsement before their application for graduation will be processed.

Application for Graduation

All students must be in good Honor Code standing in order to graduate from LDS Business College. Former students wishing to graduate from LDS Business College, but whose ecclesiastical endorsement has expired, will need to submit a current endorsement before their application for graduation will be processed. If a CES hold exists on the student's record, then any request for graduation will not be processed until the hold has been released. Current students apply for graduation online via the MyBC student portal. Former students may request assistance in applying for graduation by emailing graduation@ldsbc.edu. For specific deadlines, students should refer to the Academic Calendar. Students should apply to graduate in the semester they complete their program.

Graduates' names will be included in the commencement program after the semester they graduate, not the commencement in which they march, if different. Official graduation is subject to a degree audit following the last semester of enrollment. Enrollment Services will notify students of any graduation deficiencies via official communication methods. The graduation application of those who do not complete the requirements will be reevaluated at the end of the next semester. However, students who do not satisfy all graduation requirements in the semester for which they applied must reapply to be considered for graduation in a subsequent semester.

Name on the diploma

The LDS Business College diploma is a legal representation that the student earned the degree and/or certificate. In which case, the institution uses the student's legal name printed on the diploma (effective for graduates fall semester 2018).

Diploma Reprint/Reissue Policy

In the event a duplicate copy of a diploma is required due to change of name, lost, stolen, or a duplicate, a request for a replacement may be initiated with our Registrar's office (online form). The cost for a replacement is $10.00. The new diploma issued will bear the names of the current officials in office at the time the replacement diploma is produced. Inquiries regarding records prior to 1987 will require additional time for research as these records are maintained on microfilm.

Attendance at Commencement

LDS Business College Commencement is held annually in April. Students who have completed their program requirements the prior July, August, December and that April, or next July or August are invited and may apply to participate in Commencement.

Graduation Application	**Invited to participate in Commencement**
Spring 2018	April 2018 or April 2019
Fall 2018	April 2019
Winter 2019	April 2019
Spring 2019	April 2019 or April 2020
Fall 2019	April 2020

Graduates and their families and friends may attend formal Commencement exercises. All graduates, including those who complete their courses of study before Winter Semester, are encouraged to attend. Students who do not attend Commencement may claim a diploma cover from Enrollment Services before leaving campus.

Diplomas will be mailed to graduates only after all requirements have been completed and verified, six-to-eight weeks after final grades are posted.

Commencement exercises at LDS Business College are unique. We hold Commencement in the Tabernacle located on Temple Square. The historic, sacred location invites the ministry of the Spirit by event proceedings and the conduct of everyone participating in Commencement. To assist in this invitation and show respect for everyone present, graduates participating in Commencement are required to observe the dress and grooming standards of Sunday worship services and the College Honor Code.

Additionally — so as not to draw attention to any individual — flowers, leis and other embellishments, including decorating your cap, are not appropriate in the Commencement ceremony.

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 program requirements for graduation. Students are encouraged to counsel with their assigned academic advisor each semester.

Graduation Honors

Honors is based on the cumulative GPA after grades post for the graduation semester. No adjustments will be made for grades posted or changed following the graduation semester. To be eligible, the application must be submitted before the published Final Graduation Application Deadline of the student's graduation semester.

Students with a 3.70 cumulative GPA or higher will graduate with honors (3.69 GPA does not round up). 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 honors cord during graduation commencement.

Financial Holds

Candidates with outstanding debts to LDSBC, for any reason, will not receive diplomas or official transcripts until all amounts are paid in full.

Standards Holds

Candidates who are not in good Honor Code standing will not receive diplomas until they have completed the requirements outlined by the office they are working with. Students with a standards hold may not participate in commencement.

Exit Survey

In the interest of documenting post-graduation rates of employment for accreditation purposes, all students are required to complete a brief exit survey, available online, approximately one month before their anticipated graduation. Various means will be used to remind students of this graduation requirement, including emails sent to the student's MyBC email account with a link to the survey, a notation on the student's Grad Report, and notification through the Career Service offices.

Alumni Association

Since its founding in 1886, nearly 100,000 students have attended LDS Business College. Alumni are found across the globe in every walk of life and at every level of personal and professional accomplishment.

LDS Business College is pleased to acknowledge many notable alumni, including Russell M. Nelson, seventeenth president and prophet of The Church of Jesus Christ of Latter-day Saints.

Students who complete at least 25 credits at the College become members of the LDSBC Alumni Association.

Alumni have access to helpful College services. Lifetime career services privileges give alumni access to the College's employment services where they can review available positions and receive assistance in resume writing and interview coaching. Alumni are also encouraged to utilize LDS Employment Services in their area.

Those who have graduated with completing a certificate or degree, may also take one free course from the regular on-campus curriculum each year beginning the third year after graduation. Graduates returning as degree-seeking students may use the course with the lowest number of credit hours as the free on-campus class (subject to class and seat availability). Students will need to reapply as a former student and complete the admissions application. Then submit the Alumni Brush Up Form.

Alumni are also invited to attend LDSBC weekly Tuesday Devotionals on Temple Square. For a complete list of upcoming Devotional speakers and information, visit the online College calendar. Also, our Devotionals website includes previous addresses with videos and transcripts.

Contact Us
LDSBC Alumni Association
95 North 300 West, Office 1010
Salt Lake City, Utah 84101-3500
801-524-8179
alumni@ldsbc.edu

Grievance – Student Services

1. Honor Code Grievance
2. Issues relating to Sexual Misconduct / Title IX
3. Anonymous Reporting. If any person wants to file an anonymous report (regarding anything on campus).

Housing

LDS Business College's approved housing program differs from the housing program offered by other schools affiliated with The Church of Jesus Christ of Latter-day Saints. Although landlords of approved housing agree to promote the LDS Business College Housing Policy and Residential Living Standards in housing units leased to students, LDS Business College does not (a) oversee landlords' enforcement or compliance with the Housing Policy and Residential Living Standards, (b) inspect or monitor the condition or cleanliness of units, (c) review or approve lease terms or (d) mediate or become involved in disputes between landlords and students. Students are strongly encouraged to carefully read any lease and inspect and evaluate any apartment before the student signs any lease.

Housing facilities are available to LDS Business College students through a variety of off-campus property owners, including Property Reserve, Inc. (PRI), the commercial real-estate arm of The Church of Jesus Christ of Latter-day Saints. The LDS Business College does not own, operate or control any student housing facilities. As an informal service to its students, the LDS Business College provides a list of possible housing opportunities on its website. Students are free to make housing arrangements wherever they like and are under no obligation to choose from the facilities listed.

Two of the rental properties listed on the College's web site, the Plaza and the Lodge, are owned by and are under the control of PRI. PRI has contracted with Horne Lodging Properties to manage the Plaza and the Lodge on a day-to-day basis. Generally speaking, the managers of these two properties are able to exercise a greater degree of control in requiring adherence to the Honor Code standards than the management of other facilities.

The LDS Business College makes no representation or warranty as to the suitability, quality, safety, living conditions, tenant satisfaction, value, or any other factor or condition with respect to any of the housing facilities listed on its website. The student and his or her family are solely responsible for making all housing arrangements while attending the LDS Business College, including determining the suitability of a particular facility and for inspecting and otherwise evaluating the facility before entering into a lease agreement.

Plaza/Lodge Meal Plan

Because dormitory-style housing includes no personal food preparation facilities, all applicants to the Lodge and the Plaza are required to make a $500 dining services payment to LDS Business College as a condition of being eligible to reside in either of those two facilities. The student resident then receives an electronic card with the $500 balance that is usable at the LDS Business College BC Café.

- The cards are picked up at the BC Café
- The $500 non-refundable dining services payment is required in full before housing reservations can be made for The Lodge or The Plaza.
- Residents use this convenient electronic card to purchase meals or snacks at the LDS Business College BC Café which is located adjacent to the main campus building.
- The balance on the card may be carried from semester to semester until is it used up.
- Residents have the option of replenishing the card balance at any time.
- Any balance remaining on the card is forfeited if the student fails to register for classes at the College for two consecutive semesters, including spring session.
- Participation in the LDS Business College pre-paid food service subsequent to the initial $500 dining services payment is encouraged but is optional.

International Students

It is the responsibility of all international students to follow the procedures and policies according to the International Student Handbook. The International Student Office is located on the second floor in Enrollment Services.

Student Responsibilities

1. Confirm Attendance within 5 days of the start of their first semester by completing International Student Check In
2. Report all changes in:
    a. Address (in person or online)
    b. Course load
    c. Employment Situation
    d. Sponsor
    e. Program of Study
    f. Status (applications for permanent residency)
3. Inform of intentions/plans to transfer to another institution
4. Notify of the need to extend the I-20
5. Maintain current passport at all times

Maintaining Status

Maintaining F1 Student Status is essential for all international students. Whether students maintain their status will determine continued presences at the College. In order for international students to maintain status, they

should:

- Be enrolled full-time (12 or more credits) each semester. Each course the student takes has a certain number of credits or units. Credits/units show on the course listing on the student schedule or in the shopping cart. Students need to make certain the total number of credits or units is 12 or more.
- Engage in authorized employment only.
- Progress toward completing their program within the established timeframe.
- Apply for changes such as transfers in a timely manner (allow for 2 business days for processing).
- Maintain a 2.0 Grade Point Average (GPA).

A violation to the F-1 status results in students falling out of status. If students choose to engage in status-violating activities after having been instructed on what constitutes a status-violating activity, the procedures and regulations established by law will be enforced. Status Violating Activities include the following:

1. Staying in the country after the I-20 form has expired without having applied for a new program or transferring to another approved educational institution.
2. Failure to maintain conditions of status, which include:
    a. Enrolling less than full-time without the authorization of the International Student Office (ISO) - full time is 12 credits each semester
    b. Registering and attending a school other than LDS Business College without proper authorization
    c. Stop attending classes and receiving a UW grade
    d. Late applications for transfers, program extensions, and/or OPT
    e. Unauthorized employment or putting employment ahead of their education
    f. Failure to maintain a 2.0 GPA for two semesters

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

Affidavit of Support

International Students are required to submit an affidavit of support from a sponsor. This document declares the sponsor will assist the student financially for the length of the I-20 (typically three years to complete their associates degree).

Once the affidavit of support document is received, the International Student Office will contact the sponsor to confirm their understanding and responsibility to financially support the international student. International Students must immediately contact the International Student Office if their sponsor status changes.

Attendance Confirmation

All international students must report to the LDS Business College International Student Office within 5 days of the start of their first semester. This is called International Student Check-in. Students should bring their I-20, I-94, visa, and their passport to the Registration Desk on the 2nd floor of the college. Student Exchange Visitor Program (SEVIS) requires students to report to the International Student Office to confirm attendance. Transfer students will receive a new I-20 once they report to the International Student Office confirming the approval of their transfer. Failure to report to the International Student Office will result in the cancellation of the I-20.

Name and Address Changes

SEVP requires international students to notify the ISO within 10 days if they change their name and/or move. Remember, if the College does not know how to contact students, it cannot keep them updated with important information

Changing Majors – International Students

Changes of majors should be processed the semester before students intends to start the new program. International students seeking to change their major need to first meet with their advisor in the Student Development Center. If the change is approved a new I-20 may be required. Students will be notified via their student LDSBC email when their new I-20 is ready. Students may pick up their new I-20 from the International Student Office.

Program Extensions

Program extensions will be carefully examined. Extensions will be granted to those international students who will need extra time to finish their program due to a change in major or other extenuating circumstances. Students are strongly encouraged to meet with an academic advisor in the Student Development Center each semester to ensure they are on track to complete all the program requirements. Students who have not made satisfactory academic progress are not eligible for an extension. If a student has to extend their I-20 for more than one semester the student is required to supply new and current financial documents. The student will need a new Affidavit of Support from their sponsor along with a new bank statement from the sponsor with at least $13,000 in the account. I-20 extensions will only be allowed once. A detailed graduation plan will have to be submitted with the I-20 Extension Request Form. The student's full-time adviser must sign the I-20 Program Extension form before it can be brought to the International Student Office for review. The International Student Office will approve or deny the extension.

Transfers

Transfers will be processed when the international student is academically eligible to transfer. Students must notify the International Student Office of their final decision to transfer by completing the *SEVIS Record of Transfer Form* located online at BCINL in order to facilitate the transfer of the student's electronic file (the Student and Exchange Visitor Information System file). The student will be required to upload a copy of their acceptance letter to the college that has accepted him/her. The student will have to enter the date the student wants the SEVIS transfer to take place.

All employment authorizations end the day the SEVIS record is transferred to another college.

International students may remain in the United States up to five (5) months when transferring out of the current school without pursuing a full-time course load when in between schools, but the student's SEVIS record MUST be transferred to another college within 30 days of the last date of attendance at LDS Business College. The 5 months are calculated according to the last date the student attended LDS Business College and the student's first day of the semester in the new school and the last day of the semester in the current school.

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

Authorization to Reduce Course Load (drop below 12 credits)

International students cannot make changes in their schedule, which would drop them below 12 credits (full-time) without obtaining authorization from the International Student Office. This rule is applicable both before and after the add/drop deadlines. Authorization may be given for extenuating circumstances. Students will be considered in status despite less than 12 credit enrollment if:

1. They have less than 12 credits left to graduate in their final semester.
2. They have obtained a medical leave of absence.
    a. Students who encounter a medical condition will need to present proper documentation stating the illness within 30 days after the occurrence of the illness. Students will be required to enroll the following semester. If the medical condition extends for a period of longer than two semesters, they

will be advised to return to their country to recuperate. Students who ask for a medical leave of absence immediately after they enter the county will be denied, unless they prove they have contracted the medical condition after entering the United States that restrains them from pursuing their academic work.

3. They have been improperly placed – referring to course level.

Students are considered in session and may not work more than 20 hours a week while on Reduced Course Load. The International Student Office may determine that employment should be terminated if the student cannot enroll in 12 credits of coursework because of medical reasons.

Completion of Study/Completion of OPT/Expiration of I-20

An F-1 international student is granted an additional 60- day period from their program completion date or end day of OPT to transfer to another institution, depart from the United States or apply for OPT (if eligible and not currently completing OPT).

Status changes must be applied for before either the completion of study/OPT or the expiration of the I-20.

Students whose I-20 expires without completing their program are considered out of status and must leave the country immediately.

Authorized Withdrawal

An F-1 international student authorized by the International Student Office to withdraw from all their classes is allowed a 15-day period for departure from the United States.

Students who fail to maintain legal status will not be granted any additional departure period. They must leave the US immediately.

Concurrent Enrollment

An international student may be enrolled in two different SEVIS approved schools at one time as long as they combine enrollment amounts to a full-time course of study. Students must receive approval from the International Student Office **before** enrolling at another institution. Failure to obtain approval may cause a status violation.

Online Courses

Only one online course (3 credit maximum) will be considered toward the 12 credits required to maintain status. Nine (9) credits must be taken in class at the College.

Academic Progress

International 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.

Academic Probation and Academic Suspension

Academic probation is an administrative warning that will not affect the international student's status. The student falls out of status if they are not progressing toward the completion of the program of study and are suspended. The International Student Office will act according to the recommendation and stipulations established by the Director of Student Support as long as it is within USCIS rules and regulations.

Reinstatement

International students who fail to maintain legal status may apply for reinstatement. Students wishing to apply for reinstatement must meet the following requirements:

- Establish to the satisfaction of the ISO that the status violation resulted from circumstances beyond the student's control
- Has not been out of status for more than 5 months
- Does not have a record of repeated or willful violations of SEVIS regulations
- Is currently pursuing, or intending to pursue, a full course of study in the immediate future at the school which issued the reinstatement I-20
- Has not engaged in unauthorized employment
- Is not deportable on any other grounds

Scholarships

Scholarships through the College are limited. All questions should be forwarded to the Scholarship Office. International students should not expect to finance their studies through employment or scholarships. If students have a sponsor, the sponsor is the designated person to help them with their finances. In special cases, such as where the sponsor's business files bankruptcy or an extreme fluctuation in exchange rates, students may apply for Severe Economic Hardship.

Travel

International students who wish to travel out of the United States at any time will be able to do so. In order to re-enter the United States, students will need a current F-1 student visa, a valid passport, and a properly endorsed I-20. Students must have the second page of their I-20 endorsed by the PDSO/DSO prior to leaving the country. Students should plan to have their I-20 signed in a timely manner.

Annual Vacations

International students can take their annual vacation semester after having been enrolled for two consecutive semesters full-time. If students do not have a minimum of 12 credits each semester, they will not be eligible to go on vacation. Vacations should not be mistaken for in-between semester breaks. Those periods of time, such as Christmas break, are separate from annual vacations. Students must complete the Annual Vacation Application online at BCINTL and receive approval before going on vacation.

Employment Options

International students are eligible to work on-campus at the beginning of their first semester. Students cannot work off campus unless they are eligible to do Curricular Practical Training (CPT). Students cannot apply for CPT until they have been at the college for at least one academic year and completed 50% of the program core requirements. Failure to obtain CPT authorization before beginning employment will result in the termination of the I-20. Students may not work more than 20 hours a week while school is in session. During annual vacation and semester breaks, students may work more than 20 hours.

On-Campus Employment (LDS Business College and some positions at Church Headquarters).

On-campus jobs are listed on the College's website or students may visit Career & Employment Services, located on the first floor of the BYU-Salt Lake City building west of the LDSBC main building.

Curricular Practical Training (CPT)

International students are eligible to request CPT Work Authorization after they have completed 9 consecutive months or one academic year in a skills based associate degree major that has a **required** internship course.

Students must maintain a 2.0 GPA, be a full-time student, and have completed 50% of the required program core courses and be enrolled in the required internship course for their program. (Please be aware that not all programs have required internship courses. If your program does NOT have a required internship course, you are not eligible to do CPT. Also, some internship courses cannot be taken until the end of the program.)

To request CPT Work Authorization:

- Go the Registration Desk to request Part 1 of the CPT form. Read the instructions, fill it out and return it to the Registration Desk. The International Student Office will notify you if you are eligible to do CPT.
- If you are approved, pick up Part 2 of the CPT form, fill in all required information and get all required signatures.
- Enroll in the required internship course for your program. You CANNOT participate in CPT unless you are enrolled in your required internship course.
- Return Part 2 of the CPT Form to the Registration Desk.
- Receive a new I-20 showing CPT authorization. Students may not begin working until the above process has been completed and a new I-20 with work authorization has been issued.
- Students cannot do CPT for longer than one year
- While on CPT, the student can only work part time (20 hours or less per week) unless the student is on his/her vacation semester.

CPT is not a means to gain permanent off-campus employment. It is temporary employment authorization (no more than one year) to gain practical training within the student's course of study. The student is limited to working part time (20 hours or less per week) unless they are on their annual vacation semester. Students need to be aware that some schools are reporting that time may be taken off their OPT time for doing any full-time CPT at any time during their CPT. **For complete information, visit the International Student Office**.

Optional Practical Training (OPT)

International students should visit the ISO to determine eligibility for OPT. Following are general eligibility requirements.

Post-Completion OPT (full-time)

International students are eligible to request OPT Employment Authorization during the last semester of their education. The application, once received by USCIS takes approximately three (3) months to complete and costs $410 (**fees are subject to change without notice. Fee is non-refundable**). Students who begin the process at the beginning of their last semester will most likely be eligible to begin working as soon as the semester is completed.

To Request OPT authorization:

- Instructions on how to apply for OPT are available at the International Student Office. please refer to those instructions.
- Students may request OPT authorization 90 days prior to the completion of their program. (Student cannot apply more than 90 days prior to the end of their program).
- Students must apply and be approved for graduation pending successful completion of remaining courses.
- Students who complete the process and receive their Employment Authorization Document (EAD) card, but do not successfully complete their degree requirements, will be able to work part-time and return to school to complete the course work.
- Students may apply for OPT up to 60 days after completion of their program but not more than 90 days prior to completion.

After OPT Employment Authorization is granted:

- Students must present their EAD Card to the International Student Office.
- Students must report employment information through the SEVP Portal.
- Students must report any changes in name or address to the International Student Office within 10 days.

For complete information please visit the International Student Office.

Self-Employment
Activities such as babysitting, house cleaning, door-to-door sales, playing in a band, selling handicrafts, food, clothing or artwork, etc. are considered self-employment. The law prohibits self-employment. Engaging in these activities as well as similar activities is considered unauthorized employment and constitute a status violation.

Social Security Number
International students must have a job offer before they may apply for a social security number. If a job offer has been extended, a student should bring proof of the job offer to the International Student Office. The International Student Office will issue necessary documentation that must be presented to the Social Security Administration.

Communication
The International Student Office will communicate with international students via the College's email system. Students are required to check their LDSBC email on a regular basis, including semester breaks, annual vacations, after graduation, and during OPT. Students are responsible for the information communicated via email.

Dependents
Dependents of F-1 visa holders are issued F-2 visas. F-2 visa holders may engage in part-time study or studies to pursue a hobby or in occasional, casual, or recreational studies, i.e. a ceramics class, swimming lessons, etc. Dependents are not authorized to work at any time, under any circumstance. They are not allowed to study full-time.

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

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

Legal Documents
F-1 international students are responsible to maintain all documents required for legal status.

I-20
International students are expected to maintain **all** copies of the I-20's issued to them. The I-20 in conjunction with the I-94 maintains the student's legal status while studying the in the United States.

Passport
International students are expected to keep a valid passport at all times during their study in the United States. An expired passport is a status violation.

I-94
Form I-94 is the DHS Arrival/Departure records issued to international students who are admitted to the United States. This is an electronic form. Students can print a paper copy at www.cbp.gov/I94.

Visa
All visitors to the United States, including international students, must enter with a visa (unless their county is part of the visa waiver program). All students must enter with a valid I-20. Once students are admitted to the United States, status is maintained by the I-94 and the I-20 forms. Students who wish to leave the county may use the same visa to re-enter as long as it has not expired. Students who leave the country and their visa has expired, must apply for a new visa in their home country.

Legal Matters Related to International Students
Despite the status as international students, they can sue and can be sued in a civil court of justice. The legal proceedings will depend on the alleged felony, the court where the complaint was filed or where the arrest warrant originated.

Criminal Activity
International students involved in criminal activity, puts their visa status into jeopardy. The Unites States Judicial System treats U.S. citizens and non-immigrants equally. Therefore, students have the same right to an attorney and to have their rights explained in a case of arrest – Miranda Rights. Students are also protected from unlawful search and seizure. Some of these general rights conflict at times with some DHS mandates.

In case of arrest, students should notify the College immediately with the incident and process to hire an attorney.

If the felony is also considered a violation of the Honor Code or other regulations enforced by the College, the Director of Student Support will proceed in accordance with the College procedures and policies. The International Student Advisor will participate in the procedure, if deemed necessary.

If the felony is not considered a violation to the Honor Code, the College will observe the proceedings and make the necessary adjustments to comply with the court mandates.

Please be aware all the rules, processes, and policies are in place to protect our students and to assure a better experience. The ISO expects students to feel free to share uncertainties, question, and to seek clarification.

Tutoring
Free tutoring services are provided in the Student Development Center (801-524-8151) for all LDS Business College students. There are drop-in labs for Accounting, Math and Writing. Other subjects are available by appointment.

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).

Records & Registration

Adding Courses
A period in which a student may add a class that is available on the catalog with available seating. See academic calendar for specific dates and deadlines.

Auditing
Students wanting to audit a class (register for and attend class as a “listener” without receiving credit or a grade) 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. (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.

Dropping Courses

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

Grading System

Grades are determined by each instructor based upon an evaluation of all assigned and completed coursework. Course participation, mastery of subject matter, and promise of continuing success in sequential courses in related fields are all criteria used to evaluate progress.

- "A" represents outstanding understanding, application, and integration of subject material and extensive evidence of original thinking, skillful use of concepts, and ability to analyze and solve complex problems. Demonstrates diligent application of Learning Model principles, including initiative in serving other students.
- "B" represents considerable/significant understanding, application, and incorporation of the material that would prepare a student to be successful in next level courses, graduate school, or employment. The student participates in the Learning Model as applied in the course.
- "C" represents sufficient understanding of subject matter. The student demonstrates minimal initiative to be prepared for class. Sequenced courses could be attempted, but mastering new materials might prove challenging. The student participates only marginally in the Learning Model.
- "D" represents poor performance and initiative to learn, understand, and apply course materials. Retaking a course or remediation may be necessary to prepare for additional instruction in this subject matter.
- "E" represents failure in the course.
- "P" represents passing the course and is not calculated into the GPA.
- "W" represents withdrawal from the class and is not calculated into the GPA.
- "UW" represents an unofficial withdrawal which is given to a student who meets the following criteria: Did not complete proper withdrawal procedures; has record of non-attendance that began before the last date to withdraw from individual courses without grade earned; and did not complete any work, tests, or class related assignments after attendance ceased. The "UW" is calculated into the GPA as a failing grade value. (0.0)
- "I" is a conditional grade. (See Incomplete Grade)
- "CR" indicates credit given.
- "NC" indicated no credit.
- "NR" represents the grade was not reported by the instructor. A student receiving a "NR" grade should contact the instructor to request that a valid grade be submitted to Enrollment Services.
- "V" indicates a course taken for audit.

Under some circumstances, students receiving financial aid may not be eligible to receive a grade of CR, NC, P, I, W, or V. Consult the Financial Aid Office for additional information relevant to specific situations.

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% 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

Credit Definitions

- Attempted: The total number of credits in which a student has registered in a semester or on a cumulative basis.
- Earned: The total number of credits completed with a progress grade in a semester or on a cumulative basis.

- Passed: The total number of credits earned that do not factor into a semester or cumulative GPA.
- Quality: The total number of credits earned that factor into a semester or cumulative GPA.
- Points: The total number of grade points earned in a semester or on a cumulative basis.

The following table indicates each grade variant at LDSBC with its equivalent grade points:

One Credit of	Equals Grade Points
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
D-	0.7
E	0.0
UW	0.0
P	*
I	*
IP	*
W	*
NR	*
CR	*.
NC	*
V	**

* Does not affect the GPA calculation, but may impact Satisfactory Academic progress.

** Does not affect the GPA calculation, does not impact Satisfactory Academic Progress, and does not appear on the official transcript.

Calculating GPA and SAP

GPA: quality points divided by quality credits

SAP: earned credits divided by attempted credits

NOTE: Student financial aid eligibility may be determined by a different GPA standard and Satisfactory Academic Progress (SAP) percentage.

