



Davis Applied Technology College

A UCAT Campus
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Course Descriptions - Business Technology Catalog Year: 2012

ACCT 1020 Business Calculations - 60 Hours

This course prepares students to perform basic business math calculations on the 10-key calculator using the touch method. These calculations include addition, subtraction, multiplication, division, percentages, fractions, and combining operations. Attention will be given to speed and accuracy.

ACCT 1300 Core Concepts of Accounting - 60 Hours

This course provides students with an introduction to accounting fundamentals. Students will learn accounting concepts and terminology for assets, liabilities and ownership interests as they relate to financial and managerial accounting. Students will create financial statements for a business, which are used in planning and decision making.

ACCT 1310 QuickBooks for the Non-Accountant - 45 Hours

This course is for small business owners who want to automate their bookkeeping functions. The course provides basics of the QuickBooks application for small business owners who do not require skills as a trained accountant. This hands-on course trains the small business owner on how to manage the financial functions within the business. Information needed for tax reporting and other financial reports is created through the business transaction and reporting processes. The course introduces QuickBooks and guides the student through setting up and maintaining a company. Students use the QuickBooks application to practice the functions and features and to complete problems with sample QuickBooks companies.

ACCT 1330 Accounting I - 60 Hours

Accounting I introduces the student to accounting through hands-on exercises and problems, web-based assignments/quizzes, and online resources as well as the traditional text materials. Students begin with accounting principles, the accounting equation, and practice with financial statements. All aspects of the accounting cycle are covered. Accounting for merchandising operations and inventories are included in the Accounting I curriculum. Students use Microsoft Excel worksheets to complete comprehensive accounting worksheets.

ACCT 1340 Accounting II - 60 Hours

Accounting II builds on the Accounting I experiences through hands-on exercises and problems, web-based assignments/quizzes, and online resources as well as the traditional text materials. Accounting II builds on the Accounting I base to broaden the student's accounting skill set. Students will review accounting information systems, work with internal control of cash, and management of assets and resources. Students will work with receivables, liabilities and payroll accounting. The course concludes with exercises using the Statement of Cash Flows and Financial Statement Analysis.

ACCT 1420 Payroll I - 45 Hours

Payroll I is a hands-on course designed to help students understand the payroll process from various perspectives including human resources, payroll clerks, payroll officers and accountants responsible for general journal entries. The course steps students through the payroll processes using real-world applications to gain experience in performing actual payroll functions. Students complete a Payroll Practice Set where they handle all payroll work for a small company during a one month period. This work includes sole responsibility for all payroll work in preparing four weekly payrolls and completion of end-of-quarter and end-of-year procedures.

ACCT 1440 Accounts Receivable I - 45 Hours

Accounts Receivable I provides students with a knowledge base of Accounts Receivable functions and perspectives. Students will study the best practices in Accounts Receivable Departments of multiple corporations through case studies. They will also study the mistakes of Accounts Receivable departments as worst practices that should be avoided. Students have the opportunity to learn from the success and failures of real businesses enabling them to avoid making the same mistakes. Students will complete a comprehensive workbook in accounts receivable theory and practice that includes processes that preceded accounts receivable, receivable assets, use of technology, metrics, reporting and incentives, processes in acquisition integrations and ERP implementations, internal controls, and payment terms. Employees with this background bring added value to a company above the technical skill levels.

ACCT 1460 Accounts Payable I - 45 Hours

Accounts Payable I provides students with a knowledge base of Accounts Receivable functions and perspectives. Students will study the best practices in Accounts Payable Departments of multiple corporations through case studies. They will also study the mistakes of Accounts Receivable departments as worst practices that should be avoided. Students have the opportunity to learn from the success and failures of real businesses enabling them to avoid making the same mistakes. Students will complete a comprehensive workbook in accounts payable theory and practice that includes invoice handling; check processing, design and implementation of a P-Card program, regulatory issues, use of technology and customer relations. Employees with this background bring added value to a company above the technical skill levels.

ACCT 1480 Inventory Practices I - 45 Hours

Inventory Practices is a practical study of inventory management. Inventory control is a vital function in any product based business. Students will complete a study in inventory concepts, physical location and control, bar coding and other methods of tracking inventory, planning and replenishing concepts, protecting inventory and will study why inventory systems fail and how to fix them. Employees with a broad range of knowledge in inventory are an asset to the business.

