



Davis Applied Technology College

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

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

This course focuses on the design and creation of databases and introduces the application of database capabilities for information management and data manipulation. Students will learn how to design, create, manipulate, extract, and present data using Microsoft Access. This course is the first course of a two-course series that prepares students to take the Microsoft Application Certification Specialist (MCAS) Exam for Access 2010.

BTEC 1400 Project Management I - 20 Hours

This course focuses on how projects contribute to the strategic goals of an organization. The role of projects in organizations is receiving increasing attention. Projects are becoming the major tool for reaching organizational goals. The emphasis in this course is not only how the project management process works, but more importantly, why it works. Students will understand the role of the project manager and to learn the project management tools/techniques and the interpersonal skills necessary to management projects to successful completion.

BTEC 1410 Project Management with Project Software - 45 Hours

Project Management with Project Software introduces Microsoft Project (MS), the most commonly used project management software on the market today. The enormously complex nature of many projects makes managing them almost impossible without the use of a computer to plan, track, and communicate project data and information. This course will introduce the basics of using project management software to accomplish these tasks.

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

This is a continuation of Database Applications I and is designed to provide students with advanced skills in 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 Application Certification Specialist (MCAS) Exam for Access 2010.

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 practice, students will increase their typing speed and accuracy on a computer keyboard. *This course is not required of all DATC students.

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. *This course is not required of all DATC students.

FUND 0070 Spelling Skills - 30 Hours

Students will improve their spelling skills by learning and using phonics and common spelling rules. *This course is not required of all DATC students.

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. *This course is not required of all DATC students.

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. *This course is not required of all DATC students.

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. *This course is not required of all DATC students.

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. *This course is not required of all DATC students.

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.

ITEC 1010 Computer Fundamentals - 90 Hours

This course provides 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 will prepare students for basic computer literacy exams such as the Internet and Computing Core Certification (IC3) exam.

ITEC 1100 Introduction to Information Technology - 90 Hours

Students will gain an understanding of computers including their history, hardware, operating systems, program languages, software, networking, data storage, and system security. Students will recognize why computers are essential to the business community and how to apply various technologies that are available to make them more effective.

ITEC 1310 Internet Technology - 90 Hours

This course includes basic Internet technologies, web authoring, and networking. During this course, students will learn how to use key Internet technologies, such as email, newsgroups, FTP, Telnet, and search engines and will gain experience configuring browsers to access rich multimedia. Students will use a variety of Web-based search engines to conduct advanced searches and learn the basics of electronic commerce and security issues. Students will gain experience developing Web pages in a text editor and a GUI interface. In addition, students will learn how to use Cascading Style Sheets (CSS) and study the basics of XHTML, JavaScript, DHTML, and DOM. Finally, students will learn about network architecture and standards, networking protocols, TCP/IP, Internet servers, server side scripting, database connectivity, and network security. This course prepares students to take the Certified Internet Webmaster (CIW) v5 Foundations exam (1D0-510).

ITEC 1350 CompTIA A+ Essentials 2009 - 120 Hours

This class is designed to explore physical and functional characteristics of computer devices and components and trends in computer architecture. Emphasis will be placed on configuring a microcomputer, troubleshooting, interrupts, device and memory management, virtual memory and paging, file management, and performance analysis. Lab exercises include assembling a computer and troubleshooting problems. This course prepares student for hardware exams such as the CompTIA A+ Essentials (220-701) certification exam.

ITEC 1450 CompTIA A+ Practical Application 2009 - 120 Hours

This course is designed to teach common components and features in PC operating systems, including hands-on projects and labs: It covers skills such as installation, configuration, upgrades, troubleshooting, and networking. This course prepares students for exams such as the CompTIA A+ Practical Application (220-702) Certification exam.

ITEC 2070 Information Technology Externship - 120 Hours

This course provides an opportunity for Information Technology students to gain professional exposure to the technologies learned in the program through internship, externship, or job-shadowing, as determined by employer-college relationships.

