



Davis Applied Technology College

A UCAT Campus
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Course Descriptions - Managing Bookkeeper 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 1311 QuickBooks for the Non-Accountant - 90 Hours

This course is for small business owners who want to automate their bookkeeping functions. The course provides the basics of the QuickBooks application for small business owners who do not have or need skills as a trained accountant. This hands-on course trains the small business owner on how to set up and maintain the financial processes within the business using QuickBooks. Areas covered include Payroll, Inventory, and Job/Time Tracking. Students will learn how to customize company file reports, graphs invoices, letters, and fiscal year closing. Students use the QuickBooks application to practice the functions and features and to complete problems and case studies using 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 1400 Understanding Financial Statements - 30 Hours

Understanding Financial Statements prepares the student to analyze and interpret information contained in financial documents. This skill is vital in making business decisions based on the financial strengths and weaknesses of a company. Students will study fundamental concepts and use simple tools to apply this knowledge to income statements, balance, sheets, and cash flow statements. Students will demonstrate the relationship between these critical financial statements.

ACCT 1410 Creating Financial Reports with QuickBooks - 30 Hours

Creating Financial Reports with QuickBooks is a hands-on course where students apply their knowledge of financial reports using the QuickBooks application. In this course students will learn and demonstrate the ability to create and use an account's copy of the QuickBooks file and to merge the account's changes into the original file. Students will create standard financial reports, financial activity reports, reports for classes and job-costing reports using QuickBooks. Students will learn to use QuickBooks customization features, memorized reports and how to export and import memorized reports. Reports on budgets and cash flow projections using QuickBooks are included in this course.

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 1450 Accounts Receivable with QuickBooks - 30 Hours

Accounts Receivable with QuickBooks is a hands-on course that provides the student with the opportunity to apply their Accounts Receivable skills and knowledge using the QuickBooks application. Students will learn and demonstrate the ability to apply customer payments, apply credits and discounts to invoices, handle cash sales, make bank deposits, track receivables, work with finance charges and send statements to customers using QuickBooks. They will create the reports provided through QuickBooks.

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 1470 Accounts Payable with QuickBooks - 30 Hours

Accounts Payable with QuickBooks is a hands-on course that provides the student the opportunity to apply their accounts payable skills and knowledge using the QuickBooks application. In this course students will learn and demonstrate the ability to select which bills to pay, apply discounts and credits make direct disbursements and remit sales tax using QuickBooks. They will create the reports provided through QuickBooks.

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 1110 Computer Literacy - 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 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 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 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 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 1510 Business English - 90 Hours

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

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.

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 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 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.

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.

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

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.