



Tooele Technical College

88 S Tooele Blvd, Tooele, UT 84074

435-248-1800

Certificate Syllabus		Business Technology
Certificate of Proficiency (Catalog Year: 2020)		
Tooele Tech Core (690 hours required)		Hours
<i>Business Technology Core (690 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>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
<i>Word Processing Applications I (MS Word) (BTEC2030)</i>		60.00
<i>Creating Document and Modifying Fonts (1)</i>		10.00
<i>Formatting (2)</i>		10.00
<i>Editing Documents (3)</i>		10.00
<i>Tables, themes and Graphics (4)</i>		10.00

<i>References, Headers, and Footers (5)</i>	10.00
<i>Collaboration (6)</i>	10.00
<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>The Administrative Professional (BTEC2050)</i>	60.00
<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
<i>Business and Employment Communication (BTEC2080)</i>	90.00
<i>Communications Foundations (1)</i>	10.00
<i>The Writing Process (2)</i>	10.00
<i>Workplace Communication (3)</i>	10.00
<i>Positive, Negative, and Direct Messaging (4)</i>	10.00
<i>Business Reports and Research (5)</i>	10.00
<i>Business Proposals and Presentations (6)</i>	10.00
<i>The Job Search, Resumes and Cover Letters (7)</i>	6.00
<i>Resume Production (8)</i>	9.00
<i>Interviewing and Follow-up (9)</i>	9.00
<i>Mock Interview and Salary Negotiations (10)</i>	6.00
<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 I (ACCT1330)</i>	60.00
<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

<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
Tooele Tech Recommended Course (0 hours required)	Hours
<i>Business Technology Recommended Pre-Requisite (OPTIONAL) (0 hours required)</i>	Hours
<i>Basic Computer Skills for Professionals (BTEC0102)</i>	30.00
<i>Computer Fundamentals (1)</i>	10.00
<i>Key Applications (2)</i>	10.00
<i>Living Online (3)</i>	10.00
Tooele Tech Elective (240 hours required)	Hours
<i>Business Technology Electives (240 hours required)</i>	Hours
<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
<i>Records Management I (BTEC1040)</i>	30.00
<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
<i>Business Calculations (BTEC1020A)</i>	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>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
Computerized Accounting (Quickbooks) (ACCT2015)	60.00
<i>Getting Started with Quickbooks, Balance Sheets and Income Statements (1)</i>	6.00
<i>Cash Flows, Supporting Reports, and Setting up Business Systems (2)</i>	6.00
<i>Cash-Oriented Business Activities (3)</i>	12.00
<i>Additional Business Activities (4)</i>	8.00
<i>Adjusting Entries (5)</i>	8.00
<i>Budgeting (6)</i>	8.00
<i>Reporting Business Activities (7)</i>	8.00
<i>Managing Fixed Assets (8)</i>	4.00
Desktop Publishing(MS Publisher) (BTEC1410)	30.00
<i>Creating and Editing a Publication (1)</i>	5.00
<i>Designing a Newsletter (2)</i>	5.00
<i>Publishing a Tri-fold Brochure and E-Mail Feature (3)</i>	5.00
<i>Using Business Information Sets (4)</i>	5.00
<i>Merging Publications and Data (5)</i>	5.00
<i>Creating an Interactive Web Site and Integration Feature (6)</i>	5.00
Keyboarding II (BTEC2010)	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
Keyboarding III (BTEC2020)	30.00
<i>Lessons 1-11 (1)</i>	10.00
<i>Lessons 12-22 (2)</i>	10.00
<i>Lessons 23-33 and Final Assessment (3)</i>	10.00
Integrated Project (BTEC2913)	90.00
<i>Business Document Projects (1)</i>	15.00
<i>Business Spreadsheet Projects (2)</i>	15.00
<i>Business Database Projects (3)</i>	15.00
<i>Business Accounting Projects (4)</i>	15.00
<i>Business Presentation Projects (5)</i>	15.00
<i>Business Projects Final Presentation (6)</i>	15.00
Management Internship (BTEC1420)	40.00
<i>Classroom Management (1)</i>	10.00
<i>Customer Service (2)</i>	10.00
<i>Accounting (3)</i>	10.00
<i>Marketing (4)</i>	5.00
<i>Executive Assistant (5)</i>	5.00
Word Processing Applications II (MS Word) (BTEC1635)	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>Spreadsheet Applications II (MS Excel) (BTEC1645)</i>	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