

General Catalog

1985-86

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Mountainwest College of Business and Technology
Volume II, Number 3, July 1985

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

Mountainwest College of Business and Technology offers comprehensive, career-oriented training in the specialized fields of computer programming and secretarial science as they relate to today's use in business operations and data processing.

Mountainwest College, through its faculty, graduates, and advisory board, will continue to adapt our educational programs 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 learn more about the job-oriented training programs we offer that could lead you to career satisfaction.



Chad L. Evans

Purposes

Since April 1982, Mountainwest College of Business and Technology (formerly called Mountainwest Computer School), has been offering comprehensive business oriented computer programming classes. The curriculum is designed to produce entry-level business computer programmers and administrative secretaries 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 operations and 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 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 College believes that within the data processing industry there is no substitute for actual "hands-on" experience. For this reason, the classes at Mountainwest College have been designed to provide a practical, hands-on approach to learning. Our classes stress business applications of computer programming, operations and secretarial science, 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 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 computer programming concepts and secretarial procedures.

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

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

Accreditation and Approvals

Mountainwest College is accredited by the Accrediting Commission of the Association of Independent Colleges and Schools (AICS), Washington, D.C. Approvals are granted by the U.S. Department of Education for participation in student aid programs and the U.S. Department of Immigration and Naturalization for foreign students.

Physical Facilities

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

The space utilized is equipped to facilitate use by handicapped persons. Approximately 8,000 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 22 terminals. The Secretarial Science Laboratory houses Decision Data PC terminals which interact with the System/36 computer. Typewriter stations are also located in the secretarial science laboratory.

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.

Organization

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

Board of Directors of Mountainwest College

Chad L. Evans	President and Treasurer
David M. Mock	Vice-President and Secretary
Kenneth M. Woolley	Director
Keith A. Green	Director

Administration

Chad L. Evans	President - Executive Administrator
Keith A. Green	Director of School Operations
Kent Hilton	Admissions Representative
Lynn F. Cameron	Admissions Representative
Linda Mills	Admissions Representative
Vaughn Belnap	Director of Placement
Joyce Bawden	Administrative Assistant
Patricia Vigil	Financial Aid Administrator

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
David Myers	Instructor, Computer Programming, RPGII Certificate, Control Data Institute
Paul Jencks	Instructor, Computer Programming, INTRO-BASIC Certificate, Mountainwest Computer School
Peggy McDonald	Assistant Instructor, RPGII Certificate, Mountainwest Computer School B.A., University of California - Davis

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

Educational Objectives

The educational objectives of Mountainwest College are to:

1. Guide each student in attainment of intellectual and professional competence in the computer programming and secretarial fields. This competence is attained when a graduate has:
 - a. developed knowledge and skills required for beginning competence and job placement in entry levels of computer operation, programming and secretarial positions;
 - 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 and secretarial fields.
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

Memberships

- Data Processing Managers Association (DPMA)
- Institute for Certification of Computer Programmers
- Salt Lake City Chamber of Commerce
- National Association of Student Financial Aid Administrators

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. 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. 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 advised to evaluate his or her potential for graduate employment in the data processing computer programming industry or secretarial fields. 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 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 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.

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 Director and Instructor to repeat a class.

After completing the 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 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 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.

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 affect tuition and financial aid.

Grace Period

The College 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 obligation due to the school have been satisfied.

Placement Assistance

Mountainwest College 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 College. 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 College *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 College is to provide our students with a professional, business-oriented training program. The classroom policies and procedures are designed to provide an environment similar to that found in the data processing and secretarial fields. 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 data processing and secretarial standards. The fields of data processing and secretarial are professional environments that often involve considerable public contact. Appropriate dress is characterized by cleanliness and neatness. Dress for the classroom should be consistent with good taste and should represent each individual positively to prospective employers, classmates, instructors and the public at large. Furthermore students should keep in mind that prospective employers visit Mountainwest College and often the "first impression" made by the personal appearance of a job applicant is as important as academic and technical skills.

Classroom Policies

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 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 an emergency may be called.

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

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 (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.

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 other parties with the exceptions of Accrediting Commissions or government agencies so authorized by law.

Certificate Program

Series 900 - Professional Computer Career Program (720 Hours)

The Professional Computer Career Program is a twenty-four 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 an entry-level professional programmer. Some graduates may receive employment as entry level computer operators.