ITEC 2105 Certified Wireless Network Administrator - 120 Hours

This course provides instruction in planning, designing, installing and configuring wireless LANs and offers comprehensive coverage of IEEE 802.11 standards and implementation, including design, security, and troubleshooting exercises. This course prepares students for the Certified Wireless Network Administrator (CWNA) certification exam.

ITEC 2201 CompTIA Server+ 2009 - 120 Hours

Advanced Server Administration deals with multiple platform Industry Standard Server Architecture (ISSA) issues, such as RAID, SCSI, multiple CPUs, SANs, server types, system bus architectures, disaster recovery, upgrading, and security concepts. This course is vendor neutral and prepares students for exams such as the Server+ exam.

ITEC 2201 CompTIA Server+ 2009 - 120 Hours

Advanced Server Administration deals with multiple platform Industry Standard Server Architecture (ISSA) issues, such as RAID, SCSI, multiple CPUs, SANs, server types, system bus architectures, disaster recovery, upgrading, and security concepts. This course is vendor neutral and prepares students for exams such as the Server+ exam.

ITEC 2206 CompTIA Network+ 2009 - 150 Hours

This course includes terminology and networking concepts including design, topology, implementation, cabling, connecting network components, signal transmission, and network adapter cards. The OSI and 802 networking models within the network environment teach students how networks send data. Architectures will be included as well as administration, support, security, fault tolerant systems, wide area network and troubleshooting network problems. This course prepares students for exams such as the Network+ certification exam and qualifies as one exam in the Microsoft Certified Systems Administrator (MCSA).

ITEC 2206 CompTIA Network+ 2009 - 150 Hours

This course includes terminology and networking concepts including design, topology, implementation, cabling, connecting network components, signal transmission, and network adapter cards. The OSI and 802 networking models within the network environment teach students how networks send data. Architectures will be included as well as administration, support, security, fault tolerant systems, wide area network and troubleshooting network problems. This course prepares students for exams such as the Network+ certification exam and qualifies as one exam in the Microsoft Certified Systems Administrator (MCSA).

ITEC 2206 CompTIA Network+ 2009 - 150 Hours

This course includes terminology and networking concepts including design, topology, implementation, cabling, connecting network components, signal transmission, and network adapter cards. The OSI and 802 networking models within the network environment teach students how networks send data. Architectures will be included as well as administration, support, security, fault tolerant systems, wide area network and troubleshooting network problems. This course prepares students for exams such as the Network+ certification exam and qualifies as one exam in the Microsoft Certified Systems Administrator (MCSA).

ITEC 2211 CompTIA Security+ 2011 - 150 Hours

This course has been designed to educate students in various areas of physical and virtual security. Common network security devices such as NIDS, HIDS, HIPS, NIPS, routers, and firewalls will be introduced and common configuration standards will be discussed. Protocol analyzers, packet sniffers, and other security software tools will be discussed and utilized in various course exercises. This course will prepare students for the CompTIA Security+ (SY0-301) industry certification exam.

ITEC 2220 CompTIA Linux+ 2009 - 150 Hours

This is an introductory course to the Red Hat Fedora version of Linux operating system. Students will be required to complete exercises throughout the textbook that range from installing the operating system to managing different network services using the Red Hat Package Manager to install and manage software. Bash shell commands and the purpose of shell scripts will be covered in detail. This course prepares students for the CompTIA Linux+ industry certification exams.

ITEC 2220 CompTIA Linux+ 2009 - 150 Hours

This is an introductory course to the Red Hat Fedora version of Linux operating system. Students will be required to complete exercises throughout the textbook that range from installing the operating system to managing different network services using the Red Hat Package Manager to install and manage software. Bash shell commands and the purpose of shell scripts will be covered in detail. This course prepares students for the CompTIA Linux+ industry certification exams.

