

General Catalog

1987

Table of Contents

A Message From the President	2
Philosophy	3
Objectives	3
Accreditation and Approval	4
Physical Facilities	4
Organization	5
Faculty	5
Memberships	6
Academic Policies and Procedures	6
Admission Requirements	6-7
College Financing Programs	7-8
Financial Aid—Grants and Loans	8
Fees	8
Cancellation and Refunds	9
Repeating a Class, Transfers Withdrawals	9-10
Suspension and/or Termination by College	10
Graduation Requirements	11
Job Search & Career Counseling	11-12
Classroom Policies	12-13
Grading Policies	13
Disclosure of Education Records	14
Programs	16-24
Course Descriptions	25-32
Tuition and Fees Schedule	33
Academic Calendar & Holidays	33



Mountainwest College of Business and Technology
Volume II, Number 7, June, 1987

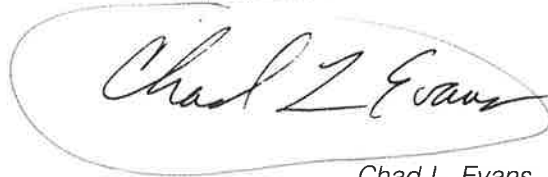
A Message From The President..

Mountainwest College of Business and Technology offers comprehensive, career-oriented business programs. Mountainwest is a progressive business college with a fresh new approach to career education. We are determined to make each program an innovative one, with the most contemporary training available.

Mountainwest College of Business and Technology has been accredited by the Accrediting Commission of the Association of Independent Colleges and Schools as a business school. This accreditation recognizes Mountainwest College for our integrity, quality of education and excellent levels of performance.

Mountainwest College is committed to the goal of educating and developing the total person. Programs are designed to help equip students with specific skills for their role as students and with specific life skills for discovering and developing their personal and career potential.

Mountainwest College, through its faculty, graduates, and administration will continue to adapt our educational programs to the needs of our 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.

A handwritten signature in cursive script that reads "Chad L. Evans". The signature is enclosed within a hand-drawn, irregular oval shape.

Chad L. Evans

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, and (4) relevant to occupations that are currently available in these fields.

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 and their ability to effectively teach business management techniques, computer programming concepts and office administration procedures.

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 willingness 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

- ESM CA
1. Guide each student in attainment of intellectual and professional competence in the business management, computer programming, paralegal, accounting and secretarial fields. The competence is attained when a graduate has:
 - a. developed knowledge and skills required for beginning competence and job placement in entry levels of business management, computer operation, programming, paralegal, accounting, and secretarial fields.
 - 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 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.



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. 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.

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.

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.

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.

Organization

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

Board of Directors of Mountainwest College

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

President, Director
Vice-President, Secretary, Director
Director
Director, Treasurer
Director

Administration

Chad L. Evans
Vaughn L. Belnap
~~Steve Teeter~~
Valerie Flandro
Dan Crandall
Kent Hilton
Karen Kelley
I. Bruce Schow
Trudy Picotte
Norma Wells

Mark Glines
~~David M. Mock~~

President
College Director
Academic Dean
Career Development
Career Development
Admissions Director
Receptionist
Accountant-Controller
Financial Aid Administrator
Administrative Assistant-Education
Department
Financial Aid Assistant
Chief Financial Officer

Faculty

Jan Oler

Department Head, Instructor
Administrative Office Education
B.S. Brigham Young University

Jim Soderberg

Department Head, Instructor
B.S. University of Utah

~~Carl Havens~~

Department Head, Instructor
Business Management
B.A. Brigham Young University

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

Eligible to Train

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

Memberships

- American Society for Training Development
- Utah Business Education Association
- National Business Education Association
- Data Processing Managers Association
- Institute for Certification of Computer Programmers (ICCP)
- Salt Lake City Chamber of Commerce
- National Association of Student Financial Aid Administrators
- Utah Association of Student Financial Aid Administrators
- American Society for Personnel Administrators
- Utah Private School Association
- American Management Association
- Association of Independent Colleges and Schools
- Utah Better Business Bureau

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, or that the applicant is beyond the age of compulsory school attendance and has 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 desirable 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.
3. **Interest and Motivation.** 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.