Challenge Examination Policy

1. LDS Business College (LDSBC) recognizes and encourages students to use and build upon their education and learning that has been achieved through prior experiences. For example, students may have attended a school with limited transferability or who have through work or life experience have attained knowledge equivalent to what is being taught in a college course. As such, students may wish to take a Challenge Examination for hat specific course.
2. Any credit granted shall be consistent with the following standard from Northwest Commission on Colleges and Universities:
    a. The institution develops, publishes widely, and follows an effective and clearly stated transfer-of-credit policy that maintains the integrity of its programs while facilitating efficient mobility of students between institutions in completing their educational programs. (Northwest Commission on Colleges and Universities, Standards for Accreditation (Revised 2010), Standard 2.A.14)
    b. Credit and degrees, wherever offered and however delivered, are based on documented student achievement and awarded in a manner consistent with institutional policies that reflect generally accepted learning outcomes, norms, or equivalencies in higher education. (Northwest Commission on Colleges and Universities, Standards for Accreditation (Revised 2010), Standard 2.C.3)
    c. Credit for prior experiential learning, if granted, is: a) guided by approved policies and procedures; b) awarded only at the undergraduate level to enrolled students; c) limited to a maximum of 25% of the credits needed for a degree; d) awarded only for documented student achievement equivalent to expected learning achievement for courses within the institution's regular curricular offerings; and e) granted only upon the recommendation of appropriately qualified teaching faculty. Credit granted for prior experiential learning is so identified on students' transcripts and may not duplicate other credit awarded to the student in fulfillment of degree requirements. The institution makes no assurances regarding the number of credits to be awarded prior to the completion of the institution's review process. (Northwest Commission on Colleges and Universities, Standards for Accreditation (Revised 2010), Standard 2.C.7)
    d. The final judgment in accepting transfer credit is the responsibility of the receiving institution. Transfer credit is accepted according to procedures which provide adequate safeguards to ensure high academic quality, relevance to the students' programs, and integrity of the receiving institution's degrees. In accepting transfer credit, the receiving institution ensures that the credit accepted is appropriate for its programs and comparable in nature, content, academic quality, and level to credit it offers. Where patterns of student enrollment between institutions are identified, the institution develops articulation agreements between the institutions. (Northwest Commission on Colleges and Universities, Standards for Accreditation (Revised 2010), Standard 2.C.8)
3. Process for Awarding Credit for a Challenge Examination:
    a. Examinations are prepared, approved, administered, and evaluated by the appropriate academic department in conjunction with the Director of Curriculum and Director of Assessment.
    b. Program Chairs and Course Supervisors will provide the Registrar's office with a list of courses for which challenge examinations are available on a yearly basis.
    c. Credit by challenge examination is not treated as part of the student's workload during a regular term and therefore does not require a petition for excess units.
    d. International students must have approval from the International Student Office.
    e. Students may not take the Challenge Exams if they have previously taken the course and received a grade of D- or higher. If you received an E or a W, you're eligible to take the challenge exam.
    f. A student may NOT complete a Challenge Exam in the same semester in which he/she is registered for the course (i.e., if a student registers for a course and then decides to do Challenge Exam, the course must be dropped.
    g. A grade of B or better on the Challenge Exam is considered passing.

   h. You will receive a P on your transcript if you pass. It will not affect your GPA. If you fail, it will not show on your transcript.
   i. Currently enrolled students pursuing an LDSBC credential may apply to take a Challenge Exam for credit through the Registrar's Office on the 2nd floor.
   j. The Registrar's Office will forward the Request for Challenge Exam form to the appropriate Program Chair.
   k. The Program Chair will work with faculty to administer and grade the Exam.
   l. The Program Chair will review the recommendation for awarding education credit. If approved, the Program Chair will forward the signed and approved Request for Challenge Exam form to the Registrar's Office.
   m. The Registrar's Office will notify the applicant of the Challenge Exam results and record the awarded credit on the LDSBC transcript.
   n. Challenge credits may not be accepted by other schools and may not transfer. The only way challenge credits may be accepted by other institutions is if a student receives their Associates Degree and transfers the entire degree. If you have questions about whether or not challenge credit will be accepted by another institution, please contact that school directly.
4. General Guidelines:
   a. Credit awarded for Challenge Exams shall be consistent with LDSBC's educational mission and goals.
   b. LDSBC will only award credit for approved, non-developmental, lower division courses and programs that are offered by LDSBC and lie within the scope of its mission and role, as described in Church Education System Board of Education.
   c. Health Professions courses are not eligible for challenge examination credit.
   d. Credit for Challenge Exams shall be granted only for successful completion of an Exam which demonstrates competency in the expected outcomes of specific program courses.
   e. The amount of credit granted shall be consistent with standards articulated by the Northwest Commission on Colleges and Universities.
   f. To ensure transcript integrity, student transcripts at LDSBC will identify the source of awarded credit.
   g. Credit awarded shall be ungraded course credit.
   h. LDSBC shall not award partial-course credit. Only full course credit will be awarded for the Exam. The Exam should demonstrate competency in the entire Course required Outcomes.
   i. Students must be currently enrolled at LDSBC and pursuing a LDSBC credential at the time that they seek credit for a Challenge Exam.
   j. Credit granted for a Challenge Exam is not eligible for financial aid or veterans' education assistance, and such credits will not be counted toward full-time status for scholarship purposes.
   k. The Challenge Exam Request form for students and fees to be assessed will be published and kept current by the Registrar's Office.
5. Appeal Procedures: A student who wishes to appeal the determination of credit to be awarded may appeal through the following process:
   a. The student will submit a written appeal request to the Dean of Instructional Support (DIS) with any and all additional supporting materials within 30 days of denial.
   b. After review of the written appeal and within 30 days of receiving the appeal, the DIS will schedule a meeting with the Academic Vice President, the Director of Assessment, the Program Chair and the student. After reviewing the additional supporting materials and meeting with the student, the DIS will notify the Registrar's Office and the student of their decision to award (or deny) credit for specific LDSBC courses in writing. The decision of this Appeal Committee is final.

Did not enroll the semester admitted

Any student who does not enroll in classes the semester they are admitted will need to reapply for admissions.

Deferment

When a student requires their attendance to be deferred for a specific and designated time to serve a mission or is called on military duty, student will need to submit a deferment form indicating the semester they will return. All students returning from deferment will go through the admissions application, submit a new Ecclesiastical Endorsement, and will be notified by admissions regarding the return from deferment.

If a student returns from deferment earlier than stated on their deferment form, they will need to contact the Office of Admissions to update the expected return date.

Discontinuance

A student will be discontinued form the College if they do not enroll after missing two consecutive semesters. After the add deadline of the third semester, students will be discontinued. Students will have to reapply for admissions.

Grade Changes

After the final grade submission deadline, grades may be changed only for the following reasons:

- No grade was submitted by the deadline.
- A calculation error was made in computing the grade.
- The wrong grade was posted.
- An Incomplete grade contract was finalized.
- The previous grade was re-evaluated, but no additional work was submitted.

A grade change should not be submitted if a student completes any additional work beyond the end of the semester. If extenuating circumstances exist, an incomplete grade may be granted if requested before the grade submission deadline.

A submitted grade typically cannot be changed to a W (Official Withdrawal). Students who had a non-academic emergency may file a petition for withdrawal with Enrollment Services.

In addition to changing a student's semester and cumulative GPAs, a grade change may also change a student's total earned credits. A grade change may also positively or negatively impact a student's academic standing.

Grade change requests may only be submitted by the instructor or an authorized designee via the College's approved grade change process. Grade change requests older than one year are additionally reviewed by the Director of Academic & Institutional Assessment and typically are not approved.

Incomplete Grades

An incomplete grade ("I") is a conditional grade and granted only when extenuating circumstances beyond the student's control occur after the semester withdrawal deadline. Incomplete grades are given only if students are passing the course and would be capable of completing the work before the end of the subsequent semester.

Instructions:

1. Instructor must receive approval from the Academic Office before issuing an "I" grade.
2. Contracts are available from the Academic Office.
3. A grade contract must be completed and signed by both instructor and student before the semester ends; not afterwards.
    a. The student must be able to complete the remaining work on an individual basis with the instructor. Re-enrollment or attendance in all or part of the same course during a subsequent semester cannot be required as part of the contract. The general length of time to fulfill the requirements of an incomplete contract is one additional semester.
4. Instructor and student must meet to determine the extent of work/assignments to be complete and the due date(s).

5. Student must take the contract to the Cashier's Office, pay the $5.00 incomplete grade fee, and return the Incomplete Grade Contract to the Academic Office for copies to be made for both the student and the instructor.
6. Class attendance in a subsequent semester or re-registering is not permitted to make up the incomplete.

If the incomplete work has not been finished by the end of the semester after the "I" was given, the "I" will be change by the Registrar's Office to an "E" grade.

Readiness Testing

Students must complete placement testing before registering for a second semester at LDSBC.

English

All entering students must provide a placement test score (ACT, SAT, Accuplacer, or College Success) or submit a transcript showing college transfer credits in English prior to registration for English courses.
Entering students may take a new English placement test if past scores from another institution place the student in a course below English 101.
Students whose native language is not English are required to take the LDSBC placement test. Exceptions may be made for those who have graduated from high school in the U.S. or have U.S. college credit.

Math

Placement test scores or a transcript showing college transfer credits are required to register for any math class above MAT 90.

An updated LDSBC readiness test is required if previous ACT, SAT, or placement test scores are more than 18 months old.

Repeatable Courses

Repeatable courses allow a class to be taken two or more times for additional credit. Most classes at LDSBC are not repeatable for credit. Repeatable courses are generally designated with an "R" at the end of the course code (ex: MUS 102R). Departments establish the maximum number of credits and times a course can be repeated. A repeated course does not replace the former grade or credit of a previously completed course, unless the maximum allowable repeats have been exceeded. In such cases the enrollments are treated as a retake. (See "Retake Courses" below.) Approval to enroll in a repeatable course for the purpose of replacing a previous credit and grade must be obtained from the Academic Exceptions Committee prior to registering for the course.

Repeating Courses

Students should seriously consider repeating courses if they have already received the satisfactory grade (C or higher) towards their program and graduation requirements. If a student chooses to repeat a course, they can repeat a course only once. They must register and pay tuition for the semester in which the class is repeated. The original grade remains on the record and is marked as a repeated course. Once the course has been discontinued, the right to repeat the course is gone.

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. Students must obtain approval from the Program Chair on the third attempt of the course (second repeat) if the student still has not achieved a C or higher grade.

Financial aid (including Pell Grants & Direct Loans) will only pay for students to re-take a class once after receiving a passing grade. Certain eligibility requirements apply. See financial aid eligibility.
LDSBC courses cannot be replaced by equivalent courses from other institutions.

Test and Transfer Credit

Students may earn a maximum of 50% of the credit required for a credential from LDS Business College by transfer credit and credit by examination. Test credit includes Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), course challenge examinations, and industry certifications. All scores must be on official transcripts. Additional information can be found at www.ldsbc.edu.

Transcript Requests

Official academic transcript requests are made online at www.ldsbc.edu. Transcripts may not be ordered by phone, e-mail, paper or fax. Transcripts can be requested by both current and former LDSBC students by logging into their current or former student account. When requesting a transcript, students and former students may choose a certified electronic PDF transcript delivered within minutes of placing an order. Students and former students may also choose a paper copy to be sent by US Postal mail or overnight delivery for a fee. Transcripts may be sent immediately, at a later date, or after grades are posted at the end of each semester. Official transcripts will not be released until all LDSBC debts have been paid in full. For more information, visit www.ldsbc.edu.

Waitlists

If a course is full and a student would like to be placed on the waitlist, students have the option to be added to a waitlist queue. Students can utilize the waitlist process in their course registration process in MyBC. If an open seat becomes available in the course, the next student in the queue will be enrolled. Students will be emailed a confirmation when they are added to the course from the waitlist.

All registration errors and holds must be resolved in order for the student to be moved from the waitlist into a course when an opening in the course becomes available.

A student will not be enrolled in a course from the waitlist if there are any registration errors. Common registration errors are as follows:

- The student is already registered for another section of that class
- There is a hold on the student's account
- The waitlist class has a time conflict with another class on the student’s schedule
- The student has not met the prerequisites for this class
- The course will put the student an overload status for the semester (cannot exceed 18 credits in a semester)
- The course requires the instructor's permission or other requirements

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 Add/Drop 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. 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 the student's control and prevent them from completing courses for which they are registered. In such cases, circumstances must be documented and presented in a petition to the Registrar's Office. In cases of serious illness or injury, family members may petition for student withdrawal.
5. 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 (E).

Withdrawal from the College

Students can withdraw from the College at their own discretion.

Students may withdrawal or drop all classes through MyBC through the drop deadline. Students may also submit a request form with signature authorizing the Office of the Registrar to withdraw all courses through the drop deadline. (The official date of withdrawal will be the date written notification is received by the College.) Students should be mindful of the financial aid implications, international student status, and other factors that will result in dropping all their classes and withdrawing from the college. Student are strongly encouraged to meet with appropriate services at the College prior to withdrawing from the college through MyBC.

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

Sexual Misconduct Policy

LDS Business College is committed to promoting and maintaining a safe and respectful environment for the campus community (see the LDSBC Sexual Misconduct policy for more details). The College will not tolerate sexual harassment, sexual violence, domestic violence, dating violence, or stalking perpetrated by or against any College students, College employees, participants in College programs and activities, or visitors to its campus.

The College will take immediate and appropriate steps to stop Sexual Misconduct, prevent its recurrence, and address its effects. Any person who violates this policy may be subject to discipline up to and including termination of employment, suspension, dismissal, and a ban from campus, depending on the circumstances and the severity of the violation and the violator's status as an employee, student, or visitor.

Prohibited Conduct

As required by Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964, the College prohibits sex discrimination in its educational programs or activities, admission, and employment. Under certain circumstances, Sexual Misconduct may constitute sex discrimination.

Sexual Misconduct prohibited under this policy includes a range of unwelcome sexual conduct, including verbal and physical sexual harassment, sexual assault, and other forms of sexual violence, each of which is a form of prohibited sex discrimination. Other criminal behavior, such as domestic violence, dating violence, and stalking, that is generally (though not exclusively) sex-based is also considered Sexual Misconduct under this policy.

A. Sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature whether verbal, nonverbal, or physical. Conduct is unwelcome if the individual toward whom it is directed did not request or invite it and regarded the conduct as undesirable or offensive. A wide variety of sexual conduct may constitute sexual harassment. Examples of sexual harassment include, but are not limited to, the following:

- Sexually suggestive or offensive joking, flirting, or comments
- Unwelcome and intentional touching
- Sexually oriented verbal abuse
- Sexually oriented comments about an individual's body
- Displaying objects or pictures that are sexual in nature
- Sending sexually explicit or offensive text messages or other communications

Sexual harassment of any kind is contrary to the teachings of The Church of Jesus Christ of Latter-day Saints and the LDSBC Honor Code Policies and Procedures and is considered to be Sexual Misconduct prohibited under this policy.

B. Sexual Violence, Domestic Violence, Dating Violence, and Stalking

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person who has not consented or who is incapable of giving consent. Consent is a voluntary agreement to engage in sexual activity and is determined by all the relevant facts and circumstances. Consent cannot be given by someone who is incapacitated for any reason (i.e., because of the victim’s age, disability, unconsciousness, or use of drugs or alcohol).

Additionally, consent cannot be implied by silence, the absence of resistance, or past consent with the same or another person. Even if a person has given his or her consent to engage in sexual activity, consent to engage in further sexual activity can be withdrawn at any time. Consent is invalid where it is given under coercion, force, or threats.

Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, and sexual abuse. Such acts of sexual violence, in addition to being criminal offenses prohibited under the Utah Criminal Code, also constitute Sexual Misconduct prohibited under this policy. A single act of sexual violence (e.g., rape) may be sufficiently severe to create a hostile environment.

Domestic violence, dating violence, and stalking are likewise criminal offenses under the Utah Criminal Code and are also considered Sexual Misconduct prohibited under this policy, even when the criminal behavior is not specifically sexual in nature.

Domestic violence is a violent crime committed by a current or former spouse or intimate partner (or someone similarly situated) or any other person against a victim who is protected from that person’s acts under state domestic or family violence laws. Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress.

Duty to Report

Some College employees have a duty under this policy to report Sexual Misconduct. Even so, all persons are encouraged to and may voluntarily report incidents of Sexual Misconduct to the Title IX Coordinator. State law imposes additional reporting obligations related to sexual abuse of a child. Victims of Sexual Misconduct are strongly encouraged to report incidents of Sexual Misconduct.

Sexual Misconduct should be reported to the Title IX Coordinator, Room 938, 801.524.8157, dbrooksby@ldsbc.edu. The names, office addresses, and telephone numbers of the Title IX Coordinator and the deputy coordinators are also posted on the College's Title IX website HERE. In addition, individuals may submit reports, including anonymous reports, through EthicsPoint, the College's 24-hour hotline provider, by telephone at 888- 238-1062, or by submitting information online HERE. A report of Sexual Misconduct ("Report") can be made verbally or in writing.

Transfer Evaluation

Concurrent/Dual Enrollment Programs

Students may receive credit for courses previously taken through an early college program if those courses were administered from a regionally-accredited college or university and are recorded on an official college or university transcript. Official transcripts must be sent to LDSBC to be considered for transferability. Concurrent or dual enrollment courses sent on a high school transcript will not be considered for transferability.

Full Disclosure of Transfer Schools

Failure to submit official transcripts to LDSBC from all institutions a student has attended or are currently attending, both U.S. and international, may result in disciplinary action including dismissal from LDBC.

Official Transcripts

LDSBC considers evaluation of courses only with an official college or university transcript. Official transcripts are transcripts mailed in a sealed envelope from the institution or through a secured electronic transmission. LDSBC will not evaluate transcripts submitted via any method deemed unsecure by the College.

Transfer from LDSBC

While LDSBC makes every effort to establish articulation agreements with other colleges and universities, students who are considering transferring to another college or university should review that institution's transfer guidelines.

Transfer to LDSBC

LDSBC generally accepts college level transfer credits from regionally-accredited colleges and universities. Courses from institutions that are not regionally-accredited are generally not transferable to LDSBC except in circumstances where there is an articulation agreement with a specific institution and program. Generally, courses completed 10 or more years ago will be accepted as elective credit.

Only transfer courses with a grade of C- or higher are eligible for transfer consideration. Additionally, transfer credit may be used to satisfy degree requirements but will not be calculated into the LDSBC GPA. Transfer courses in disciplines not offered at LDSBC or considered to be out of harmony with established principles of The Church of Jesus Christ of Latter-day Saints will not be accepted by LDSBC for credit consideration.

Institute of Religion Cornerstone classes with a grade are transferrable. These classes do not count toward the religion residency requirement.

Transfer of Religion Credit from Other Universities

Religion credit earned at other LDS Church schools will transfer to LDSBC as an equivalent religion course or elective credit so long as the course is taken for credit and such credit is noted on an official transcript. While religion credits from other LDS Church schools may transfer to fulfill required religion content, they do not satisfy the LDSBC resident religion requirement (religion courses taken from LDSBC). Coursework in religious studies from any institution other than an LDS Church school or Institute of Religion will not be accepted toward filling the LDSBC religion requirements.

Transfer of Religion credit from CES Institutes of Religion

Religion credit earned at Church Education System (CES) Institutes of Religion will transfer to LDSBC as an equivalent religion course or elective credit so long as the course is taken for "Church University" or "BYU" credit and such credit is noted on an official Institute transcript. Qualifying Religion credit taken from CES Institutes of Religion will fulfill both the LDSBC content and resident religion requirement.

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 the detail report that the evaluation service send directly to LDS Business College. They must also provide the College with an official copy of their transcripts from the institution they attended.

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

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

Experiential Learning

Credit is not given for experiential learning.

ACADEMIC PROGRAMS

Business - Applied Technology, Associate of Applied Science

Degree
Associate of Applied Science

Overview
LDSBC's partnership with Davis Technical College (DTC) and Ogden-Weber Technical College (OWTC)* gives students a wide range of additional career options. Combining any approved program below with some of our core business offerings will help to kick-start student's career. This program allows students to combine accounting, business, marketing, management, social media, technology, and entrepreneurial skills with technical training to give students a significant advantage as students build a personal career or build a profitable business. Students can receive up to 30 LDSBC credit hours for a technical college certificate. And students only need 65 credit hours to graduate with an AAS Degree in Applied Technology.

Career Opportunities
The Applied Technology Degree (which includes the technical college Certificate), provides the student with many career opportunities. All of the available resources at LDSBC are geared toward helping students find the right employment opportunities.

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

- 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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		
		Subtotal: 8
College-Wide Courses		
BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Intro. to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

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

All students are required to meet with the Applied Technology Program Chair or Academic Advisor before beginning the program. The student will work with the program chair or advisor to select a course sequence that will support the student's chosen career pathway.

ACC 101	Financial Accounting I	3
ACC 110	Accounting in Quickbooks	3
BAP 115	Business Computer Applications	1

BUS 101	Survey of Business	3
BUS 160	Leadership for Life	3
BUS 201	Principles of Management	3
BUS 221	Business Law & Ethics	3
CS 114	Software Development Fund	3
DM 105	Intro to Digital Marketing	3
DM 120	Digital Marketing Strategy	3
DM 140	Digital Marketing Web Management	3
DM 150	Digital Marketing Analytics	3
DM 160	Digital Marketing Advocacy & Advertising	3
ENTR 150	Entrepreneurship	3
GSO 125	Intro to Glo Sup Ch & Oper	3
GSO 126	Purchasing & Supply Mgt	3
GSO 223	Quality Management	3
GSO 225	Global Logistics	3
IT 102	PC Hardware Technician	3
IT 110	Introduction to Business Tech	3
IT 125	Windows Client	3
IT 130	Intro to Windows Server Admin	3
IT 150	Introduction to Networking	3
IT 210	Linux Administration	3
PM 140	Intro to Project Management	3
SELL 120	Introduction to Sales	3
SMM 130	Social Media Mktg Content I	3
		Subtotal: 15

Approved Programs:

Architectural & Engineering Design
Automation and Robotics
Automotive Technology
Business Administrative Services
CNC Machining
Composite Materials Technology
Cosmetology
Culinary Arts
Cybersecurity
Dental Assisting
Diesel/Heavy Duty Technology
Digital Media Design
Hair Designer
Master Esthetician
Health Information Technology
Heating and Air Conditioning
Pharmacy Technician
Plastic Injection Molding Technology
Practical Nurse
Software Development
Surgical Technology
Welding Technology

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

Subtotal: 30

Recommended Sequence of Courses

Students should discuss their individual situation with the Applied Technology Program Chair or Academic Advisor. Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program.

Graduation Requirements

1. Minimum of 65 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 2 cornerstone courses, plus 4 additional credits of religion

*For Davis Technical College and Ogden-Weber Technical College offerings, please see the Applied Technology Program Chair.

Business - Business Management, Associate of Applied Science

Degree
Associate of Applied Science

Overview
The objective of the Business degree at LDS Business College is to meet students' needs, whether students want to work in a small business or a large corporation or start their own entrepreneurial venture. Business classes offer practical, hands-on, project-based coursework that optimizes students' two-year investment and helps propel them into the workforce and a meaningful career. The degree is designed to be foundational and flexible. Students may choose from any of the following emphases: Business Management, Global Supply Chain & Operations, Project Management, Digital Marketing, and Social Media Marketing**.**

Business Management Emphasis
Whether students are interested in a viable career with a small business, honing leadership skills in their current position, or managing a state-of-the-art operation for a large company, students will find what they need at LDS Business College. This degree prepares students to become a leader of people and processes, a customer service professional, operations analyst or manager, or an effective contributor in a great variety of career opportunities.

This experience-driven program gives students both foundational skills and the flexibility to specialize. Because LDS Business College is located in the central business district of Salt Lake City, students will 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 students critical experience while attending classes. Courses are taught by faculty who have real-world experience.

Instruction in the Business Management Emphasis includes the following:

- Human resources supervision
- Leadership and strategy
- Project management
- Marketing
- Global supply chain and operations
- 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
- Professional Sales
- Understanding of the global economy
- Articulate career preparation confidently using resumes, portfolios (if applicable) and interviews

As part of the program, students will complete an internship to gain practical experience in a real business setting. Students will also develop a comprehensive resume and employment portfolio encompassing their body of scholastic work.

Career Opportunities

The Business Management emphasis prepares students for employment in a business career as a business owner, manager, customer services professional or as an effective analyst or contributor in the great variety of business career opportunities that exist. Salaries vary.

Learning Outcomes

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

- Apply management and strategic skills in consulting projects with real business clients through analyzing challenges, identifying opportunities, and formally presenting recommendations to clients.
- Produce measurable results by working both individually and in teams to grapple with real-world problems, enhance personal skills, create solutions, adhere to professional business expectations for work ethic, attendance, punctuality, dress and grooming standards, and to hone formal presentation capabilities.
- Manage people and processes effectively and efficiently within the competitive landscape of today's global economy.
- Demonstrate the knowledge learned and skills developed in leadership, ethics, customer service, supply chain and operations, project management, business information, accounting, finance, economics, human resources, and marketing.
- Articulate career preparation confidently using resumes, portfolios and interviewing.

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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

ACC 101	Financial Accounting I	3
ACC 212	Managerial Accounting	3
BUS 101	Survey of Business	3
BUS 160	Leadership for Life	3
BUS 201	Principles of Management	3
BUS 205	Human Resource Mgmt.	3
BUS 221	Business Law & Ethics	3
BUS 295	Business Strategy	3
BUS 299	Business Management Internship	2
DM 105	Introduction to Digital Marketing	3

GSO 125	Introduction to Glo Sup Ch & Oper	3
PM 140	Introduction to Project Management	3
SELL 120	Introduction to Sales	3
		Subtotal: 38

Electives

1. In addition to the required courses of the emphasis, students may select a course from the other Business AAS Degree emphases: (1) Global Supply Chain & Operations, (2) Project Management, (3) Digital Marketing, (4) Social Media Marketing or (5) Accounting. These courses may include among others: ACC 102, ACC 110, ACC 201, ENTR 150, ENTR 225, GSO 126, GSO 223, PM 180, PM 200, and IT 110.
2. For other electives, consider the following: (Check catalog course descriptions for prerequisites): ECON 161 or see the program chair.
3. To earn an Accounting Certificate, add ACC 102 and ACC 110.

Subtotal: 2-3

Subtotal: 60

Recommended Sequence of Courses

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

First Semester

ACC 101	Financial Accounting I	3
BUS 101	Survey of Business	3
CAR 101	College Success	1
ENG 101	Introduction to College Writing	3
SELL 120	Introduction to Sales	3
Religion	Cornerstone Religion course	2
		Subtotal: 15

Second Semester

BUS 160	Leadership for Life	3
BAP 115	Excel and Technology	1
COM 122	Interpersonal Communications	3
MAT107	Quantitative Analysis and Personal Finance	3
GSO 125	Introduction to Glo Sup Ch & Oper	3
Religion	Cornerstone Religion course	2
		Subtotal: 15

Third Semester

ACC 212	Managerial Accounting	3
BUS 201	Principles of Management	3
PM 140	Introduction to Project Management	3
DM 105	Introduction to Digital Marketing	3
Elective	See Elective Options	2-3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 13-14

Fourth Semester

BUS 205	Human Resource Mgmt.	3
BUS 221	Business Law & Ethics	3
BUS 295	Business Strategy	3
BUS 299	Business Management Internship	2
CAR 201	Career Success	1
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

Graduation Requirements

1. Minimum of 60 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. 2 cornerstone religion courses, and 2 additional elective religion courses

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Business - Digital Marketing Certificate

Degree

Certificate

Overview

Come learn through real-life experiences the strategy and tactics it takes to launch a digital marketing campaign and career. Many digital marketers have some know-how, but don't understand the strategy and analytics required for a successful campaign.

Career Opportunities

Companies are eager to hire people with both the strategy and skills necessary to manage their digital marketing campaigns. Some students are currently working on campaigns for larger companies while others are managing the entire marketing efforts for small to mid-sized businesses. If students plan to design their career in Digital Marketing there are really four main career paths students could focus on:

1. Content Creation
2. Customer Service
3. Advertising/Customer Advocacy
4. Analytics

Learning Outcomes

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

- Strategically develop marketing campaigns based on a company's vision, goals, target market, research, analytics, budget, and scope.
- Prove the ROI of campaigns and marketing initiatives.
- 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.
- Depending on elective emphasis, the following outcomes could be attained:
    - Create and execute effective mobile and search marketing campaign and plans.
    - Maneuver current tools, platforms and data centers to optimize research, reach, revenues, referrals, and retention.

