

**DXATC**  
Dixie Applied Technology College

**2010**  
FALL SCHEDULE





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# DXATC

Dixie Applied Technology College

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**Main Campus**  
46 South 1000 East  
St. George, UT 84770  
**(435) 674-8400**  
*www.dxatc.edu*

## OFFICE HOURS

Mon–Thurs. . . . . 7:30 AM – 7:00 PM  
Friday. . . . . 7:30 AM – 5:00 PM  
Cashier Hours . . . . . 8:30 AM – 4:00 PM



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A CAMPUS OF THE  
UTAH COLLEGE OF  
APPLIED TECHNOLOGY

# DXATC

Dixie Applied Technology College

## EXTENSION CAMPUSES

Diesel Facility  
834 Red Rock Road  
St. George, UT 84770  
(435) 668-1241

Auto Body Facility  
Dixie State College Campus  
Auto Body Lab  
950 East 300 South  
St. George, UT 84770  
(435) 652-7858

Drafting, Office Technology Labs  
University Plaza Building B  
1071 East 100 South  
St. George, UT 84770  
Office Lab (435) 674-8622  
Draft Lab (435) 674-8621

Manufacturing Operations  
University Plaza Building C  
1071 East 100 South  
St. George, UT 84770  
(435) 674-8603

## MAIN CAMPUS

46 South 1000 East  
St. George, UT 84770  
(435) 674-8400  
[www.DXATC.com](http://www.DXATC.com)

## INSTRUCTIONAL SERVICE CENTERS

Purgatory Correctional  
Facility  
750 South 5400 West  
Hurricane, UT 84737

Dixie High School  
350 East 700 South  
St. George, UT 84770  
(435) 673-4682

Desert Hills High School  
828 E. Desert Hills Dr.  
St. George, UT 84790  
(435) 674-0885

Hurricane High School  
345 West 100 South  
Hurricane, UT 84737  
(435) 635-3280

Pineview High School  
2850 East 750 North  
St. George, UT 84790  
(435) 628-5255

Snow Canyon High School  
1385 N. Lava Flow Drive  
St. George, UT 84770  
(435) 634-1967

All statements herein are believed to be true and correct at the time of publication, July 2010.

Dixie Applied Technology College reserves the right to make necessary changes, deletions, or revisions at any time.

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## **MISSION STATEMENT**

The mission of the Dixie Applied Technology College is to align with the collective resources of Dixie State College, Washington County School District, and business and industry to provide high school and adult students with user-friendly, individualized training programs, which focus on higher paying and satisfying careers.

## **ACCREDITATION**

The Dixie Applied Technology College received national accreditation on June 26, 2007, from the Council on Occupational Education, [www.council.org](http://www.council.org). Additional information regarding accreditation may be obtained from the DXATC Main Office.

## **ADMISSION AND REGISTRATION**

### **HOW TO ENROLL**

High school students register at the DXATC office after receiving permission from their high school counselor. The classes are tuition free. High school students pay class fees.

In order for adult students to be admitted to one of the preparatory programs they must:

1. Meet with Counselor in the Counseling Center at the DXATC (Call 674-8400 to make an appointment with the Counselor).
2. Apply for admission online at [dxatc.edu](http://dxatc.edu) or complete the DXATC Admission Form and pay the \$40.00 non-refundable admission fee.
3. Complete the CPT Test, required by training programs. This test is given at the Dixie State College Testing Center. Transcripts from other colleges will be reviewed, which could eliminate the need to take the CPT.
4. Complete a Registration Form for admission into a certain class.
5. Pay tuition and fees in accordance with current Utah College of Applied Technology policy. The tuition rate is currently \$1.50 per “seat hour.”

## **SHORT-TERM OCCUPATIONAL UPGRADE COURSES**

The Dixie Applied Technology College offers many short-term occupational upgrade classes which vary in length and are offered primarily in the evening. Tuition and fees are due before the classes begin. There is no admission fee for these classes. Visit our office, the DXATC web site ([www.dxatc.edu](http://www.dxatc.edu)), or review this class schedule for information regarding courses offered, dates, times, and tuition.

## TUITION

Adult students pay tuition in accordance with current Utah College of Applied Technology (UCAT) policies. The rate is \$1.50 per “seat hour.” This does not include charges for books, fees, and supplies that are needed for class. High School students do not pay tuition, but are responsible for books, fees, and supplies.

## SCHEDULE

The DXATC operates on a year-round schedule. The hours of instruction for most open-entry/open-exit classes are taught in hour blocks. The times of these blocks vary with each class. Students may select any block of time and any combination of days of the week. After the schedule has been worked out with the counselor, or instructor, it must be maintained. If a change in schedule needs to take place a “Change of Schedule” form will need to be completed. The new schedule will then be updated in the school computer system. The first class change is free. There will be a \$5.00 fee for any class changes made after that.

Some of the classes are “defined entry,” meaning that they are taught at the same time, on specific days of the week. There is no flexibility of times or days in a “defined entry” class.

## SCHEDULE LEGEND

The following is an explanation of the headers and abbreviations used in the schedule tables.