ITEC 2350 Help Desk Technology - 90 Hours

This course provides students with an understanding of both local and remote service desk concepts and techniques. Students will learn important customer service and troubleshooting techniques needed to successfully perform in a service desk environment. Service desk setup, tools and technologies, processes, procedures, performance measures and professional work habits will all be explained. Different communication technologies will be introduced, and effective communication techniques will be explained using each communication technology.

ITEC 2546 Windows Server 2008 Active Directory Configuration - 150 Hours

The goal of this course is to provide the skills needed to install, configure, manage, monitor, and troubleshoot Windows Active Directory. In particular, topics covered include installing, configuring, and troubleshooting Active Directory, DNS for Active Directory, change and configuration management, as well as managing, monitoring, and optimizing the components and security of Active Directory. Prepares students for exams included in the Microsoft Certified Information Technology Professional (MCITP) certification.

ITEC 2556 Windows Server 2008 Network Infrastructure Configuration - 150 Hours

This course teaches how to install, manage, monitor, configure, and troubleshoot DNS (Domain Name Server), DHCP (Dynamic Host Configuration Protocol), Remote Access, Network Protocols, IP (Internet Protocol) Routing, and WINS (Windows Internet Naming Service) in a Windows network infrastructure in a hands-on lab experience. In addition, the student will be taught what is required to manage, monitor, and troubleshoot Network Address Translation and Certificate Services. This course prepares students for exams such as the Microsoft Certified Technology Specialist (MCTS), which is one exam in Microsoft Certified Information Technology Professional (MCITP) certification track.

ITEC 2575 Windows Server 2008 Enterprise Server Administration - 150 Hours

This course provides an introduction to planning network services; DNS and IPv4-to-IPv6 connectivity; Active Directory domains and forests; enterprise-level group policy implementation and administration; network access protection and security solutions; virtualization, data management, and continuity options, and software update infrastructures. This course prepares students for exams such as the Microsoft Certified Technology Specialist (MCTS), which is one exam in Microsoft Certified Information Technology Professional (MCITP) certification track.

ITEC 2577 Windows Server 2008 Applications Infrastructure Configuration - 150 Hours

This course covers Terminal Services, Web Services infrastructure and security, Media Server, Microsoft Windows® SharePoint® Services server options, File Server, Print Services, network maintenance, and Simple Network Management Protocol. It is designed to prepare students for the Configuring Windows Server® 2008 Applications Infrastructure exam 70-643, which is one of the Microsoft Certified Technology Specialist (MCTS) exams, and part of the Microsoft Certified Information Technology Professional (MCITP) certification track.

ITEC 2581 Windows Server 2008 Server Administrator - 150 Hours

This course provides an introduction to planning server roles; maintaining server security; planning and implementing data storage, implementing network load balancing, and server backups; managing software deployment and versioning; monitoring and configuring IPv6, server performance and capacity, and Active Directory replication; scheduling server deployments; and designing a rollback contingency plan. This course prepares students for exams such as the Microsoft Certified Technology Specialist (MCTS), which is one exam in Microsoft Certified Information Technology Professional (MCITP) certification track.

ITEC 2586 Windows Vista Configuration - 120 Hours

This course includes basic to advanced configuration of Windows Vista. It will include installation, troubleshooting, and maintenance of Workstations as well as hardware considerations and network configuration. This course prepares students for exams such as the Microsoft Certified Technology Specialist (MCTS), which is one exam in Microsoft Certified Information Technology Professional (MCITP) certification track.

ITEC 2586 Windows Vista Configuration - 120 Hours

This course includes basic to advanced configuration of Windows Vista. It will include installation, troubleshooting, and maintenance of Workstations as well as hardware considerations and network configuration. This course prepares students for exams such as the Microsoft Certified Technology Specialist (MCTS), which is one exam in Microsoft Certified Information Technology Professional (MCITP) certification track.