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
DM 105	Introduction to Digital Marketing	3
DM 120	Digital Marketing Strategy	3
DM 150	Digital Marketing Analytics	3
	Subtotal	**9**

Program Elective Courses

DM 230	Digital Search Marketing	3
DM 240	Digital Mobile Marketing	3
SELL 195	Digital Technology Sales	3
	Total Program Elective Credit Hours	**6**

Badge

A badge is an online third-party industry training or certification. Most options are free and include: Google Analytics or Adwords, Google Digital Marketing Challenge, and Moz Beginners Guide to SEO.

Total Minimum Certificate Credit Hours	**15**

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

DM 105	Introduction to Digital Marketing	3
DM 120	Digital Mktg. Strategy	3
DM 150	Digital Mktg. Analytics	3
	Total Credit Hours	**9**

Second Semester

Badge		
Elective		3
Elective		3
	Total Program Elective Credit Hours	**6**

Graduation Requirements

1. Minimum of 15 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.

Business - Global Supply Chain & Operations, Associate of Applied Science

Degree

Associate of Applied Science

Overview

The objective of the Business degree at LDS Business College is to meet students' needs, whether students want to work in a small business or a large corporation or start their own entrepreneurial venture. Business classes offer practical, hands-on, project-based coursework that optimizes students' two-year investment and helps propel them into the workforce and a meaningful career. The degree is designed to be foundational and flexible. Students may choose from any of the following emphases: Business Management, Global Supply Chain & Operations, Project Management, Digital Marketing, and Social Media Marketing.

Global Supply Chain & Operations Emphasis

Whether students are interested in a viable career with a small business, honing their management skills in a current position, or managing an operation or supply chain function for a large company, students will find what they need at LDS Business College. This degree prepares students 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 students both foundational skills and the flexibility to specialize. Because LDS Business College is located in the central business district of Salt Lake City, students will 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 students critical experience while attending classes. Courses are taught by faculty who have real-world experience.

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
- Articulate career preparation confidently using resumes, portfolios (if applicable) and interviews

As part of the program, students will complete an internship to gain practical experience in a real business setting. Students will also develop a comprehensive resume and employment portfolio encompassing their 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 variety of business career opportunities. Salaries are competitive.

Learning Outcomes

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

- Demonstrate the use of supply chain methods including sourcing, contracting, and quality standards to eliminate and control variability within an organization's supply chain.
- Explain how to manage the resources and processes of an organization's supply chain using the global economy.
- Select a career path in the supply chain discipline.
- Assess Global Supply Chain principles, strategies and tactics and their application to a successful organization.

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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2

REL Two additional religion courses (4 credit hours)

Subtotal: 8

College-wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1

COM 122	Interpersonal Communications	3
ENG 101	Intro. to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

ACC 101	Financial Accounting I	3
ACC 212	Managerial Accounting	3
BUS 101	Survey of Business	3
BUS 201	Principles of Management	3
BUS 221	Business Law & Ethics	3
BUS 295	Business Strategy	3
DM 105	Intro to Digital Marketing	3
GSO 125	Intro to Glo Sup Ch & Oper	3
GSO 126	Purchasing & Supply Mgt	3
GSO 223	Quality Management	3
GSO 225	Global Logistics	3
GSO 299	Gbl Sup Chn & Oper Internship	2
PM 140	Intro to Project Management	3
SELL 120	Introduction to Sales	3
		Subtotal: 41

Total: 61

Recommended Sequence of Courses

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

First Semester

BAP 115	Excel and Technology	1
BUS 101	Survey of Business	3
CAR 101	College Success	1
ENG 101	Intro to College Writing	3
GSO 125	Intro to Glo Sup Ch & Oper	3
Religion	Cornerstone Religion course	2
		Subtotal: 13

Second Semester

ACC 101	Financial Accounting I	3
COM 122	Interpersonal Communications	3
GSO 126	Purchasing & Supply Mgt	3
MAT 107	Quantitative Analysis and Personal Finance	3
PM 140	Intro to Project Management	3
Religion	Cornerstone Religion course	2
		Subtotal: 17

Third Semester

ACC 212	Managerial Accounting	3
BUS 201	Principles of Management	3
BUS 221	Business Law & Ethics	3
GSO 223	Quality Management	3
GSO 225	Global Logistics	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 17

Fourth Semester

BUS 295	Business Strategy	3
CAR 201	Career Success	1

DM105	Introduction to Digital Marketing	3
GSO 299	Gbl Sup Chn & Oper Internship	2
SELL 120	Introduction to Sales	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

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 2 cornerstone religion courses, plus 4 additional credits of religion

Business – Global Supply Chain & Operations, Certificate

Degree
Certificate

Overview
The Global Supply Chain & Operations Certificate prepares students to fill entry-level supply chain positions in a variety of industries. As the world continues to need products, supply chain professionals provide essential expertise in planning, sourcing, and delivering those products. Businesses and organizations of every kind need products at the right time, in the right place, and at the right price. Supply chain professionals help make that happen.

This certificate will immerse you in practical, project-based coursework that optimizes your educational investment and helps propel you into the workforce. The combination of field-specific, computer, and interpersonal skills provide a solid foundation for your growth as a student and future professional. Upon completion of this certificate you can immediately begin building your work experience while at the same time, if you desire, continue your education.

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

REL One of the following cornerstone religion courses:

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
		Subtotal: 2

Program Required Courses

GSO 125	Introduction to Global Supply Chain	3
GSO 126	Purchasing and Supply Management	3
GSO 223	Quality Management	3
GSO 225	Global Logistics	3
PM 140	Introduction to Project Management	3
		Total: 15

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		
GSO 125	Introduction to Global Supply Chain	3
PM 140	Intro to Project Management	3
REL	Cornerstone Religion Course	2
		Subtotal: 8
Second Semester		
GSO 126	Purchasing and Supply Management	3
GSO 223	Quality Management	3
GSO 225	Global Logistics	3
		Subtotal: 9
		Total: 17

Graduation Requirements

1.Minimum of 17 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

Business – Management, Certificate (not eligible for financial aid)

Degree

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.

Program Required Courses		
BUS 201	Principles of Management	3
GSO 125	Introduction to Global Supply Chain	3
PM 140	Introduction to Project Management	3
SELL 120	Introduction to Sales	3
ACC 101	Financial Accounting I	3
		Total: 15

Graduation Requirements

1.Minimum of 15 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

Business - Project Management, Associate of Applied Science

Degree
Associate of Applied Science

Overview
The objective of the Business degree at LDS Business College is to meet students' needs, whether students want to work in a small business or a large corporation or start their own entrepreneurial venture. Business classes offer practical, hands-on, project-based coursework that optimizes students' two-year investment and helps propel them into the workforce and a meaningful career. The degree is designed to be foundational and flexible. Students may choose from any of the following emphases: **Business Management, Global Supply Chain & Operations, Project Management, Digital Marketing, and Social Media Marketing.**

Project Management Emphasis
Whether students are interested in a viable career with a small business, honing their project management skills in their current position, or managing projects for a large company, students will find what they need at LDS Business College. This degree prepares students to become a capable project manager, a leader of people and processes, or an effective employee in a variety of career opportunities.

This experience-driven program gives students both foundational skills and the flexibility to specialize. Because LDS Business College is located in the central business district of Salt Lake City, students will 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 students critical experience while attending classes. Courses are taught by faculty who have real-world experience.

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
- •Articulate career preparation confidently using resumes, portfolios (if applicable) and interviews

As part of the program, students will complete an internship to gain practical experience in a real business setting. Students will also develop a comprehensive resume and employment portfolio encompassing their body of scholastic work.

Career Opportunities
This degree prepares students for a variety of career opportunities in multiple industries. Project management jobs can be found in business, IT, aerospace, government, non-profits, etc. While creating a comprehensive list of jobs and/or job postings isn't possible, the Project Management Institute (PMI®) projects 22 million new project-oriented jobs will be created between 2017 and 2027, so students can take courage knowing they're being prepared for abundant and wide-ranging career opportunities.

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

- •Demonstrate knowledge of the initiating, planning, executing, monitoring and controlling, and closing processes.
- •Develop a project plan appropriate to the product, service, or result being created.
- •Adapt to project constraints such as scope, time, cost, and quality.
- •Facilitate relationships with stakeholders, the project team, and customers.

•Use project management tools and techniques to plan, execute, and control project work.
•Pass the Certified Associate in Project Management (CAPM®) exam offered by the Project Management Institute (PMI®).

® Certified Associate in Project Management (CAPM), is a registered mark of the Project Management Institute.

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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-wide Courses		
COM 122	Interpersonal Communications	3
ENG 101	Intro. to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
CAR 101	College Success	1
CAR 201	Career Success	1
BAP 115	Excel and Technology	1
		Subtotal: 12

Program Core Courses		
ACC 101	Financial Accounting I	3
ACC 212	Managerial Accounting	3
BUS 101	Survey of Business	3
BUS 201	Principles of Management	3
BUS 295	Business Strategy	3
CS 160	Agile Project Management	3
DM 105	Introduction to Digital Marketing	3
GSO 125	Intro to Glo Sup Ch & Oper	3
PM 140	Intro to Project Management	3
PM 180	Project Management Tools	3
PM 200	Adv Project Management	3
PM 275	CAPM® Preparation	3
PM 299	Project Management Internship	2
SELL 120	Introduction to Sales	3
		Subtotal: 41

Total: 61

Recommended Sequence of Courses

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

First Semester		
BAP 115	Excel and Technology	1
BUS 101	Survey of Business	3
CAR 101	College Success	1
ENG 101	Intro. to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
PM 140	Intro to Project Management	3
Religion	Cornerstone Religion course	2
		Subtotal: 16
Second Semester		
ACC 101	Financial Accounting I	3
CS 160	Agile Project Management	3
COM 122	Interpersonal Communications	3
DM 105	Introduction to Digital Marketing	3
PM 180	Project Management Tools	3
Religion	Cornerstone Religion course	2
		Subtotal: 17
Third Semester		
BUS 201	Principles of Management	3
PM 200	Adv Project Management	3
PM 275	CAPM® Preparation	3
GSO 125	Intro to Glob Sup Ch & Ops	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14
Fourth Semester		
CAR 201	Career Success	1
ACC 212	Managerial Accounting	3
BUS 295	Business Strategy	3
PM 299	Project Management Internship	2
SELL 120	Introduction to Sales	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

® Certified Associate in Project Management (CAPM), is the registered mark of the Project Management Institute.

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. 2 cornerstone religion courses, 2 additional elective courses

Business - Project Management, Certificate

Degree
Certificate

Overview
The Project Management Certificate prepares students to fill entry-level project positions in a variety of industries. New and improved products and services are constantly in demand, and capable project managers provide the expertise to plan, execute, control, and deliver those improvements. The Project Management Institute (PMI®) estimates 22 million new project-oriented jobs will be created between 2017 and 2027, meaning organizations of every kind will have great need for project managers to help them achieve their business objectives.

This certificate will immerse you in practical, project-based coursework that optimizes your educational investment and helps propel you into the workforce. The combination of field-specific, computer, and interpersonal skills provide a solid foundation for your growth as a student and future professional. Upon completion of this certificate you can immediately begin building your work experience while at the same time, if you desire, continue your education.

REL One of the following cornerstone religion courses:

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
		Subtotal: 2

Program Required Courses

CS 160	Agile Project Management	3
PM 140	Introduction to Project Management	3
PM 180	Project Management Tools	3
PM 200	Advanced Project Management	3
PM 275	CAPM® Preparation	3
		Total: 15

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

First Semester

CS 160	Agile Project Management	3
PM 140	Intro to Project Management	3
REL	Cornerstone Religion Course	2
		Subtotal: 8

Second Semester

PM 180	Project Management Tools	3
PM 200	Advanced Project Management	3
PM 275	CAPM® Preparation	3
		Subtotal: 9
		Total: 17

Graduation Requirements
1. Minimum of 17 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

Business - Social Media Marketing, Associate of Applied Science

Degree
Associate of Applied Science

Overview
Social Media Marketing jobs outnumber qualified candidates. Come learn through real-life experiences the strategy and tactics it takes to launch a campaign and a career. Many social media experts have some know-how, but don't understand the strategy and analytics required for a successful campaign.

The objective of the Business degree at LDS Business College is to meet students' needs, whether students want to work in a small business or a large corporation or start their own entrepreneurial venture. Business classes offer practical, hands-on, project-based coursework that optimizes students' two-year investment and helps propel them into the workforce and a meaningful career. The degree is designed to be foundational and flexible. Students may choose from any of the following emphases: Business Management, Global Supply Chain & Operations, Project Management, Digital Marketing, and Social Media Marketing.

Career Opportunities
Companies are eager to hire people with both the strategy and skills necessary to manage their social media. Some students are currently working on campaigns for larger companies while others are managing the entire social media marketing efforts for small to mid-sized businesses. If students plan to design their own career in Social Media Marketing, there are really four main career paths students could focus on:

1. Content Creation
2. Customer Service
3. Advertising/Customer Advocacy
4. Analytics

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

- 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 optimize 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, and infographics.
- 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.

Religion Courses Two cornerstone religion courses (4 credit hours)

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2

REL Two additional religion courses (4 credit hours) **Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

ACC 101	Financial Accounting	3
BUS 101 or ENTR 150	Survey of Business or Entrepreneurship	3
PM 140	Introduction to Project Management	3
DM 105	Introduction to Digital Marketing	3
DM 120	Digital Marketing Strategy	3
DM 140	Digital Marketing Web Management	3
DM 150	Digital Marketing Analytics	3
DM 160	Digital Marketing Advocacy & Advertising	3
SELL 120	Introduction to Sales	3
SMM 130	Social Media Marketing Content I	3
SMM 199	Social Media Mkgt Lecture Ser	1
SMM 210	Social Media Mkgt Strategy II	3
SMM 296	Social Media Mkgt e-Portfolio	1
SMM 299	Social Media Mktg Internship	2
		Subtotal: 37

Badge

A badge is an online third-party industry training or certification. Most options are free and include: Hootsuite certifications, Google Analytics or Adwords, and Facebook Blueprint (paid).

Subtotal: 57

Recommended Sequence of Courses

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

First Semester

BUS 101 or ENTR 150	Survey of Business or Entrepreneurship	3
CAR 101	College Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
DM 105	Introduction to Digital Marketing	3
Religion	Cornerstone Religion course	2
		Subtotal: 15

Second Semester

MAT 107	Quantitative Analysis and Personal Finance	3
PM 140	Introduction to Project Management	3
SELL 120	Introduction to Sales	3
DM 120	Digital Marketing Strategy	3
SMM 199	Social Media Marketing Lecture Series	1
Religion	Cornerstone Religion course	2
		Subtotal: 15

Third Semester

ACC 101	Financial Accounting	3
DM 150	Digital Marketing Analytics	3
SMM 130	Social Media Marketing Content I	3

DM 140	Digital Marketing Web Management	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

Fourth Semester

CAR 201	Career Success	1
BAP 115	Excel and Technology in Business	1
DM 160	Digital Marketing Advocacy & Advertising	3
SMM 210	Social Media Marketing Strategy	3
SMM 296	Social Media Marketing e-Portfolio	1
SMM 299	Social Media Marketing Internship	2
Religion	Cornerstone or Religion Elective	2
		Subtotal: 13

Graduation Requirements

1. Minimum of 57 total semester credit hours as outlined
2. Grade of C or better in all core courses
3. Cumulative grade-point average of 2.0 or higher
4. 2 cornerstone religion courses, 2 additional elective religion courses

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Business - Social Media Marketing, Certificate

Overview

Come learn through real-life experiences the strategy and tactics it takes to launch a campaign and a career. Many social media experts have some know-how, but don't understand the strategy and analytics required for a successful campaign.

Career Opportunities

Companies are eager to hire people with both the strategy and skills necessary to manage their social media. Some students are currently working on campaigns for larger companies while others are managing the entire social media marketing efforts for small to mid-sized businesses. If students plan to design their career in Social Media Marketing there are really four main career paths students could focus on:

1. Content Creation
2. Customer Service
3. Advertising/Customer Advocacy
4. Analytics

Learning Outcomes

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

- 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.
- Prove the ROI of campaigns and marketing initiatives.
- 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.
- Depending on elective emphasis, the following outcomes could be attained:
    - Demonstrate the ability to manage the social media marketing departments of small to mid-sized companies.
    - Maneuver current tools, platforms and data centers to optimize research, reach, revenues, referrals, and retention.
    - Create relevant and engaging content in the form of copy, pictures, videos, and infographics.

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.

REL One of the following cornerstone religion courses:

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
		Subtotal: 2

Program Core Courses

DM 105	Introduction to Digital Marketing	3
DM 120	Digital Marketing Strategy	3
DM 150	Digital Marketing Analytics	3
		Subtotal: 9

Program Elective Courses

SMM 130	Social Media Mktg Content I	3
DM 140	Digital Marketing Web Management	3
DM 160	Digital Marketing Advocacy & Advertising	3
SMM 210	Social Media Marketing Strategy	3
SMM 296	Social Media Marketing e-Portfolio	1
		Subtotal: 6

Badge

A badge is an online third-party industry training or certification. Most options are free and include: Hootsuite certifications, Google Analytics or Adwords, and Facebook Blueprint (paid).

Total: 17

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

DM 105	Introduction to Digital Marketing	3
DM 120	Digital Marketing Strategy	3
DM 150	Digital Marketing Analytics	3
		Subtotal: 9

Second Semester

Elective	ELECTIVE	3
Elective	ELECTIVE	3
Religion	Cornerstone Religion course	2
	Badge	
		Subtotal: 8

Graduation Requirements

1. Minimum of 17 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. 1 Cornerstone Religion class

General Studies - Associate of Science in Integrated Studies

Degree
Associate of Science

Overview
General Education courses support the College's mission. These courses provide students with foundational knowledge and intellectual tools for future academic success and life-long learning. Students are exposed to multiple areas of knowledge, methods of inquiry, critical thinking, informational literacy, and real-world problem solving. General Education encourages students to engage the world as socially-responsible citizens, contributing members of the workforce, and active participants in families, the Church, and their local communities.

General Education Outcomes
Students graduating from LDS Business College with an Associate of Science in Integrated Studies (AS of IS) degree will:

1. Gain Fundamental Content Knowledge, including completion of the following core and breadth requirements

    English
    Quantitative Literacy
    American Institutions
    Fine Arts
    Humanities
    Life Science
    Physical Science
    Social Science

2. Acquire Intellectual Tools & Practical Skills, including
    Inquiry and Analysis
    Critical and Creative Thinking and Problem Solving
    Written and Verbal Communication
    Information Literacy
    Teamwork and Leadership

3. Develop Personal and Social Responsibility, including
    Sustainable Stewardship to Self, Family, Church and Community
    Community and Civic Knowledge
    Ethical Reasoning, Emotional Intelligence and Initiative
    Rights & Obligations of Citizenship

4. Synthesize Learning, including
    Application of Knowledge, Skills and Responsibilities to New Settings
    Integrating Knowledge of Multiple Disciplines to Solve Real-World Problems

5. Value Career Management & Life-long Learning, including
    Integrating Skills for College and Career Success
    Professionalism, Work Ethic and Accountability in the Workplace
    Technology and Computer Skills in the Workplace

General education courses are part of the requirements for the Associate of Science in Integrated Studies degree. This degree is designed for students who want to transfer to four-year institutions and continue their education. To maximize transferability, students should complete all the general education requirements for the AS of IS degree and graduate from LDSBC. Students desiring to transfer should meet with an LDSBC academic advisor to learn more about transferability of courses and degrees.

LDSBC works to establish articulation agreements with other colleges and universities for students in their continued pursuits of lifelong learning and academics. Students interested in transferring credits to another college or university should review that institution's transfer guidelines and policies. Students are encouraged to contact the four-year institutions to which they plan to transfer and check degree requirements and departmental prerequisites. LDSBC makes no guarantee of credit transfer and cannot negotiate or change the graduation requirements of another higher education institution.

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 in the future. 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

Associate of Science Degree in Integrated Studies requires completion of an approved Associate of Applied Science degree or an approved Certificate.

Requirements:

Religion Cornerstone: (complete 2 courses)		**Credits**
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-Wide Courses (all 6 courses are required)		
BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		College-Wide Total: 12

Composition (6 credit hours)		
ENG 101	Introduction to College Writing*	3
AND		
ENG 201	Intermediate College Writing	3
OR		
BYU-I 301FDENG	Advanced Writing and Research	3
		Composition Total: 6

Quantitative Literacy (select one)		
MAT 107	Quantitative Analysis and Personal Finance *	3
MAT 110	College Algebra	4
BYU-I 108FDMAT	Math for the Real World	3
		Quantitative Literacy Total: 3-4

American Institutions (select one)

POLS 110	American Government	3
BYU-I 101FDAMF	American Foundations	3
BYU-I 110POLSC	American Government	3

American Institutions Total: 3

Fine Arts Distribution (select one)

ART 101	Survey of Art History	3
ART 106	Introduction to Drawing	3
BYU-I 110FDHUM	Foundations of Humanities	3

Fine Arts Total: 3

Humanities Distribution (select one)

COM 122	Interpersonal Communications*	3
BYU-I 1211FDINT	Global Hotspot: Pakistan	3

Humanities Total: 3

Life Science Distribution (select one)

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

Life Science Total: 3-4

Physical Science Distribution (select one)

PS 120	Physical Geography	3
BYU-I 111GEOL	Physical Geology	3

Physical Science Total: 3

Social Science Distribution (select one)

ECON 161	Microeconomics	3
PSYC 101	Introduction to Psychology	3
BYU-I 101ANTH	Introduction to Cultural Anthr	3
BYU-I 150ECON	Econ Prin & Prob Micro	3
BYU-I 151ECON	Econ Prin & Prob Macro	3
BYU-I 111PSYCH	General Psychology	3
BYU-I 111SOC	Introduction to Sociology	3

Social Scient Total: 3

Electives: Some may be required to meet the minimum hours to graduate

Electives Total: 5-7

Program Total: 60

Approved Certificate or Associate of Applied Science (variable credits from approved programs)

Certificate**
AAS**

*These courses fill both College Wide Courses and Program Requirements (9 credits overlap)

**Some additional overlap may occur pending the certificate or AAS degree requirements.

Suggested Course Sequence (4 Semesters)

First Semester		
CAR 101	College Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
PROGRAM	2 core certificate classes	6
Religion	Cornerstone Religion course	2
		Subtotal: 15
Second Semester		
BAP 115	Excel and Technology for Business	1
DISTRIBUTION	American Institutions* (GE)	3
DISTRIBUTION	Art* (GE)	3
PROGRAM	2 core certificate classes	6
Religion	Cornerstone Religion course	2
		Subtotal: 15
Third Semester		
DISTRIBUTION	Life Science (GE)	3-4
PROGRAM	2 core certificate classes	6
MAT 107 / DISTRIB.	Quantitative Analysis and Personal Finance	3-4
Religion	Religion Elective / Cornerstone	2
		Subtotal: 14-16
Fourth Semester		
CAR 201	Career Success	1
DISTRIBUTION	Soc Sci* (GE)	3
DISTRIBUTION	Physical Science *(GE)	3
ELECTIVES	To meet Program Hour Requirements	5-7
Religion	Religion Elective / Cornerstone	2
		Subtotal: 14-16
		Total: 60

Graduation Requirements

1. Complete AAS/Certificate Degree, Religion, College-Wide, and General Education courses as outlined
2. Cumulative GPA of 2.0 or higher

* Register for BYU-Idaho course through MyBC. BYU-I courses are designated with the subject area BYU-I.

IT - Business Intelligence, Associate of Applied Science

Degree
Associate of Applied Science

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 own internal data, 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
Companies are eager to hire people with understanding and skills necessary to manage technology.

Learning outcomes

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

- 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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2

REL Two additional religion courses (4 credit hours)

Subtotal: 8

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3

Subtotal: 12

Program Core Courses

BUS 101	Survey of Business	3
CS 112	Programming Fundamentals	3
CS 160	Agile Project Management	3
IT 110	Introduction to Business Tech	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 214	Systems Analysis & Design	3
IT 240	Administering Microsoft SQL	3
IT 243	Data Warehousing	3
IT 245	Strategic Business Analysis	3
IT 295	Info Tech Capstone Project	4

Subtotal: 40

Program Electives

Select 6 credit hours from the following list. Be sure to check for prerequisites*.

IT 150	Introduction to Networking	3
IT 199	IT Internship	3
IT 210	Linux Administration	3
IT 212	Cybersecurity Fund	3

IT 216	Information & Storage Mgmt	3
IT 270	Advanced Linux w/LAMP	3
		Subtotal: 6
		Subtotal: 66

Recommended Sequence of Courses

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

First Semester

BUS 101	Survey of Business	3
CAR 101	College Success	1
MAT 107	Quantitative Analysis and Personal Finance	3
IT 110	Introduction to Business Tech	3
IT 125	Windows Client	3
Religion	Cornerstone Religion course	2
		Subtotal: 15

Second Semester

CS 112	Programming Fundamentals	3
IT 130	Introduction to Windows Server Admin	3
IT 143	Structured Query Language(SQL)	3
IT 145	Business Metrics and Analytics	3
Religion	Cornerstone Religion course	2
		Subtotal: 14

Third Semester

BAP 115	Excel and Technology in Business	1
CS 160	Agile Project Management	3
ENG 101	Introduction to College Writing	3
IT 240	Administering Microsoft SQL	3
Elective	ELECTIVE	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 15

Fourth Semester

COM 122	Interpersonal Communications	3
IT 214	Systems Analysis & Design	3
IT 243	Data Warehousing	3
IT 245	Strategic Business Analysis	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

Fifth Semester

CAR 201	Career Success	1
IT 295	Info Tech Capstone Project	4
Elective	ELECTIVE	3
		Subtotal: 8

Program Elective Options:
Select 6 credit hours from the following list of courses.

IT 150	Introduction to Networking	3
IT 199	IT Internship	3
IT 210	Linux Administration	3
IT 212	Cybersecurity Fund	3
IT 216	Information & Storage Mgmt	3
IT 270	Advanced Linux w/LAMP	3

IT 212, IT 216, IT 270: Be sure to check for prerequisites.

Graduation Requirements

1. Minimum of 66 total semester credit hours as outlined
2. Grade of C or higher in all IT and CS core courses
3. Cumulative grade-point average of 2.0 or higher
4. 2 cornerstone religion courses, 2 additional elective religion courses

IT - Cybersecurity, Associate of Applied Science

Degree
Associate of Applied Science

Overview
Most companies pay big money to ensure that their data and corporate secrets remain secret. In addition, governmental regulations are becoming more and more aggressive towards businesses that do not protect customer information, or medical organizations that do not protect customer health information from attack. This degree prepares students to enter the world of corporate security and data protection.

Career opportunities
Companies are eager to hire people with understanding and skills necessary to manage technology.

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

- Conduct Vulnerability Assessment scans.
- Conduct simple Penetration tests.
- Design and document a corporate Security strategy.
- Utilize various analysis and hacker tools to assess and secure corporate assets.
- Demonstrate ability to analyze network traffic and system audit logs.

