MOUNTAINWEST
COLLEGE
OF
BUSINESS
AND
TECHNOLOGY

1988

General Catalog

1988

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A Message From The President...

Mountainwest College of Business and Technology is dedicated to offering business programs that prepare career-oriented students for successful entry into the current job market. Our programs continue to be "up-to-date" with materials, equipment, and instruction that help our graduates meet the needs of local business.

Mountainwest College of Business and Technology is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools(A.I.C.S.) This accreditation recognizes our college for integrity, quality of education and excellent levels of performance.

Specific courses are included in all of the programs of Mountainwest College to assist the individual in adapting to the role of a student, and to deal with the changes they make toward reaching their career goals.

The faculty and administration of Mountainwest College of Business & Technology strive to evaluate curriculum continuously to offer students practical, hands-on training that includes communication skills, human relations skills and also an environment that helps them adjust to the business world upon graduation.

Our graduates have proven that the professional approach taken by our organization has helped them to attain their employment goals.

Vaughn L. Belnap

Philosophy

Mountainwest College believes that within business there is no substitute for actual "hands-on" experience. For this reason the courses at Mountainwest College have been designed to provide a practical, "hands-on" approach to learning. Our classes stress business applications, and offer each student the precise, technical training necessary for today's business. We offer training that is (1) short-term, (2) based on business experience, (3) taught through a practical "hands-on" approach to learning, (4) relevant to occupations that are currently available in these fields, and (5) inclusive of specific general education classes that will assist the student in their overall academic and professional performance.

Mountainwest College also believes that good instructors are the cornerstone of a successful training program. Our instructors are selected for their technical expertise, strong interpersonal skills, their ability to effectively teach, their educational and professional background and their desire to assist each student in their pursuit of academic and professional excellence.

Another important aspect of a successful program is a student who is totally committed, who has high academic goals and possesses personal self discipline and motivation. Each student at Mountainwest College is expected to have a positive attitude, a true desire to succeed and a willingess to put forth the effort necessary to meet the challenges and make available to themselves the opportunities for success.

A successful program is not complete without the end results. Mountainwest graduates are expected to attain the necessary knowledge and skills for placement in business.

These ingredients provide the necessary environment for an individual to be successful in the exciting, fast paced and rapidly evolving business arena.

Objectives

1. Guide each student in attainment of intellectual and professional competence in their individual program of study. This competence is attained when a graduate has:
   a. developed knowledge and skills required for beginning competence and job placement in entry levels of their particular business field.
   b. acquired those self-reliant character elements that demonstrate a high personal code of ethics and a willingness to pursue vocational and professional objectives;
   c. developed the ability to think clearly and speculate imaginatively about immediate and long-range problems.
2. Provide refresher training and upgrading in new areas in the business management, data processing industry, paralegal, accounting and secretarial fields.
3. Provide specialized employer training.
4. To provide counseling, career development and other services as needed.
5. To provide career training to men and women without discrimination by sex, race, religion or handicap.
6. To provide the business community with well-trained and motivated employees.
7. To provide certain general education courses to assist the student in overall academic performances.

Accreditation and Approval

Mountainwest College of Business and Technology is accredited as a business school by the Accrediting Commission of the Association of Independent Colleges and Schools located in Washington, D.C. AICS is identified as a nationally recognized accrediting agency by the United States Department of Education under the Provision of Public Law 82-550 and subsequent legislation which requires the evaluation of such agencies and issuance of an official list by that government office. Approval is granted by the U.S. Department of Education for participation in student financial aid programs. Mountainwest College is also registered with the Utah State Board of Regents.

Organization

Mountainwest College of Buisness and Technology is a private proprietary Business College, a subsidiary of Mountainwest Technology, Incorporated.

Board of Directors of Mountainwest College

Vaughn L. Belnap	Director
Gordon Davis	Director
Chad L. Evans	Director
David M. Mock	Director
Clay Stringham	Director
Kenneth M. Woolley	Director

Administration

Vaughn L. Belnap	President, College Director
Dr. Grant Richards	Academic Dean
Valerie Flandro	Career Development
Dan Crandall	Career Development
Kent Hilton	Admissions Director
Clay Stringham	Cheif Financial Officer
I. Bruce Schow	Accountant-Controller
Zelma Shallbetter	Accounting Assistant
Trudy Picotte	Financial Aid Administrator
Mark Glines	Financial Aid Assistant
Lynn Chandler	Financial Aid Assistant
Dixon Merrill	Business Manager
Norma Wells	Administrative Assistant - Education Department
Suzanne Labrot	Secretary
Annette Jardine	Receptionist

Faculty

Jan Oler	Department Head, Instructor Administrative Office Education B.S. Brigham Young University
Jim Soderberg	Department Head, Instructor B.S. University of Utah
Michael E. Thurman	Department Head, Instructor Business Management B.S. University of Phoenix

Additional full and part time faculty and administration are listed in the supplement which is an integral part of this catalog.

Physical Facilities

The Administrative and Admissions Offices, the Computer and Word Processing Laboratories and Classrooms of Mountainwest College are located at 3098 Highland Drive, Salt Lake City, Utah.

The space utilized is equipped to facilitate use by handicapped persons. Approximately 20,000 square feet of space are allocated to modern, well-lighted, air-conditioned classrooms and supporting facilities. The Computer Laboratory houses 2-IBM System/34 computers and 1-IBM System/36 computer which are modern, state-of-the-art computer systems. The systems include 3 CPU's, 3 line printers and 24 terminals. The Word Processing and Computerized Business Laboratory houses Decision Data, ACS and Epson personal computers. Electronic typewriter and 10-key stations are also located in the Office Education Laboratory. A modern, up-to-date library is also included within the facility.

Eating Facilities

There is a student lounge in the facility where students may relax and enjoy food brought in. Many commercial facilities are located within the immediate vicinity. Food and beverage machines are also located in the student lounges.

Housing

Mountainwest College maintains no housing accommodations for students. There are a number of apartment buildings in the general vicinity of the campus. Check with the Admissions Office for further housing information.

Transportation & Parking

Ample free parking facilities are provided at the College for students, faculty and administration. The facilities are conveniently located to freeways and are easily accessible by public transportation.

Memberships

- American Society for Training Development
- Utah Business Education Association
- National Business Education Program
- Data Processing Managers Association

Memberships (cont.)

- Institute for Certification of Computer Programmers (ICCP)
- Salt Lake City Chamber of Commerce
- National Association of Student Financial Aid Administators
- American Society for Personnel Administrators
- Utah Private School Association
- American Managment Association
- Association of Independent Colleges and Schools

Eligible to Train

- Utah Better Business Bureau

- Veterans - Computer Programming

- Utah Department of Vocational Rehabilitation Clients

- Private Vocational Rehabilitation Clients

- All others who meet our entrance requirements

- JTPA

Academic Policies and Procedures

Admission Requirements

Applicants are encouraged to apply for admission one to six months in advance of the desired date of entrance. Early application allows sufficient time to insure a position in a class and to apply for financial assistance, if necessary.