ITEC 2595 Windows 7 Configuration - 120 Hours

This course includes from basic to advanced configuration of Windows 7. It will include installation, troubleshooting, and maintenance of Workstations as well as hardware considerations and network configuration. It will prepare student for exams such as the Microsoft Certified Technology Specialist (MCTS) Exam 70-680, which is one exam in Microsoft Certified Information Technology Professional (MCITP) certification track.

ITEC 2595 Windows 7 Configuration - 120 Hours

This course includes from basic to advanced configuration of Windows 7. It will include installation, troubleshooting, and maintenance of Workstations as well as hardware considerations and network configuration. It will prepare student for exams such as the Microsoft Certified Technology Specialist (MCTS) Exam 70-680, which is one exam in Microsoft Certified Information Technology Professional (MCITP) certification track.

ITEC 2650 SQL Server 2005 Implementation and Maintenance - 120 Hours

In this course, students learn to install, configure, and troubleshoot a SQL Server. Classes teach students to develop a security strategy, capacity plan, and a data availability solution. Students also learn to develop a migration plan and to manage security, data, replication, and remote data availability. Automating administrative tasks and optimizing a database are also included. This course prepares students for exams such as the Microsoft Certified Technology Specialist (MCTS) exam, which is one exam in the Microsoft Certified Information Technology Professional (MCITP) Database Developer and Database Administrator certifications.

ITEC 2750 Cisco Certified Network Associate I - 150 Hours

This course is the first in a two-course series designed to prepare students to pass the examinations for Cisco Certified Network Associate (CCNA). This course presents network concepts, including hardware, software, topologies, network management and problem diagnosis. Additional topics include stratified load forecasting and the critical evaluation of the effectiveness of alternative network topologies. Students will learn PC hardware & software; making cables; structured wiring installations; building and troubleshooting simple LANs, networking; layered communications, OSI model, internetworking devices, IP addressing, LAN media & topologies, and electronics. Students will also learn router and network configuration; building and troubleshooting LANs, the first three layers of the OSI model, router components and configuration, TCP/IP, routing theory and components, router setup, startup, and configuration, IP addressing and routing protocols. This course, along with Networking, Routing, and Switching II, prepares students for the Cisco Certified Network Associate exam.

ITEC 2755 Cisco Certified Network Associate II - 150 Hours

This course builds upon concepts and skills acquired after completing Cisco Certified Network Associate I. Students will have extensive hands-on training and will be introduced to such networking skill sets as: advanced router configuration, LAN switching theory and VLANs; advanced LAN and LAN switched design, TCP/IP, routing theory and components, threaded case studies, WAN theory and design, WAN technology, PPP, Frame Relay, network troubleshooting and national SCANS skills. This course, along with Cisco Certified Network Associate I, prepares students for the Cisco Certified Network Associate (CCNA) exam.

ITEC 2761 Cisco Certified Network Associate: Wireless - 90 Hours

This course is designed to build upon skills gained after completing the full Cisco Certified Network Associate certification 802.11 protocols, wireless clients, wireless media, WLAN technologies and topologies, hybrid networks, wireless security, and troubleshooting will all be covered. This course is designed to prepare students for the Implementing Cisco Unified Wireless Networks Essentials (IUWNE) exam 640-721.

ITEC 2762 Cisco Certified Network Associate: Voice - 90 Hours

This course is designed to build upon skills gained after completing the full Cisco Certified Network Associate certification 802.11 protocols, wireless clients, wireless media, WLAN technologies and topologies, hybrid networks, wireless security, and troubleshooting will all be covered. This course is designed to prepare students for the Implementing Cisco Unified Wireless Networks Essentials (IUWNE) exam 640-721.

ITEC 2763 Cisco Certified Network Associate: Security - 150 Hours

This course is designed to build upon skills gained after completing the full Cisco Certified Network Associate certification. Firewalls, cryptography, security policies, intrusion prevention and detection, router security, switch security, and endpoint security will all be covered in detail. This course is designed to prepare students for the Implementing Cisco IOS Network Security (IINS) exam 640-553.