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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

CS 112	Programming Fundamentals	3
IT 110	Introduction to Business Tech	3
IT 125	Windows Client	3

IT 130	Introduction to Windows Server Admin	3
IT 143	Structured Query Language(SQL)	3
IT 150	Introduction to Networking	3
IT 210	Linux Administration	3
IT 212	Cybersecurity Fund	3
IT 220	Risk Analysis & Governance	3
IT 222	Pen Testing and Detection	3
IT 225	Network Security Incident Resp	3
IT 290	Cybersecurity Lab	3
IT 295	Info Tech Capstone Project	4
		Subtotal: 40

Program Electives
Select 6 credit hours from the following list. Be sure to check for prerequisites*.

IT 199	IT Internship	3
IT 160	Cloud Computing Essentials	3
IT 216	Information & Storage Mgmt	3
IT 230	Inter Windows Server Admin	3
IT 232	Advanced Windows Server Admin	3
IT 240	Administering Microsoft SQL	3
IT 243	Data Warehousing	3
IT 250	Intermediate Networking (ICND 1)	3
IT 252	Advanced Networking (ICND 2)	3
IT 270	Advanced Linux w/LAMP	3
		Subtotal: 6
		Total: 66

Recommended Sequence of Courses

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

First Semester

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
IT 110	Introduction to Business Tech	3
IT 125	Windows Client	3
MAT 107	Quantitative Analysis and Personal Finance	3
Religion	Cornerstone Religion course	2
		Subtotal: 13

Second Semester

CS 112	Programming Fundamentals	3
IT 130	Introduction to Windows Server Admin	3
IT 150	Introduction to Networking	3
ENG 101	Introduction to College Writing	3
Religion	Cornerstone Religion course	2
		Subtotal: 14

Third Semester

COM 122	Interpersonal Communications	3
IT 143	Structured Query Language(SQL)	3
IT 210	Linux Administration	3
IT 212	Cybersecurity Fundamentals	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

Fourth Semester

Elective	From approved list	3
IT 220	Risk Analysis & Governance	3
IT 222	Pen Testing and Intrusion Detection	3
IT 225	Network Security Incident Resp	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

Fifth Semester

CAR 201	College Success	1
IT 290	Cybersecurity Lab	3
IT 295	Info Tech Capstone Project	4
Elective	Select from Program Elective list below	3
		Subtotal: 10

Program Electives

Select 6 credit hours from the following list. Be sure to check for prerequisites*.

IT 199	IT Internship	3
IT 216	Information & Storage Mgmt	3
IT 230	Inter Windows Server Admin	3
IT 232	Advanced Windows Server Admin	3
IT 240	Administering Microsoft SQL	3
IT 243	Data Warehousing	3
IT 250	Intermediate Networking (ICND 1)	3
IT 252	Advanced Networking (ICND 2)	3
IT 270	Advanced Linux w/LAMP	3

Graduation Requirements

1. Minimum of 66 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. 2 cornerstone religion courses, 2 additional elective religion courses

IT - Database Administration, Associate of Applied Science

Degree
Associate of Applied Science

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.

Career opportunities
Companies are eager to hire people with understanding and skills necessary to manage technology.
Learning outcomes

Upon completion of the program, successful 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
- Install and configure database servers
- Create visualizations of large datasets using common visualization tools
- Install and configure Windows Servers and associated services
- Install and configure Linux Servers and associated services
- Complete and present effective systems design strategies and solutions
- 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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**
College-Wide Courses		
BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12
Program Core Courses		
CS 112	Programming Fundamentals	3
IT 110	Introduction to Business Tech	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 210	Linux Administration	3
IT 212	Cybersecurity Fund	3
IT 214	Systems Analysis & Design	3
IT 216	Information & Storage Mgmt	3
IT 240	Administering Microsoft SQL	3
IT 243	Data Warehousing	3
IT 245	Strategic Business Analysis	3
IT 295	Info Tech Capstone Project	4
		Subtotal: 46
		Subtotal: 66

Recommended Sequence of Courses

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

First Semester		
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
IT 110	Introduction to Business Tech	3
IT 125	Windows Client	3
CAR 101	College Success	1
Religion	Cornerstone Religion course	2
		Subtotal: 15
Second Semester		
CS 112	Programming Fundamentals	3
IT 130	Introduction to Windows Server Admin	3
IT 143	Structured Query Language(SQL)	3
IT 150	Introduction to Networking	3
Religion	Cornerstone Religion course	2
		Subtotal: 14
Third Semester		
IT 145	Business Metrics and Analytics	3
IT 210	Linux Administration	3
IT 214	Systems Analysis & Design	3
IT 240	Administering Microsoft SQL	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14
Fourth Semester		
IT 212	Cybersecurity Fund	3
IT 216	Information & Storage Mgmt	3
IT 243	Data Warehousing	3
IT 245	Strategic Business Analysis	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14
Fifth Semester		
BAP 115	Excel and Technology in Business	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
IT 295	Info Tech Capstone Project	4
		Subtotal: 9

Graduation Requirements

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

IT - Network Engineering, Associate of Applied Science

Degree
Associate of Applied Science

Overview
All organizations require a network infrastructure in order to conduct business. Successful graduates will be able to install, configure, support and protect an organization's infrastructure, whether it is a local area network, wide area network, or Cloud model. Network engineers will implement systems that will monitor networks viability and availability, as well as ensure that the network infrastructure is safe from external attacks.

Career opportunities
Companies are eager to hire people with understanding and skills necessary to manage technology.

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

- Configure a switch
- Configure a router
- Use common network scanning and monitoring tools to identify traffic
- Design and document a subnet strategy for an organization
- 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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

CS 112	Programming Fundamentals	3
IT 110	Introduction to Business Tech	3
IT 125	Windows Client	3
IT 130	Introduction to Windows Server Admin	3
IT 150	Introduction to Networking	3
IT 210	Linux Administration	3
IT 212	Cybersecurity Fund	3
IT 214	Systems Analysis & Design	3
IT 216	Information & Storage Mgmt	3
IT 225	Network Security Incident Resp	3
IT 250	Intermediate Networking (ICND 1)	3

IT 252	Advanced Networking (ICND 2)	3
IT 295	Info Tech Capstone Project	4
		Subtotal: 40

Program Electives

Select 6 credit hours from the following. Be sure to check for prerequisites Check with program chair for internship opportunities.

IT 143	Structured Query Language(SQL)	3
IT 160	Cloud Computing Essentials	3
IT 199	IT Internship	3
IT 220	Risk Analysis & Governance	3
IT 222	Pen Testing and Detection	3
IT 230	Inter Windows Server Admin	3
IT 232	Advanced Windows Server Admin	3
IT 270	Advanced Linux w/LAMP	3
		Subtotal: 6
		Subtotal: 66

Recommended Sequence of Courses

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

First Semester

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
IT 110	Introduction to Business Tech	3
IT 125	Windows Client	3
MAT 107	Quantitative Analysis and Personal Finance	3
Religion	Cornerstone Religion course	2
		Subtotal: 13

Second Semester

CS 112	Programming Fundamentals	3
ENG 101	Introduction to College Writing	3
IT 130	Introduction to Windows Server Admin	3
IT 150	Introduction to Networking	3
IT 214	Systems Analysis & Design	3
		Subtotal: 15

Third Semester

COM 122	Interpersonal Communications	3
IT 210	Linux Administration	3
IT 250	Intermediate Networking (ICND 1)	3
Elective	ELECTIVE	3
Religion	Cornerstone Religion course	2
		Subtotal: 14

Fourth Semester

IT 212	Cybersecurity Fund	3
IT 216	Information & Storage Mgmt	3
IT 252	Advanced Networking (ICND 2)	3
Elective	ELECTIVE	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

Fifth Semester

CAR 201	College Success	1
IT 225	Network Security Incident Resp	3
IT 295	Info Tech Capstone Project	4
Religion	Cornerstone or Religion Elective	2
		Subtotal: 10

Program Elective Options:

Select 6 credit hours from the following list.

IT 143	Structured Query Language(SQL)	3
IT 199	IT Internship	3
IT 220	Risk Analysis & Governance	3
IT 222	Pen Testing and Detection	3
IT 230	Inter Windows Server Admin	3
IT 232	Advanced Windows Server Admin	3
IT 270	Advanced Linux w/LAMP	3

IT 199, IT 220, IT 222, IT 230, IT 232, IT 270: Be sure to check for prerequisites

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 2 cornerstone religion courses, plus 4 additional credits of religion

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IT - Server Administration, Associate of Applied Science

Degree

Associate of Applied Science

Overview

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

Career opportunities

Companies are eager to hire people with understanding and skills necessary to manage technology.

Learning outcomes

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

- 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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2

REL Two additional religion courses (4 credit hours) **Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

CS 112	Programming Fundamentals	3
IT 110	Introduction to Business Tech	3
IT 125	Windows Client	3
IT 130	Introduction to Windows Server Admin	3
IT 150	Introduction to Networking	3
IT 160	Cloud Computing Essentials	3
IT 210	Linux Administration	3
IT 212	Cybersecurity Fund	3
IT 214	Systems Analysis & Design	3
IT 216	Information & Storage Management	3
IT 225	Network Security Incident Resp	3
IT 230	Inter Windows Server Admin	3
IT 232	Advanced Windows Server Admin	3
IT 270	Advanced Linux w/LAMP	3
IT 295	Info Tech Capstone Project	4
		Subtotal: 46
		Total: 66

Recommended Sequence of Courses

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

First Semester

CAR 101	College Success	1
ENG 101	Introduction to College Writing	3
IT 110	Introduction to Business Tech	3
IT 125	Windows Client	3
MAT 107	Quantitative Analysis and Personal Finance	3
Religion	Cornerstone Religion course	2
		Subtotal: 15

Second Semester

COM 122	Interpersonal Communications	3
CS 112	Programming Fundamentals	3

IT 130	Introduction to Windows Server Admin	3
IT 214	Systems Analysis & Design	3
IT 210	Linux Administration	3
		Subtotal: 15
Third Semester		
IT 150	Introduction to Networking	3
IT 160	Cloud Computing Essential	3
IT 216	Information & Storage Management	3
IT 230	Inter Windows Server Admin	3
Religion	Cornerstone Religion course	2
		Subtotal: 14
Fourth Semester		
BAP 115	Excel and Technology in Business	1
IT 212	Cybersecurity Fund	3
IT 232	Advanced Windows Server Admin	3
IT 270	Advanced Linux w/LAMP	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 12
Fifth Semester		
CAR 201	Career Success	1
IT 225	Network Security Incident Response	3
IT 295	Info Tech Capstone Project	4
Religion	Cornerstone or Religion Elective	2
		Subtotal: 10

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 2 cornerstone religion courses, plus 4 additional credits of religion

IT - Software Development, Associate of Applied Science

Degree
Associate of Applied Science

Overview
The objective of the Software Development degree is to prepare students to be well rounded developers. Students study several different technologies and languages during their stay at the College. The latest agile development methodologies are practiced in almost every software development course taken by students. The degree emphasizes unit testing in every programming class. By the completion of the degree students will have worked on several project teams building critical soft skills.

Career Opportunities
The career opportunities in Software Development for qualified candidates are promising and exciting. Companies are eager to hire people with the understanding and skills necessary to build web applications, mobile applications and desktop applications. An LDSBC education prepares students to enter the world of work and make meaningful contributions from the first day on the job.

LDSBC graduates are employed in a wide variety of work environments from large businesses to nonprofits to mid-sized businesses to start-ups.

Learning Outcomes

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

- Create computer programs using several different languages
- Manage the development process using common agile frameworks and practices
- Design, document, and query relational databases
- Develop software projects in teams
- Analyze, model, and design software applications
- Develop object-oriented programs
- Practice proper software engineering principles

Course Requirements

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

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

CS 110	Computer Science Fundamentals	3
CS 114	Software Development Fund	3
CS 115	Object-Oriented Prog & Design	3
CS 160	Agile Project Management	3
CS 185	Web Client Development	3
CS 240	Software Dev: Princ & Prac	3
CS 260	Team Projects Lab	3
CS 270	Windows Desktop Development	3
CS 295	Information Tech Capstone Proj	3
IT 143	Structured Query Language(SQL)	3
IT 214	Systems Analysis & Design	3
MAT 110	College Algebra	4
MAT 252	Statistics	3
		Program Core Total: 40

Choose Two Course from the Program Choices List Below

CS 272	VR/AR Development	3
CS 276	Windows Web Development	3
CS 278	Mobile App Dev	3
		Elective: 6
		Program Total: 66

Recommended Sequence of Courses

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

First Semester		
CS 110	Computer Science Fundamentals	3
CS 114	Software Development Fund	3
MAT 110	College Algebra	4
BAP 115	Excel and Technology in Business	1
Religion	Cornerstone Religion course	2
		Subtotal: 13
Second Semester		
CAR 101	College Success	1
CS 115	Object-Oriented Prog & Design	3
CS 185	Web Client Development	3
ENG 101	Introduction to College Writing	3
IT 143	Structured Query Language(SQL)	3
Religion	Cornerstone Religion course	2
		Subtotal: 15
Third Semester		
CS 160	Agile Project Management	3
CS 240	Software Dev: Princ & Prac	3
CS 270	Windows Desktop Development	3
MAT 107	Quantitative Analysis and Personal Finance	3
CS 270	Windows Desktop Development	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 17
Fourth Semester		
COM 122	Interpersonal Communications	3
CS 276	Windows Web Development	3
IT 214	Systems Analysis & Design	3
MAT 252	Statistics	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14
Fifth Semester		
CAR 201	Career Success	1
CS 260	Team Projects Lab	3
CS 278	Mobile App Dev	3
CS 295	Information Tech Capstone Proj	3
		Subtotal: 10

Graduation Requirements

1. Minimum of 66 total semester credit hours as outlined
2. Grade of C or higher in all CS & IT core courses
3. Cumulative grade-point average of 2.0 or higher

IT - Systems Analysis, Associate of Applied Science

Degree
Associate of Applied Science

Overview
Systems Analysts are like software architects. They have to understand as much about the business processes of their company as they do about programming. Similar to the relationship of an architect and a general contractor, the systems analyst has to understand programming concepts, but usually does not actually do the programming.

Career Opportunities
Systems Analysts are key members of software development groups and often work as project managers within these organizations. This degree is a hybrid of knowing IT technologies as well as software development and programming skills in order to provide systems integration services and sound system design.

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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

CS 110	Computer Science Fundamentals	3
CS 112	Programming Fundamentals	3
CS 114	Software Development Fund	3
CS 115	Object-Oriented Programming & Design	3
CS 160	Agile Project Management	3
CS 185	Web Client Development	3
IT 110	Introduction to Business Tech	3
IT 130	Introduction to Windows Server Admin	3
IT 143	Structured Query Language(SQL)	3
IT 150	Introduction to Networking	3
IT 212	Cybersecurity Fund	3
IT 214	Systems Analysis & Design	3
IT 295	Info Tech Capstone Project	4
MAT 110	College Algebra	4
		Subtotal: 44

Electives

Select 3 credit hours from the following. (Check with program chair for internship opportunities)

CS 210	Web Dev w/Open Source Tools I	3
CS 216	Web Dev w/Open Source Tools II	3
CS 270	Windows Desktop Development	3
CS 276	Windows Web Development	3
IT 199	IT Internship	3
IT 216	Information & Storage Mgmt	3
IT 220	Risk Analysis & Governance	3
IT 222	Pen Testing and Detection	3
IT 270	Advanced Linux w/LAMP	3
		Subtotal: 3

CS 210, CS 216, CS 270, CS 276, IT 216, IT 220, IT 222, IT 270: Be sure to check for prerequisites

Subtotal: 67

Recommended Sequence of Courses

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

First Semester

CAR 101	College Success	1
CS 110	Computer Science Fundamentals	3
IT 110	Introduction to Business Tech	3
MAT 107	Quantitative Analysis and Personal Finance	3
Religion	Cornerstone Religion course	2
		Subtotal: 13

Second Semester

BAP 115	Excel and Technology in Business	1
CS 112	Programming Fundamentals	3
ENG 101	Introduction to College Writing	3
IT 130	Introduction to Windows Server Admin	3
MAT 110	College Algebra	4
Religion	Cornerstone Religion course	2
		Subtotal: 16

Third Semester

CS 114	Software Development Fundamentals	3
IT 143	Structured Query Language(SQL)	3
IT 150	Introduction to Networking	3
IT 214	Systems Analysis & Design	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

Fourth Semester

COM 122	Interpersonal Communications	3
CS 115	Object-Oriented Programming & Design	3
CS 160	Agile Project Management	3
IT 212	Cybersecurity Fund	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

Fifth Semester

CAR 201	College Success	1
CS 185	Web Client Development	3
IT 295	Info Tech Capstone Project	4
Elective	Select from Program Elective list below	3
		Subtotal: 11

Program Elective Options:

Select 3 credit hours from the following list: Be sure to check for prerequisites

CS 210	Web Dev w/Open Source Tools I	3
CS 216	Web Dev w/Open Source Tools II	3
CS 270	Windows Desktop Development	3
CS 276	Windows Web Development	3
IT 199	IT Internship	3
IT 216	Information & Storage Mgmt	3
IT 220	Risk Analysis & Governance	3
IT 222	Pen Testing and Detection	3
IT 270	Advanced Linux w/LAMP	3

CS 210, CS 216, CS 270, CS 276, IT 216, IT 220, IT 222, IT 270: Be sure to check for prerequisites

Subtotal: 67

Graduation Requirements

1. Minimum of 67 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 2 cornerstone religion courses, plus 4 additional credits of religion

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IT - Technical Support Engineer, Certificate

Overview

This certificate is designed to help someone get into the IT industry as quickly as possible. This certificate also prepares the student to sit for several industry certification exams. The final exam for all of these courses is an industry certification exam, which means that, if the student scores high enough on the final exams, they could receive an industry certification for each course. This could provide up to 5 different industry certification that can be added to their resume.

Career Opportunities

The most common entry level job in IT is a technical support engineer. These people need to know how to troubleshoot and resolve all sorts of technical problems. For those students wanting to get into the technology field as quickly as possible, this will be the quickest option. Most IT professionals start in some sort of technical support role before moving on to other technical departments within the company.

Learning Outcomes

Upon completion of this certificate, successful graduates will be able to:

- Identify and configure key desktop settings
- Identify and describe the function of key hardware in a desktop or laptop computer
- Design and configure a basic corporate network, identifying the key hardware and infrastructure devices needed to connect systems together.
- Identify and configure basic security settings to protect a workstation or server
- Define and configure key security policies for a corporate network
- Troubleshoot basic networking and system configuration problems

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.

REL One of the following cornerstone religion courses:

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
		Subtotal: 2

Program Core Courses

IT 100	Introduction to Business App	3
IT 102	PC Hardware Technician	3
IT 125	Windows Client	3
IT 130	Introduction to Windows Server Admin	3
IT 150	Introduction to Networking	3
		Total: 15

Suggested Course Sequence*

First Semester

IT 100	Introduction to Business App	3
IT 102	PC Hardware Technician	3
REL	Cornerstone Religion Course	2
		Subtotal: 8

Second Semester

IT 125	Windows Client	3
IT 130	Introduction to Windows Server	3
IT 150	Introduction to Networking	3
		Subtotal: 9
		Total: 17

Note: While a student may choose to take all 5 courses at once, caution is advised as each class does require a significant amount of study and project/assignment work. It is recommended students take no more than 3 of these classes during any one semester. Please see your advisor for assistance.

Graduation Requirements

1. Minimum of 17 total semester credits hours as outlined
2. Grade of C or higher in all courses
3. Cumulative grade-point average of 2.0 or higher.

Note:

While a student may choose to take all 5 courses at one time, caution is advised as each class does require significant amounts of study and project/assignment work. **It is recommended you split this into at least 2 semesters**.

The following certifications can be obtained at the completion of the corresponding course (assuming final exam scores meet the established requirements).

- **Desktop Pro** - Certification of proficiency in Microsoft Office Applications (Word, Excel, and Powerpoint)
- **PC Pro** - Certification of proficiency in PC hardware, software, and Windows
- **Client Pro** - Certification of proficiency in Windows Client Operating System environments.

- **Network Pro** - Certification of proficiency in basic networking technologies and environments.
- **Server Pro: Install and Configure** - Certification of proficiency in Windows Server environments

Professional Services - Accounting, Associate of Applied Science

Degree
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 students to speak the language of business. A functional understanding of QuickBooks gives students proficiency in the leading software of the profession. Other skills students will acquire in the 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
- Excel Specialist Certification
- Tableau training

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 or all 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. Mastering the concepts and skills of accounting enhances effectiveness and value.

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

- 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.

Religion Courses

REL Two of the following cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 110	Accounting in Quickbooks	3
ACC 203	Intermediate Accounting	3
ACC 210	Advanced QuickBooks & Certification	3
ACC 212	Managerial Accounting	3
ACC 223	Introduction to Tax Entities	2
BA 140	Tableau for Business Analytics	1
BUS 101	Survey of Business	3
BUS 201	Principles of Management	3
BUS 221	Business Law & Ethics	3
		Subtotal: 30

Electives

Students may take any class to fulfill the elective requirements. However, it is recommended that students take the following: MAT 110, MAT 252.

Subtotal: 10
Subtotal: 60

Recommended Sequence of Courses

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

First Semester

ACC 101	Financial Accounting I	3
BUS 101	Survey of Business	3
CAR 101	College Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
Religion	Cornerstone Religion course	2
		Subtotal: 15

Second Semester

ACC 102	Financial Accounting II	3
ACC 110	Accounting in Quickbooks	3
ACC 212	Managerial Accounting	3

BAP 115	Excel & Technology in Business	1
MAT 107	Quantitative Analysis and Personal Finance	3
Religion	Cornerstone Religion course	2
		Subtotal: 15

Third Semester

ACC 203	Intermediate Accounting	3
ACC 223	Introduction to Tax Entities	2
BA 140	Tableau for Business Analytics	1
BUS 201	Principles of Management	3
Elective	ELECTIVE	4
Religion	Religion Course	2
		Subtotal: 15

Fourth Semester

ACC 210	Advanced QuickBooks	3
BUS 221	Business Law & Ethics	3
CAR 201	Career Success	1
Elective	ELECTIVE	3
Elective	ELECTIVE	3
Religion	Religion Course	2
		Subtotal: 15

Graduation Requirements

1. Minimum of 60 total semester credit hours as outlined
2. Grade of C or higher in all ACC core courses
3. Cumulative grade-point average of 2.0 or higher
4. Complete 2 cornerstone courses, plus 4 additional credits of religion

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Professional Services - Accounting, Certificate

Overview

The Accounting Certificate qualifies students 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 students business experience in the accounting field while they continue their education. Students will gain an understanding of

- Basic financial transactions.
- QuickBooks.
- Excel Specialist Certification
- Tableau training
- 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:

- 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.

Religion Courses

REL One of the following cornerstone religion courses:

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
		Subtotal: 2

Program Core Courses

ACC 101	Financial Accounting I	3
ACC 102	Financial Accounting II	3
ACC 110	Accounting in Quickbooks	3
ACC 212	Managerial Accounting	3
BA 140	Tableau for Business Analytics	1
BAP 115	Excel & Technology in Business	1
		Subtotal: 14
		Total: 16

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 101	Financial Accounting I	3
BAP 115	Excel & Technology in Business	1
Religion	Cornerstone Religion course	2
		Subtotal: 6

Second Semester

ACC 102	Financial Accounting II	3
ACC 110	Accounting in Quickbooks	3
ACC 212	Managerial Accounting	3
BA 140	Tableau for Business Analytics	1
		Subtotal: 10

Graduation Requirements

1. Minimum of 16 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

Professional Services – Advanced Accounting, Institutional Certificate

(This certificate is not eligible for financial aid)

Overview

The Advanced Accounting Institutional Certificate qualifies students to fill entry-level positions in the accounting field. The combination of accounting, computer, and workplace skills provides a basis for growth. Students will gain an understanding of

- Financial transactions.
- QuickBooks Certification.
- Tax

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:

- 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.

Program Core Courses

ACC 203	Intermediate Accounting	3
ACC 210	Advanced Quickbooks and Certification	3
ACC 223	Introduction to Tax Entities	2
		Subtotal: 8
		Total: 8

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 203	Intermediate Accounting	3
ACC 210	Advanced Quickbooks & Certification	3
ACC 223	Introduction to Tax Entities	2
		Subtotal: 8

Institutional Certificate Requirements

1. Minimum of 8 total semester credit hours as outlined
2. Grade of C or higher in all accounting core courses
3. Cumulative grade-point average of 2.0 or higher

Professional Services – Business Analytics, Certificate

Overview

To effectively meet increased expectations and help their organizations compete in this complex, uncertain world, BA Professionals will need to:

- Learn new technology: particularly understand how to apply emerging technologies to enable new business models.
- Learn product management and process management: shifting from project focused approaches to developing expertise that helps them improve operational processes and address customer experience challenges.
- Learn and adopt agile approaches: particularly focusing on delivering business value in shorter increments that can be tested with customers to drive appropriate investments for future increments.

Students who would be interested in this certificate include those who are detail-oriented and enjoy working with data. This group includes:

- Current LDS Business Accounting students
- Transfer students - this certificate is designed as a stackable component to AS/IS students
- This certificate would be of significant benefit to current Business AAS students
- Allow current non-traditional students to return for specific skills to allow them to progress in their current jobs.

Business Analytics is fast becoming the center of business. It was best described in one of our many discussions with an industry expert when he said “Tools are the new currency”. The ability to use tools to analyze a business and extract relevant information from the incredible quantity of data being gathered by businesses is becoming a necessary skill. It touches every phase of business.

Career Opportunities

Business Analytics is a significant growth area in every industry. Career opportunities include: Budget Analyst, Management Analyst, Financial Analyst, Operations Research, Accountants, Project Support Analyst, and many others.

Learning Outcomes

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

- Demonstrate the ability to ask well-develop analytical questions targeted to a specific business need or outcome.
- Demonstrate critical reasoning and the ability to analyze management needs and apply a technical expertise to solving the question.
- Demonstrate the ability to extract, transform and load relevant data (ETL).
- Apply appropriate data analytic techniques through a variety of analysis methods, including statistical relevance and the statistical value of the output.
- Interpret, share and present results of their analysis and research with stakeholders.
- Work in teams to demonstrate abilities in project management.
- Demonstrated abilities with analytical tools such as Tableau, SQL, and Excel and Agile.

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.

Religion Courses

REL One of the following cornerstone religion courses:

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
		Subtotal: 2

Program Core Courses

ACC 101	Financial Accounting I	3
ACC 212	Managerial Accounting	3
BA 140	Tableau for Business Analytics	1
BA 145	SQL for Business Analytics	2
BA 155	Statistics for Business Analytics	1
BA 170	Fundamentals of Business Analysis	2
BA 250	Data Analytics	1
BA 270	Advanced Business Analysis	3
BAP 115	Excel & Technology in Business	1
		Subtotal: 17
		Total: 19

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 101	Financial Accounting I	3
BA 140	Tableau for Business Analytics	1
BA 145	SQL for Business Analytics	2
BA 155	Statistics for Business Analytics	1
BA 170	Fundamentals of Business Analysis	2
BAP 115	Excel & Technology in Business	1
		Subtotal: 10

Second Semester

ACC 212	Managerial Accounting	3
BA 250	Data Analytics	1
BA 270	Advanced Business Analysis	3
REL	Cornerstone Religion course	2
		Subtotal: 9

Graduation Requirements

1. Minimum of 19 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

Professional Services - Interior Design, Associate of Applied Science

Degree
Associate of Applied Science

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 to 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.

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. 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.