Admission Requirements (cont.)

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

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 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 assistance program that will fit your budget.

College Financing Programs (cont.)

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.

Fees

Registration Fee. This is a \$50.00 charge assessed to all students for admission.

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 and Fees. Tuition and fees charged for the programs may be found in the supplement which is an integral part of this catalog.

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.

*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

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.

Repeating a Class (cont.)

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.

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 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 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 approved in excess of 60 days is a Medical Leave; this must be verified in writing by the student's doctor.

approved
Leave

Leave of Absence (cont.)

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.

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.

Graduation Requirements

Students will be eligible to graduate and receive 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; 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 school or college is decided by that college or school and not Mountainwest College.

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. This program is not required for graduation.

Job Search & Career Counseling (cont.)

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.

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.

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.

enforced →

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.

Classroom Policies (cont.)

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 student must meet with the Dean and receive a signed re-enter slip to present to the instructor.

Tardiness cannot be tolerated -- therefore, 3 unexcused tardys will equal 1 unexcused absence in that class and five unexcused class period absences will equal one full unexcused absence. (Tardys 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 grade point average of 2.0 must be achieved for graduation.
W - Withdrawal	
I - Incomplete	

An Incomplete is a report indicating:

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

Disclosure of Educational Records

Adult students, parents 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.

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 Groups

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 allows all students (in ^{addition} to their advisor groups, the Quality Circle program, etc.) ^{the ability to make suggestions, and} know that their signed suggestion will be considered and the student will receive a verbal response from the appropriate College employee.

offers opportunity

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4-Day Week "Plus Friday"

All full-time programs at Mountainwest College are scheduled on a 4-day class schedule. All classes meet Monday through Thursday with no regularly scheduled classes on Fridays. If additional help is needed, the faculty and facilities are available and 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 your grades and progress are satisfactory and you don't need assistance then you have a 3-day weekend every week for work or leisure.

Lab
opens
9:30 a

and

is not
needed

redundant

Newsletter

Once each week, a weekly newsletter is published for all students and faculty. Items featured include student activities, student success, and responses to items placed in suggestion boxes.



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	36	3
KYB	100	Intro to Keyboarding	48	4
KYB	101	Keyboarding and Wordprocessing	96	8
MS	100*	Master Student	36	3
JS	101*	Job Search Preparation	20	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 360 30

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 than 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.

*Not required for graduation and not included in hours required

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	56	4.5
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	36	3
OPR	102	Speech Communication	36	3
OPR	103	Personnel Management	36	3
PRO	100	Computers in Business	18	1.5
KYB	101	Keyboard, word processing, dictaphone	180	15
MS	100	Master Student	36	3
JS	100*	Job Search Preparation	20	1.5

Time to Complete:

Day Classes: 7 hours per day, 4 days per week for approximately 24 weeks.

Total classroom and lab hours required for graduation 650 54

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.

*Not required for graduation and not included in hours required.

Diploma Program

Paralegal Secretary

Paralegal Secretary studies at Mountainwest College prepare graduates for many challenging entry-level positions with bankers, corporate lawyers, government 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
MS	100	Master Student	36 3
ATG	99	Secretarial Accounting	56 4.5
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	36 3
OPR	102	Speech Communications	36 3
OPR	103	Personnel Management	36 3
KYB	101	Keyboarding, word processing, dictaphone	180 15
PAR	101	Corporate Law	24 2
PAR	102	Domestic/Family Law	24 2
PAR	103	Real Property Law	24 2
PAR	104A	Legal Research and Writing	58 5
PAR	105	Legal Terminology CONTRACT LAW	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
JS	100*	Job Search Preparation	20 1.5
PRO	100	Computers in Business	18 1.5

Time to Complete:

Day Classes: 7 hours per day, 4 days per week for approximately 8 months.

Total classroom and lab hours required for graduation	900	75
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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.