ITEC 2805 Introduction to Programming with Java - 90 Hours

This course introduces the student to programming concepts while developing good programming style, logical thinking, and problem-solving skills. It provides the beginning programmer with a guide to developing object-oriented program logic. This course assumes no programming language experience or mathematical background beyond high school business math. The examples used provide a sound background in logic no matter what programming languages are eventually used to write programs.

ITEC 2810 C++ Programming I - 120 Hours

This course provides an introduction to the C++ language. Topics include data types, control structures, functions, pointers, arrays, I/O streams, classes, objects, encapsulation, overloading, inheritance and use of these concepts in problem solving. This course introduces the student to procedural programming concepts such as: declaring and using variables, Screen Input and Output, if statement and other decision structures, loops, functions, strings and arrays, pointers, structures, and linked lists. The student is also introduced to object-oriented programming techniques.

ITEC 2815 C++ Programming II - 90 Hours

This course will increase student skill levels in C++ to include files, templates, container classes, introduction to the MFC hierarchical class structure, exception handling and object embedding and linking. This course is designed to further develop a student's understanding of C++ and the principles of OOP (object-oriented programming).

ITEC 2826 Sun Certified Java Associate - 150 Hours

This course is designed to introduce students to the Java programming language. Students will learn proper programming concepts and fundamental programming techniques. Applets, arrays, stacks, queues, and link lists will be covered and students will be required to complete exercises demonstrating competency. Binary searches, dept-first searches, and sorting will also be discussed. This course prepares students for the Sun Certified Java Associate (SCJA) industry certification exam.

ITEC 2833 Sun Certified Java Programmer - 150 Hours

This course is designed to build upon concepts learned in ITEC 2826 Sun Certified Java Associate. This course consists of a series of projects that are designed to prepare students for the Sun Certified Java Programmer industry certification exam. Students will be required to turn in a series of projects throughout this course and will ultimately be required to take the industry certification exam.

ITEC 2872 Visual Basic Programming 2008 - 150 Hours

This course is designed to introduce students to the Visual Basic (VB) 2008 programming language. Students will learn concepts such as string manipulations, data structures, loops, strings, exception handling, class hierarchies, persistence, and multithreading. Students will be required to complete a series of exercises in order to demonstrate competency throughout the course.

ITEC 2876 Visual C# .Net 3.0 - 150 Hours

This course is designed to introduce students to the Visual C# .NET 3.0 programming language. Students will be introduced to the Visual Studio 2008 Integrated Development Environment (IDE) and will be expected to complete exercises throughout the course. C# statements, strings, classes, methods, constructors, and initializers will be covered and students will be required to demonstrate competency with each.

MATH 1000 Math I - 60 Hours

This course offers an introduction to basic mathematics using mathematical concepts that can be applied to everyday life. Topics include fractions, decimals, ratios, proportions, conversions, averages and percentages. Prerequisites: TABE Computation score of 570 or higher or FUND 0085 Computational Math Skills.

MATH 1000_ Math I (Program Based) - 60 Hours

This course offers an introduction to basic mathematics using mathematical concepts that can be applied to everyday life. Topics include fractions, decimals, ratios, proportions, conversions, averages and percentages. Prerequisites: TABE Computation score of 570 or higher or FUND 0085 Computational Math Skills

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.

WGDC 2110 Web Design Authoring I: Adobe Dreamweaver CS4 - 120 Hours

In this course students will learn how to use the industry web authoring program Adobe Dreamweaver CS4 to create websites. In addition, students will learn how to use Adobe Fireworks CS4 to create, edit, or revise graphics and designs for websites.

WGDC 2120 Web Design Authoring II: Microsoft Expression Web Professional - 90 Hours

This course teaches the web authoring software – Microsoft Web Expression - that allows web pages to be created like a desktop publishing program and provides the power and features to produce professional websites that are dynamic and interactive and the web site managing tools.

WGDC 2205 Interactive Media Scripting I - 90 Hours

This course provides essential training for interactive scripting languages that supports authoring software programs such as Adobe Flash. Students will learn to use ActionScript as a tool to create powerful, compelling, and highly interactive digital content for the web.