Learning Outcomes
Upon completion of the program, successful graduates will be able to:
- 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..
- Identify and apply sustainable and environmental principles of design.
- Design code-based interior spaces to meet building regulations.
- Practice design industry business procedures.

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.

Specifications for the Inspiration Board

The Interior Design program submission requirement and process has changed. Student will no longer submit the color board to the admissions office and the requirement will now be to submit an Electronic Interior Design Inspiration Board and a brief one paragraph summary about "What inspires you about Interior Design" via email.

- The requirements for the Inspiration Board are as follows:
  - 11x14 page size
  - Include Title Block with "Your Name" and "Interior Design Inspiration Board" as the title
  - Include Inspiration Images for what inspires you about Interior Design (no more than 10)
  - Add Labels for all items
  - No solid white backgrounds allowed!
  - Save the page as a PDF titled with your first and last name and attach in an email (5 MB Max size).
- The one paragraph summary:
  - Write a short 1 paragraph summary in the email to accompany the board about what inspires you about Interior Design
- Email these to admissions@ldsbc.edu.
  - Subject header: ID Inspiration Board
  - Please include your Admissions Application Net ID.

You will be notified as to whether or not you have been accepted into the ID program by email or return mail from the Interior Design Program Chair. The sooner you send in your inspiration board, the sooner you will be notified and the greater your chances of acceptance because enrollment is limited (see website for examples).

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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

ID 104	Principles of Design	2
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 118	3-D 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 Internship	1
		Subtotal: 46
		Subtotal: 66

Recommended Sequence of Courses

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

First Semester

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
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	Cornerstone Religion course	2
		Subtotal: 17

Second Semester

ID 118	3-D 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	Cornerstone Religion course	2
		Subtotal: 16

Third Semester

COM 122	Interpersonal Communication	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 Internship	1
Religion	Cornerstone or Religion Elective	2
		Subtotal: 16

Fourth Semester

MAT 107	Quantitative Analysis and Personal Finance	3
CAR 201	Career Success	1
ID 205	Resources & Career Issues	2
ID 211	Modern Furnishings & Architecture	2
ID 232	Computer Design II	3
ID 271	Portfolio II	1
ID 275	Business of Interior Design	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 17

Elective NCIDQ track (these courses are not financial aid eligible for 2018-2019)
This one semester add-on to the current interior design AAS degree is an optional track to give current students the additional credits required to meet the minimum qualifications for the National Interior Design Certification (NCIDQ) exam. These additional courses are offered spring semesters.

ID 129	Lighting	3
ID 150	Materials and Specifications	2
ID 151	NKBA	3
ID 252	LEED Prep (optional)	2
ID 265	Codes and Regulations	3
ID 290	NCIDQ Prep	3

Graduation Requirements

1. Minimum of 66 total semester credit hours as outlined
2. A 3.0 grade point average or higher in all Interior Design courses
3. Cumulative grade point average of 2.0 or higher in all courses
4. Complete at least 50% of Interior Design courses at LDS Business College
5. Complete 2 cornerstone religion courses, plus 4 additional credits of religion

Professional Services - 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:
- 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.

Specifications for the Inspiration Board
The Interior Design program submission requirement and process has changed. Student will no longer submit the color board to the admissions office and the requirement will now be to submit an Electronic Interior Design Inspiration Board and a brief one paragraph summary about "What inspires you about Interior Design" via email.

- The requirements for the Inspiration Board are as follows:
  - 11x14 page size
  - Include Title Block with "Your Name" and "Interior Design Inspiration Board" as the title
  - Include Inspiration Images for what inspires you about Interior Design (no more than 10)
  - Add Labels for all items
  - No solid white backgrounds allowed!
  - Save the page as a PDF titled with your first and last name and attach in an email (5 MB Max size).
- The one paragraph summary:
  - Write a short 1 paragraph summary in the email to accompany the board about what inspires you about Interior Design
- Email these to admissions@ldsbc.edu.
  - Subject header: ID Inspiration Board
  - Please include your Admissions Application Net ID.

You will be notified as to whether or not you have been accepted into the ID program by email or return mail from the Interior Design Program Chair. The sooner you send in your inspiration board, the sooner you will be notified and the greater your chances of acceptance because enrollment is limited. (see website for examples)

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.

REL One of the following cornerstone religion courses:

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
		Subtotal: 2

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

ID 104	Principles of Design	2
ID 105	Introduction to Interior Design	3
ID 110	Color Theory	2
ID 125	Drafting	3
ID 128	Textiles	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
		Subtotal: 20
		Program total: 36

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 115	Excel and Technology in Business	1
CAR 101	College Success	1
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	Cornerstone Religion course	2
		Subtotal: 17

Second Semester

CAR 201	College Success	1
COM 122	Interpersonal Communications	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
MAT 107	Quantitative Analysis and Personal Finance	3
REL	Religion Cornerstone	2
		Subtotal: 19

Graduation Requirements

1. Minimum of 36 total semester credit hours as outlined
2. 2.0 GPA or higher in all Interior Design courses
3. Cumulative grade-point average of 2.0 or higher
4. 2 cornerstone religion courses

Professional Services - Medical Assistant - Executive, Associate of Applied Science

Degree
Associate of Applied Science

Overview
A career in the healthcare industry as a Medical Assistant is for those who have interest in continuing education in the field. Employment opportunities in the medical field exist in 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, 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
- Medical Billing and Scheduling
- Anatomy and physiology

Career opportunities
There are employment opportunities with insurance companies, outpatient medical offices, and HMOs for well-trained executive medical assistants. Medical assistants from LDSBC are consistently offered positions directly out of their internships. Students may advance to supervisory positions.

Learning outcomes

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

- Complete all CAAHEP Psychomotor and Affective competencies at 100% proficiency.
- Complete all CAAHEP Cognitive competencies.
- Utilize medical terminology appropriately.
- Utilize their knowledge of Pharmacological terms to order, refill and determine medication compatibility and contraindications.
- Demonstrate an understanding of basic anatomy, physiology, and disease processes of the human body as it relates to patient medical history.
- Describe legal and regulatory frameworks of healthcare using basic knowledge of law and ethics as they relate to the Medical Assistant.
- Demonstrate understanding of medical coding diagnosis and procedures for the medical office.
- Perform basic medical office functions including patient scheduling, insurance and reimbursement procedures, basic coding, accounting, and bookkeeping;
- Effectively engage in written and oral communication as demonstrated through charting and communication with patients and other health professionals.
- Prepare patients for examination or procedures, and assist the physician with the examination or procedure.
- Collect and prepare laboratory specimens, as well as perform basic laboratory testing
- Perform phlebotomy and other invasive specimen collection techniques
- Explore pathways for educational and career development in the desired field of study.
- Articulate career preparation confidently using resumés and interviews.
- Perform electrocardiograms and respiratory testing.
- Demonstrate Basic Life Support for victims of all ages.
- Complete the Certified Medical Assistant (CMA) or the Registered Medical Assistant (RMA) examination with a passing score.

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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

ACC 101	Financial Accounting I	3
HP 106	Medical Law & Ethics	2
HP 128	ICD-10-CM & CPT Coding	2
HP 132	Medical Scheduling, Billing and EMR	4
HP 140	Medical Terminology	3

HP 170	Introduction to Pharmacology	2
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
HP 220	Medical Lab Procedures	3
HP 222	Medical Laboratory Procedures Lab	0
HP 283	Practicum for MA & EMA	3
LS 265	Anatomy & Physiology	4
		Subtotal: 30

Electives

Complete ten additional credits

Subtotal: 10
Subtotal: 60

Recommended Sequence of Courses

Depending upon the number of preparatory courses a student must take, an additional semester may be required to complete the program. For CAAHEP Accreditation, all AAS Executive Medical Assistant students will also receive the medical assisting certificate. Students should complete the certificate before completing the AAS.

First Semester

CAR 101	College Success	1
COM 122	Interpersonal Communications	3
HP 140	Medical Terminology	3
LS 265	Anatomy & Physiology	4
Religion	Cornerstone Religion course	2
		Subtotal: 13

Second Semester

BAP 115	Excel and Technology in Business	1
ENG 101	Introduction to College Writing	3
HP 106	Medical Law & Ethics	2
HP 132	Medical Scheduling, Billing and EMR	4
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
Religion	Cornerstone Religion course	2
		Subtotal: 16

Third Semester

ENG 220	Professional Bus Comm	3
HP 128	ICD-10-CM & CPT Coding	2
HP 170	Introduction to Pharmacology	2
HP 220	Medical Lab Procedures	3
HP 222	Medical Laboratory Procedures Lab	0
MAT 107	Quantitative Analysis and Personal Finance	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 15

Fourth Semester

HP 283	Practicum for MA & EMA	3
		Subtotal: 3

Fifth Semester

ACC 101	Financial Accounting I	3
CAR 201	Career Success	1
Elective	ELECTIVE	3

Elective	ELECTIVE	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 12

Graduation Requirements

1. Minimum of 60 total semester credit hours as outlined
2. Grade of B or higher in HP 140
3. Grade of C or higher in all HP core courses and LS 265
4. 2 cornerstone religion courses, 2 additional elective religion courses
5. Complete Certification Examination (either CMA or RMA) at the end of HP 283

Professional Services - 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 in medical settings, such as answering telephones, greeting patients, handling correspondence, and scheduling appointments.

This major provides students with mid-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 insurance companies, outpatient medical offices, and HMOs for well-trained certified medical assistants. Medical assistants from LDSBC are consistently offered jobs upon completion of their internships. Students may advance to supervisory positions.

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

- Complete all CAAHEP Psychomotor and Affective competencies at 100% proficiency.
- Complete all CAAHEP Cognitive competencies.
- Utilize medical terminology appropriately.
- Utilize their knowledge of Pharmacological terms to order, refill and determine medication compatibility and contraindications.
- Demonstrate an understanding of basic anatomy, physiology, and disease processes of the human body as it relates to patient medical history.
- Describe legal and regulatory frameworks of healthcare using basic knowledge of law and ethics as they relate to the Medical Assistant.
- Demonstrate understanding of medical coding diagnosis and procedures for the medical office.
- Perform basic medical office functions including patient scheduling, insurance and reimbursement procedures, basic coding, accounting, and bookkeeping;
- Effectively engage in written and oral communication as demonstrated through charting and communication with patients and other health professionals.
- Prepare patients for examination or procedures, and assist the physician with the examination or procedure.
- Collect and prepare laboratory specimens, as well as perform basic laboratory testing

- Perform phlebotomy and other invasive specimen collection techniques
- Explore pathways for educational and career development in the desired field of study.
- Articulate career preparation confidently using resumés and interviews.
- Perform electrocardiograms and respiratory testing.
- Demonstrate Basic Life Support for victims of all ages.
- Complete the Certified Medical Assistant (CMA) or the Registered Medical Assistant (RMA) examination with a passing score.

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.

Religion Course – 1 Cornerstone religion course		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
		Subtotal: 2
Program Core Courses		
HP 106	Medical Law & Ethics	2
HP 128	ICD-10-CM & CPT Coding	2
HP 132	Medical Scheduling, Billing and EMR	4
HP 140	Medical Terminology	3
HP 170	Introduction to Pharmacology	2
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
HP 220	Medical Lab Procedures	3
HP 222	Medical Laboratory Procedures Lab	0
HP 283	Practicum for MA & EMA	3
LS 265	Anatomy & Physiology	4
		Subtotal: 27
		Total: 29

Recommended Sequence of Courses

First Semester		
HP 140	Medical Terminology	3
HP 170	Introduction to Pharmacology	2
LS 265	Anatomy & Physiology	4
Religion	Cornerstone Religion course	2
		Subtotal: 12
Second Semester		
HP 106	Medical Law & Ethics	2
HP 132	Medical Scheduling, Billing and EMR	4
HP 210	Clinical Medical Assisting	4
HP 212	Clinical Procedures Lab	0
		Subtotal: 10
Third Semester		
HP 128	ICD-10-CM & CPT Coding	2
HP 220	Medical Lab Procedures	3
HP 222	Medical Laboratory Procedures Lab	0
		Subtotal: 5
Fourth Semester		
HP 283	Practicum for MA & EMA	3
		Subtotal: 3

GRADUATION REQUIREMENTS

1. Minimum of 29 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. 1 Cornerstone religion course
5. Complete Certification Examination (either CMA or RMA) at the end of HP 283

Professional Services - Medical Coding, Certificate

Overview

The Medical Coding major prepares students to function in medical coding, billing, and medical records settings. Medical Coders and Billers are in demand by hospitals, insurance companies, medical offices, and health clinics. Students learn to: organize and analyze medical records, to assign accurate codes for disease processes and procedures, and to facilitate third-party reimbursement and record keeping. Throughout the Medical Coding program, students prepare to sit for the Certified Professional Coder (CPC) exam through the American Association of Professional Coders (AAPC). This Medical Coding program gives the students 40 hours of "in house" internship time, plus 80 hours clinical internship experience. These internship experiences may lead to job offers to students who meet clinic or company qualification criteria.

Career Opportunities

Medical billers/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.

Learning Outcomes

Upon successful completion of the program, graduates are able to:

1. Encourage personal and professional growth, as well as, growth in the testimony of Jesus Christ and His gospel, in each course of the Medical Coding Program through: study, teaching one another, and accomplishing tasks.
2. Identify organs and structures of human anatomy and physiology of body systems, including: medical terminology, related diseases/disorders, signs/symptoms, etiology, diagnostics tests, procedures, treatments/medications.
3. Demonstrate accurate and efficient Medical Coding, including: reading and analyzing patient charts/operation notes, and assigning appropriate ICD-10-CM, CPT, HCPCS, E/M codes.
4. Communicate effectively, verbally and in writing, regarding medical coding topics and issues, using professional and appropriate methods and/or medical terminology.

Course Requirements

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

Religion Courses One of the following cornerstone religion courses. (2 credit hours).

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlasting Gospel	2
REL 275	Teach & Doctrine of Book of Mormon	2
		Subtotal: 2

Program Core Courses

MCO 190	Introduction to Medical Reimbursement	4
MCO 195	Introduction to Medical Coding	4
MCO 105	Medical Coding Lab	1
MCO 201	Body Systems & Coding 1	4
MCO 202	Body Systems & Coding 2	4
MCO 203	Body Systems & Coding 3	4
MCO 204	Body Systems & Coding 4	4
MCO 205	Medical Coding Lab	1
		Subtotal: 26

Recommended Sequence of Courses

Semester 1		
MCO 190	Introduction to Medical Reimbursement	4
MCO 195	Introduction to Medical Coding	4
MCO 105	Medical Coding Lab	1
MCO 201	Body Systems & Coding 1	4
REL	Religion	2
		Subtotal: 15
Semester 2		
MCO 202	Body Systems & Coding 2	4
MCO 203	Body Systems & Coding 3	4
MCO 204	Body Systems & Coding 4	4
MCO 205	Medical Coding Lab	1
		Subtotal: 13
		Program Credit Total: 28

Graduation Requirements

1. Minimum of 28 total semester credit hours as outlined.
2. Grade of C or better in all core courses.
3. One cornerstone religion course.

Professional Services - Paralegal Studies, Associate of Applied Science

Degree

Associate of Applied Science

Overview

A two-year, associate degree in Legal Studies prepares the student for a dynamic career in the legal profession. The student will receive training in case management and legal research as well as learn how to analyze and summarize data to assist attorneys in preparation for hearings, trials, closings, corporate meetings, and other legal functions. The student will experience community learning opportunities that include job shadows, internships, and real-world projects. Legal Studies courses are also 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 Legal Studies Program:

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

LDSBC Methods and Procedures for Teaching

- Legal courses taught by legal professionals/lawyers

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

Career opportunities

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

A number of benefits are associated with Legal Studies graduation:

- 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:

- Work knowledgeably through federal, state, and local court systems, including PACER, CM/ECF, and Xchange.
- Apply substantive and procedural law to any fact pattern, including the determination of appropriate jurisdiction and venue.
- Practice ethical obligations and standards, and maintain the appropriate level of professionalism, tact, and diplomacy.
- Demonstrate organizational and prioritizing skills in balancing multiple assignments and deadlines.
- Prepare legal research plans, analyze factual situations, identify legal solutions, summarize legal research findings, and write legal memoranda.
- Follow appropriate interviewing and investigative procedures with clients, witnesses, and others.
- Prepare and file/e-file legal forms, including, but not limited to: complaints, answers, letters, demands, closing documents, subpoenas, summons, notices, and motions.
- Use a variety of legal office management and case 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.

Religion Courses

REL Two cornerstone religion courses (4 credit hours)		
REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
REL Two additional religion courses (4 credit hours)		**Subtotal: 8**

College-Wide Courses

BAP 115	Excel and Technology in Business	1
CAR 101	College Success	1
CAR 201	Career Success	1

COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
MAT 107	Quantitative Analysis and Personal Finance	3
		Subtotal: 12

Program Core Courses

ENG 201	Inter. College Writing	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 Computer Application	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
		Subtotal: 40

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

Option 1:

PLS 296	Paralegal Portfolio	1
PLS 299	Paralegal Internship	2

PLS 299: Capstone

Option 2:

PLS 292	Paralegal Practicum	3
		Subtotal: 3
		Subtotal: 60

Recommended Sequence of Courses

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

Fall Start

First Semester-Fall

CAR 101	College Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
PLS 101	Introduction to Law	3
PLS 140	Paralegal Procedures	3
Religion	Cornerstone Religion course	2
		Subtotal: 15

Second Semester-Winter

BAP 115	Excel and Technology in Business	1
PLS 110	Legal Research/Writing I	3
PLS 120	Evidence	2
PLS 130	Criminal Law & Procedures	3
PLS 150	Paralegal Computer Applications	3
PLS 160	Ethics	2
Religion	Cornerstone Religion course	2
		Subtotal: 16

Third Semester-Spring

MAT 107	Quantitative Analysis & Personal Finance	3
PLS 115	Legal Research/Writing II	3
PLS 203	Introduction to Civil Litigation	3
PLS 205	Contract Law	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

Fourth Semester-Fall

CAR 201	Career Success	1
ENG 201	Intermediate College Writing	3
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
PLS 296	Paralegal Portfolio	1
PLS 299	Paralegal Internship	2
Religion	Cornerstone or Religion Elective	2
		Subtotal: 15

Winter Start

First Semester-Winter

CAR 101	College Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
PLS 101	Introduction to Law	3
PLS 140	Paralegal Procedures	3
Religion	Cornerstone Religion course	2
		Subtotal: 15

Second Semester-Spring

BAP 115	Excel and Technology in Business	1
PLS 110	Legal Research/Writing I	3
PLS 120	Evidence	2
PLS 130	Criminal Law & Procedures	3
PLS 150	Paralegal Computer Application	3
PLS 160	Ethics	2
Religion	Cornerstone Religion course	2
		Subtotal: 16

Third Semester-Fall

MAT 107	Quantitative Analysis & Personal Finance	3
PLS 115	Legal Research & Writing II	3
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14

Fourth Semester-Winter

CAR 201	Career Success	1
ENG 201	Intermediate College Writing	3
PLS 203	Introduction to Civil Litigation	3
PLS 205	Contract Law	3
PLS 296	Paralegal Portfolio	1
PLS 299	Paralegal Internship	2
Religion	Cornerstone or Religion Elective	2
		Subtotal: 15

Spring Start

First Semester-Spring		
CAR 101	College Success	1
COM 122	Interpersonal Communications	3
ENG 101	Introduction to College Writing	3
PLS 101	Introduction to Law	3
PLS 140	Paralegal Procedures	3
Religion	Cornerstone Religion course	2
		Subtotal: 15
Second Semester-Fall		
BAP 115	Excel and Technology in Business	1
PLS 110	Legal Research/Writing I	3
PLS 120	Evidence	2
PLS 130	Criminal Law & Procedures	3
PLS 150	Paralegal Computer Application	3
PLS 160	Ethics	2
Religion	Cornerstone Religion course	2
		Subtotal: 16
Third Semester-Winter		
MAT 107	Quantitative Analysis & Personal Finance	3
PLS 115	Legal Research & Writing II	3
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
Religion	Cornerstone or Religion Elective	2
		Subtotal: 14
Fourth Semester-Spring		
CAR 201	Career Success	1
ENG 201	Intermediate College Success	3
PLS 203	Introduction to Civil Litigation	3
PLS 205	Contract Law	3
PLS 296	Paralegal Portfolio	1
PLS 299	Paralegal Internship	2
Religion	Cornerstone or Religion Elective	2
		Subtotal: 15

Graduation Requirements

1. Minimum of 60 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
4. 2 cornerstone religion courses, plus 2 additional courses

Professional Services – Paralegal Studies, Certificate

Overview

The certificate in Legal Studies prepares the student for a dynamic career in the legal profession. The student will receive training in case management and legal research as well as learn how to analyze and summarize data to assist attorneys in preparation for hearings, trials, closings, corporate meetings, and other legal functions. The student will experience community learning opportunities that include job shadows, internships, and real-world projects. Legal Studies courses are also 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 Legal Studies Program:

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

LDSBC Methods and Procedures for Teaching

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

Career Opportunities

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

A number of benefits are associated with Legal Studies graduation:

- 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:

- Work knowledgeably through federal, state, and local court systems, including PACER, CM/ECF, and Xchange.

- Apply substantive and procedural law to any fact pattern, including the determination of appropriate jurisdiction and venue.
- Practice ethical obligations and standards, and maintain the appropriate level of professionalism, tact, and diplomacy.
- Demonstrate organizational and prioritizing skills in balancing multiple assignments and deadlines.
- Prepare legal research plans, analyze factual situations, identify legal solutions, summarize legal research findings, and write legal memoranda.
- Follow appropriate interviewing and investigative procedures with clients, witnesses, and others.
- Prepare and file/e-file legal forms, including, but not limited to: complaints, answers, letters, demands, closing documents, subpoenas, summons, notices, and motions.
- Use a variety of legal office management and case 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.

Religion Courses

REL One cornerstone religion courses (2 credit hours)

REL 200	The Eternal Family	2
REL 225	Foundations of the Restoration	2
REL 250	Jesus Christ & Everlast Gospel	2
REL 275	Teach & Doct of Book of Mormon	2
		Subtotal: 2

College-Wide Course

ENG 101	Introduction to College Writing	3
		Subtotal: 3

Program Core Courses

PLS 101	Introduction to Law	3
PLS 110	Legal Research/Writing I	3
PLS 115	Legal Research/Writing II	3
PLS 120	Evidence	2
PLS 150	Paralegal Computer Application	3
PLS 160	Ethics	2
		Subtotal: 16

Program Choice (Choose 2 of the following)

PLS 130	Criminal Law and Procedures	3
PLS 203	Introduction to Civil Litigation	3
PLS 205	Contract Law	3
PLS 210	Torts	3
PLS 215	Bankruptcy Law	3
		Subtotal: 6

****Optional Internship**

PLS 299	Paralegal Internship	2
		Subtotal: 27

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
PLS 101	Introduction to Law	3

PLS 110	Legal Research/Writing I	3
PLS 120	Evidence	2
PLS 150	Paralegal Computer Application	3
		Subtotal: 14
Second Semester-Winter		
PLS 115	Legal Research/Writing II	3
Program Choice	Choose from PLS 130, 203, 205, 210, 215	3
Program Choice	Choose from PLS 130, 203, 205, 210, 215	3
Religion	Cornerstone Religion course	2
PLS 160	Ethics	2
		Subtotal: 13

Graduation Requirements

1. Minimum of 27 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
4. 1 cornerstone religion course

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 an 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	Foundations of USAF I	1
AER 1110	Gen Mil Ldrshp Lab I	1
Second Semester		
AER 1020	Foundations of the USAF II	1
AER 1120	General Military Ldshp lab II	1
Third Semester		
AER 2010	Airpower History I	1
AER 2110	Gen Mil Leadership Lab III	1
Fourth Semester		
AER 2011	Airpower History II	1
AER 2111	Gen Military Ldrshp Lab IV	1

Contact an Air Force ROTC career counselor at the University Of Utah Department Of Military Science, 801-581-6236, for additional eligibility, enrollment, and career information.

COURSE DESCRIPTIONS

ACC - Accounting

ACC 101 - Financial Accounting I (3 credits)
Introduces the basics of accounting: accounting equation, transaction analysis and recording journal entries, accounting cycle, financial statements, matching concept, adjusting entries, closing entries, worksheets. Examines accounting concepts and procedures: cash, bank reconciliations, receivables, allowance method, estimation and pricing methods for inventories, plant assets and methods of depreciation, sole proprietorship, partnership and corporate forms of business organization including differences in presentation of equity sections for each; distributions and dividends.
Prerequisite: None.
Offered: Fall, Winter, Spring.

ACC 102 - Financial Accounting II (3 credits)
Examines more in depth the detail and expands upon the concepts introduced in ACC 101. Introduces additional concepts including: subsidiary ledgers, segment analysis, multi-step income statements, perpetual inventory costing, internal controls, receivable allowances, additional depreciation methods, payroll accounting, and statements of cash flow.
Prerequisite: ACC 101.
Offered: Fall, Winter, Spring.

ACC 110 - Accounting in QuickBooks (3 credits)
Introduces computerized general ledger accounting. Focuses on taking accounting principles and procedures previously learned and developing skills for their application through the use of accounting software, including sales / receivables, expenses / accounts payable, payroll, journal entries, chart of accounts, and automated general ledger. Various projects will be used to guide students through an accounting cycle including the preparation of computer-generated financial statements and various special reports. This course requires a high degree of group (team) work. Students are expected to work together to complete the assigned projects (with the exception of the final project).
Prerequisite: ACC 102 (may be taken concurrently) or ACC 105 with a C or higher
Offered: Fall, Winter, Spring.

ACC 201 - Intermediate Accounting I (3)
Examines in more depth and detail the financial accounting procedures and reporting and evaluation of results of operations through income statements, balance sheets, statements of cash flow, and associated worksheets. Also focuses on revenue and expense recognition, working capital, and ratio analysis of financial statements.
Prerequisites: ACC 102 with C or higher.
Offered: Fall, Winter, Spring.

ACC 202 - Intermediate Accounting II (3)
Covers plant assets, depreciation, depletion, amortization, long-term and short-term liabilities, corporations and their stock transactions, retained earnings, equity financing, computation of payroll and associated payroll taxes with their quarterly tax return filings. Students will apply the skills learned by performing accounting services in a service learning environment.
Prerequisites: ACC 102 with C or higher.
Offered: Fall, Winter, Spring.

ACC 203 - Intermediate Accounting (3 credits)
Examines in more depth and detail the financial accounting procedures and reporting and evaluation of results of operations through income statements, balance sheets, statements of cash flow, and associated worksheets. Also focuses on revenue and expense recognition, working capital, and ratio analysis of financial statements. Covers plant assets, depreciation, depletion, amortization, long-term and short-term liabilities, corporations and their stock transactions, retained earnings, equity financing, computation of payroll and associated payroll taxes with their quarterly tax return filings.
Prerequisite: ACC 102 with C or higher.
Offered: Fall, Winter.