**Course** — Title of course

**Hours** — Number of hours in course

**Days** — Days course is taught

**M**–Monday **T**–Tuesday **W**–Wednesday **R**–Thursday **F**–Friday

**Time** — Time course is taught

**Tuition** — Tuition cost per hour (fees are separate/not included)

**Location** — Location of course

**Begin** — date course begins

**End** — date course ends

## CAMPUS LOCATIONS

DESCRIPTION	DESIGNATION	ADDRESS
DXATC Main Campus	DXATC	46 South 1000 East, St. George
DSC - Udvar-Hazy School of Business	DSC - UHB	300 South 900 East, St. George
DXATC - University Plaza	UPLAZA	1071 East 100 South, St. George
DXATC - Diesel Shop	DXATC Diesel Lab	934 Red Rock Road, St. George

DXATC ACADEMIC YEAR CALENDAR

LEGEND ✓ YES  
• NO

<b>2010</b>				
DATE	ACTIVITY	HIGH SCHOOL	ADULTS	EMPLOYEES
July 1	School Open / New Fiscal Year Begins	✓	✓	✓
<b>July 5</b>	<b><i>Independence Day Holiday</i></b>	•	•	•
<b>July 23</b>	<b><i>Pioneer Day</i></b>	•	•	•
Aug 11	DXATC / WCSD — Classes Begin	✓	✓	✓
Aug 23	DSC — Classes Begin	✓	✓	✓
<b>Sept 6</b>	<b><i>Labor Day</i></b>	•	•	•
Oct 14	WCSO — End of 1 <sup>st</sup> Quarter / DSC Fall Break	✓	✓	✓
<b>Oct 15</b>	<b><i>DSC / DXATC / WCSO — Fall Break</i></b>	•	•	•
<b>Oct 18</b>	<b><i>DXATC / WCSO — Fall Break</i></b>	•	•	•
Nov 16	DSC — Career Day	✓	✓	✓
Nov 24	WCSO SEOP — No School	•	✓	✓
<b>Nov 25–26</b>	<b><i>DSC / DXATC / WCSO — Thanksgiving Break</i></b>	•	•	•
Dec 10	DSC — Last Day of Classes	✓	✓	✓
Dec 13–17	DSC — Final Exams	✓	✓	✓
Dec 17	WCSO — End of 2 <sup>nd</sup> Qtr	✓	✓	✓
Dec 18	DXATC — Last Day of Classes	✓	✓	✓
<b>Dec 23 – Jan 2</b>	<b><i>DXATC — Christmas / New Years Break</i></b>	•	•	•
<b>2011</b>				
Jan 3	DXATC / WCSO — Teacher Prep	•	•	✓
Jan 4	DXATC / WCSO — Classes Begin	✓	✓	✓
Jan 11	DSC — Classes Begin	✓	✓	✓
<b>Jan 18</b>	<b><i>Martin Luther King Jr. Day</i></b>	•	•	•
<b>Feb 21</b>	<b><i>President's Day</i></b>	•	•	•
Mar 5	WCSO — End of 3 <sup>rd</sup> Quarter	✓	✓	✓
<b>Mar 14–18</b>	<b><i>DSC / DXATC / WCSO — Spring Break</i></b>	•	•	•
Mar 21	WCSO — Quality Teaching Day	•	✓	✓
Mar 22	WCSO — Beginning of 4 <sup>th</sup> Quarter	✓	✓	✓
April 22, 25	WCSO — 4 <sup>th</sup> Quarter Break	•	✓	✓
April 28	DSC — Last Day of Classes	✓	✓	✓
April 29 – May 5	DSC — Final Exams	✓	✓	✓
May 6	DSC — Graduation	✓	✓	✓
May 12	DXATC — Awards Ceremony	✓	✓	✓
May 25	WCSO — End of 4 <sup>th</sup> Quarter	✓	✓	✓
May 26	WCSO — Graduation	•	✓	✓
<b>May 30</b>	<b><i>Memorial Day</i></b>	•	•	•
June/July	DXATC open Monday–Thursday in June/July	✓	✓	✓

## DXATC CORE COURSES

The following courses must be completed in conjunction with each certificate program to receive a Utah College of Applied Technology Certificate of Completion. These courses may be taken at the beginning of, during (concurrently), or at the end of a specific program.

COURSE	HOURS	DAYS	TIME	BEGIN	END	TUITION	LOCATION
Work Place Relations	60	MTWR	TBA	TBA	-	TBA	TBA UPLAZA B100
Basic Math	20	MTWR	* 8:00 am - 5:00 pm			\$1.50	UPLAZA B100
Job Seeking Skills	30	MTWR	TBA	TBA	-	TBA	TBA UPLAZA B100
Computer Literacy	90	MTWR	* 8:00 am - 5:00 pm			\$1.50	UPLAZA B100

\* indicates times the classroom is open, not the duration of class.

