



Davis Applied Technology College

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



Curriculum Evaluation - Managing Bookkeeper

DATC Certificate of Program Completion (Catalog Year: 2012, Required Hours: 1490)

Core (1490 hours required)

<i>Managing Bookkeeper (1490 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1110	Computer Literacy	90	23	No	
ACCT 1020	Business Calculations	60	7	No	
ACCT 1300	Core Concepts of Accounting	60	19	No	
BTEC 1142	Spreadsheet Applications I (MS Excel 2010)	60	1	Yes	BTEC 1110
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	1	Yes	BTEC 1142
ACCT 1311	QuickBooks for the Non-Accountant	90	15	No	
ACCT 1330	Accounting I	60	10	Yes	ACCT 1320, BTEC 1110, ACCT 1300
ACCT 1340	Accounting II	60	11	Yes	BTEC 1110, ACCT 1330, ACCT 1300
ACCT 1400	Understanding Financial Statements	30	7	Yes	ACCT 1320, ACCT 1330, ACCT 1300
BTEC 1132	Word Processing Applications I (MS Word 2010)	60	1	Yes	BTEC 1110
BTEC 2132	Word Processing Applications II (MS Word 2010)	60	1	Yes	BTEC 1132
BTEC 1510	Business English	90	7	Yes	BTEC 1110
BTEC 1540	Business Law and Ethics	60	8	No	
BTEC 1162	Electronic Presentations (MS PowerPoint 2010)	60	1	Yes	BTEC 1110
BTEC 1152	Database Applications I (MS Access 2010)	60	1	Yes	BTEC 1110
BTEC 2152	Database Applications II (MS Access 2010)	60	1	Yes	BTEC 2152
ACCT 1440	Accounts Receivable I	45	4	Yes	ACCT 1330, ACCT 1300
ACCT 1450	Accounts Receivable with QuickBooks	30	3	Yes	ACCT 1440
ACCT 1460	Accounts Payable I	45	5	Yes	ACCT 1320, ACCT 1330, ACCT 1300
ACCT 1470	Accounts Payable with QuickBooks	30	3	Yes	ACCT 1460
ACCT 1420	Payroll I	45	5	Yes	ACCT 1320, ACCT 1330, ACCT 1300
ACCT 1480	Inventory Practices I	45	10	Yes	ACCT 1330, ACCT 1420, ACCT 1300
ACCT 1500	Purchasing Practices I	45	12	Yes	ACCT 1320, ACCT 1330, ACCT 1300
BTEC 1400	Project Management I	20	1	Yes	BTEC 1110
BTEC 1410	Project Management with Project Software	45	4	No	
ACCT 1410	Creating Financial Reports with QuickBooks	30	23	Yes	ACCT 1320, ACCT 1330, ACCT 1300
WKSK 1400B	Workplace Relations - Blended	60	6	No	
WKSK 1500B	Job Seeking Skills - Blended	30	5	No	

Elective (0 hours required)

<i>Managing Bookkeeper (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1131	Word Processing Applications I (MS Word 2007)	60	11	Yes	BTEC 1110
BTEC 2131	Word Processing Applications II (MS Word 2007)	60	11	Yes	BTEC 1131
BTEC 1141	Spreadsheet Applications I (MS Excel 2007)	60	8	Yes	BTEC 1110
BTEC 2141	Spreadsheet Applications II (MS Excel 2007)	60	10	Yes	BTEC 1110, BTEC 1141
BTEC 1151	Database Applications I (MS Access 2007)	60	9	Yes	BTEC 1110
BTEC 2151	Database Applications II (MS Access 2007)	60	8	Yes	BTEC 1151
BTEC 1161	Electronic Presentations (MS PowerPoint 2007)	60	12	Yes	BTEC 1110

Skill Development-Not Req (0 hours required)

<i>Managing Bookkeeper (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
FUND 0050	Keyboarding Skills	90	7	No	
FUND 0065	Computer Skills	30	8	No	
FUND 0070	Spelling Skills	30	2	No	
FUND 0075	Language Skills	90	4	No	
FUND 0080	Reading Skills	90	4	No	
FUND 0085	Math Skills	60	4	No	
FUND 0090	Study Skills	30	5	No	
FUND 0091	Davis School District Technical Tutoring	250	1	No	
BTEC 1110_	Computer Literacy (Program Based)	90	23	No	
WKSK 1400_	Workplace Relations (Program Based)	60	6	No	
WKSK 1500_	Job Seeking Skills (Program Based)	30	5	No	