



# Tooele Technical College

88 S Tooele Blvd, Tooele, UT 84074

435-248-1800

<b>Certificate Syllabus</b>		<b>Executive Assistant</b>
Certificate 1 Year (Catalog Year: 2019)		
<b>Tooele Tech Core (810 hours required)</b>		<b>Hours</b>
<i>Executive Assistant (810 hours required)</i>		<i>Hours</i>
<i>Keyboarding I (BTEC1010)</i>		60.00
<i>Lesson 1-4 (1)</i>		10.00
<i>Lesson 5-8 (2)</i>		10.00
<i>Lesson 9-12 (3)</i>		10.00
<i>Lesson 13-16 (4)</i>		10.00
<i>Lesson 17-20 (5)</i>		10.00
<i>Lesson 21-24 &amp; final Assessment (6)</i>		10.00
<i>Computer Literacy (BTEC1503)</i>		100.00
<i>Computing Basics (1)</i>		20.00
<i>Microsoft Word (2)</i>		20.00
<i>Microsoft Excel (3)</i>		20.00
<i>Microsoft PowerPoint (4)</i>		20.00
<i>Microsoft Access (5)</i>		20.00
<i>Word Processing Applications I (MS Word) (BTEC1630)</i>		90.00
<i>Creating Documents and Modifying Fonts (1)</i>		12.00
<i>Formatting (2)</i>		12.00
<i>Editing Documents (3)</i>		12.00
<i>Tables, Themes and Graphics (4)</i>		12.00
<i>References, Headers, and Footers (5)</i>		12.00
<i>Collaboration (6)</i>		12.00
<i>Certification Exam Prep (7)</i>		18.00
<i>Spreadsheet Applications I (MS Excel) (BTEC1640)</i>		60.00
<i>Creating Workbooks and Organizing Data (1)</i>		8.00
<i>Changing Properties and Formatting Cells (2)</i>		8.00
<i>Simple Formulas and Advanced Functions (3)</i>		8.00
<i>Charts (4)</i>		8.00
<i>Tables (5)</i>		8.00
<i>Complex Data (6)</i>		8.00
<i>Comprehensive Certification Exam Prep (7)</i>		12.00
<i>Database Applications I (MS Access) (BTEC1650)</i>		60.00
<i>Database and Table Essentials (1)</i>		7.00
<i>Modifying Tables (2)</i>		7.00

<i>Creating Forms and Reports (3)</i>	7.00
<i>Queries and Controls (4)</i>	7.00
<i>Advanced Tables and Forms (5)</i>	7.00
<i>Advanced Reports and Queries (6)</i>	7.00
<i>Data Sharing (7)</i>	8.00
<i>Certification Exam Prep (8)</i>	10.00
<b><i>Business Communication (BTEC1531)</i></b>	<b>90.00</b>
<i>Communication Foundations (1)</i>	15.00
<i>The Writing Process (2)</i>	15.00
<i>Workplace Communication (3)</i>	15.00
<i>Positive, Negative, and Direct Messaging (4)</i>	15.00
<i>Business Reports and Research (5)</i>	15.00
<i>Business Proposals and Presentations (6)</i>	15.00
<b><i>Records Management (BTEC1502)</i></b>	<b>30.00</b>
<i>Alphabetic Indexing Rules (1)</i>	6.00
<i>Alphabetic Filing Procedures (2)</i>	6.00
<i>Numeric Filing Procedures (3)</i>	6.00
<i>Subject Filing Procedures (4)</i>	6.00
<i>Geographic Filing Procedures (5)</i>	6.00
<b><i>Business Math (BTEC1501)</i></b>	<b>90.00</b>
<i>Whole Numbers, Fractions, and Decimals (1)</i>	15.00
<i>Math Applications in Business (2)</i>	15.00
<i>Invoices and Discounts (3)</i>	10.00
<i>Markup and Markdowns (4)</i>	10.00
<i>Payroll (5)</i>	10.00
<i>Interest (6)</i>	10.00
<i>Consumer and Business Credit (7)</i>	10.00
<i>Mortgages (8)</i>	10.00
<b><i>Business Calculations (BTEC1020A)</i></b>	<b>60.00</b>
<i>10-Key Lesson 1-13 (1)</i>	10.00
<i>10-Key Lesson 14-24 (2)</i>	10.00
<i>Introduction and Whole Numbers by Touch (3)</i>	10.00
<i>Basic Math: Addition and Subtraction (4)</i>	10.00
<i>Basic Math: Multiplication and Division (5)</i>	10.00
<i>Special Math Functions (6)</i>	10.00
<b><i>Intro to Business Professional (BTEC1901)</i></b>	<b>60.00</b>
<i>Becoming a Professional (1)</i>	8.00
<i>Organization and Ethics (2)</i>	8.00
<i>Workplace Team and Customer Focus (3)</i>	8.00
<i>Communication Skills with Technology (4)</i>	8.00
<i>Presentation and Planning Skills (5)</i>	8.00
<i>Records Management (6)</i>	10.00
<i>Business Travel and Financial Documents (7)</i>	10.00
<b><i>Accounting I (ACCT1330)</i></b>	<b>60.00</b>