*Not required for graduation and not included in hours required

Diploma Program

Paralegal Studies

Short

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	24	2
PAR	102 Domestic/Family Law	24	2
PAR	103 Real Property Law	24	2
PAR	104 Legal Research and Writing	120	7 10
PAR	106 Litigation	24	5 2
PAR	107 Criminal Law	24	2
PAR	108 Personal Injury	24	2
PAR	109 Consumer & Bankruptcy Law	24	2
PAR	110 Securities Law	24	2
PAR	111 Contracts	24	2
PAR	112 Computer Research	24	2
MS	100* Master Student	36	3
JS	101* Job Search Preparation	20	1.5

Time to Complete:

Night Classes: 4 hours per evening, 3 evenings a week for 30 weeks.

Total classroom and lab hours required for graduation 360 30

Upon completion, students are awarded a Diploma in Paralegal Studies

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

*Not required for graduation and not included in hours required

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	
MTG	100	Intro to Business	36	3
ENG	102	Basic English Review	36	3
ATG	100	Accounting I	36	3
ATG	101	Accounting II	36	3
ENG	102	Communication (oral & written)	72	6
LAW	100	Business Law	36	3
MAT	100	Business Math	36	3
MGT	101	Management/Supervision	72	6
MGT	106	Retail Management	36	3
MGT	110	Business Practicum	38	3
MKT	100	Marketing Principals	72	6
PRO	103	Computers in Management	72	6
ECC	100	Economics	36	3
JS	100*	Job Search Preparation	20	1.5
MS	100	Master Student	36	3

Time to Complete:

Day Classes: 7 hours per day, 4 days per week for approximately 24 weeks.

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

Total classroom and lab hours required for graduation 650 54

Upon completion, students are awarded a Diploma in Business Management

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

*Not required for graduation and not included in hours required.

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 Clerk, 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
-	MS	100	Master Student	36	3
	ENG	102	Oral and written Communications	72	6
	MGT	100	Intro to Business	36	3
	ENG	103	Basic English Review	36	3
	ATG	100	Accounting I	36	3
	ATG	101	Accounting II	36	3
	LAW	100	Business Law	36	3
	ECC	100	Economics	36	3
	ATG	200	Accounting III	36	3
	ATG	201	Tax Accounting	36	3
	ATG	202	Managerial Accounting	36	3
	ATG	301	Computerized Accounting I	36	3
			(Intro and Word Perfect)		
-	ATG	302	Computerized Accounting II	36	3
			(spread sheet)		
	ATG	203	Corporate Accounting (Intermediate) .	36	3
	ATG	303	Computerized Accounting III	36	3
			(Automated Accounting)		
	ATG	204	Comprehensive Practice Set	36	3
	ATG	205	Financial Accounting I	72	6
	JS	100*	Job Search Preparation	20	1.5

Time to Complete:

Day Classes: 7 hours per day, 4 days per week for approximately 26 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

*Not required for graduation and not included in hours required

Diploma Program

Hospitality Management

The Hotel, Motel and Restaurant diploma program prepares the student to enter entry-level positions in the hospitality management area. The student will have the opportunity to master skills in supervision, accounting, law, sales, energy management, beverage service, and convention management.

Program Requirements			Hours/Credits	
HMTG 100	Introduction to Hospitality Mgmt.	36	3	
HMTG 250	Human Relations/Supervisory Development I ..	72	6	
HMTG 252	Communications/Supervisory Development II ..	72	6	
HMTG 260	Accounting for the Hospitality Industry	36	3	
HMTG 332	Front Office Management	36	3	
HMTG 348	Food and Beverage Service	36	3	
HMTG 354	Training/Supervisory Development III	72	6	
HMTG 370	Marketing of Hosp. Services	36	3	
HMTG 382	Hotel/Motel Energy Management	36	3	
HMTG 390	Hotel/Restaurant Law	36	3	
HMTG 405	Hotel/Restaurant Sales Promotion	36	3	
HMTG 429	Convention Management & Service	36	3	
HMTG 430	Restaurant Management	74	6	
MS 100	Master Student	36	3	
JS 100*	Job Search Preparation	20	1.5	

Time to Complete:

Day Classes: 7 hours per day, 4 days per week for approximately 23 weeks.

Evening Classes: 4 hours per evening, 3 evenings per week for 54 weeks.