## AMERICAN HEART ASSOCIATION

As an American Heart Association community training center and healthcare educational facility our primary duty is to equip citizens with basic-advanced 1st Aid/CPR skills. Classes are offered throughout the year. Students must be pre-registered and purchase the required textbook and CD prior to attending class. Provider and instructor level courses are taught in the following disciplines:

- **ACLS** – Advanced Cardiac Life Support
- **PALS** – Pediatric Advanced Life Support
- **BLS-HCP** – Basic Life Support for health care provider
- **HeartSaver** – AED, CPR. CPR in Schools, First Aid, and/or Pediatric First Aid are for members of the community (citizen, business professional, high school health class, and daycare provider).
- **Family & Friends** – CPR and/or First Aid for Children are information-only, non-certification courses.
- **PEARS** – (Pediatric Emergency Assessment Resuscitation and Stabilization) Designed to enhance a healthcare provider's basic pediatric life support knowledge, preparing student to initiate and manage the first few minutes of a pediatric arrest or prevent pediatric victim arrest in severe cardiopulmonary distress. (Not intended for PALS-credentialed staff).
- **Bloodborne Pathogens Awareness** – Workers in many different occupations are at risk of bloodborne exposure, including Hepatitis B, Hepatitis C, and HIV/AIDS. This OSHA compliance training is geared to enhance worker knowledge about prevention or reducing worker exposure to blood and other potentially infectious materials.
- **ECG Recognition and Pharmacology** – Designed for healthcare providers who must be proficient in understanding basic cardiology, ECG measurement, arrhythmia recognition, and pharmacology. Great preparatory course for PALS or ACLS.
- **Airway Management** – This course is designed for healthcare providers who must be proficient in using airway devices on adults in hospital or out of hospital settings.

For help with program specific questions, please call the American Heart Association Center at (435) 674-8640 or (435) 879-4240. For information regarding American Heart Association classes, please refer to the AHA website at [www.dixiecpr.com](http://www.dixiecpr.com)

## APPRENTICESHIP - ELECTRICAL AND PLUMBING

DAYS	BEGIN	END	CLASSES	TIME	TUITION
<b>ELECTRICAL</b>					
MW	08/09/10	11/23/10	All Levels	6:00 pm - 9:00 pm	\$254.00
<b>PLUMBING</b>					
MW	08/09/10	11/23/10	All Levels	6:00 pm - 9:00 pm	\$254.00
MW	08/11/10	11/24/10	Technical Math	5:00 pm - 6:00 pm	\$50.00

## BUILDING CONSTRUCTION

**HIGH SCHOOL STUDENTS ONLY.** Classes begin 8/11/10 and end 05/26/11. The Building Construction program is designed to provide the opportunity to learn all aspects of the building industry. Courses completed through the program could prepare a student to sit for the contractor licensure exam. Class times for the program coincide with the Washington County School District High School Schedules:

Morning Block Schedule, Monday – Friday 8:15AM – 9:37AM, and/or 9:42AM – 11:06AM.

Afternoon Block Schedule, Monday – Friday, 11:56AM – 1:18PM, and/or 1:23PM – 2:45PM.

COURSE	HOURS	DAYS	TIME	TUITION
Estimating Mat. & Costs	60	MTWRF	HIGH SCHOOL BLOCK	*
Exterior Finishing	90	MTWRF	HIGH SCHOOL BLOCK	*
Interior Finishing	90	MTWRF	HIGH SCHOOL BLOCK	*
Framing Methods	90	MTWRF	HIGH SCHOOL BLOCK	*
Industry Intro & Tool Safety	30	MTWRF	HIGH SCHOOL BLOCK	*
Roofing	60	MTWRF	HIGH SCHOOL BLOCK	*
Design & Blueprints	90	MTWRF	HIGH SCHOOL BLOCK	*
Building Site & Concrete	120	MTWRF	HIGH SCHOOL BLOCK	*

\* no tuition charge - student pays fees and books

## **DIESEL TECHNOLOGY** *Financial Aid is available for this program.*

Students who wish to earn a DXATC Certificate of Completion in this program must also complete the DXATC Core Courses (see page 4). This program is available year-round to adult and high school students.

COURSE	BEGIN	END	DAYS	TIME	TUITION	LOCATION
Safety & Shop Skills	08/23/10 - 10/15/10		MTWRF	8:00 am - 11:00 am	\$1.50	DXATC Diesel Lab
Electrical	08/23/10 - 10/15/10		MTWRF	12:00 pm - 3:00 pm	\$1.50	DXATC Diesel Lab
Heavy Duty Brakes	10/19/10 - 12/17/10		MTWRF	8:00 am - 11:00 am	\$1.50	DXATC Diesel Lab
Preventative Maint.	10/19/10 - 12/17/10		MTWRF	12:00 pm - 3:00 pm	\$1.50	DXATC Diesel Lab

## **DRAFTING** *Financial Aid is available for this program.*

This program is a Certified Autodesk Training and Testing Center. Students who wish to earn a DXATC Certificate of Completion in this program must also complete the DXATC Core Courses (see page 4). This program is available year-round on an Open-Entry/Open-Exit basis for adult and high school students.