ACCT 1500 Purchasing Practices I - 45 Hours

Students will study the best practices in Purchase Order Management (POM) at the operational and execution levels of the company. Student will study challenges and solutions of POM and enabling technologies such as EDI, the Internet and eHubs. Identification technologies such as bar codes and radio frequency identification (RFID) are explained. Web services and Service Oriented Architectures are included in the course material. The course concludes with information on POM software vendors and planning, implementing and sustaining POM change.

BTEC 1005 Keyboarding I - 30 Hours

This course provides an introduction to the computer keyboard and is designed to help the student develop proper keyboarding techniques, with an emphasis on increasing keyboarding speed and accuracy to a minimum job-market level of 40 wpm. Students will be given intensive skill building practice using drills and timed writings.

BTEC 1006 Keyboarding II - 30 Hours

This course is a continuation of Keyboarding I and is designed to increase speed and accuracy to a minimum job-market level of 50 wpm. The course is taught using computers with an emphasis on correct keyboarding techniques, as well as speed and accuracy. Timings and drills are used to enhance keyboarding skills.

BTEC 1007 Keyboarding III - 30 Hours

This course is a continuation of Keyboarding II and is designed to increase speed and accuracy to a minimum job-market level of 60 wpm. The course is taught using computers with emphasis on correct keyboarding techniques, as well as speed and accuracy. Timings and drills are used to enhance keyboarding skills.

BTEC 1041 Records Management - 45 Hours

This course covers records retention systems and presents a systematic approach to organizing and controlling paper, image, and computer records through their life cycles.

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BTEC 1060 Office Procedures - 90 Hours

Office Procedures provides exposure to aspects of office work and the duties of an administrative professional. Students gain practical experience in making copies, travel arrangements, meeting/conference arrangements, meeting minutes, and office communications.

BTEC 1070 Web Site Usability and Testing - 30 Hours

This course provides those who have, or hope to have a business website, an understanding of how usability is a crucial piece of the large technology puzzle that is affecting and shaping the business world. While usability is both an art and a science, it is also an obligation to the customers who use websites. This course covers such relevant topics as human factors, user-centered design, usability metrics, and testing and evaluation techniques.

BTEC 1110_ Computer Literacy (Program Based) - 90 Hours

This course provides students with a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail. This course includes information regarding setting up an ergonomic environment, maintaining healthy work habits and health risks involving eye strain and repetitive stress injuries.

BTEC 1115 Internet and Email Practices - 60 Hours

Students will learn about the Internet and its practical uses for research, information exchange, and general business operations and will be introduced to different types of online personal and business communications. Students will learn how to write an effective email, manage incoming and outgoing messages and learn how to use the Internet appropriately and interact with people electronically in a business setting.

BTEC 1122 Operating System Fundamentals Windows 7 - 30 Hours

This course focuses on basic computer operations, including operating system functions and managing programs, directories, files, and data utilizing the Microsoft Windows 7 operating system. This course includes integrating applications, customizing windows, and managing printing operations.

BTEC 1131 Word Processing Applications I (MS Word 2007) - 60 Hours

This course focuses on basic word processing features used in creating, editing, saving, and retrieving business documents. Practical business applications involving creating and correctly formatting business documents, completing projects, and solving problems will be covered.

BTEC 1132 Word Processing Applications I (MS Word 2010) - 60 Hours

Students in this course will learn basic word processing features using Microsoft Word 2010. Students will learn how to create, save, and retrieve business documents. They will practice applying customized formatting to characters, paragraphs, and pages. Students will learn to use graphic elements to add interest and clarity to their document. This course is the first course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Word 2010.

BTEC 1141 Spreadsheet Applications I (MS Excel 2007) - 60 Hours

This course introduces the student to the spreadsheet functions and applications in MS Excel (2007). Students will learn how to design, create, manipulate, calculate, and present data utilizing their critical thinking skills and applying spreadsheet techniques to develop information for business applications.

BTEC 1142 Spreadsheet Applications I (MS Excel 2010) - 60 Hours

This course introduces basic spreadsheet functions and applications using Microsoft Excel 2010. Students will learn to create, format, and manage worksheets. They will also learn how to work with data and use basic formulas and functions. This course is the first course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Excel 2010.

