

MOUNTAINWEST COMPUTER SCHOOL

1985



"UTAH'S LEADING COMPUTER PROGRAMMING CENTER"

General Catalog

1985

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Mountainwest Computer Schools
Volume II, Number 1, January 1985

**A Message
From The
President . . .**

Mountainwest Computer School offers comprehensive, career-oriented training in the specialized field of computer programming as it relates to today's use in business operations and data processing.

Mountainwest Computer School, through its faculty, graduates, and advisory board, will continue to adapt our educational program to the needs of our computerized business community. We strive to develop each student's own communication skills, interpersonal relations, planning and goal attainment to prepare them for the business environment. Our graduates have proven that the professional approach taken by our organization has helped them attain employment goals thought previously impossible.

I invite you to visit our facilities at your convenience to learn more about the job-oriented training program we offer that could lead you to the career satisfaction you've been looking for.

Chad L. Evans

Purposes

Since April 1982, Mountainwest Computer School has been offering comprehensive business oriented computer programming classes. The curriculum is designed to produce entry-level business computer programmers and to provide updating of knowledge in the rapidly changing world of business computing. The educational roles of the School are:

1. To provide instruction in computer programming languages used in a business setting.
2. To provide instruction in the business profession.
3. To teach the basic computer concepts.
4. To provide instruction in problem solving.
5. To promote student self-development in cooperation, leadership and other personal attributes.
6. To provide occupational skills for existing jobs in demand in the data processing industry.
7. To provide counseling, placement and other services for students as required and needed.

Philosophy

Mountainwest Computer School believes that within the data processing industry there is no substitute for actual "hands-on" experience. For this reason, the classes at Mountainwest Computer School have been designed to provide a practical, hands-on approach to learning. Our classes stress business applications of data processing and offer each student the precise, technical training necessary for today's data processing industry. We offer training that is (1) short-term, (2) based on business experience, (3) taught through a practical "hands-on" approach to learning, and (4) relevant to job placement in occupations that are currently available in this expanding technological field.

Mountainwest Computer School also believes that good instructors are the cornerstone of a successful training program. Our instructors are selected for their technical expertise, strong interpersonal skills and their ability to effectively teach data processing concepts.

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

A successful training program is not complete without the end results. Mountainwest graduates are expected to attain the necessary knowledge and programming skills for placement in jobs that are in demand in the data processing industry.

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

Physical Facilities

The Administrative and Admissions Offices, the Computer Laboratory and classrooms of Mountainwest Computer School are located at 3098 Highland Drive, Suite 100, Salt Lake City, Utah.

The space utilized is equipped to facilitate use by handicapped persons. Approximately 6,000 square feet of space are allocated to modern well-lighted and 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, 2 line printers and twenty terminals for student use.

Transportation & Parking

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

Housing

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

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.

Organization

Mountainwest Computer School is a private proprietary School, a subsidiary of Mountainwest Technology, Incorporated.

Board of Directors of Mountainwest Computer Schools

Chad L. Evans	President and Secretary
David Mock	Vice-President and Secretary
Michael K. Smith	Director
Keith A. Green	Director

Administration

Chad L. Evans	President - Executive Administrator
	Admissions Director
Keith A. Green	Director of School Operations
Lynn Cameron	Admissions Representative
Judi Rogers	Director of Placement
	BS University of Utah
Joyce Bawden	Administrative Assistant
Patricia Vigil	Accountant

Faculty

David Wright	Director of Training Instructor, Computer Programming, BASIC COBOL, RPG II, FORTRAN, Certified Information Systems, Auditor
Jim Soderberg	Assistant Director of Training Instructor, Computer Programming, BASIC & COBOL, Certificate Mountainwest Computer School
Scott Lindgren	Instructor, Computer Programming, COBOL
David Meyers	Instructor, Computer Programming, RPGII
Nicholas Baker	Instructor, Computer Programming, RPGII
Paul Jencks	Instructor, Computer Programming, INTRO-BASIC
Peggy McDonald	Assistant Instructor, RPGII Certificate, Mountainwest Computer School

**Educational
Objectives**

The educational objectives of Mountainwest Computer School are to:

1. Guide each student in attainment of intellectual and professional competence in the Data Processing industry. This competence is attained when a graduate has:
 - a. developed knowledge and skills required for beginning competence and job placement in entry level of computer programming;
 - b. acquired those self-reliant character elements that demonstrate a high personal code of ethics and 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 data processing industry.
3. Provide employer training in new languages and in other areas of computer oriented education.