COURSE	HOURS	DAYS	TIME	TUITION	LOCATION
1010 Technical Drafting	120	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
1020 Intro to AutoCAD	120	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
1030 Architectural Drafting	120	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
1040 Pictorial Drafting	90	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
1070 Applied Technical Math	90	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
2110 Mechanical Drafting	60	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
2145 Engineering Design	90	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
2150 3D Solid Modeling (SolidWorks)	90	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
2160 Descriptive Geometry	60	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
2210 Advanced CAD	90	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
2340 Architectural CAD (Revit)	90	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101
2323 Construction Detail Docs.	120	MTWRF	*7:00 am - 3:00 pm	\$1.50	UPLAZA B101

### **LECTURE & LAB HOURS**

2310 Commercial Architecture	120	MTWRF	12:00 pm - 1:00 pm	\$1.50	UPLAZA B101
2710 Civil Drafting	120	MTWRF	1:00 pm - 2:00 pm	\$1.50	UPLAZA B101
2733 Global Positioning Sys. (GPS)	20	TBA	TBA	\$1.50	UPLAZA B101

A 3 hour weekly lab is required with every class; check with drafting instructor for lab times  
\* indicates times the classroom is open, not the duration of class

## MEDICAL ASSISTANT *Financial Aid is available for this program.*

DXATC Core Courses (see page 4) are required for a DXATC Certificate in the MA program. This program is available year-round on an Open-Entry/Open-Exit basis.

COURSE	HOURS	DAYS	TIME	TUITION	LOCATION
Medical Math	60	MTWR	* 10:00 am – 5:00 pm	\$1.50	DXATC #139
Medical Terminology	60	MTWR	* 10:00 am – 5:00 pm	\$1.50	DXATC #139
Anatomy & Physiology	170	MTWR	* 10:00 am – 5:00 pm	\$1.50	DXATC #139
Medical Legal and Ethics for the MA	30	MTWR	* 10:00 am – 5:00 pm	\$1.50	DXATC #139
MOP I Medical Office Procedures	60	MTWR	* 10:00 am – 5:00 pm	\$1.50	DXATC #139
MOP II Medical Office Procedures	60	MTWR	* 10:00 am – 5:00 pm	\$1.50	DXATC #139
MOP III Medical Office Procedures	60	MTWR	* 10:00 am – 5:00 pm	\$1.50	DXATC #139
Clinical Procedures I	115	MTWR	* 10:00 am – 5:00 pm	\$1.50	DXATC #139
Clinical Procedures II	70	MTWR	* 10:00 am – 5:00 pm	\$1.50	DXATC #139
MA Externship	180	TBA	TBA	\$1.50	Clinics

\*indicates times the classroom is open, not the duration of class.

## OFFICE TECHNOLOGY *Financial Aid is available for this program.*

Check with your instructor/counselor to see which certificates require DXATC Core Courses for completion. This program is available year-round on an Open-Entry/Open-Exit basis.

Classes must be taken in increment hours (block of one hour or more).

COURSE	HOURS	DAYS	TIME	TUITION	LOCATION
Accounting I	60	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Accounting II	60	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Business Correspondence	90	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Business English	90	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Business Calculations (10-Key)	60	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Computer Literacy	90	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Database Applications I (Access)	60	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Internet Applications	30	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Keyboarding I	60	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Math for Business Technology	60	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Multimedia Design Introduction	90	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
PowerPoint Applications	60	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Quickbooks for Non-Accountants	45	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Records Management	30	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Spreadsheet Applications I (Excel)	60	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Word Processing Apps I (MS Word)	90	MTWR	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Workplace Relations	60	TBA	* 8:00 am – 5:00 pm	\$1.50	UPLAZA B100
Job Seeking Skills	30	MTW	3:00 pm – 5:00 pm	\$1.50	UPLAZA B100

\*indicates times the office lab is open, not duration of class

## PHARMACY TECHNICIAN *Financial Aid is available for this program.*

DXATC Core Courses (see page 4 ) are required for a DXATC Certificate in the PhT program. Register now for classes beginning in January and July 2011.

COURSE	HOURS	DAYS	TIME	TUITION	LOCATION
Pharmacology I	46	TR	6:00 pm - 9:00 pm	\$1.50	DXATC #150
Pharmacology Law & Ethics	36	TR	6:00 pm - 9:00 pm	\$1.50	DXATC #150
Pharmacology Lab	10	TR	6:00 pm - 9:00 pm	\$1.50	DXATC #150
Pharmacology II	46	TR	6:00 pm - 9:00 pm	\$1.50	DXATC #150
Comprehensive Exam Review	22	TR	6:00 pm - 9:00 pm	\$1.50	DXATC #150
Pharmacology Externship	200	TBD	TBD	\$1.50	TBD

## DXATC EVENING SCHEDULE

COURSES	INSTRUCTOR	DAYS	TIME	BEGINNING	ENDING	TUITION	LOCATION
Custom Woodworking	Steve Wilson	R	3:00 pm - 7:00 pm		TBA	\$150.00	DESERT HILLS HS
Human Resource Management for PHR/SPHR Certifications		M	6:00 pm - 9:00 pm		TBA	\$850.00	UPLAZA #B100
Steel Fabrication	STAFF	MTR	5:00 pm - 8:00 pm		TBA	\$350.00	DESERT HILLS HS
Welding	Dave Seely	W	5:00 pm - 9:00 pm		TBA	\$150.00	DIXIE HIGH SCHOOL
HVAC I	Kevin Clark	TR	5:30 pm - 8:30 pm		TBA	\$150.00	DXATC #138
HVAC II	Kevin Clark	TR	5:30 pm - 8:30 pm		TBA	\$150.00	DXATC #138
Safety Inspection	Robert Gary	F Sat	8:00 am - 5:00 pm		TBA	\$99.00	UPLAZA

# SHORT TERM INTENSIVE TRAINING (STIT)

STIT provides training for persons seeking employment or wishing to upgrade their current job skills. STIT offers a variety of job related courses geared to meet the needs of the business community including: Medical Insurance Billing & Coding, Medical Transcription, Creating a Web Page, PC Construction, Computer Repair, Small Engine Repair, Quickbooks Pro, and others. The value of Short Term Intensive Training is that a class can be assembled and taught for a specific company or industry without regard to the traditional college semester schedule. Companies can have training how and when they need it. The STIT program is provided as a joint partnership between Dixie Applied Technology College and Dixie State College.

