Certificate Syllabus	Office Manager
Certificate 1 Year (Catalog Year: 2019)	

Tooele Tech Core (1000 hours required)	Hours
Office Manager (1000 hours required)	*Hours*
Keyboarding I (BTEC1010)	60.00
Lesson 1-4 (1)	10.00
Lesson 5-8 (2)	10.00
Lesson 9-12 (3)	10.00
Lesson 13-16 (4)	10.00
Lesson 17-20 (5)	10.00
Lesson 21-24 & final Assessment (6)	10.00
Computer Literacy (BTEC1503)	100.00
Computing Basics (1)	20.00
Microsoft Word (2)	20.00
Microsoft Excel (3)	20.00
Microsoft PowerPoint (4)	20.00
Microsoft Access (5)	20.00
Word Processing Applications I (MS Word) (BTEC1630)	90.00
Creating Documents and Modifying Fonts (1)	12.00
Formatting (2)	12.00
Editing Documents (3)	12.00
Tables, Themes and Graphics (4)	12.00
References, Headers, and Footers (5)	12.00
Collaboration (6)	12.00
Certification Exam Prep (7)	18.00
Spreadsheet Applications I (MS Excel) (BTEC1640)	60.00
Creating Workbooks and Organizing Data (1)	8.00
Changing Properties and Formatting Cells (2)	8.00
Simple Formulas and Advanced Functions (3)	8.00
Charts (4)	8.00
Tables (5)	8.00
Complex Data (6)	8.00
Comprehensive Certification Exam Prep (7)	12.00
Electronic Presentations (MS PowerPoint) (BTEC1660)	60.00
PowerPoint Basics (1)	10.00
Designing a Presentation (2)	10.00

Tables and Charts (3)	10.00
Graphics and Animation (4)	10.00
Sharing and Delivering a Presentation (5)	20.00
Database Applications I (MS Access) (BTEC1650)	60.00
Database and Table Essentials (1)	7.00
Modifying Tables (2)	7.00
Creating Forms and Reports (3)	7.00
Queries and Controls (4)	7.00
Advanced Tables and Forms (5)	7.00
Advanced Reports and Queries (6)	7.00
Data Sharing (7)	8.00
Certification Exam Prep (8)	10.00
Business Communication (BTEC1531)	90.00
Communication Foundations (1)	15.00
The Writing Process (2)	15.00
Workplace Communication (3)	15.00
Positive, Negative, and Direct Messaging (4)	15.00
Business Reports and Research (5)	15.00
Business Proposals and Presentations (6)	15.00
Records Management (BTEC1502)	30.00
Alphabetic Indexing Rules (1)	6.00
Alphabetic Filing Procedures (2)	6.00
Numeric Filing Procedures (3)	6.00
Subject Filing Procedures (4)	6.00
Geographic Filing Procedures (5)	6.00
Business Math (BTEC1501)	90.00
Whole Numbers, Fractions, and Decimals (1)	15.00
Math Applications in Business (2)	15.00
Invoices and Discounts (3)	10.00
Markup and Markdowns (4)	10.00
Payroll (5)	10.00
Interest (6)	10.00
Consumer and Business Credit (7)	10.00
Mortgages (8)	10.00
Business Calculations (BTEC1020A)	60.00
10-Key Lesson 1-13 (1)	10.00
10-Key Lesson 14-24 (2)	10.00
Introduction and Whole Numbers by Touch (3)	10.00
Basic Math: Addition and Subtraction (4)	10.00
Basic Math: Multiplication and Division (5)	10.00
Special Math Functions (6)	10.00
Intro to Business Professional (BTEC1901)	60.00
Becoming a Professional (1)	8.00
Organization and Ethics (2)	8.00