WGDC 2220 Web Programming Introduction - 120 Hours

This course provides students with a thorough overview of various key web development topics. It focuses on exposing the student to web applications that are dynamic, data-driven, and interactive. It introduces languages such as XML, VB.NET, ADO.NET, C#, CGI/PERL, Java, JSP, PHP, ColdFusion MX and web database related applications such as Access, SQL and complementary tools needed to compete in the workforce.

WGDC 2230 Web Application Programming I: Javascript - 120 Hours

This course is designed to teach basic JavaScript programming concepts along with the syntax to implement them. It provides the techniques to build web applications with a deeper understanding of the concepts used in web programming with JavaScript. In addition, students will gain the knowledge of creating and modifying simple JavaScript language applications and the tools to create more complex applications. After completing this course, students will be able to use JavaScript to build professional quality, dynamic websites.

WGDC 2240 Web Application Programming II: PHP - 120 Hours

This course teaches the concept and skills of using server-side scripting language—Hypertext Preprocessor (PHP) to create web applications. Students will learn how to write dynamically generated web pages and the common uses of PHP.

WGDC 2245 Web Application Programming III: ColdFusion - 120 Hours

This course teaches students how to use ColdFusion to create cutting-edge web-based applications. Students will learn how to create dynamic, data-driven web pages and to publish or collect data from a database. Students will be introduced to the concepts of creating dynamic websites by using the ColdFusion Markup Language (CFML) and the skills of creating real-world applications that solve real-world problems.

WGDC 2250 Dynamic HTML - 90 Hours

This course teaches the most important topics of Dynamic HTML, including working with dynamic layout and content, adding special effects, controlling mouse and keyboard events and creating new windows and frames.

WGDC 2255 Web Application Programming IV: XML - 120 Hours

This course teaches students XML using a simple text editor and web browsers to view the completed document. Students will learn to work with different XML vocabularies including XHTML, MathML, and RSS; to validate XML documents using DTDs and schemas; to use CSS, XSLT, and XPath to transform XML documents into a variety of output formats; and to work with Document Object Model.

WGDC 2260 Web Database I: Microsoft Access - 90 Hours

This course is designed to teach Microsoft database application - Access - with a focus on integration with the web and other Microsoft Office applications. Students will learn to use this application to create, modify, and update a database, to query a database, and to create forms and reports. Students will learn how to integrate database with the web and other programs along with some advanced database techniques such as action queries, relationships, macro creation, switchboards, managing and securing a database. This course meets certification requirements for the Microsoft Office Access 2007 exam.

WGDC 2265 Web Application Programming V: CGI/Perl - 120 Hours

This course is designed to teach students the skills and knowledge to create interactive web pages that provide customized data in response to visitor requests or collect data from site visitors. Students will learn to create, modify, and debug CGI scripts using the Perl language. Students will also learn to add functionality to web pages using features such as hyperlinks, forms, data files, and databases. The other features that will add the power to create truly interactive web application such as subroutines, string manipulation, cookies, hidden fields, and redirects are also covered in this course. This course will prepare students to take the CIW professional certification exam for Web Languages. This exam will count towards the CIW Master Certificate of Web Site Manager or Enterprise Developer.

WGDC 2270 Web Database II: SQL/MySQL - 90 Hours

This course teaches the concept of the open source database MySQL with the implementation of the popular computer language - Structured Query Language (SQL). Students will learn how to use the SQL language within MySQL in the real-world context of running cases along with the modern database design techniques.

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. Recommended Prerequisite: BTEC 1110 Computer Literacy.

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. Recommended Prerequisite: BTEC 1110 Computer Literacy.

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. Recommended Prerequisite: BTEC 1110 Computer Literacy.

WKSK 1500B Job Seeking Skills - Blended - 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. Recommended Prerequisite: BTEC 1110 Computer Literacy.