



Tooele Technical College

88 S Tooele Blvd, Tooele, UT 84074

435-248-1800

Certificate Syllabus		Office Clerk
Certificate (Catalog Year: 2019)		
Tooele Tech Core (540 hours required)		Hours
<i>Office Clerk (540 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 & 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>Business Communication (BTEC1531)</i>		90.00
<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
<i>Employment Communication (BTEC1400)</i>		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
<i>Workplace Relations (WWSK1501)</i>		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
<i>Business Math (BTEC1501)</i>		90.00
<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
Spreadsheet Applications I (MS Excel) (BTEC1640)	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
Word Processing Applications I (MS Word) (BTEC1630)	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
Tooele Tech Recommended Course (0 hours required)	Hours
<i>Office Clerk (0 hours required)</i>	Hours
Basic Computer Skills for Professionals (BTEC0102A)	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
Tooele Tech Elective (120 hours required)	Hours
<i>Office Clerk (120 hours required)</i>	Hours
Database Applications I (MS Access) (BTEC1650)	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
Business Calculations (BTEC1020A)	60.00
<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
<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>Keyboarding II (BTEC2010)</i>	30.00
<i>Lessons 1-13 (1)</i>	10.00
<i>Lessons 14-26 (2)</i>	10.00
<i>Lessons 27-28 and Final Assessment (3)</i>	10.00