



Davis Applied Technology College

A UCAT Campus
 550 E 300 S, Kaysville 84037
 Phone: 593-2500



Managing Bookkeeper

Catalog Year: 2012

| Adult Student Tuition and Fees | | | | | |
|-------------------------------------|--|-------|-----------------------------|----------------------|----------|
| Core Courses (1490 hours required) | | | | | |
| Course No. | Course Title | Hours | Tuition & Fees ¹ | Lab Fee ² | Total |
| BTEC 1110 | Computer Literacy | 90 | \$207.00 | \$0.00 | \$207.00 |
| ACCT 1020 | Business Calculations | 60 | \$138.00 | \$0.00 | \$138.00 |
| ACCT 1300 | Core Concepts of Accounting | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 1142 | Spreadsheet Applications I (MS Excel 2010) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 2142 | Spreadsheet Applications II (MS Excel 2010) | 60 | \$138.00 | \$0.00 | \$138.00 |
| ACCT 1311 | QuickBooks for the Non-Accountant | 90 | \$207.00 | \$0.00 | \$207.00 |
| ACCT 1330 | Accounting I | 60 | \$138.00 | \$0.00 | \$138.00 |
| ACCT 1340 | Accounting II | 60 | \$138.00 | \$0.00 | \$138.00 |
| ACCT 1400 | Understanding Financial Statements | 30 | \$69.00 | \$0.00 | \$69.00 |
| BTEC 1132 | Word Processing Applications I (MS Word 2010) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 2132 | Word Processing Applications II (MS Word 2010) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 1510 | Business English | 90 | \$207.00 | \$0.00 | \$207.00 |
| BTEC 1540 | Business Law and Ethics | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 1162 | Electronic Presentations (MS PowerPoint 2010) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 1152 | Database Applications I (MS Access 2010) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 2152 | Database Applications II (MS Access 2010) | 60 | \$138.00 | \$0.00 | \$138.00 |
| ACCT 1440 | Accounts Receivable I | 45 | \$103.50 | \$0.00 | \$103.50 |
| ACCT 1450 | Accounts Receivable with QuickBooks | 30 | \$69.00 | \$0.00 | \$69.00 |
| ACCT 1460 | Accounts Payable I | 45 | \$103.50 | \$0.00 | \$103.50 |
| ACCT 1470 | Accounts Payable with QuickBooks | 30 | \$69.00 | \$0.00 | \$69.00 |
| ACCT 1420 | Payroll I | 45 | \$103.50 | \$0.00 | \$103.50 |
| ACCT 1480 | Inventory Practices I | 45 | \$103.50 | \$0.00 | \$103.50 |
| ACCT 1500 | Purchasing Practices I | 45 | \$103.50 | \$0.00 | \$103.50 |
| BTEC 1400 | Project Management I | 20 | \$46.00 | \$0.00 | \$46.00 |
| BTEC 1410 | Project Management with Project Software | 45 | \$103.50 | \$0.00 | \$103.50 |
| ACCT 1410 | Creating Financial Reports with QuickBooks | 30 | \$69.00 | \$0.00 | \$69.00 |
| WKSK 1400B | Workplace Relations - Blended | 60 | \$138.00 | \$0.00 | \$138.00 |
| WKSK 1500B | Job Seeking Skills - Blended | 30 | \$69.00 | \$0.00 | \$69.00 |
| Elective Courses (0 hours required) | | | | | |
| BTEC 1131 | Word Processing Applications I (MS Word 2007) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 2131 | Word Processing Applications II (MS Word 2007) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 1141 | Spreadsheet Applications I (MS Excel 2007) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 2141 | Spreadsheet Applications II (MS Excel 2007) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 1151 | Database Applications I (MS Access 2007) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 2151 | Database Applications II (MS Access 2007) | 60 | \$138.00 | \$0.00 | \$138.00 |
| BTEC 1161 | Electronic Presentations (MS PowerPoint 2007) | 60 | \$138.00 | \$0.00 | \$138.00 |

Program costs are subject to change without notice.

¹ \$1.55 per hour tuition + institutional fees

² Lab fee is used to cover the cost of course materials