Eligible To Train

- Veterans
- Utah Department of Vocational Rehabilitation Clients
- Private vocational Rehabilitation Clients
- All others who meet our entrance requirements

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.

All applicants must:

- a. Complete a General Information application.
- b. Complete orientation by the admission office.
- c. Complete the entrance exam.
- d. Complete and sign the Enrollment Agreement.
- e. Submit an official transcript from all previously attended educational institutions.

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

1. **Prior Educational Background.** A potential student should have a high school diploma, or equivalent, or that the applicant is beyond the age of compulsory school attendance and has the ability to benefit from the training offered. Ability to benefit is determined by an entrance exam to evaluate a prospective student's aptitudes for computer 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 desirable antecedents. Minimum skills are determined by the Admissions Director during orientation. You will be asked to submit a copy of your high school transcript within the first 30 days of classes.
2. **Employment Potential.** Each applicant is evaluated as to his or her potential for graduate employment in the data processing industry. Factors that should be considered are age, job history, professional appearance and prior educational background.
3. **Interest and Motivation.** Of prime importance is the student's desire to succeed. He or she must show evidence of a 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 attend classes, complete classroom projects, and participate in "hands-on" training. This time is most significant in acquiring the required skills in data processing. The more time invested, the better the opportunity for achieving success.
5. **Financial Stability.** An applicant must complete a family or personal financial statement to carefully evaluate his/her financial background to ascertain if he/she is in a position to incur this educational debt, while devoting the time and energy necessary to complete the program.

Academic Policies and Procedures

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

Mountainwest Computer School 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. Our address is:

Admissions Office
Mountainwest Computer School
3098 Highland Drive Suite 100
Salt Lake City, Utah 84106
(801) 485-0221

Financial Assistance

Mountainwest Computer School has three institutional loan programs. To apply for an institutional loan you must contact the main office and complete a credit application along with the admittance application forms. Loans are granted to those students who have been officially admitted to the school, who show a financial need for the loan and who are able to repay the loan. Applications for loans must 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.
 - a. The balance is paid in five (5) payments. The first payment is due the 1st day of class. The remaining payments are due the 1st day of each month thereafter until paid in full.
 - b. The balance is paid in ten (10) payments. The first payment is due the 1st day of class. The remaining payments are due the 1st day of each month thereafter until paid in full.
 - c. The balance is paid in monthly payments ranging from 18 to 30 months. The first payment is due 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 10% for deferred payment plans longer than a 10 month period.

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

Terms of payment may be varied by Mountainwest Computer School from time to time and person to person, however the tuition charges will be uniformly administered.

For additional information on these programs, contact the Admissions or the accounting office.

The school offers no scholarship programs.

Fees

Application Fee. This is a \$115.00 charge assessed to all applicants for admission.

Tuition. This is the total cost of the course excluding the \$115.00 application fee.

Down-payment or Deposit. This is the charge required to hold a position in a class which is to be paid at the time of enrollment.

Indebtedness. A student may be temporarily suspended from classes if he or she fails to meet his or her financial obligations due to the School. 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 payment becomes 60 calendar days past due, a student may be subject to termination.

Tuition and Fees. Tuition and fees charged for the program may be found in the insert - TUITION AND FEES SCHEDULE.

Cancellation and Refunds

Termination of student's attendance in a class before the end of the term 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 School by student; otherwise, refunds will be made within thirty (30) days from the date the School 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 CLASS. The cancellation and termination policies are as follows:

- a. **Rejection.** An applicant rejected by the School shall be entitled to a refund of all monies paid.
- b. **Three-Day Cancellation.** All monies paid by an applicant will be refunded if requested within three (3) business days after signing an Enrollment Agreement and making an initial payment.*
- c. **Other Cancellation.** An applicant subsequently requesting cancellation before the first day of classes shall be entitled a refund of all monies paid minus the application fee of \$115.00.
- d. For classes lasting longer than 16 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, 20% of stated tuition.
 3. After the first four weeks of classes, but within the first 25% of the course, by class hours, 45% of the stated tuition.
 4. Within the second 25% of the course, by class hours, 70 percent of the tuition plus.
 5. After 50%. No refunds or reductions of tuition will be given for students completing 50 percent or more of the course by class hours.

*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.

Repeating A Course

A student may repeat a course 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 Director and Instructor to repeat a course.