All applicants must:
  a. Complete General Information Forms.
  b. Complete orientation with an Admissions Representative.
  c. Complete and pass the appropriate entrance exam and/or skill classes
  d. Complete and sign the Enrollment Agreement
  e. Arrange for payment of registration and tuition fees.

To help ensure that only qualified applicants are accepted for training, the following factors are considered prior to acceptance.

1. **Prior Educational Background.** A potential student should have a high school diploma, or equivalent, be beyond the age of compulsory school attendance and have the ability to benefit from the program offered. Ability to benefit is determined by passing the appropriate entrance exam to evaluate a prospective student's aptitudes, and interviews by the Academic Dean or Director and Department Head. Programming students should have a minimum of high school algebra and typing skills of about 20 words per minute. Business and/or accounting training and background are desireable antecedents for programming students. Minimum skills are determined by the Admissions Office during orientation. Each student will be asked to submit an official copy of their high school transcript within the first 30 days of classes.

2. **Employment Potential.** Each applicant is advised to evaluate his or her potential for graduate employment. Factors that should be considered are age, job history, professional appearance, prior educational background, personal commitment and the ability to work with others.

Admission Requirements (cont.)

3. **Interest and Motiviation.** Of prime importance is the student's desire to succeed. He or she must show evidence of willingness to make those sacrifices necessary to successfully complete the program. A proper attitude is essential if the student is to gain maximum benefit from this learning experience in order to prepare for and embark upon a new career.

4. **Availability of Time.** Of equal importance to the student's success is the availability of time to study, attend classes, complete classroom projects and participate in "hands-on" training. This time is most significant in acquiring required skills. The more time invested, the better the opportunity for achieving success.

5. **Financial Stability.** An applicant must complete a family or personal financial statement so the applicant may carefully evaluate his/her financial background to ascertain if he/she is in a position to incur any educational debt, while devoting the time and energy necessary to complete the program.

ADMISSION TO MOUNTAINWEST COLLEGE IS GRANTED WITHOUT REGARD TO AGE, RACE, CREED, COLOR, SEX OR NATIONAL ORIGIN.

Mountainwest College reserves the right to defer admission of potentially eligible candidates to the next term if credentials are submitted after established deadlines or enrollment quotas have been reached. The College reserves the right to cancel or postpone classes due to low enrollment after notification of those already enrolled. Our address is:

Admissions Office
Mountainwest College
3098 Highland Drive
Salt Lake City, Utah 84106
(801) 485-0221

Classroom Policies

The intent of each course taught at Mountainwest College is to provide our students with a professional, business-oriented program. The classroom policies and procedures are designed to provide an environment similar to that found in business. Standards are established to enable our students to become comfortable with the expectations of employers.

Student Conduct. Students are expected to demonstrate a professional and businesslike manner while attending classes. A professional demeanor sets the tone for a productive and efficient learning environment. It also makes a good impression on visitors to the College and on prospective employers who may choose to view our facilities while considering our graduates for employment.

Dress Code. Dress standards should comply with business management, data processing and secretarial standards. These fields are professional environments that often involve considerable public contact. Appropriate dress is characterized by cleanliness and neatness. Dress for the classroom should be consistent with good taste and should represent each individual positively to prospective employers, classmates, instructors and the public at large. Furthermore, students should keep in mind that prospective employers visit Mountainwest College and often the "first impression" made by the personal appearance of a job applicant is as important as academic and technical skills.

Classroom Policies (cont.)

Attendance. Due to the intense nature of our courses, successful completion virtually demands perfect attendance. To assist the student in understanding the importance of this the following guidelines have been established:

When a student has 10% unexcused absences a warning will be issued by the academic office placing the student on 30 day probation.

When 15% of total class days are missed, the student may receive a failing grade and may face dismissal from the College. This will be determined by the Academic Dean's office.

Make up work will be accepted and graded by individual instructors in all cases. It is the student's responsibility to contact the Dean on these matters. The Academic Dean will determine whether the work will be accepted or not, and whether the absence is excused or unexcused.

Written evidence to substantiate absences must be presented to the Academic Dean before the end of the block. The Dean will determine validity and acceptance for an excused absence.

When a student misses a class 4 days (unexcused) a warning slip will be sent to the Academic Dean's office by the instructor - the studen must meet with the Dean and receive a signed re-enter slip to present to the instructor.

Tardiness cannot be tolerated — therefore, 3 unexcused tardies will equal 1 unexcused absence in that class and five unexcused class period absences will equal one full unexcused absence. (Tardies are marked after the bell has rung for each class).

A student may receive two 30 day probations during his course work — after that dismissal will be necessary. Students may make an appeal to the "Appeals Committee" if they feel they have not been dealt with fairly!

Absences should be used for illness and concerns beyond the control of the student.

Students who are going to be absent should call the College. If a student misses several days without calling in, the College will attempt to contact the student. If the College is unable to reach a student, the parents or person designated to be notified in case of emergency may be called.

Grading Policies

The grading policy of Mountainwest College will be outlined by the Instructor at the beginning of the class.

The quality of work is indicated by the following marks.

A-Exceptional	4.0 Grade Points
B-Superior	3.0 Grade Points
C-Average	2.0 Grade Points
D-Passing	1.0 Grade Points
F-Failure	*Note: An overall academic
W-Withdrawal	grade point average of 2.0
I-Incomplete	must be acheived for graduation.

Grading Policies (cont.)

An Incomplete is a report indicating:

a. That for some good reason beyond the student's control, work in a subject has not been completed; and,

b. That the work which has been completed was of a passing grade, and it is deemed practical for the student to complete the subject without repeating it in a regular class. Any Incomplete not properly removed within one year will remain on the permanent record as an "I".

c. Incompletes are averaged as an F for grading purposes.

Course Critiques. Upon completion of each segment of a course involving one instructor, students are asked to critique various aspects of their education, including the instructor's efforts in the classroom. The Instructor receives a summary of the comments from the Academic Dean and the summaries are on file for each course.

Definition of Credit

One (1) clock hour is equal to a fifty-two (52) minute period. Each credit listed is equal to approximately 12 to 16 clock hours of instruction or lab, combined with assigned homework and appropriate study. Transferring of credits from Mountainwest College to another school or college is decided by that School or College and not by Mountainwest College . Therefore your credits may not be transferable.

Suspension and/or Termination by College

A student may be temporarily suspended from classes if he or she fails to meet his or her financial obligations due to the College. Students who execute a Promissory Note are expected to meet the terms as orignally agreed, unless specific arrangements have been approved by the Accounting Office.

If a payment is not made within 30 calendar days of the due date, a student may be temporarily suspended. If payment becomes 60 calendar days past due, a student may be subject to termination.

Students not maintaining satisfactory progress are subject to termination of their studies by the College. Mountainwest reserves the right to terminate the enrollment of any student not abiding by the policies and regulations defined in this Catalog or other College publications.

Satisfactory progress must be maintained in order for a student to continue in their course of study. It is also required by Federal regulation in order to properly use financial aid monies for a student's education. To remain in good standing a student must do the following:

1. Maintain a minimum C average (2.0) in the program of study.
2. Perform make-up work as assigned
3. Maintain proper conduct at all times.
4. Attend at least 85% of the required classes. (See Attendance Policy)

Leave of Absence

A Leave is a temporary interruption of a student's educational pursuit. Only one Leave may be approved by the college during any program for which they are enrolled.