Total classroom and lab hours required for graduation	650	54
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Upon completion, students are awarded a Diploma in Hospitality Management

Diploma Program

Computer Programming

Day

The Professional Computer Programming diploma course includes seven programming languages and covers an introduction to accounting and 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	PASCAL Programming	54 3.75
PRO	904	C Language Programming	54 3.75
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	System Design	54 4.5
PRO	922	Database Design	18 1.5
PRO	923	Technical Writing	36 3
ATG	100	Accounting I	36 3
ATG	101	Accounting II	36 3
MS	100	Master Student	36 3
JS	101*	Job Search Preparation	20 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 Advanced Professional Computer Programming.

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

*Not required for graduation and not included in hours required

Diploma Program

Computer Programming

Night

The Professional Computer Programming diploma 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	PASCAL Programming	36 2.5
PRO	904	C Language Programming	36 2.5
PRO	905	COBOL Programming	144 10.5
PRO	906	RPG II Programming	144 10.5
PRO	920	Operating Systems	36 3
PRO	921	System Design	54 4.5
PRO	922	Database Design	18 1.5
ATG	100	Accounting I	36 3
ATG	101	Accounting II	36 3
MS	100	Master Student	36 3
JS	101*	Job Search Preparation	20 1.5

Time to Complete:

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

Total classroom and lab hours required for graduation	720	55
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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.

*Not required for graduation and not included in hours required

Course Descriptions

Hours/Credits

ATG 99	Secretarial Accounting	56	4.5
	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	Accounting I	36	3
	This course provides 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. No prerequisite.		
ATG 101	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	Accounting III	36	3
	This course is a continuation of Accounting II. This course covers corporations, stocks, bond, ratios, financial statement analysis, cash flow, statement of changes in financial position, introduction to cost accounting and break-even points.		
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	Managerial/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	36	3
	This course covers accounting procedures and current rules of the AICPA and SEC for accounting reporting. It includes discussions on fixed assets, bank reconciliations, and inventory. Corporate stock transactions, 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 operation of a small business along with quarterly reporting and year end tax preparation.		
ATG 205	Financial 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 & long-term), mergers and acquisitions will be discussed. Also, the audit and audit trail will be analyzed.		
ATG 301	Computerized Accounting I	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 through application programs and DOS exercises.		

Course Descriptions

Hours/Credits

ATG 302	Computerized Accounting II	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 introduced to procedures to merge and organize files and extract information as needed for integrated software.		
ATG 303	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.		
BSM 100	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.		
ENG 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 communicate 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	Oral & Written Communication for Management	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 quantity.		
HMTG 100	Introduction To The Hospitality Industry	36	3
	This course provides a basic understanding of the lodging and food service industry by tracing the industry's growth and development, reviewing the organizations, and by focusing on industry opportunities and future trends.		
HMTG 250	Human Relations/Supervisory Development I	72	6
	Prepares the student for the transition from employee to supervisor, including how to handle difficult employees, implement motivational techniques, and conduct performance evaluations.		

Course Descriptions

Hours/Credits

HMTG 252	Communication/Supervisory Development II	72	6
	Explains the development and implementation of communication skills and group interaction techniques involved in basic interpersonal relationships in the hospitality industry		
HMTG 260	Basic Accounting For The Hospitality Industry	36	3
	Presents a basic introduction to accounting focusing on the steps in the accounting cycle. Emphasizes understanding the preparation of financial statements. Consideration is also given to accounting for expenses, fixed assets, inventory, equities, sales and payroll.		
HMTG 332	Front Office Procedures	36	3
	This course presents a systematic approach to front office procedures by detailing the flow of business through a hotel beginning with the reservation process and ending with billing and collection procedures. The course also places front office procedures within the context of the overall operation of a hotel and examines front office management, the process of handling complaints, and concerns regarding hotel safety and security.		
HMTG 348	Food And Beverage Service	36	3
	This course provides students with practical skills and knowledge for effective management of food and beverage service in outlets ranging from cafeterias and coffee shops to room service, banquet areas, and high-check-average dining rooms. Presents basic service principles while emphasizing the special needs of guests.		
HMTG 354	Training/Supervisory Development III	72	6
	Considers the assessment and analysis of training needs, the systematic design of instruction, the evaluation of training programs, and management of the training function.		
HMTG 370	Marketing of Hospitality Services	36	3
	This course is designed to provide students with basic knowledge and practical experience which will enable them to develop strategic marketing plans for hotel/restaurant properties.		
HMTG 382	Hotel/Motel Energy Management	36	3
	Explains why an energy problem exists, describes its impact on the hospitality operations, and provides a practical approach to the development and implementation of an energy management program.		
HMTG 390	Hotel/Restaurant Law	36	3
	Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper, and illustrates the possible consequences of failure to satisfy legal obligations.		
HMTG 405	Hotel/Restaurant Sales Promotion	36	3
	Presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit picture of a hospitality operation. Emphasis is on producing business at a profit. It teaches how to measure and gauge accurately the precise worth of every type of business in advance.		
HMTG 429	Convention Management And Service	36	3
	Defines the scope and various segments of the convention market, explains what is required to meet individual needs, and, most importantly, explores methods and techniques that lead to better service.		

