



# Tooele Applied Technology College

88 S Tooele Blvd, Tooele, Utah 84074

435-248-1800

<b>Certificate Syllabus</b>		<b>Office Clerk</b>
Certificate (Catalog Year: 2017)		
<b>TATC Core (540 hours required)</b>		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 &amp; 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
<b>Spreadsheet Applications I (MS Excel) (BTEC1640)</b>	<b>60.00</b>
<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
<b>Word Processing Applications I (MS Word) (BTEC1630)</b>	<b>90.00</b>
<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
<b>TATC Elective (120 hours required)</b>	<b>Hours</b>
<i>Office Clerk (120 hours required)</i>	<i>Hours</i>
<b>Database Applications I (MS Access) (BTEC1650)</b>	<b>60.00</b>
<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
<b>Business Calculations (BTEC1020A)</b>	<b>60.00</b>
<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
<b>Electronic Presentations (MS PowerPoint) (BTEC1660)</b>	<b>60.00</b>
<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 27-41 (3)</i>	10.00