A Leave must be requested in writing by the student, stating cause, and may be granted for no less than 14 and no longer than 60 days. The only leave that can be approved in excess of 60 days is a Medical Leave; this must be verified in writing by the student's doctor.

Any student who must take a Medical Leave that exceeds 6 months may be terminated from the program and advised to re-start classes following close of the Leave. This may affect tuition and financial aid.

Grace Period

The College grants to all students a 30-calendar-day Grace Period immediately following their scheduled completion date to satisfactorily conclude any classes in which they are currently enrolled. Any class time which is required by a student beyond the close of the Grace Period will be charged to the student at an appropriate hourly rate. Such students must make arrangements with Administration to petition for "Continuing Student" status.

Repeating a Class

A student may repeat a class in which a low grade has been received but the original grade remains on the record. The last grade earned is used in calculating the student's grade-point average. The student must receive permission by the Academic Dean and Department Head to repeat a class.

After completing an entire class, it can be repeated at 30% of the original cost of the current class. Acceptance is based on availability of class space and the consent of the Academic Dean and Department Head. However, graduates may audit classes at no cost except for books and supplies. This must be scheduled according to availability of class space as determined by the College.

Transfers. Transferring to another class before completing the current course results in forfeit of current class position. A transfer is allowed only if previous financial obligations agreed to by the student have been met. Acceptance is based on availability and consent of the Academic Dean and Department Head. A transfer fee of $25.00 will be charged to cover administration costs.

Withdrawals. If a student wishes to withdraw from the school for any reason, the student should notify the college in writing and should complete the withdrawal process. Regardless of the circumstances of withdrawal or the date of notification, the termination of a student's attendance in class or in all classes before the end of a program becomes a withdrawal and the student's academic performance to the point of termination is evaluated and recorded on his/her permanent record.

Disclosure of Educational Records

Adult students, parent of minor students, and parents of tax dependent students have the right to inspect, review and challenge information contained in the education record or that of their minor tax dependent child.

Education records are defined as files, materials and documents which contain information directly related to a student and are maintained by the College. Students are not entitled to inspect the financial records of parents.

Written consent is required before educational records may be disclosed to third parties with the exceptions of Accrediting Commissions or government agencies so authorized by law.

Graduation Requirements

Students will be eligible to graduate and recieve a Certificate or a Diploma if the following requirements have been met:

1. All required classes in the student's program have been satisfactorily completed (satisfactory completion means an "A", "B", "C" or "D" grade has been earned); and,
2. An overall academic grade point average of 2.0 has been achieved; and,
3. An overall attendance of at least 85% has been attained; and,
4. All financial obligations due to the school have been satisfied.

Note: A certificate or a diploma is not a degree. Transferring of credits from Mountainwest College to another shcool or college is decided by that college or school and not Mountainwest College.

Academic Calendar 1988

The 1988 Academic Calendar is printed in a separate supplement to the Mountainwest College Catalog and is an integral part of its contents. The catalog is not complete without the supplement.

Holidays

January 1,2,3	New Year's Break
February 15	President's Day
May 30	Memorial Day
July 4	Independence Day
July 24(25)	Pioneer Day
September 5	Labor Day
November 24,25	Thanksgiving
December 23-January 1, 1989	Christmas Break

See catalog supplement for additional scheduling dates.

Tuition and Fees

Fees

Registration Fee. A $50.00 Registration Fee must accompany each application for admission. The fee is non-refundable.* The fee, once paid, entitles the student to begin classes within 6 months following receipt of the original application. Please refer to the refund policy on the following page.

Fees
(cont.)

Tuition. This is the cost of the course excluding the $50.00 registration fee, and books, but including lab and supply fees.

Indebtedness. A student may be temporarily suspended from classes if he or she fails to meet his or her financial obligations due to the College. Students who execute a Promissory Note are expected to meet the terms as originally agreed, unless specific arrangements have been approved by the Accounting Office.

If a payment is not made within 30 calendar days of the due date, a student may be temporarily suspended. If a payment becomes 60 calendar days past due, a student may be subject to termination.

Tuition. The tuition schedules are printed in a separate supplement to the Mountainwest College Catalog and are an integral part of its contents. The catalog is not complete without the supplement.

* Unless the applicant is rejected by the College. Also, all monies paid by the applicant will be refunded if requested within three (3) business days after signing an Enrollment Agreement and making an initial payment but prior to class start.

Cancellation
and Refunds

Termination of a student's attendance in a class before the end of the program becomes a withdrawal and the student's academic performance to the point of termination is evaluated and recorded on his or her permanent record. Refunds will be made within thirty (30) days of the last day of physical attendance provided that written notification has been provided to the College by the student; otherwise, refunds will be made within thirty (30) days from the date the College determines that the student has withdrawn. Enrollment time is defined as the time elapsed between the actual starting date and the date on which the student formally terminates enrollment. Regardless of the circumstances of withdrawal or the date of termination, the official withdrawal date used in refund computation is the LAST DAY OF PHYSICAL ATTENDANCE IN A CLASS. The cancellation and termination policies are as follows:

a. **Rejection.** An applicant rejected by the College shall be entitled to a refund of all monies paid including the registration fee.
b. **Three Day Cancellation.** All monies paid by an applicant will be refunded if requested within three (3) days after signing an Enrollment Agreement and making an initial payment but prior to class start.*
c. **Other Cancellation.** An applicant subsequently requesting cancellation before the first day of classes shall be entitled to a refund of all monies paid minus the registration fee of $50.00.
d. For classes lasting longer than 12 weeks the following charges are made at the time of withdrawal:
   1. First week of classes, 10% of stated tuition fees.**
   2. During the next three weeks of classes, 20% of stated tuition.**
   3. After the first four weeks of classes , but within the first 25% of the course, 45% of the stated tuition.**
   4. Within the second 25% of the course, 70% of the tuition.**
   5. After 50% of the course is complete. No refunds or reductions of tuition will be given for students completing 50 percent or more of the course by class hours.

Cancellation and Refunds (cont.)

*If payment of tuition and fees is made by personal check, a five (5) business day waiting period is mandatory to facilitate banking before disbursement of the refund.

** Plus the registration fee of $50.00

College Financing Programs

Mountainwest College has institutional loan programs for tuition. To apply for an institutional loan you must contact the business office and complete a credit application along with the admittance registration forms. Loans are granted to those students who have been officially admitted to the college, who show a financial need for the loan and who are able to repay the loan. Applications for loans should be submitted at least one week before the beginning of a class. The terms and conditions of the institutional loan programs are as follows:

1. An initial down payment is made at the time an enrollment agreement is signed.

2. The balance is paid in monthly payments during the term of their respective program. The first payment is due on the 1st day of class. The remaining payments are due the 1st day of each month thereafter until paid in full.

The annual percentage rate is 15%.