Course Descriptions

Hours/Credits

HMTG 430	Restaurant Management	36	3
	This course provides the student with a clear understanding of restaurant management including personnel management, facilities, equipment, accounting techniques, inventory, purchasing, menu planning, staffing and customer service.		
JS 100	Job Search Preparation	20	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. This is not required for graduation, and is a no-charge program for all students. No prerequisite.		
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)
	This course is devoted to developing the secretarial student's mastery 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 type-written correspondence in the business office environment. The student will 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. Prerequisite: 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, markons and markdowns, bank reconciliations and inventories. This class also introduces the student to accounting principles. No prerequisite		
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		

Course Descriptions

Hours/Credits

MGT 100	Introduction to Business	36	3
	Introduction to Business presents an overview of basic business concepts and principles with an emphasis on systems, environments and current trends.		
MGT 101	Management Principles	72	6
	Functions of management are the focal point of this course. Students are taught planning, organizing, staffing, directing and control 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't's 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.		
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	38	3
	This is a capstone that integrates the Business Management courses. It is designed to provide the student with simultaneous confrontation with several issues in order to prepare the student with problem solving skills for the practical business environment. Guest speakers and field trips are a part of this experience. Prerequisites: MGT 100, MKT 100		
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 strategies, 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. No prerequisite.		
OPR 101	Records Management	36	3
	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. Four methods of managing records: alphabetic, numeric, subject and geographic, are presented in detail. The student will also be introduced to the use of microfilming machines used in business through lecture and field trips to facilities using microfilm equipment. Prerequisite: OPR 100.		
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, interpersonal small-group and public communications are stressed. No prerequisite.		

Course Descriptions

Hours/Credits

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	24	2
	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	Domestic/Family Law	24	2
	Law as it relates to the family-adoptions, custody, guardianship, property, divorce, juvenile.		
PAR 103	Real Property Law	24	2
	Understanding the laws that govern buying and selling real property; landlord-tenant laws and rights; preparation of documents for real estate transactions.		
PAR 104	Legal Reseach and Writing	84	7
	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. An introduction to, and 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.		
PAR 104A	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	60	5Night
		24	2Day
	Civil procedure and civil litigation. drafting 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	24	2
	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	24	2
	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	24	2
	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 drafting and filing a bankruptcy petition.		
PAR 110	Securities Law	24	2
	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	24	2
	Understanding the elements and fundamentals of a contract. Drafting contracts.		

Course Descriptions

Hours/Credits

PAR 112	Computer Research	24	2
	This course will give the student the familiarization and skills necessary to become proficient with Lexis and/or West-law (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.		
PRO 100	Computers in Business I	18	1.5
	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
	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 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 extensive 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	54	3.75(Day)
	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	54	3.75(Day)
	This course will introduce the student to the C 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 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. Prerequisites: PRO 901 & PRO 902 or consent of instructor.		

Course Descriptions

Hours/Credits

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 from 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 entry-level RPG III programmer. Prerequisite: PRO 906 or consent of instructor.	
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 & 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, 902 & 905 or 906 or consent of instructor.	
PRO 921	System Design	54 4.5
	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, 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 & 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.	

Tuition and Fees Schedule Registration Fee

A \$50.00 Registration Fee must accompany each application for admission. This 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 page 9.

**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.*

Tuition

The tuition schedules are 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.