For more information call Jenn 435.674.8602 or Kelly 435.674.8600 or Traci 435.674.8601 **Registration available online at [www.dxatc.edu](http://www.dxatc.edu)**

## MEDICAL BUSINESS

### Medical Insurance Billing and Introduction to Coding

Demand is very high for persons trained in medical billing procedures. Billing and Coding is the perfect program for people who want to contribute to quality patient care from behind-the-scenes. Individuals who specialize in this area enjoy working with healthcare professionals and computer technology. The course is geared for those interested in working with patient billing and the CMS-1500 form submission to insurance companies. This course is also an introduction to coding including CPT, ICD-9 and HCPCS. *Approx 350-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Terry Young	OPEN ENTRY	OPEN EXIT	TR	5:00 pm - 8:00 pm	\$450	UDVAR HAZY #224

### Intermediate Medical Coding

This course will build on the basic CPT, HCPCS and ICD-9-CM coding concepts learned in the “Medical Insurance Billing” class. You will abstract information from more complex case sets, and develop a deeper understanding of diagnostic and procedural coding. This course will also reinforce basic human anatomy. ICD-10-CM will be introduced. *48-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Janice Grygla	09/21/10	12/14/10	TR	5:30 pm - 7:30 pm	\$400	UDVAR HAZY #218

## Advanced Medical Coding

This course prepares you for the national certification exam. Also AAPC approved for CEUs. National certification is available through AAPC with an additional cost for testing (go to [aapc.com](http://aapc.com) for details). Class fee includes a preparation study group after completion of course and prior to exam date. *32-hour class/4-hour test preparation*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Janice Grygla	07/27/10	09/16/10	TR	5:30 pm - 7:30 pm	\$300	UDVAR HAZY #218

## Beginning Medical Transcription

What could be better than a high-demand job that can be done at home! You can become a Medical Transcriptionist at DXATC. The program is structured: Beginning, Intermediate, and Advanced. Most books and materials are included. Student required to purchase only two books and ear phones. Beginning unit consists of anatomy and physiology, medical terminology, and beginning medical transcription. Completion of Beginning unit is approximately *560 hours*.

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Mitchell & Young	OPEN ENTRY	OPEN EXIT	MW	5:00 pm - 8:00 pm	\$400	UDVAR HAZY #149

## Intermediate Medical Transcription

This course is a continuation of Beginning Medical Transcription. In this section you will continue working in the textbooks and will be introduced to transcription of surgeries and procedures. All books and materials included except for ear phones. Completion of Intermediate unit is approximately *210 hours*.

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Mitchell & Young	OPEN ENTRY	OPEN EXIT	MW	5:00 pm - 8:00 pm	\$400	UDVAR HAZY #149

## Advanced Medical Transcription

This course is a continuation of Beginning and Intermediate Medical Transcription. With the completion of this course, you should be on a skill level that qualifies you to begin work as a Medical Transcriptionist. All books and materials included except for ear phones. Completion of Advanced unit is approximately *400 hours*.

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Mitchell & Young	OPEN ENTRY	OPEN EXIT	MW	5:00 pm - 8:00 pm	\$400	UDVAR HAZY #149

# COMPUTER/GENERAL BUSINESS

## PC Construction/Computer Repair

In this course students will build an IBM compatible computer from the ground up. This entails an extensive explanation of all major hardware components, assembly of a working PC system, and installation of an operating system. Students will also learn how to troubleshoot problems and determine how to correct them. Class time will consist of extensive lectures on each component, the many problems which occur, the reasons why, and how to correct them. Bring a medium Phillips screwdriver and pair of needle nose pliers. Students may also bring their computers to repair during class. *16-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
James Miller	09/14/10	10/07/10	TR	5:30 pm - 7:30 pm	\$68	UDVAR HAZY #242

## Computer Repair II

This course picks up where PC Construction/Computer Repair leaves off. More advanced diagnosis, troubleshooting, and repair is covered. *16-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
James Miller	10/19/10	11/11/10	TR	5:30 pm - 7:30 pm	\$68	UDVAR HAZY #242

## Technology Literacy

Get over the idea you can't use technology. This course is designed for persons with little to no experience using a computer. Focus will be on personal computers (PC) using the Microsoft Windows operating system, but other operating systems will be discussed. Upon successful completion of this course, students should be able to execute basic commands for creating, saving, deleting, downloading, and locating files on a PC, prepare and print documents in Microsoft Word, design and set up a spreadsheet with basic functions and graphs using Microsoft Excel, identify major components of a computer system, work with e-mail, and use an Internet browser. You'll learn how to integrate your iPod and digital camera, as well as how to download programs and music (i.e. iTunes). This is a hands-on course. *16-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Steve Whittekiend	09/14/10	10/07/10	TR	6:00 pm - 8:00 pm	\$68	SMITH COMP #119