After completing the entire course, it can be repeated at 30% of the original cost of the current course. Acceptance is based on availability of class space and the consent of the Director and instructors.

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 Director and Instructors. 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 must officially notify the school in writing and must 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 the term becomes a withdrawal and the student's academic performance to the point of termination is evaluated and recorded on his/her permanent record.

Suspension and/or Termination By School

A student may be temporarily suspended from classes if he or she fails to meet his or her financial obligations due to the School. 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 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 School. Mountainwest reserves the right to terminate the enrollment of any student not abiding by the policies and regulations defined in this Catalog or other school publications.

Leave of Absence

A Leave is a temporary interruption of a student's educational pursuit. Only one Leave may be approved by the school during a student's enrollment.

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 approvable 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 his/her program and advised to re-start classes following close of the Leave. This will effect tuition and financial aid.

Grace Period

The School grants to all students a 30-calendar-day Grace Period immediately following their scheduled Graduation 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 hourly rate appropriate to his/her program. Such students must make arrangements with Administration to petition for "Continuing Student" status.

Graduation Requirements

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

1. All required classes in the student's program have been satisfactorily completed; 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.

Placement Assistance

Mountainwest Computer School is as successful as its graduates. Our reputation and ultimate growth are dependent upon producing high-caliber students and aiding them in gaining meaningful employment. For this reason, we maintain a vital interest in job placement of our graduates and matriculating students.

Graduating students receive placement assistance after satisfying all financial obligations due to the School. Job notices received by the school are posted and interviews may be arranged. Resume preparation and interview techniques are directly addressed in all basic class work. However, Mountainwest Computer Schools DOES NOT GUARANTEE a job to its graduates. The ultimate responsibility for finding employment lies with the student.

Classroom Policies

The intent of each course taught at Mountainwest Computer Schools is to provide our students with a professional, business-oriented training program in the field of data processing. The classroom policies and procedures are designed to provide an environment similar to that found in the data processing industry. Standards are established to enable our students to become comfortable with the expectations of the majority 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 School and an prospective employers who may choose to view our facilities while considering our graduates as employees.

Dress Code. Dress standards should comply with data processing industry standards. The field of data processing is a professional environment that often involves 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 and often the "first impression" made by the personal appearance of a job applicant is as important as academic and technical skills.

Classroom Policies

Attendance. Due to the intensive nature of our courses, successful completion virtually demands perfect attendance. When a student exceeds 10 percent inexcusable absenteeism for the available sessions (3 full days per month for veterans) in a class, the student is placed on probation for 30 days. A student can be absent no more than 15 percent of the total class days. After that, the student will receive a failing grade in the course and is subject to dismissal. Extenuating circumstances must be discussed before the class has elapsed, Makeup work is an individual matter and must be discussed with the instructor. Tardiness is not tolerated and will be handled on an individual basis by the instructor.

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

One (1) clock hour is equal to one fifty (50) minute class period.

Grading Policies

The grading policy of Mountainwest Computer Schools 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 (lowest passing mark)
F - Failure	
W - Withdrawal	
I - Incomplete	

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 that 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".

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 Director of the School and the summaries are placed on file for each course.

Certificate Program

Series 900 - Professional Computer Career Program (630) Hours

The Professional Computer Career Program is a twenty-one week certificate program for the data processing professional. The program includes instruction in four programming languages, i.e., BASIC, COBOL, RPGII, and FORTRAN. The program also covers an introduction to computer systems, introduction to accounting systems, Systems Design and Analysis and Operating Systems. The program prepares an individual to enter the data processing industry as entry-level professional programmer.

Program Requirements

	Day Courses	Evening Courses
Pro 901	Introduction to Computer Systems (30) hours	Pro 921 Introduction to Computer Systems (30) hours
Pro 902	BASIC Language (90) hours	Pro 922 BASIC Languages (90) hours
Pro 904	COBOL Language (150) hours	Pro 924 COBOL Language (150) hours
Pro 906	RPGII Language (120) hours	Pro 926 RPGII Language (120) hours
Pro 908	FORTTRAN Language (90) hours	Pro 928 FORTRAN Language (90) hours
Pro 909	Systems Design and Analysis (90) hours	929 Systems Design Analysis (90) hours
Pro 910	Operating Systems (60) hours	Pro 930 Operating Systems (60) Hours

Time to complete:

Day classes - 6 hours per day, 5 days per week for 21-22 weeks
 Evening classes - 3.5 hours per evening, 2 evening per week plus 7 hours of lab per week for 42-44 weeks
 Total classroom and lab clock hours - 630 hours

Upon completion, students are awarded certificates as Professional Computer Programmers.