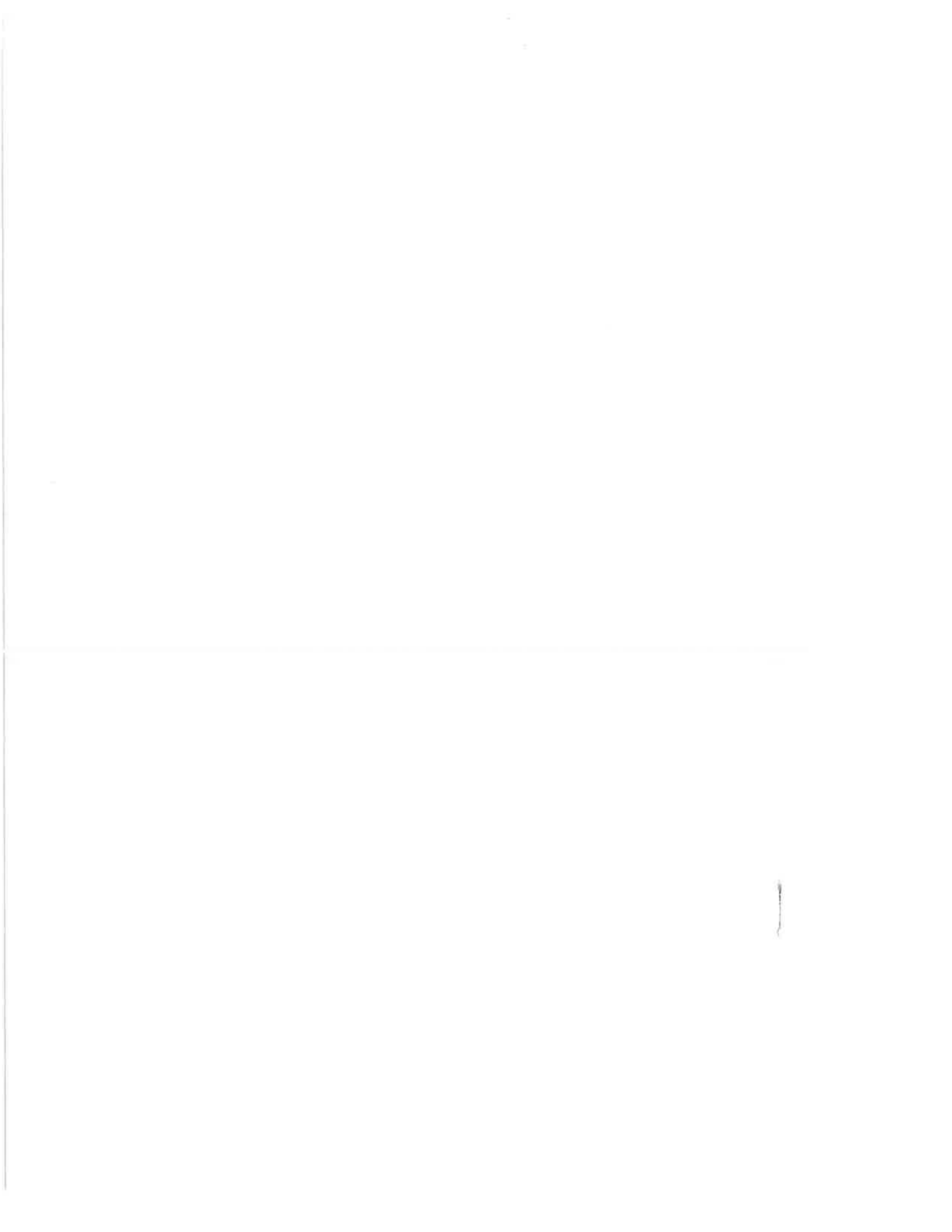
Academic Calendar 1987

The 1987 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

December 23,-January 4, 1987	Christmas Break
January 1, 1987	New Year's Day
February 16, 1987	President's Day
May 25, 1987	Memorial Day
July 4, 1987	Independence Day
July 24, 1987	Pioneer Day
September 7, 1987	Labor Day
November 26 & 27, 1987	Thanksgiving
December 23,-January 3, 1988	Christmas Break

See catalog supplement for additional scheduling dates.





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