ACC 210 - Advanced QuickBooks (3 credits)

Expands upon previously learned computerized general ledger accounting. Focuses on taking accounting principles and procedures previously learned and developing skills for their application through the use of accounting software, including sales / receivables, expenses / accounts payable, payroll, journal entries, chart of accounts, and automated general ledger. Various projects will be used to guide students through an accounting cycle including the preparation of computer-generated financial statements and various special reports. A special emphasis is placed upon the interpretation and evaluation of financial information developed during the course projects. Students are expected to work together to complete the assigned projects. Prepares the student to take the Intuit QuickBooks Certification test. Reviews the basics of accounting QuickBooks style. Drills deeper into the various ways to create company databases, the various utilities available, the management of lists and items. Reviews and expands upon A/R, A/P, P/R applications in QuickBooks. Covers report modification, home page modification, shortcuts, and overall customization methods. At the conclusion of the course, students will be able to take the industry-recognized QuickBooks Certification test.
Prerequisite: ACC 110 with a C or higher; ACC 212 with a C or higher (may be taken concurrently).
Course Content Charge: $200.00 (Learn Key for Quickbooks and Quickbooks Certification Exam)
Offered: Fall, Winter.

ACC 212 - Managerial Accounting (3 credits)

Explores the applications of financial statement analysis, ratio analysis, horizontal and vertical analysis, manufacturing costs, schedule of cost of goods manufactured, direct and indirect costs, costing systems, job order system, process system, activity-based accounting, budgeting procedures, flexible budgets, cost-volume-profit analysis, break-even analysis, contribution analysis, segmented reporting, responsibility accounting, capital budgeting, net present value analysis and lease versus buy analysis.
Prerequisite: ACC 101 with a C or higher.
Offered: Fall, Winter, Spring.

ACC 215 - QuickBooks Certified User Test Preparation (1 credit)

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.
Prerequisite: ACC 110 with a C or higher; ACC 210 with a C or higher (or concurrent).
Offered: Fall.

ACC 223 - Introduction to Tax Entities (2 credits)

This course focuses on the study of taxation from the perspective of the individual including sole proprietors. It addresses income, deductions and credits that an individual should be aware of. The course focuses on obtaining an understanding of Form 1040 and other related individual tax forms.
Prerequisite: ACC 102 with C or higher.
Offered: Fall, Winter, Spring.

AER - Aerospace Studies

AER 1010 - Foundations of USAF I (1 credit)

Covers the development, organization, and doctrine of the United States Air Force. Emphasizes strategic force requirements.
Prerequisite: None.
Offered: Fall, Winter, Spring.

AER 1110 - Gen Mil Ldrshp Lab I (1 credit)

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. Required course.
Prerequisite: May be taken concurrently with AER 1010.
Offered: Fall, Winter, Spring.

AER 2010 - Airpower History I (1 credit)
Introduces various concepts of air power employment, emphasizing factors that have prompted research and technological change.
Prerequisite: None.
Offered: Fall, Winter, Spring.

AER 2110 - Gen Mil Leadership Lab III (1 credit)
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. Required course.
Prerequisite: May be taken concurrently with AER 2010.
Offered: Fall, Winter, Spring.

ART - Art

ART 101 - Survey of Art History (3 credits)
Reviews the continuing evolution of art forms with an aim toward understanding the influence of antiquity on modern civilization in order to promote an understanding and appreciation of varying art styles.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

ART 106 - Introduction to Drawing (3 credits)
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.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

BA - Business Analytics

BA 140 - Tableau for Business Analytics (1 credit)
Introduces Business Analytic tools including Tableau and Microsoft Power BI. Students will use these tools to connect to data, analyze databases (including arithmetic calculations), prepare presentations for management decision making using visualization types, and create dashboards. Students will prepare interview portfolios of completed projects.
Prerequisites: None
Offered: Fall, Winter.

BA 145 - SQL for Business Analytics (2 credits)
Introduces students to the principles of databases. Students will understand the components of a database schema and the relationship between entities in the database. Introduces students to the Structured Query Language (SQL). Students will learn how to create Database Object Queries, create Database Objects and manage system efficiencies. Students will create multiple database queries for case studies and present solutions to decision makers. Students will prepare interview portfolios of completed projects.
Prerequisites: None
Offered: Fall, Winter.

BA 155 - Statistics for Business Analytics (1 credit)
Introduces statistics for use in a business environment. Covers data collection, sampling, frequency distributions and graphs, measures of central tendency and dispersion, correlation, regression, probability, binomial and normal distributions, central limit theorem, confidence intervals, and hypothesis testing.
Prerequisites: C in MATH 110; ACT math score of 27; SAT math score of 660; COMPASS college algebra score of 50; or Accuplacer college math score of 75.
Offered: Winter.

BA 170 - Fundamentals of Business Analysis (2 credits)
Students will understand and use the tools of business analysis. Students will work as individuals and as members of a team to analyze a business and create recommendations for decision making. Students will focus on 1) learning how to assess the overall goals and objectives of the business and how systems, processes, and personnel are aligned to meet those goals. 2) asking the right question and understanding the true needs of the business, 3) learning how to identify key stakeholders and appropriately engage them in elicitation and requirements analysis activities, 4) documenting and managing requirements to ensure traceability of requirements to core business objectives and maintaining documentation for re-use, and 5) analyzing potential solutions and making appropriate recommendations to decision makers.
Prerequisites: None.
Course Content Charge: $76.00 (IIBA membership and BABOK guide)
Offered: Fall, Winter.

BA 250 - Data Analytics (1 credit)
This project-based course will allow students to use large databases to practice the skills required to critically analyze various business case studies. Students will use the skills learned in the prerequisite course to extract, transform, and load data to assist in the business decision making process.
Prerequisites: BA 140; BA 145; BA 155 (all with a C grade or higher).
Offered: Fall, Winter.

BA 270 - Advanced Business Analysis (3 credits)
This capstone course will allow students to use large databases to practice the skills required to critically analyze various business case studies. Students will prepare to take the Entry Certificate in Business Analysis (ECBA) from the International Institute of Business Analytics.
Prerequisite: BA 170; BA 250 may be concurrent.
Offered: Fall, Winter.

BAP - Business Applications

BAP 110 – Microsoft Word (1 credit)
In today's world, the student needs skills that will allow them to communicate effectively. Microsoft Word is a tool that is used worldwide to accomplish tasks from simple grocery lists to complex documents and brochures. LDSBC provides this course to empower the student with the skills necessary to be an effective user of Microsoft Word. The student will use SIMnet, from McGraw-Hill to learn the material and will be licensed to use SIMnet for the current version of Microsoft Word for life. The MOS Certification exam for Microsoft Word is an integral part of this course and each student will sit for the exam.
Prerequisite: None.
Course Content Charge: $50.00 (SIMnet and 1 MOS Certification exam).
Offered: Fall, Winter, Spring.

BAP 115 – Excel and Introduction to Technology (1 credit)
Microsoft Excel is one of the most important tools used in companies throughout the world. Having not only a fundamental knowledge of, but also advanced skills in Excel, will prepare the student for the world of work. The student will also be introduced to current technologies that are a daily part of our modern society. The student will use SIMnet, from McGraw-Hill to learn the material and will be licensed to use SIMnet for the current version of Microsoft Excel for life. The MOS Certification exam for Microsoft Excel is an integral part of this course and each student will sit for the exam.
Prerequisite: None.
Course Content Charge: $50.00 (SIMnet and 1 MOS Certification exam).
Offered: Fall, Winter, Spring.

BAP 120 – Microsoft PowerPoint (1 credit)

Powerful presentations are a key element of almost any business. Microsoft PowerPoint is a necessary tool to create and develop engaging multimedia presentations. Not only will this course prepare the student in foundational skills in PowerPoint, but they will also master using graphics, video, customization using themes, advanced animation, hyperlinks and other rich media features. The student will use SIMnet, from McGraw-Hill to learn the material and will be licensed to use SIMnet for the current version of Microsoft PowerPoint for life. The MOS Certification exam for Microsoft Point is an integral part of this course and each student will sit for the exam.
Prerequisite: None.
Course Content Charge: $50.00 (SIMnet and 1 MOS Certification exam).
Offered: Fall, Winter, Spring.

BAP 125 – Microsoft Access and Introduction to Databases (1 credit)

Microsoft Access is a leading PC-based database management system. The complexity of business in today's world requires that the student be familiar with how to create and navigate a database. This course provides a thorough understanding of Microsoft Access and also an overview and introduction of database systems. The student will use SIMnet, from McGraw-Hill to learn the material and will be licensed to use SIMnet for the current version of Microsoft Access for life. The MOS Certification exam for Microsoft Access is an integral part of this course and each student will sit for the exam.
Prerequisite: None.
Course Content Charge: $50.00 (SIMnet and 1 MOS Certification exam).
Offered: Fall, Winter, Spring.

BUS - Business

BUS 101 - Survey of Business (3 credits)

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 and area or two of business in which they would like to concentrate throughout their studies.
Prerequisite: None.
Offered: Fall, Winter, Spring.

BUS 123 - Applied Leadership Skills - DECA (1 credit)

Course focuses on developing and applying leadership skills through instruction and project-based activities. Students are encouraged to participate in Utah DECA Fall Leadership Conference or national Collegiate Leadership Academy. DECA membership is required to participate in state and national conference.
Prerequisite: None.
Offered: Fall.

BUS 124 - Applied Presentation Skills (1 credit)

Course is designed to help students hone and refine their presentation skills through instruction, case studies, practice presentations and preparation for state and international competition. Students are encouraged select appropriate competitive events and apply classroom learning through practice case studies and prepared presentations. Students are encouraged to prepare to present in state and international competitive events. DECA membership is required to participate in state and national conferences.
Prerequisite: None.
Offered: Winter.

BUS 125 - Applied Marketing Skills (1 credit)
Course prepares students to apply marketing principles through instruction and a series of projects with local small businesses. Foundational marketing principles will be taught and applied in a variety of projects, including marketing for the Lion's Den Entrepreneurial Challenge, Utah Foodbank service project and other projects developed by students and faculty.
Prerequisite: None.
Offered: Spring.

BUS 160 - Leadership for Life (3 credits)
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 key source the principles of 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 engage in social responsibility, and serving as a positive servant leader.
Prerequisite: None.
Offered: Fall, Winter, Spring.

BUS 199 - Business Internship (2 credits)
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 Services office one month prior to the beginning of the semester.
Prerequisite: None.
Offered: Fall, Winter, Spring.

BUS 201 - Principles of Management (3 credits)
Focuses deeply on the principles, 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.
Prerequisite: BUS 101.
Offered: Fall, Winter, Spring.

BUS 205 - Human Resource Mgmt. (3 credits)
Trains students in personnel supervision and conflict resolution, human relations, performance appraisal, manpower planning, communication, training and governmental regulations. Provides skill in compensation administration including wage, salary, incentive and benefits administration.
Prerequisite: BUS 101.
Offered: Fall, Winter, Spring.

BUS 221 - Business Law & Ethics (3 credits)
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.
Prerequisite: BUS 101.
Offered: Fall, Winter, Spring.

BUS 223 - Applied Leadership Mentoring (1 credit)
This is a second-year fall semester course that runs concurrently with BUS 123. Students apply leadership skills by mentoring first year students enrolled in BUS 123 through instruction and project based activities. Students are encouraged to participate in Utah DECA Fall Leadership Conference or National Collegiate Leadership Academy. DECA membership is required to participate in state and national conferences.
Prerequisite: BUS 123 or Program Chair Permission.
Offered: Fall.

BUS 224 - Applied Presentation Mentoring (1 credit)
This is a second-year winter semester course that runs concurrently with BUS 124. Students mentor students enrolled in BUS 124, coaching and mentoring them to improve presentation skills through instruction, case studies and prepared presentations. Students are also encouraged to select and prepare their own presentations in preparation for state and international competition. DECA membership is required to participate in state and national conferences.
Prerequisite: BUS 124 or Program Chair Permissions.
Offered: Winter.

BUS 235R - Applied Projects (2 credits)
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.
Prerequisite: Program Chair Approval.
Offered: Fall, Winter, Spring.

BUS 295 - Business Strategy (3 credits)
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.
Prerequisite: GSO 125 or PM 140; BUS 201; 40 or more completed credit hours.
Course Content Charge: $31.00.
Offered: Fall, Winter, Spring.

BUS 299 - Business Internship (2 credits)
This course provides on-the-job application of knowledge and skills acquired in classroom study. It requires accomplishment of measurable learning objectives related to the business degree competencies that can be documented and accomplished during the semester.
Prerequisite: BUS 101; and 30 or more hours towards degree, and approval from Program Chair.
Offered: Fall, Winter, Spring.

BYU-I - Online Courses

BYU-I 100BMATH - Beginning Algebra (2 credits)
The arithmetic of integers and rational numbers as well as an introduction to algebra will be studied.
Prerequisite: MAT 90 with Credit (CR), or appropriate placement score.
Offered: Fall, Winter, Spring.

BYU-I 101ANTH - Introduction to Cultural Anthr (3 credits)
This is a BYU-I online course; it will fulfill the social science general education requirement. This course consists of anthropological approaches and perspectives on humans, their culture, and their society; basic concepts for analyzing cultural behavior.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

BYU-I 101FDAMF - American Foundations (3 credits)
This is a BYU-I online course; it will fulfill the American Institutions requirement. The history of the United States holds lessons for people everywhere. This course examines the full range of American history with the goal of better understanding the political, economic, and cultural ideals and institutions that explain the successes and limitations of the United States. This course also has interdisciplinary elements and draws deeply from political science, cultural studies, and economics to illuminate the American past.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

BYU-I 106ENG - Basic Writing (3 credits)
This course emphasizes basic writing conventions: effective sentences, paragraphs and short essays.
Prerequisite: Appropriate placement scores.
Offered: Fall, Winter, Spring.

BYU-I 108FDMAT - Math for the Real World (3 credits)
This is a BYU-I online course; it fulfills the MAT 107 requirement. This class prepares students to understand, analyze, and solve real-life problems that require quantitative reasoning. Topics include the meaning of probabilities, how to read, critique, and apply statistical information found in news reports, public policy debates, consumer reports, and other daily life and professional situations; the use of mathematical models in describing, understanding, and making predictions about real world phenomena; and the mathematics of loans and investments. Topics will be illustrated by examples and applications from current events, daily life, business, and natural phenomena. Mathematical Tools for the Real World is to inspire students to act wisely when faced with quantitative challenges in collegiate coursework, employment, and daily living.
Prerequisite: MAT 97 with Credit (CR), or appropriate placement score.
Offered: Fall, Winter, Spring.

BYU-I 110FDHUM - Foundations of Humanities (3 credits)
This is a BYU-I online course; it will fulfill the Humanities general education requirement. Introduction to the Humanities. Students will examine key works in the arts from Renaissance through the early 20th Century, their historical and cultural context, and the artistic principles that contribute to their significance. Students will then apply these principles in their own creative work, and in making value assessments about the arts.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

BYU-I 110POLSC - American Government (3 credits)
This is a BYU-I online course; it will fulfill the American Institutions requirement. This course consists of an English background of American institutions, colonial systems of government, the Constitution, and the evolution and adoption of government to the changing role of the United States as an industrialized member of the world of nations and the changing federal/state relations.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

BYU-I 111GEOL - Physical Geology (3 credits)
This is a BYU-I online course; it will fulfill the physical science requirement. This is a great introductory course for anyone curious about active geologic processes and resources. It focuses on recognizing and understanding how observed features on the earth came to exist and how they may change in the future.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

BYU-I 111PSYCH - General Psychology (3 credits)
This a BYU-I online course; it fulfills the social science general education elective. This is an introductory course in Psychology which surveys the various fields of psychology and application of selected psychological principles to life situations.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

BYU-I 111SOC - Introduction to Sociology (3 credits)
This is a BYU-I online course; it fulfills the social science general education elective requirement. This course focuses on the social and cultural foundations of human life. Its basic concepts enable the students to better appreciate how they and others are molded and shaped by society, and to understand the complexity of the social forces in their environment.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

BYU-I 150ECON - Econ Prin & Prob-Micro (3 credits)
This is a BYU-I online course; it fulfills the ECON 161 requirement. This introductory course in microeconomics studies the behavior of individual economic agents such as consumers and businesses in a market economy. Analytical tools are used to study the consumption and production decisions in an economy under perfect and imperfect market conditions.
Prerequisite: None.
Course Content Charge: $90.00
Offered: Fall, Winter, Spring.

BYU-I 150NUTR - Essentials of Human Nutrition (3 credits)
This is a BYU-I online course; it fulfills the LS 103 requirement. This course consists of the food oriented study of nutrition facts and principles as a basis for dietary choices; consequences of food choices; scientific examination of controversial topics.
Prerequisite: None.
Offered: Fall, Winter, Spring.

BYU-I 151ECON - Econ Princ & Prob-Macro (3 credits)
This is a BYU-I online course; it fulfills the social science general education requirement. This introductory course in macroeconomics studies the national economy as a whole and its interaction with the global economy. Measurement of economic health and the use of fiscal and monetary policies to address unemployment, inflation, and growth are analyzed.
Prerequisite: Complete 14 credits at LDSBC.
Course Content Charge: $65.00
Offered: Fall, Winter, Spring.

BYU-I 160CIT - Introduction to Programming (3 credits)
This is a BYU-I online course; It fulfills the CS 112 requirement. This course is an introduction to the basic concepts of computers and information technology. Students will learn the basics of computer hardware, design algorithms to solve simple computing problems, and will write computer programs using Boolean logic, control structures, arrays, and functions.
Prerequisite: None.
Offered: Fall, Winter, Spring.

BYU-I 200FDREL - The Eternal Family (2 credits)
This is a BYU-I online course; it will fulfill the religion cornerstone requirement. This course centers on "The Family: A Proclamation to the World" and develops gospel doctrines and principles pertaining to a successful and happy marriage and family life. Practical skills required to achieve and sustain provident living will also be explored and practiced.
Prerequisite: None.
Offered: Fall, Winter, Spring.

BYU-I 211FDINT - Global Hotspot: Pakistan (3 credits)
This is a BYU-I online course; it will fulfill the humanities general education requirement. Few countries in the world are more strategically critical yet less understood than Pakistan. This young country in an ancient land lies at the crossroads of history, religion, language, and culture. On the front-line in the war against terror, this nuclear power is in the midst of political turmoil whose outcome will have great implications for the rest of the world.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

BYU-I 213CS - Web Engineering I (3 credits)

This is a BYU-I online course; it fulfills the CS 185 requirement. Internet and web basics, web fundamentals, web browsers, web servers, and web terminology. This course teaches the concepts behind the fundamental tools used for building client-side web applications. It emphasizes client-side programming standards and programming tools used to create dynamic web applications.
Prerequisite: CS 115.
Offered: Fall, Winter.

BYU-I 225FDREL - Foundations of the Restoration (2 credits)

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.
Prerequisite: None.
Offered: Fall, Winter.

BYU-I 250FDREL - Jesus Christ & Everlast Gospel (2 credits)

This is a BYU-I online course; it will fulfill the religion cornerstone requirement. In this course focuses on the eternal ministry of Jesus Christ and His divine roles and teachings throughout His premortal, mortal, and post mortal 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 and testimony of Jesus Christ and to become more devote disciples. This course builds upon student's' previous sequential and topical gospel study experiences and is taught using blocks of scripture in context from across the standard works as well as the teachings of modern prophets.
Prerequisite: None.
Offered: Fall, Winter, Spring.

BYU-I 261CIT - JavaScript Mobile Software Dev (3 credits)

This is a BYU-I online course; it fulfills the CS 216 requirement. This course is designed to help students gain the skills required to design and create single page JavaScript, CSS3, and HTML5 applications for modern mobile device browsers. Professional characteristics such as self-reliance, communication, sharing, and self-reflection are stressed.
Prerequisite: CS 185.
Offered: Fall, Winter.

BYU-I 275FDREL - Teach & Doct of Book of Mormon (2 credits)

In this course focuses on the eternal ministry of Jesus Christ and His divine roles and teachings throughout His premortal, mortal, and post mortal 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 and testimony of Jesus Christ and to become more devote disciples. This course builds upon student's' previous sequential and topical gospel study experiences and is taught using blocks of scripture in context from across the standard works as well as the teachings of modern prophets.
Prerequisite: None.
Offered: Fall, Winter.

BYU-I 301FDENG - Advanced Writing and Research (3 credits)

This is a BYU-I online course; it fulfills the ENG 201 requirement. Help students learn how to reason carefully and express ideas clearly. Students develop these competencies as they learn to recognize strong arguments, uncover assumptions, evaluate evidence, recognize rhetorical patterns, and infer ideas from data. To apply their understanding of these skills, students write summaries, essays synthesizing ideas from diverse sources, critiques of arguments, and research papers that focus on issues relevant to their majors.
Prerequisite: ENG 101 with C grade or better; ENG 101SB with a C grade or better; ELAN 101B with a C grade or better.
Offered: Fall, Winter, Spring.

BYU-I 336CIT - Web Backend Development (3 credits)
This is a BYU-I online course; it fulfills the CS 216 requirement. This course prepares students to develop web sites by continuing the implementation of concepts from the Web Frontend development course and adding backend components (MySQL databases, PHP, SQL, and the MVC design pattern) to create dynamic web sites.
Prerequisite: CS 185.
Offered: Fall, Winter, Spring.

BYU-I 483B - Entrepreneurial Management (3 credits)
This course is as much about becoming as it is about knowing and doing. It is well-suited for those who desire to pursue entrepreneurship at some point in their lives, but it is equally valuable for students who want to gain a broad perspective of business management and leadership principles. Through a series of case studies and other activities, students will experience many of the challenges faced by entrepreneurs every day--deciding whether or not a new venture is a good idea, how to pursue the venture, and how to navigate the murky waters of financing, negotiating with partners, investors and suppliers. You will develop critical thinking and analytical skills, as well as some essential quantitative skills.
Prerequisite: None.
Offered: Fall, Winter, Spring.

CAR - College/Career Success

CAR 101 – College Success (1 credit)
This course is designed to enhance the success and transition into college. College success is best achieved within the context of career selection as students learn the meaning and purpose of course and programs. The course emphasizes the skills and strategies essential to achieving academic, personal, and professional success.
Prerequisite: None.
Offered: Fall, Winter, Spring.

CAR 201 – Career Success (1 credit)
This course prepares the student to launch a successful job search. Students will prepare to enter the workforce with confidence as they acquire the resources needed to successfully find and progress in a career that aligns with their educational goals.
Prerequisite: CAR 101.
Offered: Spring.

COM - Communications

COM 122 - Interpersonal Communications (3 credits)
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.
Prerequisite: None.
Course Content Charge: $10.00 (Clifton StrengthsFinder Assessment)
Offered: Fall, Winter, Spring.

CS - Computer Science

CS 110 - Computer Science Fundamentals (3 credits)
Students gain skills in the foundational concepts of computer science. Students learn the problem-solving pattern of computational thinking. Topics include number systems, computational logic, mathematical functions, and computer hardware components.
Prerequisite: MAT 104 (may be taken concurrently) or placement into MAT 110.
Offered: Fall, Winter.

CS 112 - Programming Fundamentals (3 credits)
Students learn programming from the aspect of a non-programmer. Simple programs are created that benefit students in any field of study. Students develop computational thinking skills and problem-solving techniques to solve many basic problems.
Prerequisite: None.
Offered: Fall, Winter.

CS 114 - Software Development Fundamentals (3 credits)
Students learn the foundation to programming. Students develop programs based on well-founded software development principles. The course covers all the basic programming constructs common to many languages. Students are introduced to object-oriented programming.
Prerequisite: CS 110 (may be taken concurrently); MAT 104 (may be taken concurrently) or placement into MAT 110.
Offered: Fall, Winter.

CS 115 - Object-Oriented Programming & Design (3 credits)
Students learn intermediate programming skills including object-oriented programming and an introduction to data structures. Object-oriented design is explored in detail. Additional topics include algorithm analysis, unit testing, and the basics of file systems.
Prerequisite: MAT 110 (may be taken concurrently); CS 114 with a C or higher.
Offered: Winter.

CS 160 - Agile Project Management (3 credits)
Students learn to develop software quickly and reliably using Scrum, the popular agile framework used within in the software development industry. Students participate in Scrum teams taking on various roles and implementing software engineering best practices. Scrum artifacts like burn down charts are created during the course.
Prerequisite: CS 112 or CS 114 with a C or higher; or PM 140.
Offered: Fall, Winter, Spring.

CS 185 - Web Client Development (3 credits)
Students learn Web browser programming languages, and frameworks. Students use practices that gives the user a better experience when using a browser. Students discover what techniques programmers use to develop browser-based applications rapidly.
Prerequisite: CS 114
Offered: Fall, Winter.

CS 210 - Web Dev w/Open Source Tools I (3 credits)
Students learn to create websites with the most popular tools today. Learners gain an understanding of the multiple components that make up a successful website. During the course students program in languages that are used to create some of the most successful websites on the internet. A website created during the course can become part of a student's e-portfolio. The websites students create during the course will be made up of a front-end, a back-end, and a database.
Prerequisite:
Offered:

CS 216 - Web Dev w/Open Source Tools II (3 credits)
Using a completely different set of web development tools, students will accomplish similar tasks completed in CS 210. Students learn to create Websites with the most popular tools today. Participants use multiple components that make up a successful website. During the course, students program in languages that are used to create some of the most successful websites on the internet. A website created during the course can become part of a student's e-portfolio. The websites students create during the course will be made up of a front-end, a back-end, and a database.
Prerequisite: CS 112 with a C or higher; CS 115 with a C or higher; CS 185 with a C or higher.
Offered:

CS 240 - Software Development: Principles & Practices (3 credits)
Students learn all the SOLID principles of computer programming. Standard design patterns are used and reviewed by students in the course. Students are exposed to different tactics and strategies of software testing. Test Driven Design is introduced and keys to identifying bad code.
Prerequisite: CS 115 with a C or higher.
Offered: Fall.

CS 260 - Team Projects Lab (3 credits)
This course is taught in-synch with the CS 160 course. Student Scrum Masters, and Product Owners from the CS 160 course work with development teams from CS 260 during a project where the end deliverable is a functioning application, or integration solution. Agile best engineering practices are used throughout the course.
Prerequisite: CS 160; CS 240 (may be taken concurrently).
Offered: Winter.

CS 270 - Windows Desktop Development (3 credits)
Students reinforce concepts of object-orient design and development to build Windows software. Students create GUI applications that run on the Windows operating system using Microsoft's application programming interfaces.
Prerequisite: CS 115 with a C or higher.
Offered: Fall.

CS 272 - AR/VR Development (3 credits)
Students learn how to build Augmented and Virtual Reality applications. Students create software that use some of the latest device hardware on the market. The course covers development techniques and best practices when applied to this domain.
Prerequisite: CS 270 with a B or higher.
Offered: Spring.

CS 276 - Windows Web Development (3 credits)
Students develop web applications using the Microsoft ASP.NET Core framework. Participants build web apps and web APIs. Projects are built using the latest front-end frameworks and correct databases access. Proper unit testing techniques are covered for ASP.NET.
Prerequisite: CS 185 with a C or higher; CS 270 with a B or higher.
Offered: Winter.

CS 278 - Mobile Application Development (3 credits)
Students learn how to develop mobile applications for multiple systems including Android and iOS. The course covers cross-platform development building on programming skills gained in previous courses. Students learn the best practices for testing and deploying mobile applications.
Prerequisite: CS 270 with a B or higher.
Offered: Winter.

CS 280 - Introduction to Software Quality Assr (3 credits)
Companies are always looking for people trained in Software Quality Assurance (SQA). SQA is more than testing software. Students gain an understanding of all the phases of SQA. During the course, proper planning for quality assurance tasks are taught. Students learn what metrics need to be tracked during software testing. Students learn various testing techniques and when to use them in the software development life cycle. SQA skills are taught that mesh with an agile environment.
Prerequisite: CS 115 with a C or higher; CS 185 with a C or higher.