BTEC 1151 Database Applications I (MS Access 2007) - 60 Hours

This course teaches the design and creation of databases and introduces the application of database capabilities for information management and data manipulation using Microsoft Access. Students will learn how to design, create, manipulate, extract, and present data.

BTEC 1152 Database Applications I (MS Access 2010) - 60 Hours

Students in this course will learn basic database features using Microsoft Access 2010, including the design and creation of databases. Students will be introduced to the application of database capabilities for information management and data manipulation. Students will learn how to design, create, manipulate, extract, and present data. This course is the first course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Access 2010.

BTEC 1152 Database Applications I (MS Access 2010) - 60 Hours

Students in this course will learn basic database features using Microsoft Access 2010, including the design and creation of databases. Students will be introduced to the application of database capabilities for information management and data manipulation. Students will learn how to design, create, manipulate, extract, and present data. This course is the first course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Access 2010.

BTEC 1161 Electronic Presentations (MS PowerPoint 2007) - 60 Hours

This course focuses on electronic presentation software, including designing and creating a presentation, adding visual and audio elements, creating output, and presenting information using Microsoft PowerPoint.

BTEC 1162 Electronic Presentations (MS PowerPoint 2010) - 60 Hours

Students in this course will learn basic electronic presentation features using Microsoft PowerPoint 2010, including designing and creating a presentation, adding visual and audio elements, creating output, and presenting information. This prepares students to take the Microsoft Office Specialist (MOS) Exam for PowerPoint 2010.

BTEC 1182 Email Application (MS Outlook 2010) - 60 Hours

Students in this course will learn basic email skills used to send, receive, and manage email messages in Outlook 2010. Students will learn practical business applications, such as creating and managing tasks, using calendars, and managing contacts. This course prepares students to take the Microsoft Office Specialist (MOS) Exam for Outlook 2010.

BTEC 1182 Email Application (MS Outlook 2010) - 60 Hours

Students in this course will learn basic email skills used to send, receive, and manage email messages in Outlook 2010. Students will learn practical business applications, such as creating and managing tasks, using calendars, and managing contacts. This course prepares students to take the Microsoft Office Specialist (MOS) Exam for Outlook 2010.

BTEC 1190 Desktop Publishing - 90 Hours

Desktop Publishing introduces business application features of desktop publishing software and techniques. Students will arrange text and graphics to create attractive, professional-looking documents.

BTEC 1310 Small Business Management I - 90 Hours

Small Business Management I uses the entrepreneurial approach to help students develop not only their entrepreneurial skills but also their management skills. Students will learn about entrepreneurship opportunities and the fundamentals of entrepreneurship strategy as well as the development, purpose and process for writing and presenting a business and marketing plan.

BTEC 1310 Small Business Management I - 90 Hours

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BTEC 1320 Small Business Management II - 90 Hours

Small Business Management II focuses on marketing and management for growth in small companies with an introduction to basic financial performance and control.

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BTEC 1330 Small Business Management III - 30 Hours

Using the skills developed through the course and using the guidelines and software, students will prepare a business plan for a small business which can be used in a business startup.

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BTEC 1340 Small Business Marketing - 30 Hours

Small Business Marketing provides a relevant and realistic approach to marketing with the small business in mind. The focus is on marketing practices and processes that work for small businesses. Students will determine customers, marketing message and produce marketing materials to target those customers.

BTEC 1350 Intellectual Property Law - 30 Hours

Intellectual Property Law provides the student with a framework for evaluating an organization's intellectual property, determining an effective strategy for protecting that property, and ensuring that the proper protection is maintained.

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BTEC 1360 Basic Supervision - 60 Hours

Basic Supervision focuses on effective supervision and management processes and practices. Supervision in modern organizations is both challenging and exciting. Entrepreneurs running small businesses, almost by definition, are also supervisors. Students in this course will learn the responsibilities and challenges of a supervisor, best practices in supervision and laws impacting supervision and human resource management.

BTEC 1370 eBusiness Fundamentals - 60 Hours

eBusiness Fundamentals explores how the Internet affects businesses, customers, and the economy. Business and organizations of all kinds have learned that it makes good business sense to use the internet to reach their audience and/or customers. In this course students will learn the types, issues surrounding, development of and process to establish eCommerce resources.

BTEC 1380 eMarketing Principles I - 60 Hours

This course will assist marketing students in recognizing the value of electronic resources and to demonstrate how to integrate electronic tools into each stage of the marketing process.

