



Davis Applied Technology College

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



Curriculum Evaluation - Business Technology

DATC Certificate of Program Completion (Catalog Year: 2012, Required Hours: 1500)

Core (750 hours required)

<i>Business Technology (750 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1005	Keyboarding I	30	4	No	
ACCT 1020	Business Calculations	60	7	No	
BTEC 1122	Operating System Fundamentals Windows 7	30	4	Yes	BTEC 1005
BTEC 1115	Internet and Email Practices	60	1	No	
ACCT 1300	Core Concepts of Accounting	60	19	No	
BTEC 1132	Word Processing Applications I (MS Word 2010)	60	1	Yes	BTEC 1110
BTEC 1142	Spreadsheet Applications I (MS Excel 2010)	60	1	Yes	BTEC 1110
BTEC 1162	Electronic Presentations (MS PowerPoint 2010)	60	1	Yes	BTEC 1110
BTEC 1510	Business English	90	7	Yes	BTEC 1110
BTEC 1530	Business Communications	90	12	Yes	BTEC 1510
BTEC 1560	Customer Service	90	3	No	
WKSK 1400B	Workplace Relations - Blended	60	6	No	

Elective (750 hours required)

<i>Business Technology (Small Business Management Specialist) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1041	Records Management	45	3	No	
BTEC 1310	Small Business Management I	90	5	No	
BTEC 1320	Small Business Management II	90	12	Yes	BTEC 1310
BTEC 1330	Small Business Management III	30	7	Yes	BTEC 1320
BTEC 1350	Intellectual Property Law	30	5	No	
BTEC 1360	Basic Supervision	60	6	No	
BTEC 1420	Project Management	60	18	Yes	BTEC 1110
BTEC 1550	Business Leadership	30	4	No	
BTEC 1540	Business Law and Ethics	60	8	No	

<i>Business Technology (Small Business eMarketing Specialist) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1070	Web Site Usability and Testing	30	10	Yes	BTEC 1110
BTEC 1310	Small Business Management I	90	5	No	
BTEC 1320	Small Business Management II	90	12	Yes	BTEC 1310
BTEC 1330	Small Business Management III	30	7	Yes	BTEC 1320
BTEC 1340	Small Business Marketing	30	4	No	
BTEC 1350	Intellectual Property Law	30	5	No	
BTEC 1370	eBusiness Fundamentals	60	9	No	
BTEC 1380	eMarketing Principles I	60	6	Yes	BTEC 1370
BTEC 1390	eMarketing Principles II	60	6	Yes	BTEC 1380
BTEC 1540	Business Law and Ethics	60	8	No	
BTEC 1550	Business Leadership	30	4	No	

<i>Business Technology (Administrative Assistant) (0 hours required)</i>		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1006	Keyboarding II	30	1	Yes	BTEC 1005
BTEC 1007	Keyboarding III	30	1	Yes	BTEC 1006

BTEC 1041	Records Management	45	3	No	
BTEC 1060	Office Procedures	90	10	No	
BTEC 1152	Database Applications I (MS Access 2010)	60	1	Yes	BTEC 1110
BTEC 1182	Email Application (MS Outlook 2010)	60	1	No	
BTEC 1520	Business Correspondence	90	12	Yes	BTEC 1510
BTEC 2132	Word Processing Applications II (MS Word 2010)	60	1	Yes	BTEC 1132
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	1	Yes	BTEC 1142
BTEC 2152	Database Applications II (MS Access 2010)	60	1	Yes	BTEC 2152
BTEC 3000	Integrated Project	90	4	No	
Business Technology (Computer Applications Specialist) (0 hours required)		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1152	Database Applications I (MS Access 2010)	60	1	Yes	BTEC 1110
BTEC 1182	Email Application (MS Outlook 2010)	60	1	No	
BTEC 1190	Desktop Publishing	90	5	Yes	BTEC 2131
BTEC 2132	Word Processing Applications II (MS Word 2010)	60	1	Yes	BTEC 1132
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	1	Yes	BTEC 1142
BTEC 2152	Database Applications II (MS Access 2010)	60	1	Yes	BTEC 2152
BTEC 3000	Integrated Project	90	4	No	
Business Technology (Additional Electives) (0 hours required)		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1131	Word Processing Applications I (MS Word 2007)	60	11	Yes	BTEC 1110
BTEC 1141	Spreadsheet Applications I (MS Excel 2007)	60	8	Yes	BTEC 1110
BTEC 1151	Database Applications I (MS Access 2007)	60	9	Yes	BTEC 1110
BTEC 1161	Electronic Presentations (MS PowerPoint 2007)	60	12	Yes	BTEC 1110
ACCT 1310	QuickBooks for the Non-Accountant	45	9	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 1420	Payroll I	45	5	Yes	ACCT 1320, ACCT 1330, ACCT 1300
BTEC 1430	Project Management Applications (MS Project 2010)	60	1	Yes	BTEC 1400, BTEC 1122, BTEC 1005
ACCT 1440	Accounts Receivable I	45	4	Yes	ACCT 1330, ACCT 1300
ACCT 1460	Accounts Payable 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 1590	Technical Writing	90	5	No	
BTEC 2131	Word Processing Applications II (MS Word 2007)	60	11	Yes	BTEC 1131
BTEC 2141	Spreadsheet Applications II (MS Excel 2007)	60	10	Yes	BTEC 1110, BTEC 1141
BTEC 2151	Database Applications II (MS Access 2007)	60	8	Yes	BTEC 1151
BTEC 2920	Business Technology Externship	120	8	No	
WGDC 2100	Web Design Fundamentals: HTML	90	7	No	
WKSK 1500B	Job Seeking Skills - Blended	30	5	No	
Skill Development-Not Req (0 hours required)					
Business Technology (0 hours required)		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	