CS 286 - QA Testing Automation (3 credits)
Students experience working with automated software testing tools. The skills of writing automated test scripts and configuring automated software tools are taught. Students gain an understanding of when, where, and how automated testing is used in both traditional environments and agile environments.
Prerequisite: CS 280 with a C or higher.
Offered:

CS 295 - Information Technology Capstone Project (3 credits)
This course validates the knowledge and skills developed from previous software development courses. Students work on projects in a real-world work environment or identify significant projects they would like to build. During this course, the students plan, design, and document their projects using agile frameworks and methods. Students demo their projects to faculty, administration, and members of the software development community.
Prerequisite: Program Chair Approval.
Offered: Fall, Winter, Spring.

DM – Digital Marketing

DM 105 – Introduction to Digital Marketing (3 credits)
Discover the evolution and purpose of digital media and why it is a disruptive wave of innovation. Understand the history, purpose, best practices, current trends, and pros and cons of current platforms. Learn how the principles of digital marketing can be used to enhance the customer journey. Gain a high-level understanding of key digital marketing principles, strategies, and platforms. Learn how companies utilize digital media for marketing, analytics, customer service and more.
Prerequisite: None.
Offered: Fall, Winter, Spring.

DM 120 – Digital Marketing Strategy (3 credits)
Digital channels, along with the way we use them, will continue to change. However, there are foundational marketing strategy principles that will consistently guide professionals in the ever-evolving world of digital marketing. In this course students will learn to establish a Vision, set guiding and measurable digital marketing goals, identify and define Target Audiences, apply digital marketing tactics, and measure, analyze and assess results. Comprehension and application of these principles will enable students to build an effective digital marketing strategy for brands and businesses that achieves business objectives.
Prerequisite: None.
Offered: Fall, Winter, Spring.

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

DM 150 – Digital Marketing Analytics (3 credits)
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. Students 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 students 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 students a life-long standout skill.
Prerequisite: None.
Offered: Fall, Winter, Spring.

DM 160 – Digital Marketing Advocacy & Advertising (3 credits)
Large brands are shifting the majority of their advertising budgets toward digital and social media. In this course you will learn what social media advertising is and its principles. You will study, at a high level, how to implement a strong social advertising strategy across Facebook, Instagram, YouTube, and more. Discover how to analyze and optimize campaigns to increase growth and conversions. You will gain hands-on experience by creating ads including images, graphics, videos, and ad copy. Using original advertisements, you will create and execute advertising campaigns on several of the platforms studied.
Prerequisite: None.
Offered: Fall, Winter, Spring.

DM 230 – Digital Search Marketing (3 credits)
Companies large and small continue to seriously invest in Search Engine Optimization (SEO), paid search, and other search marketing tactics. In this course students will learn the history of search marketing, its constantly shifting nature, and the fundamental principles that explain why it is such an effective form of marketing. Understanding why users interact with search listings can help marketers craft a better user experience, from the initial click all the way through conversion. To do this, students will learn how to improve a website's content and structure by assessing its ability to rank well and developing an optimization plan. Students will also learn how Search Engine Marketing (SEM) or Pay-per-click (PPC) works and can be used to generate site visits and gain visibility through paid advertisements on search engines. Students will study successful case studies and work on hands-on projects.
Prerequisite: None.
Offered: Fall, Winter, Spring.

DM 240 – Digital Mobile Marketing (3 credits)
The massive growth of smart device usage has positioned mobile as a significant marketing channel. As more time and dollars are spent on mobile devices, brands increasingly struggle to find ways to engage with their customers. This course will teach students the history of mobile and how to use its diverse and continually evolving range of technologies to deliver marketing value. Students will learn the fundamentals of digital communication in order to develop successful and effective messaging app, email, and SMS marketing campaigns. Focusing on practical skills, case studies and hands-on projects, this course will allow students to appreciate the benefits and opportunities of mobile marketing.
Prerequisite: None.
Offered: Fall, Winter, Spring.

ECON - Economics

ECON 161 - Microeconomics (3 credits)
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.
Prerequisite: None; ACC 101 (recommended).
Offered: Fall, Winter, Spring.

ELAN - English Language

ELAN 87 - Listen/Speak (Non-Native) (3 credits)
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.
Prerequisite: ELAN 101A (concurrent).
Offered: Fall, Winter.

ELAN 101A - Introduction to College Writing, Pt 1(N) (3 credits)

This is the first semester of a two-semester version of English 101 for non-native English speakers. It 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. Students in English 101 will work individually and in groups to observe and produce writing for both academic and workplace settings. The course explores the writing and revision process and reviews grammar, editing, and proofreading as applied in students' own writing. Writing will grow from different purposes as students compose for varied audiences, formats, and media, including business documents, research-based academic and general writing, reflections, and presentations. Critical thinking and information literacy is included in this course. Students who succeed in this course will be able to produce professional-quality writing that is clear, concise, evidence-driven and persuasive.
Prerequisite: Appropriate placement scores and ELAN 87 (concurrent enrollment).
Offered: Fall, Winter.

ELAN 101B - Introduction to College Writing, Pt2(N) (3 credits)

This is the second semester of a two-semester version of English 101 for non-native English speakers who completed ELAN 101A. 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. Students in English 101 will work individually and in groups to observe and produce writing for both academic and workplace settings. The course explores the writing and revision process and reviews grammar, editing, and proofreading as applied in students' own writing. Writing will grow from different purposes as students compose for varied audiences, formats, and media, including business documents, research-based academic and general writing, reflections, and presentations. Critical thinking and information literacy is included in this course. Students who succeed in this course will be able to produce professional-quality writing that is clear, concise, evidence-driven and persuasive. Successful completion of ELAN 101B completes the English 101 requirement.
Prerequisite: Matching section of ELAN 101A (example, if you took ELAN 101A-01, you should enroll in ELAN 101B-01); ENG 87 (may be taken concurrently).
Offered: Fall, Winter.

ENG - English

ENG 101 - Introduction to College Writing (3 credits)

Students in English 101 will work individually and in groups to observe and produce writing for both academic and workplace settings. The course explores the writing and revision process and reviews grammar, editing, and proofreading as applied in students' own writing. Writing will grow from different purposes as students compose for varied audiences, formats, and media, including business documents, research-based academic and general writing, reflections, and presentations. Critical thinking and information literacy is included in this course. Students who succeed in this course will be able to produce professional-quality writing that is clear, concise, evidence-driven and persuasive.
Prerequisite: Appropriate placement scores.
Offered: Fall, Winter, Spring.

ENG 101SA - Introduction to College Writing Pt 1 (3 credits)

This is the first semester of a two-semester version of English 101. Students in English 101 will work individually and in groups to observe and produce writing for both academic and workplace settings. The course explores the writing and revision process and reviews grammar, editing, and proofreading as applied in students' own writing. Writing will grow from different purposes as students compose for varied audiences, formats, and media, including business documents, research-based academic and general writing, reflections, and presentations. Critical thinking and information literacy is included in this course. Students who succeed in this course will be able to produce professional-quality writing that is clear, concise, evidence-driven and persuasive.
Prerequisite: Appropriate placement scores.
Offered: Fall, Winter, Spring.

ENG 101SB - Introduction to College Writing, Pt 2 (3 credits)
This is the second semester of a two-semester version of English 101 that completes the English 101 composition requirement for native English speakers who completed English 101SA. Students in English 101 will work individually and in groups to observe and produce writing for both academic and workplace settings. The course explores the writing and revision process and reviews grammar, editing, and proofreading as applied in students' own writing. Writing will grow from different purposes as students compose for varied audiences, formats, and media, including business documents, research-based academic and general writing, reflections, and presentations. Critical thinking and information literacy is included in this course. Students who succeed in this course will be able to produce professional-quality writing that is clear, concise, evidence-driven and persuasive.
Prerequisite: Matching section of ENG 101SA (for example, if you took ENG 101SA-01, then you should register for ENG 101SB-01).
Offered: Fall, Winter, Spring.

ENG 201 - Intermediate College Writing (3 credits)
This course develops critical reading, thinking and writing skills that help students become successful in academic settings and as members of society. It emphasizes critical thinking skills as well as writing and revising for clarity, coherence, organization and persuasiveness. Grammar, usage, sentence structure, and punctuation problems are dealt with mostly within the context of students' own writing. This course includes reading and analyzing argument, writing analytical essays, and completing one argumentative paper requiring research.
Prerequisite: ENG 101 with C grade or better; ENG 101SB with a C grade or better; ELAN 101B with a C grade or better.
Offered: Fall, Winter, Spring.

ENG 220 - Professional Business Communication (3 credits)
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.
Prerequisite: ENG 101 with a C or higher.
Offered: Fall, Winter, Spring.

ENTR - Entrepreneurship

ENTR 150 - Entrepreneurship (3 credits)
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.
Prerequisite: None.
Offered: Fall, Winter, Spring.

ENTR 210 - Launch & Learn (3 credits)
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.
Prerequisite: None
Offered: Fall, Winter, Spring.

ENTR 225 - Critical Thinking for Business (3 credits)
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.
Prerequisite: None.
Offered: Fall, Winter, Spring.

ENTR 235 - Executive Seminars (1 credit)

ENTR 235-01 Importing from China: This one-hour course provides students with the practical skills and know-how to set up a business for importing products from China. It teaches all facets of such an enterprise, such as how to identify profitable products, manufacturing locations, quality and logistics, customer service, as well as labor availability and treatment.
ENTR 235-02 Pitching Your Idea: It is one thing to have a great money-making idea. It is quite another to be able to effectively sell that idea to the right people to help bring that idea to fruition. This one-hour course offer students the tools to create powerful sales pitches to bring their idea to life to lenders, investors, and other influential individuals.
ENTR 235-03 Identifying Profitable Franchises: There is often a fine line between a growing, money-making franchise operation and one that struggles or never quite gets off the ground. It is a skill to properly network, research, and close on a profitable franchise. This course arms students with the tools to succeed as a franchisee, and goes beyond the initial decision to such critical elements as location, hiring, operations management, marketing, and corporate relations.
Prerequisite: None.
Offered: Fall, Spring.

ENTR 290 - Business Modeling (3 credits)

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.
Prerequisite: ENTR 150.
Offered: Fall, Winter, Spring.

ENTR 299 - Entrepreneurship Mentoring (2 credits)

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.
Prerequisite: ENTR 290.
Offered: Fall, Winter, Spring.

FIN - Finance

FIN 101 - Personal Finance (3 credits)

Having a bright financial future is what Finance 101 is all about! FIN101 is primarily a computational course, 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. Upon completing the course, the student will be proficient in skills related to Microsoft Excel. This will prepare the student to take the MOS (Microsoft Office Specialist) Certification exam for Excel. The student will differentiate themselves in the marketplace by receiving a certification in Excel and applying specific financial skills through authentic learning experiences.
Prerequisite: MAT 97 or higher or appropriate placement score.
Course Content Charge: $50.00 (SimNet and 1 MOS Certification Exam)
Offered: Fall, Winter, Spring.

GSO - Global Supply Chain & Operations

GSO 125 - Introduction to Global Supply Chain & Operations (3 credits)
Introduces the theories and practices of global supply chain and operations management through exploring topics including planning, sourcing, manufacturing, quality, logistics, information technology, performance metrics, supply chain coordination, innovation, strategy, process management, productivity capacity management, forecasting, inventory management, production planning, ERP, JIT, lean management and the theory of constraints. Students will test theory in real business situations through company projects.
Prerequisite: None.
Offered: Fall, Winter, Spring.

GSO 126 - Purchasing & Supply Mangement (3 credits)
This course provides students with a broad overview of purchasing, and supply management functions. Focuses on the upstream supply chain activities of supplier selection, procurement, management, development; as well as negotiation, ethics, sustainability, costing, product development, and commodity analysis.
Prerequisite: GSO 125.
Offered: Fall, Winter, Spring.

GSO 223 - Quality Management (3 credits)
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.
Prerequisite: GSO 125.
Offered: Fall, Winter, Spring.

GSO 225 - Global Logistics (3 credits)
Integrates materials management (inbound transportation), physical distribution (outbound transportation), inventory management, warehousing, facility location, customer service, packaging, and materials handling. Enables students to optimize complete logistics systems through the use of business cases and live company projects. Also, trains students in the correct use of documentation and geographically disparate logistics challenges, including environmental and humanitarian challenges in the global environment.
Prerequisite: GSO 125.
Course Content Charge: $52.00 (MyEducator textbook)
Offered: Fall, Winter, Spring.

GSO 299 - Global Supply Chain & Operations Internship (2 credits)
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 Chair and Career Services one month prior to the beginning of the semester.
Prerequisite: GSO 223; BUS 295 (may be taken concurrently).
Offered: Fall, Winter, Spring.

HP - Health Professions

HP 106 - Medical Law & Ethics (2 credits)
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.
Prerequisite: HP 140 with a B or higher and LS 265.
Offered: Fall, Winter.

HP 124 - ICD-9/ICD-10 CM Coding (3 credits)
The student will learn and apply the rules and guidelines of International Classification of Diseases (ICD-9/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.
Prerequisite: HP 140; LS 265.
Offered: Fall, Winter.

HP 125 - ICD-10-PCS Coding (3 credits)
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.
Prerequisite: HP 124; HP 126; HP 127 (concurrent).
Offered: Fall, Winter.

HP 126 - CPT and HCPSC Coding (3 credits)
The student will learn and apply the rules and guidelines of Current Procedural Coding® (CPT) to accurately assign procedure codes in outpatient healthcare settings as well as learn basics of Healthcare Common Procedure Coding System (HCPCS) codes. Will also gain knowledge in the fundamentals of medical coding and in avoiding fraudulent coding. Students will experience workplace scenarios within the learning environment.
Prerequisite: HP 140 with a B or higher; LS 265.
Offered: Fall, Winter.

HP 127 – Medical Coding Technology Lab (2 credits)
This lab provides Medical Coding students with an opportunity for mentor-supervised practice in analyzing and assigning CPT, ICD-10-CM, ICD-10-PCS, HCPCS codes to de-identified patient diagnoses, tests, and procedures. Students may also have practice with online encoder programs. Proficiency and speed are encouraged throughout this lab.
Prerequisites: None.
Offered: Fall, Winter.

HP 128 – ICD-10-CM & CPT Coding (2 credits)
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.
Prerequisite: HP 140 with a B or higher; LS 265.
Offered: Winter, Spring

HP 129 - Medical Office Procedures (3 credits)
The course introduces medical office administrative procedures. Topics include written and oral communications, patient orientation and safety. Students will develop and apply functional office skills in time management, records management, medical office procedures in both economic and management skills, interpersonal communication, teamwork, and customer service. Topics include physical office maintenance, equipment and supplies, liability coverage, and introductory insurance procedures. Students will also learn how to plan meetings/events. In addition, students will use critical decision-making skills to identify and solve problems.
Prerequisite: HP 140 with a B or higher and LS 265. HP 106 (may be taken concurrently).
Offered: Fall, Winter.

HP 131 Medical Scheduling & Billing (2 credits)
Medical Scheduling & Billing introduces the student to the fundamentals of medical office procedures. The focus is on front office skills, including: patient reception, appointment scheduling, financial & patient record keeping, insurance billing, etc. Legal and ethical issues are also addressed.
Prerequisite: HP 129.
Offered: Fall, Winter, Spring.

HP 132 - Medical Scheduling, Billing and EMR (4 credits)
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.
Prerequisite: HP 140 with a B or higher and LS 265.
Offered: Winter, Spring.

HP 140 - Medical Terminology (3 credits)
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.
Prerequisite: None.
Offered: Fall, Winter.

HP 150 - First Aid/CPR for HP (1 credit)
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.
Prerequisite: HP 140 with a B or higher and LS 265, Health Professions majors only.
Co-Requisite: HP 220 & HP 222.
Offered: Fall, Winter.

HP 151 - Healthcare Del. Sys & Reimb (3 credits)
Discussion of issues related to facility billing and reimbursement systems including inpatient, outpatient, and physician coding methodologies as well as coding compliance.
Prerequisite: HP 125
Offered: Fall, Winter.

HP 170 - Introduction to Pharmacology (2 credits)
Studies the interactive properties of medicine on the human body as it applies to health care professionals. Presentation of the principles of pharmacology relating to the medical assisting profession is at the core of this course. Emphasis is placed on correlation of drug therapy and pathophysiologic conditions, patient education regarding medications, and researching drugs using a drug reference. The course includes the use, action, side effects, contraindications, and routes of administration of drugs most commonly administered in the medical office. It also includes familiarization with the most commonly prescribed drugs, their dosages, how to figure dosages correctly, and drug preparation.
Prerequisite: HP 140 (may be taken concurrently).
Offered: Fall, Winter.

HP 175 - Pathophysiology (2 credits)
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. Course topics include the etiology, physical signs and symptoms, prognosis, and complications of commonly occurring diseases and their management.
Prerequisite: HP 140; LS 265; HP 124 (concurrent enrollment).
Offered: Fall, Winter.

HP 197 - Medical Coding Practicum (2 credits)
Provides a minimum 300 hours of directed work and lab or 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.
Prerequisite: HP 106; HP 125; HP 151; HP 170; HP 175.
Offered: Fall, Winter.

HP 210 - Clinical Medical Assisting (4 credits)
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.
Prerequisite: HP 140 with a B or higher and LS 265
Co-requisite: HP 212
Offered: Fall, Winter.

HP 212 - Clinical Procedures Lab (0 credits)
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.
Prerequisite: HP 140 with a B or higher and LS 265
Co-requisite: HP 212
Lab Charge: $35.00.
Offered: Fall, Winter.

HP 220 - Medical Lab Procedures (3 credits)
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.
Prerequisite: HP 210; HP 212
Co-requisite: HP 222; HP 150 (until spring semester 2019)
Offered: Fall, Winter, Spring.

HP 222 - Medical Laboratory Procedures Lab (0 credits)
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.
Co-Requisite: HP 220; HP 150 (until spring semester 2019).
Lab Charge: $35.00.
Offered: Fall, Winter.

HP 283 - Practicum for MA & EMA (3 credits)
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 with the American Heart Association BLS Healthcare Provider course 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. The regional institutional accreditation by Northwest Commission on Colleges and Universities (NWCCU) for LDS Business College Programs allows the Medical Assistant graduate to obtain post graduate credential. MA graduates qualify to take the Certified Medical Assistant Exam (CMA) thru the American Association of Medical Assistants (AAMA) or the Registered Medical Assistant exam (RMA) through American Medical Technologists (AMT).
Prerequisite: HP 106; HP 124; HP 126; HP 129; HP 131; HP 170; HP 220; Program chair approval.
Lab Charge: $35.00
Offered: Fall, Winter.

ID - Interior Design

ID 104 - Principles of Design (2 credits)
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.
Prerequisite: Acceptance into the Interior Design Program.
Offered: Fall, Winter.

ID 105 - Introduction to Interior Design (3 credits)
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.
Prerequisite: Acceptance into the Interior Design Program.
Offered: Fall, Winter.

ID 110 - Color Theory (2 credits)
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.
Prerequisite: ID 104; ID 105 (may be taken concurrently).
Offered: Fall, Winter.

ID 118 - 3-D Design (1 credit)
Develops skills required to design with 3D computer modeling software to create interior space.
Prerequisite: ID 104; ID 105; ID 125; BAP 115 or BAP 105.
Offered: Fall, Winter, Spring.

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

ID 126 - Space Planning (4 credits)
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.
Prerequisite: ID 104; ID 105; ID 110; ID 125.
Offered: Fall, Winter, Spring.

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

ID 128 - Textiles (2 credits)
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.
Prerequisite: ID 104; ID 105.
Offered: Fall, Winter.

ID 129 - Lighting (3 credits)
A course designed to introduce students to the principles of lighting design, lighting systems, light sources, specification and practical application of learned principles in project formats.
Prerequisites: ID 125.
Offered: Spring.

ID 130 - Studio I (2 credits)
Includes preparation of presentation boards for specific residential projects. Develops problem-solving skills and verbal presentation techniques.
Prerequisite: ID 104; ID 105; ID 110; ID125.
Offered: Winter, Spring.

ID 131 - Introduction to AutoCAD (2 credits)
Introduces computer-aided design and its application for interior designers using AutoCAD software.
Prerequisite: BAP 115 with a B- or higher; ID 104; ID 105; ID 110; ID 125.
Offered: Fall, Winter.

ID 150 – Materials and Specifications (2 credits)
A survey of selected interior design finish materials available for the residential and commercial market. Product distribution, specification, suppliers, fire testing and codes, ADA classifications and evaluation of materials.
Prerequisite: ID 104; ID 105.
Offered: Spring.

ID 151 – National Kitchen and Bath Association (NKBA) (3 credits)
A course consisting of studio exercise in planning, design and layout of residential kitchens and baths in accordance with NKBA (National Kitchen and Bath Association) guidelines and presentation standards.
Prerequisite: ID 125.
Offered: Spring.

ID 199 - Interior Design Internship (1 credits)
Provides real-world experience through 60 hours of on-site work experience or participation in a volunteer position in a field related to interior design. Requires accomplishment and documentation of measurable learning objectives during the semester. NOTE: Students will be responsible for finding internship positions. For assistance in finding an internship opportunity, contact Career Services one month prior to the beginning of the semester.
Prerequisite: BAP 115 or BAP 105; ENG 101; ID 104; ID 105; ID 110; ID 125; ID Certificate majors only.
Offered: Fall, Winter, Spring.

ID 205 - Resources & Career Issues (2 credits)
Includes field trips to local design firms and suppliers along with guest speakers. Addresses issues pertaining to interior design as a profession.
Prerequisite: ID 270.
Offered: Winter.

ID 210 - Historical Furnishings & Architecture (3 credits)
Covers historical interiors, furnishings and architecture from antiquity to the late nineteenth century.
Prerequisite: ID 104; ID 105.
Offered: Fall, Winter.

ID 211 - Modern Furnishings & Architecture (2 credits)
Covers the development of modern furniture, interiors and architecture from the Industrial Revolution to the present.
Prerequisite: ID 104; ID 105.
Offered: Fall, Winter.

ID 218 - Digital Editing (1 credits)
Apply photo editing software skills to enhance hand renderings, images, and design graphics.
Prerequisite: BAP 115 or BAP 105; ID 127.
Offered: Fall.

ID 230 - Studio II (2 credits)
Develops further the skills used in ID 130. Utilizes space planning skills and rendering skills in order to produce presentation boards as well as specifications for contract interiors.
Prerequisite: ID 126; ID 127; ID 130; ID 131.
Offered: Fall.

ID 231 - Computer Design I (3 credits)
Continues the development of computer-aided design skills with relationship to interior spaces.
Prerequisite: ID 126; ID 131 with a B- or higher.
Offered: Fall.

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

ID 252 - LEED Prep (2 credits) Optional
Reviews the Leadership in Energy and Environmental Design (LEED) information and criteria to take the LEED Green Associate exam.
Prerequisite: ID 230.
Offered: Spring.

ID 265 - Codes and Regulations (3 credits)
A review of codes and how their application to interior environments that impact the health, safety, and welfare of individuals who occupy the space.
Prerequisite: ID 125.
Offered: Spring.

ID 270 - Portfolio I (1 credit)
Develops a professional design identity and brand. Begins formatting and compiling of student portfolio.
Prerequisite: ID 126; ID 231 (concurrent enrollment).
Offered: Fall.

ID 271 - Portfolio II (1 credit)
Refines portfolio elements and prepare final portfolio package for employment presentation.
Prerequisite: ID 270.
Offered: Winter.

ID 275 - Business of Interior Design (3 credits)
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.
Prerequisite: ID 270.
Offered: Winter.

ID 290 – NCIDQ Prep (3 credits)
A course to review the National Council for Interior Design Qualifications (NCIDQ) exam testing methods and criteria. This course prepares students to take this exam.
Co-Requisites: ID 275; ID 265.
Prerequisite: ID 230.
Offered: Spring.

ID 299 - Interior Design Internship (1 credit)
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 Career Services one month prior to the beginning of the semester.
Prerequisite: BAP 115 or BAP 105; ENG 101; ID 126; 128; 130; 131.
Offered: Fall, Winter, Spring.

IT - Information Technology

IT 100 - Introduction to Business App (3 credits)
Introduces students to the basic elements and functions of computer hardware and operating systems. Also provides extensive practice in using the most important features of Microsoft Office Suite products: Word, Excel, PowerPoint, and Access.
Prerequisite: None.
Course Content Charge: $114.00 (TestOut)
Offered: Fall, Winter.

IT 102 - PC Hardware Technician (3 credits)
Explores the fundamental components and concepts around the Personal Computer (PC), including hardware components, networking devices, memory, bootup issues, Operating System components, storage, wireless connectivity, security and troubleshooting exercises. Successful completion of the course will prepare the student to pass the PC Pro certification exam as well as the CompTIA A+ certification.
Prerequisite: None.
Course Content Charge: $131.00 (TestOut)
Offered: Fall, Winter.

IT 110 - Introduction to Business Tech (3 credits)
Explores many of the more common technologies that business executives and technology professionals alike need to understand. Labs and team projects include using Excel to perform data analysis, queries, Pivot Tables and other data analysis functions. It also explores different security technologies and strategies that business professionals would need in order to ensure their corporate Intellectual Property is secure and always available. Students will also build a simple website that can generate revenue and collect customer information and analytics to help you make better business decisions, so the student has a better understanding on how to actually use a website and build a business strategy around web technologies. This course will give students confidence in their abilities to use different technologies to help their businesses or be more valuable in their own job functions.
Prerequisite: None.
Offered: Fall, Winter.

IT 125 - Windows Client (3 credits)
Focuses on installing, configuring and administering Windows Desktop systems across peer-to-peer configurations as well as client-server 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.
Prerequisite: None.
Course Content Charge: $122.00 (TestOut)
Offered: Fall, Winter.

IT 130 - Introduction to Windows Server Admin (3 credits)
Introduces the student to the critical concepts of security, access control, correct addressing, and proper configuration of a Windows server. The student will be expected to build and configure a Domain Controller with the appropriate services installed and configured correctly. After the completion of this course, a student should be prepared to sit for the Server Pro: Installation and Configure certification as well as the Microsoft MCSA Exam #70-410.
Prerequisite: IT 110.
Course Content Charge: $122.00 (TestOut)
Offered: Fall, Winter.

IT 143 - Structured Query Language(SQL) (3 credits)
This course introduces database design and data query skills which will prepare students for work as a Database Administrator (DBA). It also introduces the Structured Query Language (SQL). Students will learn how to install a database management system, build tables and records, normalize tables into an efficient database and create database queries. The student will also generate simple reports that will demonstrate their ability to query data for analysis.
Prerequisite: None.
Offered: Fall, Winter.

IT 145 - Business Metrics and Analytics (3 credits)
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 so that senior executives can make critical business decisions. The student will also learn to use some of the common data analysis tools to build reports and data visualizations.
Prerequisite: None.
Offered: Fall, Winter.

IT 150 - Introduction to Networking (3 credits)
Introduces the student to basic networking concepts including the OSI Model, TCP/IP, networking services and an exploration of Wide Area Networks. Explores network security concepts including authentication, authorization, and security layers. The course includes labs and assignments that require the student to demonstrate how to design networks and configure the different services correctly. The successful completion of this course will prepare the student to sit for the Network Pro certification as well as the CompTIA Network + certification.
Prerequisite: None.
Course Content Charge: $122.00 (TestOut)
Offered: Fall, Winter.