Program Requirements

	Day Course	Evening Course
Pro 901	Introduction to Computer Systems (30 hours)	Pro 921 Introduction to Computer Systems (30 hours)
Pro 902	BASIC Language (150 hours)	Pro 922 BASIC Languages (150 hours)
Pro 904	COBOL Language (180 hours)	Pro 924 COBOL Language (180 hours)
Pro 906	RPGII Language (120 hours)	Pro 926 RPGII Language (120 hours)
Pro 908	FORTRAN Language (90 hours)	Pro 928 FORTRAN Language (90 hours)
Pro 909	Systems Design and Analysis (90 hours)	Pro 929 Systems Design and 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 24 weeks

Evening classes - 4 hours per evening, 2 evenings per week plus 7-8 hours of lab per week for 48 weeks

Total classroom and lab clock hours - 720 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 6 hours per 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

Administrative Secretarial Science

The Administrative Secretarial Science certificate program prepares the student to work with business executives who demand qualified secretarial skills accompanied by a thorough understanding of the computerized office. The student will master skills in typing, word processing and interactive computer functions for automation of office information utilizing the IBM System/36 computer.

Program Requirements

Typ 100 Secretarial Typewriting (60 hours)	Opr 103 Business Machine Operation (15 hours)
Typ 101 Advanced Secretarial Typewriting (60 hours)	Atg 100 Secretarial Accounting (120 hours)
Eng 100 English Grammar and Spelling (60 hours)	Pro 100 Introduction to Computer Systems (10 hours)
Eng 101 Vocabulary and Business Letter Writing (60 hours)	Pro 100 Word Processing (120 hours)
Opr 100 Office Procedures (60 hours)	Pro 102 Interactive Computer Operations - Data File Extraction and Manipulation (110 hours)
Opr 101 Microfilm Processing (30 hours)	
Opr 102 Dictaphone Transcription (15 hours)	

Time to complete:

Day classes - 6 hours per day, 5 days per week for 24 weeks
 Evening classes - 4 hours per evening, 4 evenings per week
 for 48 weeks

Total classroom and lab clock hours - 720 hours

Upon completion, students are awarded a certificate as an Administrative Secretary.

Course Descriptions

Typ 100 Secretarial Typewriting (60 hours)

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, typewriter letter styles, tables and reports. The student will be expected to type 30 gross words per minute on a five-minute timed writing with five or less errors.

No prerequisite

Typ 101 Advanced Secretarial Typewriting (60 hours)

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 typewritten correspondence in the business office environment. The student will be expected to type a minimum of 50 gross words per minute and a preferred speed of 65 gross words per minute on a five-minute timed writing with five or less errors.

Prerequisite: Type 100 or consent of instructor

**Eng 100
English Grammar
and Spelling
(60 hours)**

This basic English course covers the fundamental principles of grammar and usage, spelling, business correspondence, verbal and written office communications and writing techniques.

No prerequisite

**Eng 101
Vocabulary and
Business Letter
Writing
(60 hours)**

Vocabulary improvement through the study of prefixes, suffixes and roots are stressed with practical application of their uses in business letter writing and correspondence.

Prerequisite: Eng 100 or consent of instructor

**Opr 100
Office Procedures
(60 hours)**

This course gives the student a comprehensive five-part series consisting of the following areas: Office Procedures I - The Working Environment and the Efficient Secretary; Office Procedures II - The Secretarial Duties; Office Procedures III - Filing, Phone Technique; Office Procedures IV - Written Communications; and Office Procedures V - Preparing for Employment.

No prerequisite

**Opr 101
Microfilm
Processing
(30 hours)**

The student will be trained in the use of various microfilm processes used in business. The filing, safe storage, and use of microfilm for information retrieval will be stressed.

No prerequisite

**Opr 102
Dictaphone
Transcription
(15 hours)**

This is an individualized course consisting of a classroom presentation of the dictaphone machine and its uses combined with ten lab assignments to be completed by the student during the program stressing accurate transcription using the dictaphone.

Prerequisite: Typ 100 or consent of instructor

**Opr 103
Business
Machine
Operation
(15 hours)**

This is an individualized course consisting of a classroom presentation of the 10-key business accounting machine and its use combined with ten lab assignments to be completed by the student during the program stressing accurate use of the machine's mathematical capabilities.

No prerequisite

**Atg 100
Secretarial
Accounting
(120 hours)**

This course provides the Secretarial Science 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

**Pro 100
Introduction to
Computer
Systems
(10 hours)**

The Introduction to Computer Systems course is designed to show the student how business computer systems operate and how electronic data processing can facilitate accounting processes and management decision-making. The basics of computer hardware and software are discussed, and the student is introduced to access procedures on the IBM System/36.

No prerequisite

**Pro 101
Word Processing
(120 hours)**

Utilizing personal computers, the student will learn to proficiently produce many types of office correspondence and documentation. The student will learn aspects of word processing; including creating documents, revising documents, checking documents for spelling errors, tabulating columns of numbers in documents and merging names, addresses and other information with an office document. The student will learn the basic commands of the word processor including those which move and copy paragraphs, move margins, and highlight important items. Basic concepts common to all word processors will be reviewed.