The college is eligible to offer some programs for veterans. In addition, students have attended college under JTPA, state and private vocational rehabilitation programs, and have utilized internal financing programs. Our office will be pleased to discuss a financial asisstance program that will fit your budget.

Terms of payment may be varied by Mountainwest College from time to time and person to person, however the tuition charges will be uniformly administered. Credit applications and guarantors may be required for all payment plans.

For additional information on these programs, contact the Financial Aid office.

Mountainwest College offers no scholarship programs.

Financial Aid- Grants and Loans

Mountainwest College currently participates in the Pell Grant, Guaranteed Student Loan, PLUS, SLS, SEOG, NDSL, and CWS Programs. Consult the Consumer Guide regarding eligibility requirements and application procedures.

Student Services

Job Search & Career Counseling

Mountainwest College is only successful if its graduates are successful. Our growth and reputation in the community are directly related to the graduates we produce and the level of productivity and promotability they take with them to new jobs upon graduation. For these reasons we are particularly interested in making sure our graduates are given appropriate assistance in seeking employment.

All students are encouraged to enroll in a "Self Directed Job Search" program. This program provides the skills to search out job opportunities that exist in their field of study, use correct interviewing techniques and present a resume that will earn them an interview. They are further helped with referrals to job opportunities that the college may be made aware of through continued contact with employers in the area. There is no charge for this program and a student may take it as many times as they desire.

Mountainwest cannot guarantee a job to its graduates, but does guarantee to help the student as much as possible in the personal responsibility of finding employment. This is a lifetime service offered to all Mountainwest College Graduates.

Master Student Class

This unique course is designed to equip students with specific skills for their role as students and employees. Topics include time management, stress management, personal budgeting, human relations and employer-employee relations. A student may repeat this class as often as they desire.

Advisor Goups

All students, as they enter Mountainwest College are assigned to an advisor group and an advisor. These groups are small (usually 6-10 students) and meet often to deal with frustrations and concerns that a student may have. The advisor monitors the group and assists each student in reaching their goals here at Mountainwest College.

Quality Circle

The purpose of this program is to establish an organized student input program to assist on a daily basis in improving the quality of education and services rendered by Mountainwest College. This program also oversees the student activity programs at the College.

Guaranteed Suggestion Box

This program affords all students the opportunity to make suggestions (in addition to their advisor groups, Quality Circle program, etc.). Their signed suggestion will be considered and the student receive a verbal response from the appropriate College employee.

Newsletter

A weekly newsletter is published for all students and faculty. Items featured include student activities, student success, and responses to items placed in suggestion box.

4-Day Week "Plus Friday"

All full-time programs at Mountainwest College are scheduled on a 4-day class schedule. Classes meet Monday through Thursday, with no regularly scheduled classes on Fridays. If additional help is needed, the faculty are available and facilities are open each Friday from 8:00 a.m. to 4:00 p.m. In addition, computer, type, and word processing labs are open on Saturdays from 9:00 a.m. to 1:00 p.m. If grades and progress are satisfactory and assistance is not needed, then students have a 3-day weekend every week for work or leisure.

Diploma Program

Receptionist/ Secretary

The Receptionist/Secretary diploma program makes an individual employable in the shortest time through basic clerical education. The program's goals include the necessary people relation skills conducive to a successful receptionist, as well as a personal development program so vital in creating the proper corporate image required of the receptionist. Emphasizing telephone procedures, business communications, and keyboarding skills, program graduates may choose from among entry-level job opportunities such as receptionist, clerk/typist, general office worker, typist and girl/guy Friday.

Program Requirements

			Hours/Credits	
ENG	101	Oral & Written Communications	72	6
BSM	100	Business Machines	36	3
OPR	100	Office Procedures	72	6
OPR	101	Records Management	18	1.5
KYB	100	Intro to Keyboarding	48	4
KYB	101	Keyboarding and Wordprocessing	96	8
MS	100	Master Student	36	3
CD	100	Career Development	18	1.5

Time to Complete:

Evening Classes: 3 evenings per week - 6:00 - 10:00 p.m. for approximately 30 weeks.

Total classroom and lab hours required for graduation 396   33

Upon completion, students are awarded a Diploma in Receptionist/Secretary studies.

Typewriting speed completion requirement is 40 wpm with 95% accuracy on a 5 minute test. When a student shows a typing speed of 40 wpm with less then 5 errors on a 5 minute test and has satisfactorily completed business correspondence, then they will begin word processing.

Individual class hours may be adjusted.
However total clock hours will remain the same.

Diploma Program

Administrative Office Education

The Administration Office Education diploma program prepares the student to work in an administrative assistant or secretary capacity with business executives who require quality communication and human relations skills accompanied by a sound understanding of the computerized office. The student will have the opportunity to master skills in keyboarding, word processing, and written and verbal communications for skillful manipulation of office information.

Program Requirements

			Hours	Credits
ATG	99	Secretarial Accounting	36	3
ENG	100	Business English	72	6
ENG	101	Oral & Written Communications	72	6
MAT	103	Business Math/Ten-Key	36	3
OPR	100	Office Procedures	72	6
OPR	101	Records Management	18	1.5
OPR	102	Speech Communication	36	3
OPR	103	Personnel Management	36	3
PRO	100	Computers in Business	36	3
KYB	101	Keyboarding, Word Processing, Dictaphone	180	15
SW	100	Speedwriting	72	6
MS	100	Master Student	36	3
CD	100	Career Development	18	1.5

Time to Complete:

Day Classes: 7 hours per day, 4 days per week for approximately 27 weeks.

Evening Classes: 4 hours per evening, 3 evenings per week for 60 weeks.

Total classroom and lab hours required for graduation 720   60

Upon completion, students are awarded a Diploma in Administrative Office Education.

Individual class hours may be adjusted; however, total clock hours will remain the same.

Diploma Program

Paralegal Secretary

Paralegal Secretary studies at Mountainwest College prepare graduates for many challenging entry-level positions with bankers, corporate lawyers, govenment officials or top attorneys in private practice. The student also has the option to work in numerous secretarial positions, thus providing a measure of job availability and security. Through a comprehensive program which stresses an understanding of the complexities of the law, practical knowledge and secretarial skills, students can acquire the skills and confidence necessary to assume the responsibilities of a respected colleague in the legal or secretarial community.

Program Requirements

			Hours/Credits	
ATG	99	Secretarial Accounting	36	3
ENG	100	Business English	72	6
ENG	101	Oral and Written Communications	72	6
MAT	103	Business Math/Ten Key	36	3
OPR	100	Office Procedures	72	6
OPR	101	Records Management	18	1.5
OPR	102	Speech Communication	36	3
OPR	103	Personnel Management	36	3
PRO	100	Computers in Business	36	3
KYB	101	Keyboarding, Word Processing, Dictaphone	180	15
PAR	101	Corporate Law	24	2
PAR	102	Family Law Practice	24	2
PAR	103	Real Estate Law	24	2
PAR	104A	Legal Research and Writing	58	5
PAR	105	Legal Terminology	24	2
PAR	106	Litigation	24	2
PAR	107	Criminal Law	24	2
PAR	108	Personal Injury	24	2
PAR	109	Consumer & Bankruptcy Law	24	2
SW	100	Speedwriting	72	6
MS	100	Master Student	36	3
CD	100	Career Development	18	1.5

Time to Complete:

Day Classes: 7 hours per day, 4 days per week for approximately 35 weeks.