Course Descriptions**Pro 901 & 921
Introduction to Computers, Accounting and Business Systems (30 hours)**

The Introduction to Computers course is designed to expose the student to the fundamentals of business and programming. The student learns how common business systems operate and how electronic data processing can facilitate accounting processes and management decision making. The basics of computer hardware and software are discussed. A structured approach to business problem solving is taught which will be used to solve programming problems throughout the 900 series of courses. A tour of a computer installation is usually scheduled the first week.

Day Class M T W TH F Six hours/day for 1 week
 Evening Class M W or T TH 6:00 to 10:00 for 2 weeks
 *plus 7-8 hours lab per week

**Pro 902 & 922
BASIC Language (90 hours)**

(Beginner's All-Purpose Symbolic Instruction Code)

This class is an extensive study of the BASIC Language, including the fundamentals of BASIC, indexed and direct file handling and screen design using a utility program. All topics are studied in detail with applications to business.

Prerequisite: Pro 901/921 or consent of instructor

Day Class M T W TH F six hours per day for 3 weeks
 Evening Class M W or T TH 6:00 to 10:00 for 6 weeks
 *plus 7-8 hours lab per week

**Pro 904 & 924
COBOL
Language
(150 hours)**

COmmon Business Oriented Language

This class covers the fundamentals of the COBOL Language plus interactive programming, screen design and subprograms. Upon completion of this course the student is highly qualified to enter the field as an entry-level COBOL programmer.

Prerequisite: Pro 902/922 or consent of instructor

Day class M T W TH F six hours per day for 5 weeks
Evening class M W or T TH 6:00 to 10:00 for 10 weeks
*plus 7-8 hours lab per week

**Pro 906 & 926
RPGII Language
(120 hours)**

Report Program Generator

This class offers exposure to several common business applications and closes with a comprehensive project utilizing acquired skills in both batch and interactive environments. In addition to the fundamental skills the class covers interactive programming, implementing both SRT and MRT programming. The course addresses operating systems in general and the operations control language.

Prerequisite: Pro 902/922 or consent of instructor

Day class M T W TH F 11:00 to 2:00 for 4 weeks
Evening class M W or T TH 6:00 to 10:00 for 8 weeks
*plus 7-8 hours lab per week

**Pro 908 & 928
FORTRAN
Language
(90 hours)**

The FORTRAN language is a high-level programming language with a mathematical orientation. In this course the student learns to solve business problems involving large numbers of mathematical calculations which process in simplified through the built-in features of FORTRAN. The student is exposed to interactive and batch FORTRAN programs.

Prerequisite: Pro 902/922 or consent from the instructor.

Day class M T W TH F six hours per day for 3 weeks
Evening class M W or T TH 6:00 to 10:00 for 6 weeks
*plus 7-8 hours lab per week

**Pro 909 & 929
Systems Design
and Analysis
(90 hours)**

The business systems design and analysis course addresses the methods and techniques used by the analyst in conducting each of the phases of the systems project. Upon completion of the course the student will have received experience in designing an actual system in addition to consolidating all previous courses.

Prerequisite: Pro 902/922, 904/924, 906/926, 908/928

Day class M T W TH F six hours per day for 3 weeks
*plus 10 hours lab per week
Evening class M W or T TH 6:00 to 10:00 for 6 weeks
*plus 7-8 hours lab per week

**Pro 910/930
Operating
Systems
(60 hours)**

The operating system is the heart and mind of a computer. The operating system coordinates and controls printing, entering of data and programs as well as data storage functions. In this course the student is exposed to fundamental operating systems, concepts of computer control, and the evolution of operating systems. Both small computer and large computer operating systems are presented.

Day Class M T W TH F Six hours/day for 2 week
Evening Class M W or T TH 6:00 to 10:00 for 4 weeks
*plus 7-8 hours lab per week

Fees Schedule

(January 1, 1985)

Application Fee

A \$115.00 Application Fee must accompany each application for admission. Twenty-five dollars (\$25.00) of this fee is non-refundable. The fee, once paid, entitles the student to begin classes within 6 months following receipt of the original application.