## Create Your Own Website using Photoshop and HTML Code

Each student will create their own website which they can then take to an Internet Service Provider to host on the internet. Students will learn basic HTML codes and basics of Photoshop software to create and layout their website. They will learn how to maintain the website once it is up and running. Businesses are realizing the profitability of having a website, and the importance of having an employee that can maintain it. Make sure this job skill appears on your resume! *16-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Pride Smith	08/30/10	09/27/10	MW	6:30 pm - 8:30 pm	\$68	SMITH COMP #118

## Dreamweaver Utilizing Photoshop to Enhance Website Layout

This class is a continuation of website training focusing on Dreamweaver and Photoshop software. Once you know the basics of HTML and Photoshop, you will be ready to create and enhance the layout of professional websites with these powerful programs. *16-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Pride Smith	09/29/10	10/25/10	MW	6:30 pm - 8:30 pm	\$68	SMITH COMP #118

## Adobe Photoshop

The most powerful image editing tool in the world is right at your fingertips begging to make your business look good, but you think it's too daunting and intimidating. Learn now how to tame this program; look good in print and online. In this course you'll learn the basics of non destructive photo editing, photo retouching, saving images properly for the web, creating animated web banners for promoting your business online and implementing Adobe Illustrator graphics into your Photoshop projects. A great course for the business minded. *30-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Pride Smith	10/27/10	12/20/10	MW	6:30 pm - 8:30 pm	\$148	SMITH COMP #118

## Introduction to QuickBooks Pro

QuickBooks basic training for beginner QuickBooks users will focus on: Creating a New Company, Chart of Accounts, Accounts Receivable, Accounts Payable, Invoicing, Banking, Job Costing, Inventories, Payroll, Credit Cards, and Reporting. We will cover basic accounting procedures, as well as Microsoft Word and Excel use in QuickBooks. *20-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Vikki Wilde	09/13/10	10/06/10	MW	5:30 pm - 8:00 pm	\$85	UPLAZA #B100

## Advanced QuickBooks Pro

QuickBooks advanced Training will focus on: Advanced Sales, Purchasing, Handling Complex Situations, Advanced Reporting, Advance Payroll Techniques and other secrets to help unlock the power of QuickBooks. We will cover Basic accounting procedures, as well as Microsoft Word and Excel use in QuickBooks. *25-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Vikki Wilde	10/22/10	11/22/10	MW	5:30 pm - 8:00 pm	\$99	UPLAZA #B100

## Microsoft Office 2007 Series (Word, Excel, and PowerPoint)

Office 2007 does away with the old-style menu bars, toolbars, task panes, and dialog boxes. These have been replaced by the new Ribbon, Contextual Tabs, and Galleries, which greatly simplify the grouping of commands and make it more intuitive to accomplish your tasks. In this class you will work with Word and use the Ribbon, Quick Access Toolbar, and Mini Toolbar to create, edit, and save a variety of projects. You'll create, edit, and print a worksheet using these new tools in Excel. You will also create a PowerPoint slide show, add slides, add ClipArt, transitions, animation, and sound effects. This class would be an introduction to Microsoft Office 2007 Suite for persons who have completed the Technology Literacy Course or those with basic computer knowledge and good mouse skills. It is a great class for those upgrading from a previous version of Office.

COURSE	BEGIN	END	DAYS	TIME	FEE	LOCATION
Word	09/14/10	10/07/10	TR	6:00 pm - 8:00 pm	\$68	SMITH COMP #118
Excel	10/19/10	11/11/10	TR	6:00 pm - 8:00 pm	\$68	SMITH COMP #118
Powerpoint	11/30/10	12/09/10	TR	6:00 pm - 8:00 pm	\$58	SMITH COMP #118
ALL THREE	09/14/10	12/09/10	TR	6:00 pm - 8:00 pm	\$175	SMITH COMP #118

## Using Google Apps and Other Free Cloud (Internet Based) Tools

Use the power of the Cloud (Internet based applications) to run your business and life effectively and productively. There are many online applications that both individuals and small businesses can take advantage of that give them the flexibility and appearance of larger companies without the cost. Using Cloud Computing (Internet based applications) to run your enterprise gives you the advantage of being cost effective and increases productivity because you can work across multiple devices, integrating into diverse systems and be available at any Internet enabled location. Many of these centralized applications provide the framework for real-time collaboration with colleagues. Work directly with collaborators and customers the world over and manage time effectively with the ability to work from any location using mobile internet options and smart phones. *16-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Steve Whittekiend	10/19/10	11/11/10	TR	6:00 pm - 8:00 pm	\$68	SMITH COMP #119

# ENGINE MECHANICS

## Motorcycle/ATV Repair & Maintenance

This course provides hands on training on repairing motorcycles and ATVs. Students may bring their own motorcycles & ATVs to work on. This course is for those do-it-yourself students and also a good introduction for those considering a career in Motorcycle /ATV repair. Textbook is provided. *36-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Victor Simpson	09/14/10	10/26/10	TR	6:00 pm - 9:00 pm	\$150	TECH BLDG #108

