



Tooele Applied Technology College

88 S Tooele Blvd, Tooele, Utah 84074

435-248-1800

Certificate Syllabus		Receptionist
Certificate (Catalog Year: 2017)		
TATC Core (180 hours required)		Hours
<i>Receptionist (180 hours required)</i>		<i>Hours</i>
<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>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
TATC Elective (60 hours required)		Hours
<i>Receptionist (60 hours required)</i>		<i>Hours</i>
<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>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
Word Processing Applications I (MS Word) (BTEC1630)	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
Spreadsheet Applications I (MS Excel) (BTEC1640)	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