Tuition

Professional Computer Career Program (630 hours): \$3585.00

Includes the following: Lab Fees: \$320.00
Supplies: \$165.00
Books: \$100.00

**Individual Course
Fees**

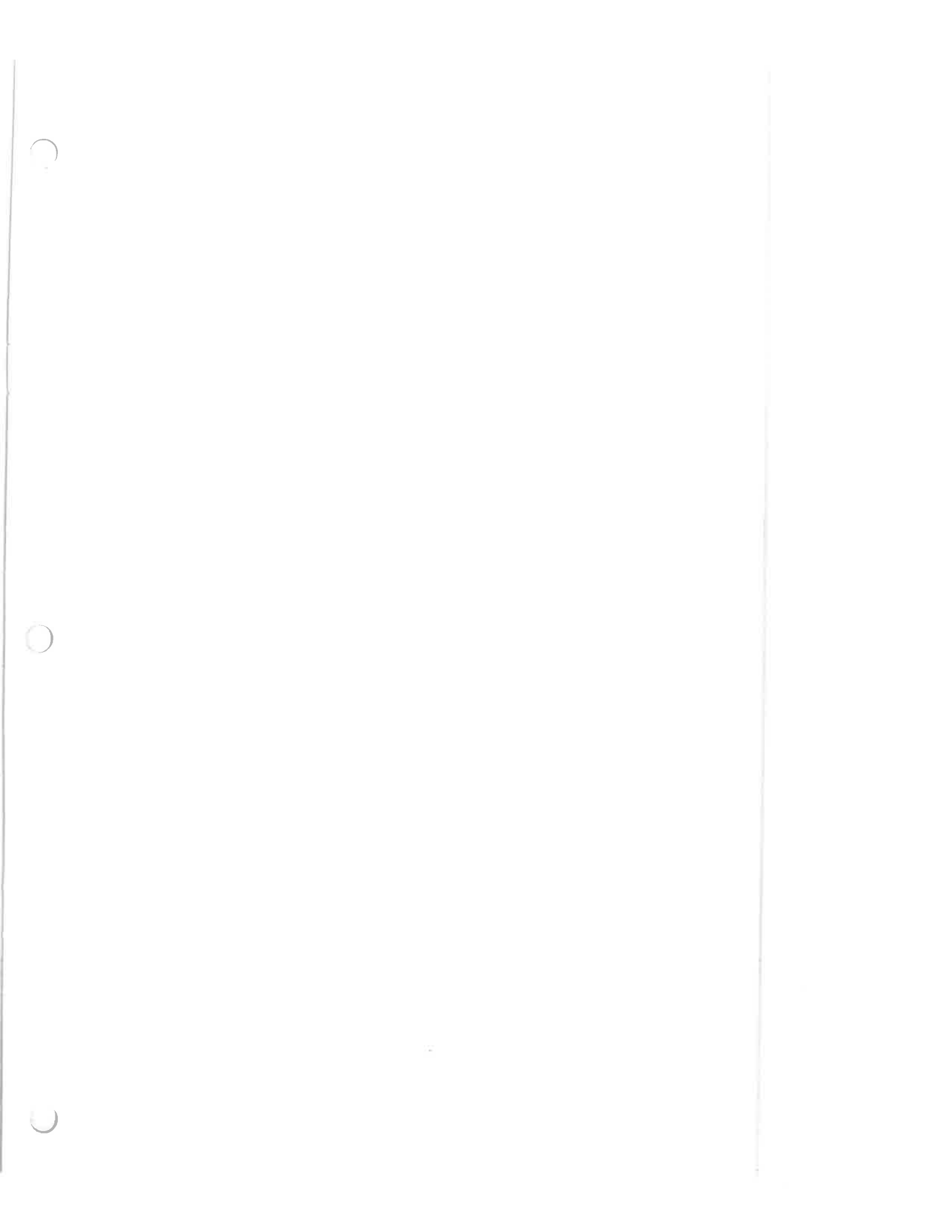
Introduction to Computer Systems (30 hours)
BASIC Language (90 hours) \$751
COBOL Language (150 hours) \$945
RPGII Language (120 hours) \$751
FORTRAN Language (90 hours) \$557
Systems Design & Analysis (90 hours) \$557
Operating Systems (60 hours) \$363
Application Fee for Individual Courses
(non-refundable) \$25

Individual Course Fees include books, supplies, lab fees.

Tuition charges are subject to change after notifications are completed to applicable State and Federal Agencies.

Notes

Notes





3098 Highland Drive Suite 100 Salt Lake City, Utah 84016
(801) 485-0221