Total classroom and lab hours required for graduation 970   81

Upon completion, students are awarded a Diploma in Paralegal Secretary Studies.

Individual class hours may be adjusted; however, total clock hours will remain the same.

Diploma Program

Paralegal Studies

Paralegal studies at Mountainwest College prepare graduates for many challenging positions in the legal aid field. You may choose to work with bankers, corporate lawyers, government officials or top attorneys in private practice.

Through a comprehensive program which stresses an understanding of the complexities of the law and practical knowledge, students can acquire the skills and confidence necessary to assume the responsibilities of a respected colleague in the legal community.

To enroll in this program a person should have a minimum of 2 years experience in a business setting, type 40 wpm, 20 transferrable credits and experience with word processing.

Program Requirements

			Hours	Credits
PAR	101	Corporate Law	36	3
PAR	102	Family Law Practice	36	3
PAR	103	Real Estate Law	36	3
PAR	104	Legal Research & Writing	120	10
PAR	106	Litigation	36	3
PAR	107	Criminal Law	36	3
PAR	108	Personal Injury	36	3
PAR	109	Consumer & Bankruptcy Law	36	3
PAR	110	Securities Law	36	3
PAR	111	Contracts	36	3
PAR	112	Computer Research	12	1
ENG	101	Oral & Written Communications	72	6
PRO	103	Computers in Management	72	6
CD	100	Career Development	18	1.5

Time to Complete:

Evening Classes: 4 hours per evening, 3 evenings per week for approximately 55 weeks.

Total classroom and lab hours required for graduation 618   51.5

Upon completion, students are awarded a Diploma in Paralegal Studies.

Individual class hours may be adjusted; however, total clock hours will remain the same.

Diploma Program

Business Management

The Business Management diploma program prepares the student with the required proficiencies to work as promotable entry-level personnel in Retail Management and Business Management positions. These proficiencies include the practical understanding of the legal, financial, managerial, promotional and functional aspects of the business environment with an emphasis on understanding people.

Program Requirements

			Hours/Credits	
MGT	100	Intro to Business	72	6
ENG	103	Basic English Review	36	3
ATG	100	Financial Accounting I	36	3
ATG	101	Financial Accounting II	36	3
ENG	102	Management Communication	72	6
LAW	100	Business Law	36	3
MAT	100	Business Math	36	3
MGT	101	Management/Supervision/Principles	72	6
MGT	106	Retail Management	36	3
MGT	110	Business Practicum	54	4.5
MKT	100	Marketing Principles	72	6
PRO	103	Computers in Management	72	6
ECN	100	Economics	36	3
MS	100	Master Student	36	3
CD	100	Career Development	18	1.5

Time to Complete:

Day Classes: 7 hours per day, 4 days per week for approximately 27 weeks.

Evening Classes: 4 hours per evening, 3 evenings per week for 60 weeks.

Total classroom and lab hours required for graduation 720   60

Upon completion, students are awarded a Diploma in Business Management.

Individual class hours may be adjusted; however, total clock hours will remain the same.

Diploma Program

Computerized Accounting

The Computerized Accounting diploma program prepares the student with the required proficiencies to work as promotable entry level personnel in bookkeeping, accounting, accounting clerks, and computerized accounting positions. These proficiencies include the practical understanding of basic and advanced bookkeeping and accounting, business law, managerial cost accounting, economics, audits, computers and taxes.

Program Requirements

			Hours	Credits
MAT	100	Business Math	36	3
ENG	102	Management Communications	72	6
MGT	100	Intro to Business.	36	3
ENG	103	Basic English Review	36	3
ATG	100	Financial Accounting I	36	3
ATG	101	Financial Accounting II	36	3
LAW	100	Business Law	36	3
ECN	100	Economics	36	3
ATG	200	Financial Accounting III	36	3
ATG	201	Tax Accounting	36	3
ATG	202	Cost Accounting	36	3
ATG	301	Computerized Accounting I (Intro to Word Processing)	36	3
ATG	302	Computerized Accounting II (Intro to Spreadsheet)	36	3
ATG	203	Corporate Accounting	18	1.5
ATG	303	Computerized Accounting III (Automated Accounting)	36	3
ATG	204	Comprehensive Practice Set	36	3
ATG	205	Managerial Accounting I & II	72	6
MS	100	Master Student	36	3
CD	100	Career Development	18	1.5

Time to Complete:

Day Classes: 7 hours per day, 4 days per week for approximately 27 weeks.

Evening Classes: 4 hours per evening, 3 evenings per week for 60 weeks.

Total classroom and lab hours required for graduation 720   60

Upon completion, students are awarded a Diploma in Computerized Accounting.

Individual class hours may be adjusted; however, total clock hours will remain the same.

Diploma Program

Entrepreneurial Business Management

The Entreprenueurial Business Management course is designed for individuals who are involved in their own small business or anticipating starting a business. Students will learn the nuts and bolts of starting up a business to the advanced courses of managing the total enterprise, including advertising, promoting and selling.

Program Requirements

			Hours/Credits	
EBM	100	Strategic Marketing	24	2
EBM	101	Tactical Advertising and Promotion	24	2
EBM	102	Effective Sales and the Art of Selling	24	2
EBM	103	Innovation in a Changing Environment	24	2
EBM	104	"Nuts and Bolts" of Entrepreneurship	24	2
EBM	105	Strategic Planning	24	2
EBM	106	Business Law	24	2
EBM	107	Managing the Total Enterprise I - Accounting for the Non-Accountant	24	2
EBM	108	Managing the Total Enterprise II - Financial Planning	24	2
EBM	109	Managing the Total Enterprise III - Risk	24	2
EBM	110	Managing the Total Enterprise IV	24	2
EBM	111	Time and Stress Management	24	2
EBM	112	Computer Confidence	12	1

Time to Complete:

Evening Classes: 4 hours per evening: 1, 2 or 3 evenings a week; 6, 12 or 18 months.

Total classroom and lab hours required for graduation 300   25

Upon completion, students are awarded a Diploma in Entrepreneurial Business Management.

Individual course hours may be adjusted; however, the total clock hours will remain the same.

Diploma Program

Computer Programming
Day

The Professional Computer Programming course includes seven programming languages and covers an introduction to accounting, system analysis and design, and operating systems. The program prepares an individual to enter the data processing industry as an entry level professional programmer. Some graduates may receive employment as entry level computer operators.