## Compressed Natural Gas Installation

Conversion to alternative fuels is the future and all mechanics should begin training to work with this cost saving equipment for vehicles. This 12-hour accredited program conforms to CSA 6.4 and NFPA 52. Training is also NATEF and ASE Certified. At the conclusion of class you will be prepared to complete nationally recognized testing if you choose. The national test is offered through Dixie State College for an additional charge. *12-hour class 2-Days*

INSTRUCTOR	DATE	DAYS	TIME	FEE	LOCATION
Mel Jenson	10/22/10	F	5:30 pm - 9:30 pm	\$200	TECH BLDG #109
	10/23/10	SAT	8:30 am - 4:00 pm		TECH BLDG #109

# PROFESSIONAL and CONTINUING EDUCATION

## Basic Wildland Firefighter Training

Do you want to be a Wildland Firefighter? This 40-hour course provides skills and knowledge necessary to become a Wildland Firefighter for Federal, State, local fire departments and private fire contractors. For those wishing to gain employment with Federal and private fire fighting agencies you are required to have the Basic Wildland Fire Training. This course meets NWCG Firefighter requirements for fire line work. Call for information about other Wildland Fire Training Courses available 435.674.8601

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Shawn Jaca	11/16/10	12/04/10	TR	6:00 pm - 9:00 pm	\$195	UPLAZA #C6
			SAT	8:00 am - 5:00 pm		

## Introduction to Paralegal

Begin an exciting career as a paralegal or legal assistant today. This course offers you hands on training that will better qualify you to apply for a job at a law office doing paralegal work. You will be given a brief overview of most major areas of the law and become familiar with the substance and form of various legal documents commonly drafted by legal assistants and paralegals. Lectures, coupled with hands on training, will give you an advantage as you begin your paralegal career. Class price includes books and materials. *48-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Carson Bagley	09/13/10	12/06/10	MW	6:00 pm - 8:00 pm	\$285	SMITH COMP #119

## Professional in Human Resources (PHR) Certification Prep Course

This class is for Professionals who are looking to increase their HR Management skills and who want to prepare to take the PHR certification exam. Having a PHR certification demonstrates to your peers, your employees and your organization that you have mastered the core HR knowledge and principles. This class is designed to prepare you to take the exam and includes discussion questions, application exercises and module exams. Professionals who use this class to prepare for the PHR exams consistently beat the national pass rate. Custom Fit discount price available. Call 435.674.8602 to see if you qualify. *39-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Various	09/01/10	12/08/10	M	6:00 pm - 9:00 pm	\$850	UPLAZA #C5

## Essential of Human Resource Management

Do you wear multiple hats at work? Are you a line supervisor, a front office person, a small business owner or are you new to HR? The Essentials of Human Resource Management Course is a must. This is an introductory course offering a complete overview of human resource roles and responsibilities. This class is perfect for those who are just starting out in the profession, or are looking for an effective way to boost their employee management skills. The course covers real life HR issues and current, vital topics and techniques for effectively handling daily HR and people management challenges. Taught in conjunction with Color Country Human Resources Association and is endorsed by SHRM. Custom Fit discount price available. Call 435.674.8602 to see if you qualify. *15-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Chris Healy	09/13/10	10/18/10	M	6:00 pm - 9:00 pm	\$300	UPLAZA #C5

## Southern Utah Building Industry Conference

How can your business survive in this challenging market? That's the question that is on everyone's minds these days. Get answers that will help you and your company survive and succeed at the 5th Annual Southern Utah Building Industry Conference. This is the premier event that will keep builders and those in the building industry on top of the trends, topics and technology that will accelerate their success and help them meet the challenges of the future. This conference also offers continuing education credits for contractors, real estate and mortgage professionals and title insurance professionals. With timely topics, networking opportunities and the chance to see the latest products and services related to the building industry, you can't afford to miss this event! Keynote Speaker: Mark Hutchison, Hutchison & Steffen, LLC

**For Information or Registration Contact: Kathy Tolleson, [kathy@suhba.com](mailto:kathy@suhba.com) or call 435.674.1400. Website: [www.buildingconference.com](http://www.buildingconference.com)**

INSTRUCTOR	DATE	DAYS	TIME	FEE	LOCATION
Various	09/10/10	F	7:00 am - 5:00 pm	*\$200	DIXIE CENTER
*Regular price. Early Bird — \$175, At the Door — \$225, Bring an additional employee for half price Custom Fit Prices: Early Bird \$105, Regular \$120, At the Door \$135					

## Green Building for Building Professionals

Implementing cost-effective green building into your construction practices begins with up-front planning that examines the whole house and the building science behind it. In this two-day course, you will learn how to apply the ANSI-approved National Green Building Standard™ in the construction of a new home, remodel, site development or multifamily project. With a focus on flexibility and a sound knowledge base, the course provides the tools for a successful green project. **For Information or Registration Contact: Kathy Tolleson, [kathy@suhba.com](mailto:kathy@suhba.com) or call 435.674.1400. Website: [www.suhba.com](http://www.suhba.com) 2 Days in 1 Session**

INSTRUCTOR	DATE	DAY	TIME	FEE	LOCATION
John Freer	09/07/10	T	TBA	*\$310	TBA
John Freer	09/08/10	W	TBA	*\$310	TBA
*Regular price. Early Bird — \$285, SouthWest GB Council Members — \$270 Custom Fit Prices: Early Bird \$142.50, Regular \$167.50, SouthWest GB Council Members \$135					