<i>Introduction to Accounting (1)</i>	7.00
<i>Analyzing Transactions: The Accounting Equation (2)</i>	7.00
<i>The Double-Entry Framework (3)</i>	7.00
<i>Journalizing and Posting Transactions (4)</i>	7.00
<i>Adjusting Entries and the Work Sheet (5)</i>	7.00
<i>Financial Statements and the Closing Process (6)</i>	7.00
<i>Accounting for Cash (7)</i>	7.00
<i>Accounting I Comprehensive Problem (8)</i>	11.00
<b>Workplace Relations (WKS1501)</b>	20.00
<i>Attitude (1)</i>	5.00
<i>Time Management (2)</i>	5.00
<i>Communication (3)</i>	5.00
<i>Conflict Resolution/Relationship Building (4)</i>	5.00
<b>Employment Communication (BTEC1400)</b>	30.00
<i>The Job Search, Resumes and Cover Letters (1)</i>	6.00
<i>Resume (2)</i>	9.00
<i>Interviewing and follow-up (3)</i>	9.00
<i>Mock Interview and Salary Negotiations (4)</i>	6.00
<b>Tooele Tech Recommended Course (0 hours required)</b>	Hours
<i>Executive Assistant (0 hours required)</i>	Hours
<b>Basic Computer Skills for Professionals (BTEC0102A)</b>	30.00
<i>Operating System (1)</i>	8.00
<i>Microsoft Word (2)</i>	8.00
<i>Working in Documents (3)</i>	8.00
<i>Excel (4)</i>	6.00
<b>Tooele Tech Elective (120 hours required)</b>	Hours
<i>Executive Assistant (120 hours required)</i>	Hours
<b>Computerized Accounting (Quickbooks) (ACCT2310)</b>	60.00
<i>Setting Up Your Business Accounting System (1)</i>	8.00
<i>Customers and Sales (2)</i>	8.00
<i>Vendors, Purchases, and Inventory (3)</i>	8.00
<i>Employees and Payroll (4)</i>	8.00
<i>Reports and Graphs (5)</i>	8.00
<i>Set-up and Accounting for a New Company (6)</i>	8.00
<i>Advanced Features for Accountants (7)</i>	8.00
<i>Final Assessment (8)</i>	4.00
<b>Spreadsheet Applications II (MS Excel) (BTEC1645)</b>	60.00
<i>Manage and Share Workbooks (1)</i>	12.00
<i>Apply Custom Formats and Layouts (2)</i>	12.00
<i>Create Advanced Formulas (3)</i>	12.00
<i>Create Advanced Charts and Tables (4)</i>	24.00
<b>Word Processing Applications II (MS Word) (BTEC1635)</b>	90.00
<i>Manage and Share Documents (1)</i>	15.00
<i>Design Advanced Documents (2)</i>	25.00

<i>Create Advanced References (3)</i>	25.00
<i>Create Custom Word Elements (4)</i>	25.00
<i>Electronic Presentations (MS PowerPoint) (BTEC1660)</i>	60.00
<i>PowerPoint Basics (1)</i>	10.00
<i>Designing a Presentation (2)</i>	10.00
<i>Tables and Charts (3)</i>	10.00
<i>Graphics and Animation (4)</i>	10.00
<i>Sharing and Delivering a Presentation (5)</i>	20.00
<i>Accounting II (ACCT1340)</i>	60.00
<i>Payroll Accounting: Employee Earnings and Deduction (1)</i>	6.00
<i>Payroll Accounting: Employer Taxes and Reports (2)</i>	6.00
<i>Accounting for Sales and Cash Receipts (3)</i>	6.00
<i>Accounting for Purchases and Cash Payments (4)</i>	6.00
<i>Special Journals (5)</i>	6.00
<i>Accounting for Merchandise Inventory (6)</i>	6.00
<i>Adjustments and the Work Sheet for a Merchandising Business (7)</i>	6.00
<i>Financial Statements and Year-End Accounting for a Merchandising Business (8)</i>	6.00
<i>Accounting II Comprehensive Problem (9)</i>	12.00
<i>Personal Information Management (MS Outlook) (BTEC1902)</i>	30.00
<i>Introduction to Outlook (1)</i>	5.00
<i>Formatting Outlook (2)</i>	5.00
<i>Managing Messages (3)</i>	5.00
<i>Calendar Features (4)</i>	5.00
<i>Contacts and Groups (5)</i>	5.00
<i>Certification Exam Prep (6)</i>	5.00