Program Requirements

			Hours	Credits
PRO	901	Intro to Computers	36	3
PRO	902	BASIC Programming	108	8
PRO	903	Intro to PASCAL Programming	18	1.25
PRO	904	C Language Programming	90	6.25
PRO	905	COBOL Programming	144	10.5
PRO	906	RPG II Programming	144	10.5
PRO	907	RPG III Programming	72	5
PRO	908	Assembly Language Programming	36	2.5
PRO	920	Operating Systems	36	3
PRO	921	Systems Design	36	3
PRO	922	Database Design	18	1.5
PRO	923	Technical Writing	36	3
ATG	100	Financial Accounting I	36	3
ATG	101	Financial Accounting II	36	3
MS	100	Master Student	36	3
CD	100	Career Development	18	1.5

Time to Complete:

Day Classes: 7 hours per day, 4 days per week for approximately 33 weeks.

Total classroom and lab hours required for graduation 900   68

Upon completion, students are awarded a Diploma in Professional Computer Programming.

Individual class hours may be adjusted; however, total clock hours will remain the same.

Diploma Program

Computer Programming
Night

The Professional Computer Programming course includes five programming languages and covers an introduction to accounting, system analysis and design, and operating systems. The program prepares an individual to enter the data processing industry as an entry level professional programmer. Some graduates may receive employment as entry level computer operators.

Program Requirements

			Hours/Credits	
PRO	901	Intro to Computers	36	3
PRO	902	BASIC Programming	108	8
PRO	903	Intro to PASCAL Programming	12	1
PRO	904	C Language Programming	60	4
PRO	905	COBOL Programming	144	10.5
PRO	906	RPG II Programming	144	10.5
PRO	920	Operating Systems	36	3
PRO	921	Systems Design	36	3
PRO	922	Database Design	18	1.5
ATG	100	Financial Accounting I	36	3
ATG	101	Financial Accounting II	36	3
MS	100	Master Student	36	3
CD	100	Career Development	18	1.5

Time to Complete:

Evening Classes: 4 hours per evening, 3 evenings per week for approximately 60 weeks.

Total classroom and lab hours required for graduation 720   55

Upon completion, students are awarded a Diploma in Professional Computer Programming.

Individual class hours may be adjusted; however, total clock hours will remain the same.

Course Descriptions
Hours/Credits

ATG 99 **Secretarial Accounting** 36   3
This course emphasizes the on-the-job activities of the secretary in a financial environment.
The student will progress through realistic and concrete recordkeeping procedures, which
include debits and credits, the accounting cycle, input of data , processing data, output of
data, payroll and banking.
No prerequisite.

ATG 100 **Financial Accounting I**...36   3
This course provides the student with a thorough understanding of basic accounting prin-
ciples used in business. Cash accounting, payroll accounting, purchases, sales and journal
entries are covered as well as accounting terminology.
No prerequisite.

ATG 101 **Financial Accounting II**..36   3
This course is a continuation of ATG 100, with a study of inventories, assets, financial
statements, partnership and corporate accounting and year end fiscal procedures.
Prerequisite: ATG 100 or consent of instructor.

ATG 200 **Financial Accounting III**..36   3
This course is a continuation of Financial Accounting II, and covers ratios, financial state-
ment analysis, cash flow, statement of changes in financial position fixed assets and
inventory.

ATG 201 **Tax Accounting** 36   3
This course provides a practical understanding of the latest income tax information. Included
in this study will be employer income tax withholding, payment, and reporting under the
guideline of the latest Tax Reform Act.

ATG 202 **Cost Accounting** 36   3
Interpretation and application of accounting data as it is used to plan and control business
activities. Presentation of cost accounting systems and their role in business.

ATG 203 **Corporate Accounting** 18   1.5
This course covers accounting procedures and current rules of the AICPA on accounting for
corporations including stocks, bonds, and equity. Also covered are corporate stock transac-
tions, consolidated financial statements and financial statement analysis.

ATG 204 **Comprehensive Practice Set** 36   3
This is a self-directed hands-on course integrating accounting principles introduced and
studied in previous accounting courses. This practice set will include the set up and opera-
tion of a small business along with quarterly reporting and year end tax preparation.

ATG 205 **Managerial Accounting I & II**..72   6
This course includes an in-depth study of financial management and accounting. Financial
analysis, forecasting, planning, and budgeting will be studied. Working-capital management,
financing, valuation and rates of return, cost of capital, leverage (short and long term)
mergers and acquisitions will be discussed. Also the audit and audit trail will be analyzed.

ATG 301 **Computerized Accounting I/Word Processing** 36   3
An introductory course that presents the fundamentals of small business computer use.
Students will learn the fundamentals of commercially produced software packages, and will
learn beginning word processing.

ATG302 **Computerized Accounting II/Spreadsheet** 36   3
This course will provide the student with a knowledge of various file handling programs.
Extensive use will be made of data base spreadsheet software. The student will be intro-
duced to procedures to merge and organize files and extract information as needed for
integrated software.

Course Descriptions

ATG303 **Computerized Accounting III** (Automated Accounting)..36   3
This class introduces the student to a menu-driven accounting system. General ledger, Accounts Payable, Accounts Receivable and inventory modules are covered. Students will complete a comprehensive computerized practice set as a requirement for this course.

BSM100 **Business Machines**...36   3
This course introduces the student to various office business machines used in the secretarial field. They include copiers, dictaphone machines, ten-key machines, duplicating machines, etc.

CD 100 **Career Development** 18   1.5
This course prepares the student for entry into the job market and covers such areas as job objectives, company research, interview techniques, creative resume preparation and individual review of draft resumes. The student will be introduced to portfolio presentation, securing the job, employer-employee relations and employment benefits. No prerequisite.

EBM 100 **Strategic Marketing**..24   2
Strategic marketing is designed to prepare the student to be able to plan, develop and write a marketing plan. The course will also highlight basic marketing concepts and give a hands-on approach to creating marketing solutions to make a business successful.

EBM101 **Tactical Advertising and Promotion** 24   2
This course is designed to give the student the necessary tools to conduct a successful advertising campaign. This course will highlight the various advertising mediums that are available to the advertiser and evaluate the strengths and weaknesses of each.

EBM 102 **Effective Sales and the Art of Selling** 24   2
This course is designed to prepare the student to successfully sell the output of his/her company. The course will highlight the relationship of selling to the marketing process as well as provide a detail of successful selling techniques.

EBM 103 **Innovation in a Changing Environment** 24   2
This course is designed to take the student into the changing complexities of today's business climate. Through the use of case studies and real life experiences this course will enable the student to see how other firms have used innovative ideas to stay competitive and on the leading edge of competition.

EBM 104 **"The Nuts and Bolts"of Entrepreneurship** 24   2
This course is designed to prepare the student to start a business. The course will concentrate on building a business plan that will enable the student to provide a guide for a successful business. Financial, marketing, personnel and other issues that a small business owner deals with on a daily basis will be discussed.

EBM 105 **Strategic Planning** 24   2
This course is designed to provide students with an understanding of the systematic efforts of a company to establish basic company purposes, objectives, policies and strategies.

EBM 106 **Business Law** 24   2
This course is designed to present, in a systematic manner, the information needed for an understanding and appreciation of business law.

EBM 107 **Managing the Total Enterprise - I** 2   2
Accounting for the Non-Accountant
This course is designed to provide the student with a thorough understanding of basic accounting principles used in business. Cash accounting, payroll accounting, purchases, sales and journal entries are covered as well as accounting terminology.