BTEC 1390 eMarketing Principles II - 60 Hours

This course will provide students with a hands-on, step-by-step process for increasing web site traffic. It covers the latest trends and techniques in internet marketing that will help get the most out of a commercial web site. Online processes used in gathering data for marketing research and statistical analysis are introduced.

BTEC 1420 Project Management - 60 Hours

This course provides students with manual and/or computerized management tools and techniques necessary to successfully manage projects in a variety of business situations.

BTEC 1430 Project Management Applications (MS Project 2010) - 60 Hours

This course focuses on project management skills using Microsoft Project 2010. It teaches how to successfully manage large or complex work projects. Students will learn how to build a project plan, schedule tasks, assign resources, monitor progress and costs, keep projects on task, and present project plan data. This course prepares students to take the Microsoft Office Specialist (MOS) Exam for Project 2010.

BTEC 1510 Business English - 90 Hours

This course will focus on business English essentials, including writing, sentence structure, grammar, punctuation, and proofreading.

BTEC 1520 Business Correspondence - 90 Hours

This course reinforces essential English skills while developing and applying effective written business communication skills. This course will focus on the ability to produce clear and concise business documents in a mailable format. Students will utilize correct sentence structure, paragraph structure, word usage, grammar, and punctuation while composing business correspondence.

BTEC 1530 Business Communications - 90 Hours

This course facilitates the development and application of skills necessary to communicate effectively. Comprehensive coverage of workplace communication skills, including reading, writing, speaking, and listening in both formal and informal settings will be included.

BTEC 1540 Business Law and Ethics - 60 Hours

Every employee and employer makes decisions and takes actions that have potential legal ramifications. This course exposes students to the legal and ethical issues that impact day-to-day operations in a business office.

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BTEC 1550 Business Leadership - 30 Hours

This course will assist students in developing the skills necessary to gain the competitive edge through career development, self-improvement, and volunteer programs.

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BTEC 1560 Customer Service - 90 Hours

In this course, students will develop the skills and attitudes necessary to build strong customer relations and provide outstanding customer service.

BTEC 1590 Technical Writing - 90 Hours

This course covers the process necessary to effectively communicate, both internal and externally, at all levels of the organization. It will address the thinking, listening, composing, editing, and revising skills necessary to accomplish a high level of communication.

BTEC 2131 Word Processing Applications II (MS Word 2007) - 60 Hours

This course is a continuation of Word Processing Applications I and is designed to provide the student with an advanced knowledge of word processing skills using Microsoft Word 2007.

BTEC 2132 Word Processing Applications II (MS Word 2010) - 60 Hours

This course is a continuation of Word Processing Applications I and teaches advanced word processing skills using Microsoft Word 2010. Students learn to use the reference tools, review tools, security and sharing options, and advanced graphic features. They also learn to customize Word to fit their specific needs. This course is the second course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Word 2010.

BTEC 2132 Word Processing Applications II (MS Word 2010) - 60 Hours

This course is a continuation of Word Processing Applications I and teaches advanced word processing skills using Microsoft Word 2010. Students learn to use the reference tools, review tools, security and sharing options, and advanced graphic features. They also learn to customize Word to fit their specific needs. This course is the second course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Word 2010.

BTEC 2141 Spreadsheet Applications II (MS Excel 2007) - 60 Hours

This is a continuation of Spreadsheet Applications I (MS Excel) and is designed to provide the student with advanced knowledge of formatting techniques, spreadsheet functions, analysis tools, and management techniques using Microsoft Excel 2007.

BTEC 2142 Spreadsheet Applications II (MS Excel 2010) - 60 Hours

This course is a continuation of Spreadsheet Applications I and is designed to provide students with advanced spreadsheet knowledge using Microsoft Excel 2010. Students will learn formatting techniques, spreadsheet functions, analysis tools, and management techniques. This course is the second course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Excel 2010.

BTEC 2142 Spreadsheet Applications II (MS Excel 2010) - 60 Hours

This course is a continuation of Spreadsheet Applications I and is designed to provide students with advanced spreadsheet knowledge using Microsoft Excel 2010. Students will learn formatting techniques, spreadsheet functions, analysis tools, and management techniques. This course is the second course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Excel 2010.

