



Davis Applied Technology College

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



Business Technology

Catalog Year: 2012

Adult Student Tuition and Fees					
Core Courses (750 hours required)					
Course No.	Course Title	Hours	Tuition & Fees ¹	Lab Fee ²	Total
BTEC 1005	Keyboarding I	30	\$69.00	\$0.00	\$69.00
ACCT 1020	Business Calculations	60	\$138.00	\$0.00	\$138.00
BTEC 1122	Operating System Fundamentals Windows 7	30	\$69.00	\$0.00	\$69.00
BTEC 1115	Internet and Email Practices	60	\$138.00	\$0.00	\$138.00
ACCT 1300	Core Concepts of Accounting	60	\$138.00	\$0.00	\$138.00
BTEC 1132	Word Processing Applications I (MS Word 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1142	Spreadsheet Applications I (MS Excel 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1162	Electronic Presentations (MS PowerPoint 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1510	Business English	90	\$207.00	\$0.00	\$207.00
BTEC 1530	Business Communications	90	\$207.00	\$0.00	\$207.00
BTEC 1560	Customer Service	90	\$207.00	\$0.00	\$207.00
WKSK 1400B	Workplace Relations - Blended	60	\$138.00	\$0.00	\$138.00
Elective Courses (750 hours required)					
<i>Small Business Management Specialist</i>					
BTEC 1041	Records Management	45	\$103.50	\$0.00	\$103.50
BTEC 1310	Small Business Management I	90	\$207.00	\$0.00	\$207.00
BTEC 1320	Small Business Management II	90	\$207.00	\$0.00	\$207.00
BTEC 1330	Small Business Management III	30	\$69.00	\$0.00	\$69.00
BTEC 1350	Intellectual Property Law	30	\$69.00	\$0.00	\$69.00
BTEC 1360	Basic Supervision	60	\$138.00	\$0.00	\$138.00
BTEC 1420	Project Management	60	\$138.00	\$0.00	\$138.00
BTEC 1550	Business Leadership	30	\$69.00	\$0.00	\$69.00
BTEC 1540	Business Law and Ethics	60	\$138.00	\$0.00	\$138.00
<i>Small Business eMarketing Specialist</i>					
BTEC 1070	Web Site Usability and Testing	30	\$69.00	\$0.00	\$69.00
BTEC 1310	Small Business Management I	90	\$207.00	\$0.00	\$207.00
BTEC 1320	Small Business Management II	90	\$207.00	\$0.00	\$207.00
BTEC 1330	Small Business Management III	30	\$69.00	\$0.00	\$69.00
BTEC 1340	Small Business Marketing	30	\$69.00	\$0.00	\$69.00
BTEC 1350	Intellectual Property Law	30	\$69.00	\$0.00	\$69.00
BTEC 1370	eBusiness Fundamentals	60	\$138.00	\$0.00	\$138.00
BTEC 1380	eMarketing Principles I	60	\$138.00	\$0.00	\$138.00
BTEC 1390	eMarketing Principles II	60	\$138.00	\$0.00	\$138.00
BTEC 1540	Business Law and Ethics	60	\$138.00	\$0.00	\$138.00
BTEC 1550	Business Leadership	30	\$69.00	\$0.00	\$69.00
<i>Administrative Assistant</i>					
BTEC 1006	Keyboarding II	30	\$69.00	\$0.00	\$69.00
BTEC 1007	Keyboarding III	30	\$69.00	\$0.00	\$69.00
BTEC 1041	Records Management	45	\$103.50	\$0.00	\$103.50

BTEC 1060	Office Procedures	90	\$207.00	\$0.00	\$207.00
BTEC 1152	Database Applications I (MS Access 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1182	Email Application (MS Outlook 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1520	Business Correspondence	90	\$207.00	\$0.00	\$207.00
BTEC 2132	Word Processing Applications II (MS Word 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 2152	Database Applications II (MS Access 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 3000	Integrated Project	90	\$207.00	\$0.00	\$207.00
<i>Computer Applications Specialist</i>					
BTEC 1152	Database Applications I (MS Access 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1182	Email Application (MS Outlook 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1190	Desktop Publishing	90	\$207.00	\$0.00	\$207.00
BTEC 2132	Word Processing Applications II (MS Word 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 2152	Database Applications II (MS Access 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 3000	Integrated Project	90	\$207.00	\$0.00	\$207.00
<i>Additional Electives</i>					
BTEC 1131	Word Processing Applications I (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 1151	Database Applications I (MS Access 2007)	60	\$138.00	\$0.00	\$138.00
BTEC 1161	Electronic Presentations (MS PowerPoint 2007)	60	\$138.00	\$0.00	\$138.00
ACCT 1310	QuickBooks for the Non-Accountant	45	\$103.50	\$0.00	\$103.50
ACCT 1330	Accounting I	60	\$138.00	\$0.00	\$138.00
ACCT 1340	Accounting II	60	\$138.00	\$0.00	\$138.00
ACCT 1420	Payroll I	45	\$103.50	\$0.00	\$103.50
BTEC 1430	Project Management Applications (MS Project 2010)	60	\$138.00	\$0.00	\$138.00
ACCT 1440	Accounts Receivable I	45	\$103.50	\$0.00	\$103.50
ACCT 1460	Accounts Payable 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 1590	Technical Writing	90	\$207.00	\$0.00	\$207.00
BTEC 2131	Word Processing Applications II (MS Word 2007)	60	\$138.00	\$0.00	\$138.00
BTEC 2141	Spreadsheet Applications II (MS Excel 2007)	60	\$138.00	\$0.00	\$138.00
BTEC 2151	Database Applications II (MS Access 2007)	60	\$138.00	\$0.00	\$138.00
BTEC 2920	Business Technology Externship	120	\$198.00	\$0.00	\$198.00
WGDC 2100	Web Design Fundamentals: HTML	90	\$207.00	\$0.00	\$207.00
WWSK 1500B	Job Seeking Skills - Blended	30	\$69.00	\$0.00	\$69.00

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