Course Descriptions Hours/Credits

EBM 108 **Managing the Total Enterprise - II** 24   2
Financial Planning
This course is designed to provide the student with financial strategies for business develop-
ment and growth. Incuded are going public, private placements, venture capital, borrowing,
leasing and government financing.

EBM 109 **Managing the Total Enterprise - III, Risk** 24   2
This course is designed to examine how management might effectively manage a major
class of exposure to loss through a process called risk management.

EBM 110 **Managing the Total Enterprise - IV** 24   2
People In the Organization
This course is designed to introduce the student to the subject of organizational behavior
through the use of readings, cases, and exercises. While the goal is to broaden the students
understanding of organizations in general, the effect is the preparation of the individual for
management and leadership roles.

EBM111 **Time and Stress Management** 24   2
This course is designed to give the student a feel for the causes of stress, the management
of stress, and the development of strategies of organization designed to give the student a
better handle.

EBM 112 **Computer Confidence** 12   1
This course is designed to present the fundamentals of small business use. In addition,
students will learn the fundamentals of word processing and the use of a spreadsheet.

ECN 100 **Economics** 36   3
Economics is the study of how people and society choose to employ scarce resources that
could have alternative uses in order to produce various commodities and to distribute them
for consumption, now or in the future, among various persons and groups in society. This
course will discuss the major concepts in Microeconomic and Macroeconomic theory.

ENG 100 **Business English** 72   6
This course covers the fundamental principles of grammar and usage, spelling, business
correspondence, verbal and written office communications and writing techniques. No
prerequisite.

ENG 101 **Oral & Written Communication** 72   6
The principal objective of this course is to help the student develop the ability to communi-
cate effectively in business situations. The student will study a variety of written business
communications, i.e., letters, memos, telegrams, news releases, minutes and reports.
Verbal and listening skills will also be emphasized.
Prerequisite: ENG 100 or consent of instructor.

ENG 102 **Management Communications** 72   6
The objective of this course is to help the student develop the ability to communicate
effectively in business management situations. The student will study oral and written
business communication techniques to improve their management style and effectiveness.
No prerequisite.

ENG 103 **Basic English Review** 36   3
A course designed to provide experience in reviewing basic English grammar skills. The
course is programmed for self instruction. Student progress is monitored for quality and
quanitity.

Course Descriptions

Hours/Credits

KYB 100   **Introduction to Keyboarding** 48   4
This course provides the student with an introduction to the typewriter, including machine
parts and names, machine operation, mastery of the keyboard alphabet, number and symbol
keys. The student is introduced to centering, business letter styles, tables and reports. No
prerequisite.

KYB 101   **Keyboarding and Word Processing** 180   15 (day)
   96   8 (night r/s)
This course is devoted to developing the secretarial student's master of the typewriter
through speedbuilding by way of accuracy and acceleration drills. Various letter styles, word
choice, punctuation and grammar are used to better express typewritten correspondence in
the business office environment. The student wil be required to complete more complex
tables, reports and business letters. The student will also progress to word processing and
dictaphone transcription based upon typing competency.
Prerequisit: KYB 100 or consent of instructor.

LAW 100   **Business Law** 36   3
In this survey course, the student is prepared to recognize the various business situations in
which legal ramifications can enhance or jeopardize the welfare of the business enterprise.
Included are case decisions in the areas of contracts, bailments, sales, commercial paper
and agency employment.
No Prerequisite.

MAT 100   **Business Math** 36   3
Business Math prepares the student with the math skills most often required of entry-level
management personnel. Proficiencies include calculating interest, payroll, discounts,
markups and markdowns, bank reconcilliations and inventories. This class introduces the
student to accounting principles.

MAT 103   **Business Math/10-key** 36   3
This course offers a solid background in basic math which can be applied to business
situations using the electronic calculator as an aid. The touch method is presented and
speed drills encourage the student to become proficient in the use of the 10-key machine.
No prerequisite.

MS 100   **Master Student** 36   3
This unique course is designed to equip students with specific skills for their role as students
and with specific life skills for discovering and developing their personal and career potential.
Self-awareness and self-confidence as well as practical "people knowledge" are the benefits
of this program. No prerequisite.

MGT 100   **Introduction to Business** 72   6 (BM)
   36   3 (CA)
Introduction to Business presents an overview of basic business concepts and principles with
an emphasis on systems, environments and current trends.

MGT 101   **Management/Supervisloins/Principles** 72   6
Functions of management are the focal point of this course. Students are taught planning,
organizing, staffing, directing and controlling functions as well as organizational behavior,
managing by objectives, networking, human relations skills and problem solving from a
managerial perspective. Included in this study are the do's and don'ts based on current
practices in the field of management, new trends and innovations in supervision, behavior
models, and problem solving experiences through case studies. Role playing and group
interaction provide much of the benefits in this course of study.

Course Descriptions

Hours/Credits

MGT 106   **Retail Management** **36**   **3**
This course explores the terms and procedures for management of a retail merchandising or service operation including planning, merchandise movement, inventory policies and techniques for product promotion and display. Also consumer understanding and motivation are explored.
Prerequisite MKT 100 or consent of instructor.

MGT 110   **Business Practicum** **54**   **4.5**
Practicum is a "capstone" that integrates principles from the range of Business Management courses. Utilizing a computer-simulation, students become marketing managers and are confronted with a wide range of conditions requiring marketing decisions. An individual project involving management principles rounds out the Practicum course.

MKT 100   **Marketing Principles** **72**   **6**
This course provides the student with the broad perspective of marketing and sales where retail merchandising activities are performed. Included in this study are the stategies, functions, channels of distribution, levels and careers associated with marketing, as well as consumer behavior, market research and product pricing. No prerequisite.

OPR 100   **Office Procedures** **72**   **6**
The student will develop the "know-how" to perform an assistant's functions as she or he develops an understanding of the organizational patterns of an office and the people who are employed there. Emphasis is placed on the development of decision-making ability and human relations.

OPR 101   **Records Management** **18**   **1.5**
The primary objective of Records Management is to prepare the student to handle the types of correspondence and forms most frequently found in modern offices. The 25 rules of alphabetic filing are presented in detail. No prerequisite.

OPR 102   **Speech Communication** **36**   **3**
Firmly believing that the communication skills of speaking and listening are key skills in any individual's career and social success, Speech Communication is offered as a must for today's secretary. The course includes verbal and non-verbal transactions, listening and the reasoning process. Intrapersonal, small-group and public communications are stressed. No prerequisite.

OPR 103   **Personnel Management** **36**   **3**
This course provides preparation for the role of a supervisor. This course evaluates the abilities of a student to be a supervisor, which involves delegation of duties, managing time, accomplishing goals and effective human relations through communication. Case studies and role-playing are utilized in teaching these supervisory tools.

PAR 101   **Corporate Law** ....**36**   **3** (night)
   24   **2** (day)
Corporations, partnerships, sole proprietorships are discussed, including formation, maintenance and dissolution of a corporation. Preparation of Articles of Incorporation and Certificates of Amendment, drafting and amending By-Laws are also covered.