**Pro 102
Data File
Extraction and
manipulation
(110 hours)**

This course will provide an insightful examination of how information can be manipulated within a computer and how to merge this information with various forms of office correspondence. The latest technology in data and file handling, storage, organization and extraction will be taught to the student. The student will learn the necessary commands to properly extract and organize data from computer files on the IBM System/36.

Registration Fee**Tuition and Fees Schedule**

(July 1, 1985)

A \$100.00 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 8.

**Unless the applicant is rejected by the school. 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 brochure which is a supplement to the Mountainwest College Catalog and is an integral part of its contents. The catalog is not complete without the supplement.

**Academic
Calendar
1985-86**

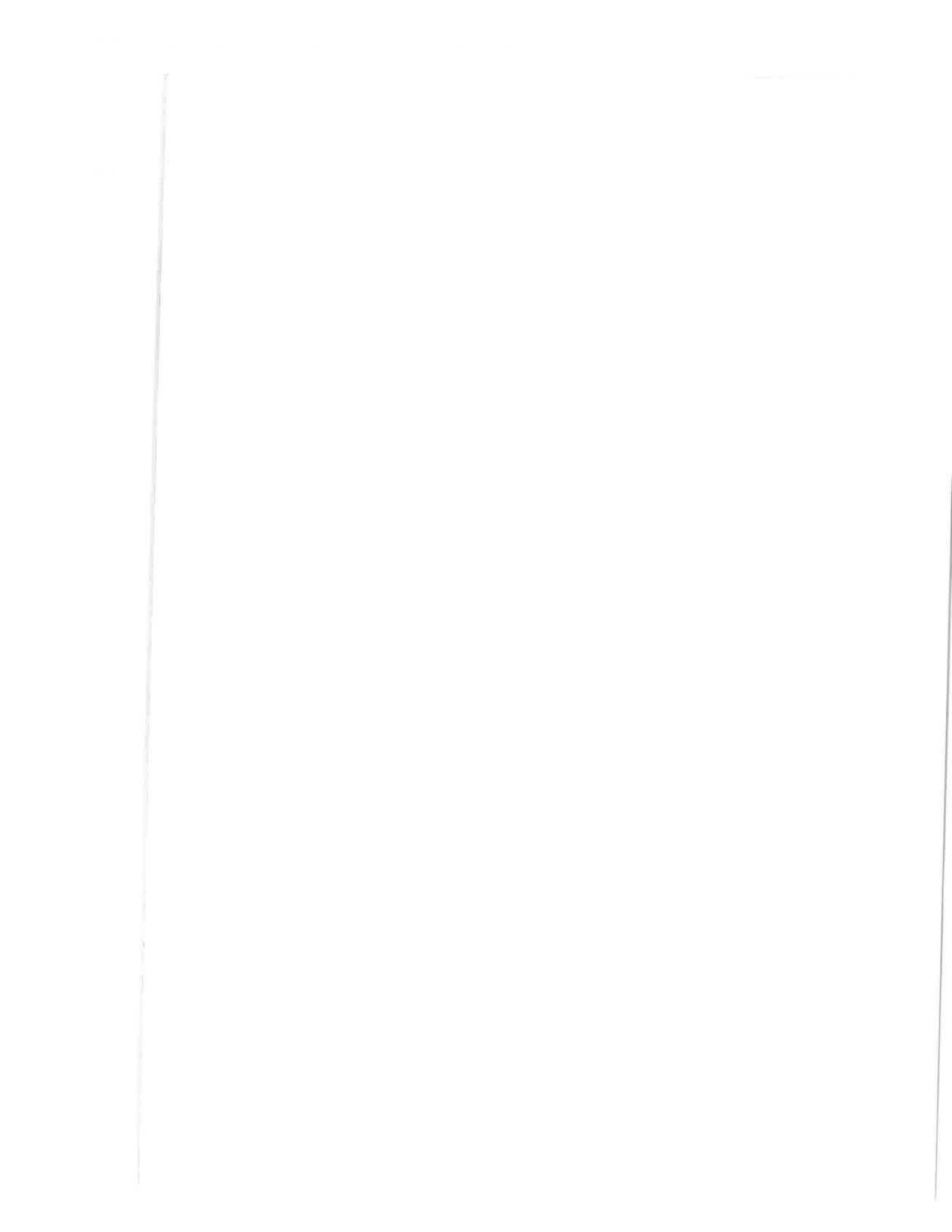
The 1985-86 Academic Calendar is printed in a separate brochure which is a supplement to the Mountainwest College Catalog and is an integral part of its contents. The catalog is not complete without the supplement.

Holidays

July 4, 1985	Independence Day
July 24, 1985	Pioneer Day
September 2, 1985	Labor Day
November 20 & 29, 1985	Thanksgiving
December 21-25, 1985	Christmas Break
January 1, 1986	New Year's Day
February 17, 1986	President's Day
March 28, 1986	Good Friday
May 26, 1986	Memorial Day

Notes

Notes





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