IT 160 – Cloud Computing Essentials (3 credits)
This course provides an examination of what cloud computing is and identifying the attributes that differentiate cloud services from hosted services. Students will learn the four types of cloud deployment models and hosting options. The course will identify the various types of cloud service models using the industry standard syntax of as a Service and explain how they relate to one another. Students will compare traditional computing solutions to cloud services using currently available cloud offerings. The course will identify business drivers for cloud computing such as reduced costs and increased efficiency. An exploration of cloud infrastructure planning, strategies for cloud adoption, and applications in the cloud help prepare students to deal with the challenges of cloud adoption. Through hands-on assignments and projects, students will learn how to configure and program IaaS services. The course will cover the cloud security model by understanding security, reviewing NIST cloud computing security standards, and exploring common security risks and mitigations. Students explore the future of cloud computing through an examination of advanced cloud-specific hardware, ongoing development of smart cities and increasing automation in the traditional data center.
Prerequisite: None.
Offered: Fall, Winter, Spring.

IT 199 - IT Internship (3 credits)
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 Chair and the daily tasks need to be in line with the particular degree emphasis chosen by the student.
Prerequisite: None.
Offered: Fall, Winter.

IT 210 - Linux Administration (3 credits)
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 some environments. 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. Successful completion of this course will prepare the student to sit for the Linux Pro certification as well as the CompTIA Linux + certification.
Prerequisite: None.
Course Content Charge: $122.00 (TestOut)
Offered: Fall, Winter.

IT 212 - Cybersecurity Fund (3 credits)
Explores the fundamental security elements that any IT security professional would need to understand. These would include attack strategies, defense strategies, security access controls for Windows and Linux environments. The student will demonstrate how to harden a server as well as demonstrate how to scan and identify security vulnerabilities within a system. At the completion of this course, a student should be able to develop a strong security plan for any company network. Successful completion of this course will prepare the student to sit for the Security Pro certification as well as the CompTIA Security + and the ISC(2) SSCP certifications.
Prerequisite: IT 130 with a C or higher.
Course Content Charge: $122.00 (TestOut)
Offered: Fall, Winter.

IT 214 - Systems Analysis & Design (3 credits)
Introduces various processes and methods of gathering system requirements and designing new technologies using UML and other design tools. Explores different project management methodologies including waterfall and Agile. Emphasizes effective communication skills in analyzing, designing, and documenting technical requirements and design specifications. Labs 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.
Prerequisite: None.
Offered: Fall, Winter.

IT 216 - Information & Storage Mgmt (3 credits)
Introduces the concept of Cloud Computing using EMC storage technologies. 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. Successful completion of this course will prepare the student to sit for the EMC Information Storage and Management (ISM) certification.
Prerequisite: IT 210 with a C or higher.
Offered: Fall, Winter.

IT 220 - Risk Analysis & Governance (3 credits)
This course explores the role that governmental regulations play within company IT departments. Security experts must understand what these many regulations require and then ensure that their company infrastructure is protected and secure. This class explores several different security regulations and how to audit and document your IT infrastructure using different technologies and tools.
Prerequisite: IT 212 with a C or higher.
Course Content Charge: $105.00 (Ascend Education)
Offered: Fall, Winter.

IT 222 - Pen Testing and Detection (3 credits)
Penetration testing is a common auditing tool used by IT organizations to verify how secure their corporate infrastructures are. "White Hat" hackers are hired by an organization to see if they can hack into a company's network. This course focuses on the different methods and techniques that hackers may use to attempt to access confidential corporate/customer information. Successful completion of this course will prepare the student to sit for the Certified Ethical Hacker certification exam.
Prerequisite: IT 212 with a C or higher.
Offered: Fall, Winter.

IT 225 - Network Security Incident Resp (3 credits)
Prepares the student to analyze network traffic in a Security Operations Center (SOC). The student will learn how to analyze individual network traffic using packet analysis tools like Wireshark to learn about identifying security breaches and potential attacks. By taking advantage of the LDSBC SOC, students will have the opportunity of using a full-featured Security Information and Event Management (SIEM) system to experience the pressure and focus needed to help identify and respond to security breaches and other attacks.
Prerequisite: IT 212 with a C or higher.
Offered: Fall, Winter.

IT 230 - Inter Windows Server Admin (3 credits)
Prepares the student to prove mastery of core services of a Windows Server environment such as user and group management, network access, and data security. Successful completion of this course will prepare the student to sit for the Server Pro: Manage and Administer certification as well as the Microsoft MCSA exam #70-411.
Prerequisite: IT 130 with a C or higher.
Course Content Charge: $122.00 (TestOut)
Offered: Fall.

IT 232 - Advanced Windows Server Admin (3 credits)
Validates the knowledge and skills developed from prior courses that are necessary to administer a Windows Server Infrastructure in an enterprise environment. These skills include fault tolerance, Dynamic Access control, failover clustering and Disaster Recovery. Successful completion of this course will prepare the student to sit for the Server Pro: Advanced Services certification as well as the Microsoft MCSA exam #70-412.
Prerequisite: IT 230 with a C or higher
Course Content Charge: $122.00 (TestOut)
Offered: Fall, Winter.

IT 240 - Administering Microsoft SQL (3 credits)
Prepares the student to install, configure and maintain a Microsoft SQL Server. This will include creating multiple instances and databases, optimizing and troubleshooting as well as managing the data.
Prerequisite: IT 130 with a C or higher; IT 143 with a C or higher.
Offered: Fall.

IT 243 - Data Warehousing (3 credits)
Focuses on data management and storage strategies for companies with large amounts of data. Students will design and implement a data warehouse, extract and transform data, configure and deploy SSIS solutions and build data quality solutions.
Prerequisite: IT 130 with a C or higher; IT 143 with a C or higher.
Offered: Winter.

IT 245 - Strategic Business Analysis (3 credits)
This course digs even deeper into understanding how to access, visualize, and manage data across multiple systems. Understanding how to analyze data across multiple industry verticals will prepare the student to work in a number of different industries. Data Analysis and Visualization is needed in every industry and this hands-on lab class will explore many of those verticals and tools.
Prerequisite: IT 145 with a C or higher.
Offered: Winter.

IT 250 - Intermediate Networking (ICND 1) (3 credits)

Introduces the student to Cisco Networks networking solutions. This course focuses on about 30 percent of the world's businesses use who 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.
Prerequisite: IT 150 with a C or higher.
Course Content Charge: $122.00 (TestOut)
Offered: Fall, Winter.

IT 252 - Advanced Networking (ICND 2) (3 credits)

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. 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.
Prerequisite: IT 150; IT 250.
Offered: Fall, Winter.

IT 270 - Advanced Linux w/LAMP (3 credits)

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.
Prerequisite: IT 210; CS 112; IT 143.
Offered: Fall, Winter.

IT 290 - Cybersecurity Lab (3 credits)

This course is a hands-on lab where students will setup and harden different systems (Windows and Linux) and explore different security monitoring solutions (IDS/IPS). The projects will build on the other Cybersecurity courses by providing actual tasks to practice attacking and defending other student environments within a controlled lab environment. Students will demonstrate how to configure, harden, and monitor systems as well as document, and remediate attacks. They will also demonstrate how to map a network, identify vulnerabilities and attempt to exploit those vulnerabilities.
Prerequisite: IT 222 with a C or higher.
Offered: Fall, Winter.

IT 295 - Info Tech Capstone Project (4 credits)

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.
Prerequisite: Program Chair Approval.
Offered: Fall, Winter.

LE – Learning Enhancement

LE 195R - Special Topics (0-3 credits)
Under the direction of the Director of Curriculum, this course provides opportunities for students to explore and apply various topics designed to enhance students' learning experience at LDS Business College.
Prerequisite: None.
Offered: Fall, Winter, Spring.

LS - Life Science

LS 103 - Nutrition and Health (3 credits)
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.
Prerequisite: None.
Offered: Fall, Winter, Spring.

LS 265 - Anatomy & Physiology (4 credits)
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.
Prerequisite: None.
Offered: Fall, Winter, Spring.

MAT - Math

MAT 90 - Basic Mathematics (3 credits)
Provides students with a strong foundation in basic mathematical concepts and processes for real numbers that include absolute value, whole numbers, integers, fractions, decimals, mixed numbers, number conversion, and order of operations. Students must receive Credit (CR) to move to the next course. This course is non-matriculating; the credits do not count towards graduation.
Prerequisite: Appropriate placement score.
Offered: Fall, Winter, Spring

MAT 97 - Introductory Algebra (4 credits)
Prepares students for MAT 104, MAT 107, and FIN 101. Provides students with a strong foundation in mathematical concepts and processes for introductory algebraic expressions that include terms, first degree linear equations, linear inequalities, graphing, consumer and business formulas, and geometry, as well as a basic understanding of statistical terms. This course also covers foundational material for exponents, polynomials, and quadratic equations. Students must receive Credit (CR) to move to the next course. This course is non-matriculating; the credits do not count towards graduation.
Prerequisite: MAT 90 with Credit (CR); or appropriate placement score.
Offered: Fall, Winter, Spring.

MAT 104 - Intermediate Algebra (3 credits)
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.
Prerequisite: MAT 97B with Credit (CR); or appropriate placement score.
Offered: Fall, Winter, Spring.

MAT 107 - Quantitative Analysis and Personal Finance (3 credits)
This course is centered on the use of mathematics, especially in financial situations, to model and solve real-world problems. Math principles will be taught in a context of financial management principles that students will encounter over their lifetime. Topics include logical arguments, probability, statistics, modeling with exponential and linear functions, geometry, and financial management. Microsoft Excel will be used as a tool throughout the semester. This course is designed to satisfy the quantitative literacy course requirements for an Associate of Science in Integrated Studies degree.
Prerequisite: MAT 97 with Credit (CR) or appropriate placement score and BAP 115 (may be taken concurrently) or FIN 101
Offered: Fall, Winter, Spring.

MAT 110 - College Algebra (4 credits)
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.
Prerequisite: MAT 104 with a B- or higher (can test out; see program chair); or appropriate placement score.
Offered: Fall, Winter, Spring.

MAT 111 - Calculus (3 credits)
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.
Prerequisite: MAT 110 with a B- or higher (can test out; see program chair); or appropriate placement score.
Offered: Fall, Winter, Spring.

MAT 252 - Statistics (3 credits)
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.
Prerequisite: MAT 110 with a B- or higher (can test out, see program chair); or appropriate placement score.
Offered: Fall, Winter, Spring.

MCO - Medical Coding

MCO 105 – Medical Coding Lab (1 credit)
This lab should be taken during the first semester of the Medical Coding Certificate program, to provide students with additional medical coding practice time. This lab may also be used to receive additional instruction from Medical Coding teachers regarding questions MCO students have regarding their Medical Coding classes or assignments. The MCO 105 lab will provide the student with more time to increase accuracy and speed in their medical coding skills.
Co-requisite courses: MCO 190; MCO 195; MCO 201.
Prerequisite: None.
Offered: Fall.

MCO 190 – Introduction to Medical Reimbursement (4 credits)
Introduces students to the front office aspects of medical billing and coding, to prepare them for employment in a billing, coding, or clinical office setting. Topics include: front office procedures, professionalism, law and ethics – including HIPAA, medical billing and reimbursement, patient chart documentation, etc.
Co-requisite courses: MCO 195; MCO 201; MCO 105.
Prerequisite: None.
Offered: Fall.

MCO 195 – Introduction to Medical Coding (4 credits)

An introduction to subjects that will form the base for medical coding classes which are to follow. Topics include: medical terminology, anatomy and physiology, pathophysiology, and pharmacology. The required Medical Coding books (for the most current year) will be introduced, including: CPT, ICD-10-CM, HCPCS. Use of: medical terminology, anatomy and physiology, modifiers, guidelines, etc. will be studied and practiced. Evaluation and Management (E/M) coding will also be introduced and practiced.
Co-requisite courses: MCO 190, MCO 201, MCO 105.
Prerequisite: None
Offered: Fall

MCO 201 – Body Systems & Coding 1 (4 credits)

This class builds upon the information learned in MCO 190 and MCO 195. Medical Terminology, Anatomy and Physiology, Pathophysiology, and Pharmacology from unidentified patient chart notes and operation reports will be analyzed, assigned medical codes, and understand how those codes will be used to bill the patient and/or their insurance. Medical Coding practice will cover specific body systems, and use: CPT, ICD-10-CM, and HCPCS to completely and accurately code the diagnoses, etc.
Co-requisite courses: MCO 190; MCO 195; MCO 105.
Prerequisite: None.
Offered: Fall.

MCO 202 – Body Systems & Coding 2 (4 credits)

This class builds upon the information learned in MCO 190, MCO 195, MCO 201 and MCO 105. Medical Terminology, Anatomy and Physiology, Pathophysiology, and Pharmacology from unidentified patient chart notes and operation reports will be analyzed, assigned medical codes, and understand how those codes will be used to bill the patient and/or their insurance. Medical Coding practice will cover specific body systems, and use: CPT, ICD-10-CM, and HCPCS to completely and accurately code the diagnoses, etc.
Co-requisite courses: MCO 203; MCO 204; MCO 205.
Prerequisite: MCO 190; MCO 195; MCO 201.
Offered: Winter.

MCO 203 – Body Systems & Coding 3 (4 credits)

This class builds upon the information learned in MCO 190, MCO 195, MCO 201, MCO 202, and MCO 105. Medical Terminology, Anatomy and Physiology, Pathophysiology, and Pharmacology from unidentified patient chart notes and operation reports will be analyzed, assigned medical codes, and understand how those codes will be used to bill the patient and/or their insurance. Medical Coding practice will cover specific body systems, and use: CPT, ICD-10-CM, and HCPCS to completely and accurately code the diagnoses, etc.
Co-requisite courses: MCO 202; MCO 204; MCO 205.
Prerequisite: MCO 190; MC 195; MCO 201.
Offered: Winter.

MCO 204 – Body Systems & Coding 4 (4 credits)

Reviews the information presented in MCO 190, MCO 195, MCO 201, MCO 105, MCO 202, and MCO 203. Medical Coding of: CPT, ICD-10-CM, HCPCS, and use of their guidelines will be assigned for practice. Unidentified patient chart notes and operation reports will be used by the students for medical coding and billing in order to increase their speed and accuracy. A 180 hour internship will be required. Of the 180 hours, 120 hours will be completed at the LDS Business College; the remaining 80 hours should be completed in a medical clinic or billing facility. Practice tests, that simulate the certification exam, will be given to help the students prepare for the CPC Exam. (The CPC exam is administered by an outside certification group).
Co-requisite courses: MCO 202; MCO 203; MCO 205.
Prerequisite: MCO 190; MCO 195; MCO 201.
Offered: Winter.

MCO 205 – Medical Coding Lab (1 credit)

This is a lab that should be taken during the second semester of the Medical Coding Certificate program, to provide students with additional medical coding practice time. This lab may also be used to receive additional instruction from Medical Coding teachers regarding questions MCO students have regarding their Medical Coding classes or assignments. The MCO 205 lab will provide the student with more time to increase accuracy and speed in their medical coding skills. Students will also have this time to practice, study, and prepare for the CPC Exam.
Co-requisite courses: MCO 202; MCO 203; MCO 204. MCO 205 will be useful in conjunction with MCO 202 and MCO 203.
Prerequisite: MCO 201.
Offered: Winter.

PLS - Paralegal Studies

PLS 101 - Introduction to Law (3 credits)

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.
Prerequisite: ENG 101 or ELAN 101B or ENG 101SB with a C or higher or must be taken concurrently.
Offered: Fall, Winter, Spring.

PLS 110 - Legal Research/Writing I (3 credits)

Introduces basics of researching issues of substantive and procedural law and drafting basic legal documents. Also introduces traditional law 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.
Prerequisite: PLS 101 with a C or higher or concurrent.
Offered: Fall, Winter, Spring.

PLS 115 - Legal Research/Writing II (3 credits)

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.
Prerequisite: PLS 110 with a C or higher.
Offered: Fall, Winter, Spring.

PLS 120 - Evidence (2 credits)

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.
Prerequisite: PLS 101 with a C or higher or concurrent.
Offered: Fall, Winter, Spring.

PLS 130 - Criminal Law and Procedures (3 credits)

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.
Prerequisite: PLS 101 with a C or higher.
Offered: Fall, Winter, Spring.

PLS 140 - Paralegal Procedures (3 credits)
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.
Prerequisite: PLS 101 with a C or higher or concurrent.
Offered: Fall, Winter, Spring.

PLS 150 - Paralegal Computer Application (3 credits)
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.
Prerequisite: PLS 101 with a C or higher or concurrent.
Course Content Charge: $120.00 (National Society for Legal Technology)
Offered: Fall, Winter, Spring.

PLS 160 - Ethics (2 credits)
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.
Prerequisite: PLS 101 with a C or higher.
Offered: Fall, Winter, Spring.

PLS 203 - Introduction to Civil Litigation (3 credits)
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.
Prerequisite: PLS 101 with a C or higher or concurrent.
Offered: Fall, Winter, Spring.

PLS 205 - Contract Law (3 credits)
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.
Prerequisite: PLS 101 with a C or higher.
Offered: Fall, Winter, Spring.

PLS 210 - Torts (3 credits)
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.
Prerequisite: PLS 101 with a C or higher.
Offered: Fall, Winter, Spring.

PLS 215 - Bankruptcy Law (3 credits)
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.
Prerequisite: PLS 101 with a C or higher.
Offered: Fall, Winter, Spring.

PLS 292 - Paralegal Practicum (3 credits)
In completing this practicum, students will demonstrate mastery of competencies through applying knowledge and skills specific to the Paralegal AAS degree.
Prerequisite: Program Chair approval.
Offered: As Needed.

PLS 296 - Paralegal Portfolio (1 credit)
Compiles a professional portfolio that will showcase samples of skills developed during the Paralegal AAS degree course of study.
Prerequisite: Program Director approval; to be taken the last semester before graduation; (recommend concurrent enrollment in PLS 299).
Offered: Fall, Winter, Spring.

PLS 299 - Paralegal Internship (2 credits)
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 internship coordinator one month prior to the beginning of the semester.
Prerequisite: Program Chair approval; to be taken the last semester before graduation; (recommend concurrent enrollment in PLS 296).
Offered: Fall, Winter, Spring.

PM - Project Management

PM 140 - Introduction to Project Management (3 credits)
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.
Prerequisite: None.
Offered: Fall, Winter, Spring.

PM 180 - Project Management Tools (3 credits)
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.
Prerequisite: PM 140.
Offered: Fall, Winter, Spring.

PM 200 - Advanced Project Management (3 credits)
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.
Prerequisite: PM 180.
Offered: Fall, Winter, Spring.

PM 275 - CAPM® Preparation (3 credits)
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.
Prerequisite: PM 140.
Offered: Fall, Winter, Spring.

PM 299 - Project Management Internship (2 credits)
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 Chair and Career Services one month prior to the beginning of the semester.
Prerequisite: PM 200; Program Chair Approval.
Offered: Fall, Winter, Spring.

POLS - Political Science

POLS 110 - American Government (3 credits)
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.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

PS - Physical Science

PS 120 - Introduction to Physical Geography (3 credits)
Covers the world's physical environment, with emphasis on weather, climate, vegetation, soil, water, landforms, and their relationship to humans.
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.

REL - Religion

REL 110R - Institute Choir BC Choir (2 credits)
Provides opportunities to bear testimony of the Savior while improving musical ability through the performing of sacred music. Requires some out-of-class commitment including but not limited to regular, frequent singing at the weekly Tuesday LDSBC devotionals (11:15 – 12 noon). Students should be able to sing in pitch with others. Doctrinal truths found in the music are discussed. Instruction includes music conducting and skills for service opportunities. This course may be repeated once to help fulfill the Religion requirement.
Prerequisite: None.
Offered: Fall, Winter, Spring.

REL 190R - Institute Choir "BC Voices" (1 credits)
Provides opportunities to bear testimony of the Savior while improving musical ability through the performing of sacred music. Students will be selected by audition of talent and performance skills. Requires some outside-of-class commitment including but not limited to regular, frequent singing at the weekly Tuesday LDSBC devotionals (11:15 – 12 noon); occasional President's dinners, etc. Doctrinal truths found in the music are discussed. Instruction includes music conducting and skills for service in Church callings opportunities. This course may be repeated once to help fulfill the Religion requirement.
Prerequisite: Audition with Instructor (schedule through the institute office); REL 110R concurrently.
Offered: Fall, Winter, Spring.

REL 200 - The Eternal Family (2 credits)
This course is centered on the doctrine of the family and the central role families play in Heavenly Father's plan of salvation. Course content is based on "The Family: A Proclamation to the World," other teachings of latter-day prophets, and the scriptures.
Prerequisite: None.
Offered: Fall, Winter, Spring.

REL 211 – New Testament (2 credits)
This course is a study of the life and teaching of Jesus Christ as recorded in the four Gospels.
Prerequisite: None.
Offered: Fall, Winter, Spring.

REL 215 - Scripture Study: Power of the Word (2 credits)
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.
Prerequisite: None.
Offered: Fall, Winter, Spring.

REL 225 - Foundations of the Restoration (2 credits)
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.
Prerequisite: None.
Offered: Fall, Winter, Spring.

REL 250 - Jesus Christ & Everlast Gospel (2 credits)
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.
Prerequisite: None.
Offered: Fall, Winter, Spring.

REL 275 - Teachings & Doctrine of the Book of Mormon (2 credits)
This course focuses on doctrine and themes found throughout the writings, teachings, and sermons of the Book of Mormon. Emphasis is given to prophetic witnesses of Heavenly Father and His Son, Jesus Christ. This course builds upon students' previous sequential and topical gospel study experiences.
Prerequisite: None.
Offered: Fall, Winter, Spring.

REL 324 - Doctrine and Covenants (2 credits)
This course is a study of the history, content, and teaching of the Doctrine and Covenants; section 1 through 76.
Prerequisite: None.
Offered: Fall, Winter, Spring.

REL 327 – Pearl of Great Price (2 credits)
This course is a study of the Pearl of Great Price with an emphasis on the doctrines, history, and content found in this book of scripture.
Prerequisite: None.
Offered: Fall, Winter, Spring.

REL 333 - Teachings of Living Prophets (2 credits)
The purpose of the Teachings of the Living Prophets course is to help strengthen your testimony of living prophets and their teachings. The course discusses the need for living prophets, the role of the President of the Church, the divine order of succession in the Presidency, the Quorum of the First President and the Quorum of the Twelve Apostles, and the review and importance of General Conference.
Prerequisite: None.
Offered: Winter, Spring.

REL 390R - LDS Hymns (2 credits)
Discover and explore the doctrine in, history of, and personal application of select LDS Hymns.
Prerequisite: None.
Offered: Fall, Winter, Spring.

REL 393R - World Religions (2 credits)
The inclusion of Religion 393R (Special Studies in Religion) on the approved course list recognizes the need for specialized courses and provides the opportunity for tailoring particular courses to meet student needs. 393R courses deal with subjects associated with Church history, doctrine, and other courses.
Prerequisite: None.
Offered: Fall, Winter, Spring.

SELL - Professional Sales

SELL 120 - Introduction to Sales (3 credits)
This beginning course is designed to introduce the student to the benefits of persuasive selling and building relationships. Skills learned and practiced will benefit the student for a lifetime. Self-confidence will increase as a result of the opportunity to practice the skills of persuasive presentations. Provides an opportunity for the student to explore the possibility of a career in sales, although will benefit the student in any career chosen.
Prerequisite: None.
Offered: Fall, Winter, Spring.

SELL 175 - Intermediate Sales (3 credits)
This intermediate course is designed to provide advanced training to further hone skills learned in SELL 120. These skills include preparing and delivering effective presentations, relationship sales, longer cycle sales, advanced finding techniques, qualifying customers, negotiation skills and sales to specific markets.
Prerequisite: SELL 120 with a B or higher.
Offered: Fall, Winter.

SELL 195 – Digital Technology Sales (3 credits)
Learn how to become a sales master in the digital advertising world. This course will help students understand key components in the sales methodology by learning skills such as, how to effectively prospect, get to the decision maker and develop strong sales skills utilizing the SPIN sales method. These skill sets will prove highly valuable in any digital marketing sales career and help student’s standout among other candidates.
Prerequisite: None.
Offered: Fall, Winter, Spring.

SELL 275 - Advanced Sales (3 credits)
This advanced course continues the learning and practice of advanced selling skills and techniques. Additional focus in 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.
Prerequisite: SELL 175 with a B or higher.
Offered: Fall, Winter, Spring.

SELL 299 - Sales Internship (2 credits)
On-the-job application of knowledge and skills acquired in classroom study. Requires accomplishment of measurable learning objectives related to the Professional Sales Certificate competencies that can be documented and accomplished during the semester.
Prerequisite: SELL 275 (concurrent); program chair approval.
Offered: Fall, Winter, Spring.

SMM - Social Media Marketing

SMM 130 - Social Media Mktg Content I (3 credits)
Content is king! This class helps students to 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 the students your greatest skills. Learn how to identify and create great content through copy, pictures, videos, infographics, etc. Know the balance between content about personal/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.
Prerequisite: None.
Offered: Fall, Winter, Spring.

SMM 199 - Social Media Mkgt Lecture Ser (1 credit)
Discover and evaluate how social media marketing is revolutionizing the marketing landscape. Through case studies, guest experts from the field, useful and practical authentic learning experiences, readings, thought leadership development and discussions, this interactive course teaches the marketing principles needed to understand and integrate social media in a business and personal environment. More specifically, students will analyze and learn a variety of social media marketing strategies while engaging in relevant discussions on topics such as personal branding, strategy, segmentation, messaging, content/video, analytics, and ROI.
Prerequisite: None.
Offered: Fall, Winter, Spring.

SMM 210 - Social Media Mkgt Strategy II (3 credits)
SMM 210 is a case studies and campaigns class that serves as the capstone course of the Social Media Marketing program. The course builds upon the skills learned and knowledge gained from DM 120. Students will leave this class with strong analytical and planning skills, which are essential to any social media strategy. Through in-depth study of case studies and current social media campaigns, students will hone their ability to breakdown vision, goals, target audiences, messaging and tactics, and provide an analysis on how and why the campaign was successful—or what changes could have been made to improve it. Additionally, students will run a semester-long campaign for a brand or business, from research and strategic planning to content creation, campaign execution and post-campaign analysis.
Prerequisite: DM 105; DM 120.
Offered: Fall, Winter, Spring.

SMM 296 - Social Media Mkgt e-Portfolio (1 credit)
Students will develop their personal brand and online portfolio. Students will let the world know who they really are, what projects they have done, what they are passionate about, and why they would add so much value to an organization. Developing a personal brand that aligns with a specific industry, career path, skills, and networks empowers students to move forward in the career of their choice. Creating a personal brand strategy and building their own online presence will be a life-long asset. This class will focus on helping students tell their story online and through social media. Students will learn how to effectively show their work history, strengths, career objectives, recommendation, honors, portfolios, skills, and personality.
Prerequisite: None.
Offered: Fall, Winter, Spring.

SMM 299 - Social Media Mktg Internship (2 credits)

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 students 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.
Prerequisite: DM 105; DM 120; DM 150; Program Chair Approval.
Offered: Fall, Winter, Spring.

SS - Social Science

PSYC 101 - Introduction to Psychology (3 credits)

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
Prerequisite: Complete 14 credits at LDSBC.
Offered: Fall, Winter, Spring.