PAR 102   **Family Law Practice** ....**36**   **3** (night)
   24   **2** (day)
Law as it relates to family - adoptions, custody, guardianship, property, divorce, juvenile.

PAR 103   **Real Estate Law** ....**36**   **3** (night)
   24   **2** (day)
Understanding the laws that govern buying and selling real property, landlord-tenant laws and rights; preparation of documents for real estate transactions.

Course Descriptions   Hours/Credits

PAR 104 **Legal Research and Writing** **120**   **10**
The course will give the student practical use of legal resource tools on the municipal, state and federal levels. Students will become familiar with the law library and its vast resources. They will be introduced to the preparation and drafting of, legal instruments and documents. This course will provide the major thrust of legal writing; however, the skills learned will be used and expanded in most other courses.

PAR104A **Legal Research and Writing** **58**   **5**
(see description above)

PAR 105 **Legal Terminology** **24**   **2**
This course provides the Paralegal Secretary with a thorough understanding of legal terminology used within the legal fields.

PAR 106 **Litigation** ....**36**   **3** (night)
                                                                                                                        24   **2** (day)
Civil procedure and civil litigation. Drafitng Summons, Complaints and Answers; prepare Motions; prepare Memoranda of Points and Authorities; draft Interrogatories and Answers; outline Deposition questions, digest and index Depositions.

PAR 107 **Criminal Law** ....**36**   **3** (night)
                                                                                                                        24   **2** (day)
Overview of the Criminal Justice System; the right to counsel; arrest, search and seizure; police interrogation and confessions, initiation of formal proceedings, formal proceedings, the criminal trial.

PAR 108 **Personal Injury** ....**36**   **3** (night)
                                                                                                                        24   **2** (day)
A look into the law as it relates to tort and personal injury. What constitutes assault, battery, defamation, trespass and their related civil actions.

PAR 109 **Consumer & Bankruptcy Law** ....**36**   **3** (night)
                                                                                                                        24   **2** (day)
Introduction to consumer laws - federal and state laws and regulations. Consumer Credit Practices Act, Debt Collection Act, etc. Overview of the procedural law of bankruptcy, the mechanics of drafiting and filing a bankruptcy petition.

PAR 110 **Securities Law** ....**36**   **3** (night)
                                                                                                                        24   **2** (day)
What constitutes a security and why are they regulated. The Securities Acts of 1933-1934. Registration process. Rule 144, exempted securities, liabilities.

PAR 111 **Contracts** ....**36**   **3** (night)
                                                                                                                        24   **2** (day)
Understanding the elements and fundamentals of a contract. Drafting contracts.

PAR 112 **Computer Research** **12**   **1**
This course will give the student the familiarization and skills necessary to become proficient with Lexis and/or WestLaw (computerized research databases).

PD 100 **Personal Development** **12**   **1**
This course helps prepare the receptionist/secretary program student for entrance into their chosen field. Topics of discussion will be dress, appearance, grooming, attitudes, employer-employee relations, etc.

Course Descriptions
Hours/Credits

PRO 100 **Computers in Business** 36   **3**
This course is designed to familiarize the student with the computer processing cycle. Hardware and software capabilities are discussed. Hands-on experience is generated.

PRO 103 **Computers in Management** 72   **6**
An introductory overviewcourse that presents the fundamentals of small business computer use as well as the latest trends and developments in automated office machines and electronic information processing. In addition, students will learn the fundamentals of selection of commercially produced software packages, and will learn beginning word processing.

PRO 901 **Introduction to Computers** 36   **3**
This course is designed to expose the student to the fundamentals of computer programming. The student learns how electronic data processing can facilitate accounting processes and management decision making. The basics of hardware and software for the personal computer, the IBM System 34 and System 36 are examined. A structured approach to business problem solving is taught which will be used to solve programming problems throughout the series of PRO 900 courses. No Prerequisite.

PRO 902 **BASIC Programming** 108   **8**
This course is an extenisve study of the Beginner's All-Purpose Symbolic Instruction Code computer language, including the fundamentals of BASIC, screen design, sorting and file handling.
Prerequisite: PRO 901 or consent of instructor.

PRO 903 **PASCAL Programming** 18   **1.25 (day)**
                                                                                                                         12   **1 (night)**
This course will introduce the student to the Pascal programming language. Structured programming concepts will be emphasized and implemented through a variety of exercises. The student will write several programs stressing business applications.
Prerequisite: PRO 901 & 902 or consent of instructor

PRO 904 **C Language Programming** 90   **6.25 (day)**
                                                                                                                         60   **4 (night)**
This course will introduce the student to the C language. Structured programming concepts will be emphasized and implemented through a variety of exercises. The student will write several programs stressing business applications.
Prerequisite: PRO 901 & 902 or consent of instructor

PRO 905 **COBOL Programming** 144   **10.5**
This course covers the fundamentals of computer programming using the Common Business Oriented Language, including batch and interactive programming, screen design and file access. Upon completion of this course the student is highly qualified to enter the field as an entry-level COBOL programmer.   Prerequisite: PRO 901 & 902 or consent of instructor

PRO 906 **RPG II Programming** 144   **10.5**
This course covers the fundamentals of computer programming using The Report Program Generator II language, including batch and interactive programming, screen design and file access. Upon completion of this course the student is highly qualified to enter the field as an entry-level RPG II Programmer.
Prerequisites: PRO 901 Language & PRO 902 or consent of instructor.

PRO 907 **RPG III Programming** 72   **5**
This course covers the fundamentals of computer programming using The Report Program Generator III language. Upon completion of this course the student is qualified to enter the field as an entyr-level RPG III programmer. Prerequisites: PRO 906 or consent of instructor.

Course Descriptions

Hours/Credits

PRO 908   **Assembly Programming** 36   **2.5**
The course covers the fundamentals of computer programming using the Assembly language, including program assembly, link editing skills and debugging techniques. The student will also be introduced to assembly macros and macro usage.
Prerequisites: PRO 901 Language & PRO 902 or consent of instructor.

PRO 920   **Operating Systems** 36   **3**
The student is introduced to various operating systems which are currently being used by companies to operate their computing facilities.
Prerequisites: PRO 901 , PRO 902 , 905 & 906

PRO 921   **System Design** 36   **3**
The system design course addresses the methods and techniques used by the analyst in conducting each of the phases of system design. Upon completion of the course the student will have received experience in designing and writing an actual system in languages learned in previous courses. Prerequisites: PRO 901 , PRO 902 , 905 & 906

PRO 922   **Database Design** 18   **1.5**
This course will introduce the student to principles of database design, including network and relational databases. Data base Management Systems (DBMS) will be discussed. The student will get practice using a database access program. Prerequisites: PRO 901 and PRO 902 or consent of instructor.

PRO 923   **Technical Writing** 36   **3**
This course will introduce the student to principles of writing technical documents including Design Documents, Functional Specifications and User Manuals. No prerequisites.

SW 100   **Speedwriting** 72   6
Introduction to Speedwriting - a shorthand system using letters of the alphabet and based on sound. Emphasis will be placed on speedwriting theory, practice and dictation.

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