



Tooele Applied Technology College

88 S Tooele Blvd, Tooele, Utah 84074

435-248-1800

Certificate Syllabus		Office Manager
Certificate 1 Year (Catalog Year: 2017)		
TATC Core (1000 hours required)		Hours
<i>Office Manager (1000 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>Word Processing Applications I (MS Word) (BTEC1630)</i>		90.00
<i>Word Basics (1)</i>		10.00
<i>Formatting (2)</i>		10.00
<i>Managing and Creating Tables (3)</i>		10.00
<i>Themes and Graphics (4)</i>		20.00
<i>Proofing and Formatting (5)</i>		10.00
<i>Mail Merging and Macros (6)</i>		10.00
<i>Protecting and Sharing Documents (7)</i>		20.00
<i>Spreadsheet Applications I (MS Excel) (BTEC1640)</i>		60.00
<i>Excel Basics (1)</i>		5.00
<i>Basic Formulas and Functions (2)</i>		10.00
<i>Formatting Cells and Ranges (3)</i>		10.00
<i>Worksheets (4)</i>		10.00
<i>Macros and Advanced Formulas (5)</i>		10.00
<i>Charts and Pictures (6)</i>		5.00
<i>Securing and Sharing Workbooks (7)</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
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>Database Tools (8)</i>	10.00
Business Communication (BTEC1531)	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
Records Management (BTEC1502)	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
Business Math (BTEC1501)	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
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
Choose 2 - either Acct I & Acct II or Acct I & Financial Records (CHOOSE2)	0.00
<i>Accounting Choices (1)</i>	0.00
Financial Records (ACCT1320)	90.00

<i>Basic Record Keeping Skills (1)</i>	5.00
<i>Budget Records (2)</i>	5.00
<i>Credit Records (3)</i>	5.00
<i>Cash Receipts Records (4)</i>	5.00
<i>Checking Account Records (5)</i>	5.00
<i>Petty Cash Records (6)</i>	5.00
<i>Record Keeping for Sales Clerks (7)</i>	5.00
<i>Record Keeping for Retail Charge Sales (8)</i>	5.00
<i>Record Keeping for Accounts Receivable (9)</i>	5.00
<i>Record Keeping for Stock Record Clerks (10)</i>	5.00
<i>Record Keeping for Purchase Order Clerks (11)</i>	5.00
<i>Record Keeping for Accounts Payable (12)</i>	5.00
<i>Record Keeping for Small Business (13)</i>	5.00
<i>Financial Statements (14)</i>	5.00
<i>Get In-Line Skate Shop Simulation (15)</i>	20.00
Accounting I (ACCT1330)	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>Trey's Fast Cleaning Service Practice Set for College Accounting (with Student CD-Rom), 20th Edition (8)</i>	11.00
Accounting II (ACCT1340)	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>Coolspring Furniture Practice Set for College Accounting (with Student CD-ROM), 20th Edition (9)</i>	12.00
Workplace Relations (WKSK1501)	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
Employment Communication (BTEC1400)	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>Management Internship (BTEC1420)</i>	40.00
<i>Classroom Management (1)</i>	10.00
<i>Customer Service (2)</i>	5.00
<i>Accounting and Marketing (3)</i>	10.00
<i>Executive Assistant (4)</i>	15.00
Integrated Project (BTEC2913)	90.00
<i>Preparing Marketing and Administrative Documents (1)</i>	4.50
<i>Creating Personnel Documents (2)</i>	4.50
<i>Preparing Administrative Documents (3)</i>	4.50
<i>Creating Materials to Promote the Company (4)</i>	4.50
<i>Creating Training Presentations (5)</i>	4.50
<i>Preparing Advertising Materials Using Desktop Publishing (6)</i>	4.50
<i>Desktop Publishing with Publisher (7)</i>	4.50
<i>Managing Payroll Records (8)</i>	4.50
<i>Managing Budgets (9)</i>	4.50
<i>Managing Business Travel Documents (10)</i>	4.50
<i>Determining Costs for Events (11)</i>	4.50
<i>Performing Statistical Analyses (12)</i>	4.50
<i>Preparing Financial Documents (13)</i>	4.50
<i>Creating Presentations for Independence Day Extravaganza (14)</i>	4.50
<i>Managing Guides and Their Certifications (15)</i>	4.50
<i>Managing Equipment (16)</i>	4.50
<i>Managing Resort Operations (17)</i>	4.50
<i>Managing Information Requests (18)</i>	4.50
<i>Preparing Materials for Bridge Day (19)</i>	4.50
<i>Final (20)</i>	4.50
TATC Elective (260 hours required)	Hours
<i>Office Manager (260 hours required)</i>	Hours
Computerized Accounting (Quickbooks) (ACCT2310)	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
Keyboarding II (BTEC2010)	30.00
<i>Lessons 1-13 (1)</i>	10.00
<i>Lessons 14-26 (2)</i>	10.00
<i>Lessons 27-41 (3)</i>	10.00
Keyboarding III (BTEC2020)	30.00
<i>Lessons 1-13 (1)</i>	10.00
<i>Lessons 14-26 (2)</i>	10.00

<i>Lessons 27-51 (3)</i>	10.00
<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
<i>Word Processing Applications II (MS Word) (BTEC1635)</i>	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>Desktop Publishing (MS Publisher) (BTEC1410)</i>	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