Workplace Team and Customer Focus (3)	8.00
Communication Skills with Technology (4)	8.00
Presentation and Planning Skills (5)	8.00
Records Management (6)	10.00
Business Travel and Financial Documents (7)	10.00
Accounting I (ACCT1330)	60.00
Introduction to Accounting (1)	7.00
Analyzing Transactions: The Accounting Equation (2)	7.00
The Double-Entry Framework (3)	7.00
Journalizing and Posting Transactions (4)	7.00
Adjusting Entries and the Work Sheet (5)	7.00
Financial Statements and the Closing Process (6)	7.00
Accounting for Cash (7)	7.00
Accounting I Comprehensive Problem (8)	11.00
Workplace Relations (WKSK1501)	20.00
Attitude (1)	5.00
Time Management (2)	5.00
Communication (3)	5.00
Conflict Resolution/Relationship Building (4)	5.00
Employment Communication (BTEC1400)	30.00
The Job Search, Resumes and Cover Letters (1)	6.00
Resume (2)	9.00
Interviewing and follow-up (3)	9.00
Mock Interview and Salary Negotiations (4)	6.00
Management Internship (BTEC1420)	40.00
Classroom Management (1)	10.00
Customer Service (2)	10.00
Accounting (3)	10.00
Marketing (4)	5.00
Executive Assistant (5)	5.00
Integrated Project (BTEC2913)	90.00
Business Document Projects (1)	15.00
Business Spreadsheet Projects (2)	15.00
Business Database Projects (3)	15.00
Business Accounting Projects (4)	15.00
Business Presentation Projects (5)	15.00
Business Projects Final Presentation (6)	15.00
Tooele Tech Recommended Course (0 hours required)	Hours
Office Manager (0 hours required)	*Hours*
Basic Computer Skills for Professionals (BTEC0102A)	30.00
Operating System (1)	8.00
Microsoft Word (2)	8.00
Working in Documents (3)	8.00
Excel (4)	6.00

Tooele Tech Elective (260 hours required)	Hours
Office Manager (260 hours required)	Hours
Computerized Accounting (Quickbooks) (ACCT2310)	60.00
Setting Up Your Business Accounting System (1)	8.00
Customers and Sales (2)	8.00
Vendors, Purchases, and Inventory (3)	8.00
Employees and Payroll (4)	8.00
Reports and Graphs (5)	8.00
Set-up and Accounting for a New Company (6)	8.00
Advanced Features for Accountants (7)	8.00
Final Assessment (8)	4.00
Keyboarding II (BTEC2010)	30.00
Lessons 1-13 (1)	10.00
Lessons 14-26 (2)	10.00
Lessons 27-28 and Final Assessment (3)	10.00
Keyboarding III (BTEC2020)	30.00
Lessons 1-11 (1)	10.00
Lessons 12-22 (2)	10.00
Lessons 23-33 and Final Assessment (3)	10.00
Spreadsheet Applications II (MS Excel) (BTEC1645)	60.00
Manage and Share Workbooks (1)	12.00
Apply Custom Formats and Layouts (2)	12.00
Create Advanced Formulas (3)	12.00
Create Advanced Charts and Tables (4)	24.00
Word Processing Applications II (MS Word) (BTEC1635)	90.00
Manage and Share Documents (1)	15.00
Design Advanced Documents (2)	25.00
Create Advanced References (3)	25.00
Create Custom Word Elements (4)	25.00
Desktop Publishing(MS Publisher) (BTEC1410)	30.00
Creating and Editing a Publication (1)	5.00
Designing a Newsletter (2)	5.00
Publishing a Tri-fold Brochure and E-Mail Feature (3)	5.00
Using Business Information Sets (4)	5.00
Merging Publications and Data (5)	5.00
Creating an Interactive Web Site and Integration Feature (6)	5.00
Accounting II (ACCT1340)	60.00
Payroll Accounting: Employee Earnings and Deduction (1)	6.00
Payroll Accounting: Employer Taxes and Reports (2)	6.00
Accounting for Sales and Cash Receipts (3)	6.00
Accounting for Purchases and Cash Payments (4)	6.00
Special Journals (5)	6.00
Accounting for Merchandise Inventory (6)	6.00
Adjustments and the Work Sheet for a Merchandising Business (7)	6.00

Financial Statements and Year-End Accounting for a Merchandising Business (8)	6.00
Accounting II Comprehensive Problem (9)	12.00
Personal Information Management (MS Outlook) (BTEC1902)	30.00
Introduction to Outlook (1)	5.00
Formatting Outlook (2)	5.00
Managing Messages (3)	5.00
Calendar Features (4)	5.00
Contacts and Groups (5)	5.00
Certification Exam Prep (6)	5.00