BTEC 2151 Database Applications II (MS Access 2007) - 60 Hours

This course is a continuation of Databases I and is designed to provide the student with advanced skills in database design and creation, data extraction and presentation, database relationships, and data interconnectivity using Microsoft Office Access 2007.

BTEC 2152 Database Applications II (MS Access 2010) - 60 Hours

This course is a continuation of Database Applications I and is designed to provide students with advanced database skills using Microsoft Access 2010. Students will learn advanced database design and creation, data extraction and presentation, database relationships, and data interconnectivity. This course is the second course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Access 2010.

BTEC 2152 Database Applications II (MS Access 2010) - 60 Hours

This course is a continuation of Database Applications I and is designed to provide students with advanced database skills using Microsoft Access 2010. Students will learn advanced database design and creation, data extraction and presentation, database relationships, and data interconnectivity. This course is the second course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Access 2010.

BTEC 2920 Business Technology Externship - 120 Hours

This course is comprehensive and integrates student knowledge and skills. Students will apply decision-making, critical thinking, and problem-solving skills in completing realistic business projects. This may be completed as part of an internship or externship.

BTEC 3000 Integrated Project - 90 Hours

The Integrated Business Project is the culmination of the learning experience in the Business Technology program which allows the student to demonstrate to the instructor that they have developed sufficient competency in all areas of business studies and can apply their knowledge and skills to a real world business situation.

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FUND 0050 Keyboarding Skills - 90 Hours

This course covers an introduction to the QWERTY keyboard, correct finger placement, and keyboarding techniques. Students will learn to touch type as they complete drills and timed writings. Through practicepractice, students will increase their typing speed and accuracy on a computer keyboard.

FUND 0065 Computer Skills - 30 Hours

Students will learn beginner computer skills in a Windows XP environment. Topics include starting a computer, using a mouse, launching programs, creating, saving and printing documents, surfing the World Wide Web and sending email.

FUND 0070 Spelling Skills - 30 Hours

Students will improve their spelling skills by learning and using phonics and common spelling rules.

FUND 0075 Language Skills - 90 Hours

In this course students will practice and improve their language and writing skills and will gain an understanding of the English language and its correct use in written communication. Topics include sentence structure, parts of speech, grammar and punctuation rules in addition to extending these rules to sentences and paragraphs.

FUND 0080 Reading Skills - 90 Hours

This course will provide students with a foundation in reading skills, build vocabulary, and will provide practice recalling and interpreting information.

FUND 0085 Math Skills - 60 Hours

In this course students will learn to perform all four basic math operations accurately with whole numbers, fractions and decimals. Students will also be introduced to percentage and converting between fractions, decimals and percents.

FUND 0090 Study Skills - 30 Hours

Students will learn to use effective study habits and strategies for remembering information found in their textbooks and heard in class lectures. Students will also learn to use a strategy for reading and taking notes from textbooks, in class, and learn effective strategies for taking the five types of tests most frequently given by teachers.

FUND 0091 Davis School District Technical Tutoring - 250 Hours

Technical tutoring provides designated high school students with individual tracking to improve student success in Davis Applied Technology College courses. Students are provided assistance in study skills, test preparation as well as review of student progress and attendance.

WGDC 2100 Web Design Fundamentals: HTML - 90 Hours

This course covers web design creation and publication to the Internet including areas such as basic HTML, HTML forms, HTML graphics, and HTML editors, publishing to the Internet and basic web design and graphic layout principles.

WKSK 1400_ Workplace Relations (Program Based) - 60 Hours

This course will help students develop essential human-relation skills needed to maintain gainful and satisfying employment. This course includes familiarization with problematic areas found in the workforce including, solving problems; understanding relationships and diversity; increasing personal ethics; and developing strong personal, interpersonal, and human relation skills.

WKSK 1400B Workplace Relations - Blended - 60 Hours

This course will help students develop essential human-relation skills needed to maintain gainful and satisfying employment. Course content includes familiarization with problematic areas found in the workforce including, solving problems; understanding relationships and diversity; increasing personal ethics; and developing strong personal, interpersonal, and human relation skills.

WKSK 1500_ Job Seeking Skills (Program Based) - 30 Hours

This course helps prepare students to successfully apply for a job. This course will present essential job-seeking skills needed to find gainful employment including: developing resumes, applications, networking and interview skills.

WKSK 1500B Job Seeking Skills - Blended - 30 Hours

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