## Business Management for Building Professionals

Learn the management skills that give industry leaders the edge. This course will give you a solid foundation in those best business practices so valuable to smaller businesses: planning, organizing, staffing/directing and controlling. By using case studies and sample forms, your instructor gives you practical and applicable tools for management success. **For Information or Registration Contact: Kathy Tolleson, [kathy@suhba.com](mailto:kathy@suhba.com) or call 435.674.1400. Website: [www.suhba.com](http://www.suhba.com)**

INSTRUCTOR	DATE	DAY	TIME	FEE	LOCATION
John Freer	09/09/10	R	9:00 am - 5:00 pm	*\$215	UPLAZA #C5
*Regular price. Early Bird — \$190, SouthWest GB Council Members — \$180 Custom Fit Prices: Early Bird \$95, Regular \$120, SouthWest GB Council Members \$90					

## Publicity for Free Seminar with Dian Thomas, TV Personality and Author

If you're responsible for advertising, publicity, fund-raising, or public awareness, this seminar is for you! You can get the word out without spending a dime! It's true! In just one day, you'll learn how to boost your visibility, increase sales and credibility, and learn essential PR skills that will benefit your business or organization. Qualified companies may be eligible for a Custom Fit scholarship. Call 435.674.6002 for more information.

INSTRUCTOR	DATE	DAY	TIME	FEE	LOCATION
Dian Thomas	10/20/10	T	9:00 am - 5:00 pm	\$230	UPLAZA #C5

## Flagging Certification (ATSSA and UDOT)

Representatives from the American Traffic Safety Services Association will be teaching the course. This seminar will educate attendees in national traffic safety standards. Upon completion, attendees will receive National ATSSA Flagger Certification, valid nationally for four years. In addition attendees will receive Certification from the Utah Department of Transportation (UDOT) valid in Utah for three years. Books, materials, and dual certification cards for ATSSA and UDOT included. *4-hour class*

INSTRUCTOR	DATE	DAY	TIME	FEE	LOCATION
Leane Hardy	08/27/10	F	1:00 pm - 5:00 pm	\$87	UPLAZA #C6
Leane Hardy	11/12/10	F	1:00 pm - 5:00 pm	\$87	UPLAZA #C6

## Insurance Professionals Continuing Education

The following workshops are for the insurance professional needing continuing education credits. **To register, go to [www.mountainCE.com](http://www.mountainCE.com), and click on St. George Classes or contact Marlene at 801.518.1956.**

CLASS	DATE	TIME	LOCATION
Ethics: It's About Trust	08/19/10	8:00 am - 11:00 am	UPLAZA #C5
Facts of Life Insurance Part 1	08/19/10	11:00 am - 2:00 pm	UPLAZA #C5
Facts of Life Insurance Part 2	08/19/10	2:00 pm - 5:00 pm	UPLAZA #C5
Auto Insurance Today	08/19/10	5:00 pm - 8:00 pm	UPLAZA #C5
Normative Ethics for Insurance	11/17/10	8:00 am - 11:00 am	UPLAZA #C5
Life Insurance Considerations	11/17/10	11:00 am - 3:00 pm	UPLAZA #C5
Planning for Retirement	11/17/10	3:00 pm - 5:00 pm	UPLAZA #C5
Estate Planning with Life Insurance	11/17/10	5:00 pm - 8:00 pm	UPLAZA #C5
Applied Ethics for Insurance	02/24/11	8:00 am - 11:00 am	UPLAZA #C5
New Insurance Trends	02/24/11	11:00 am - 3:00 pm	UPLAZA #C5
Planning for Retirement	02/24/11	3:00 pm - 5:00 pm	UPLAZA #C5
Auto Insurance Today	02/24/11	5:00 pm - 8:00 pm	UPLAZA #C5

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## SPECIALIZED & TECHNICAL SKILLS TRAINING

Specialty classes are industry driven but are not classified as “Programs”. These classes are held as industry demands, therefore, not all the classes listed below are taught each year, while others may be taught more than once a year. New classes may also be added throughout the year to meet industry needs.

The Dixie Applied Technology College offers many “specialized” classes which vary in length and are offered both during the day and evening. The times of these classes may vary with each class. Some of the classes are “defined” entry, meaning there is no flexibility of times or days.

Information regarding classes available, as well as those upcoming, including dates, times and cost, may be obtained by calling the DXATC office at 435.674.8400.

- Specialty classes include, but are not limited to:
- American Heart Association *pg 4*  
(CPR, PALS, BLS, ACLS)
  - Apprenticeship – Electrical *pg 5*
  - Apprenticeship – Plumbing
  - Building Construction Workshops
  - Custom Woodworking *pg 8*
  - Essentials in Human Relations
  - Wildland Fire Fighters *pg 14*
  - Flight Attendant Interview Prep.
  - HVAC Training *pg 8*
  - Safety Inspection Certification
  - Steel Fabrication *pg 8*
  - Welding *pg 8*

## CUSTOMIZED INDUSTRY TRAINING

DXATC’s Customized Training program provides unlimited training opportunities throughout Washington County, recognizing that a more highly-skilled workforce brings greater economic success to Utah businesses.

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## CUSTOM FIT

State Funded Training for Washington County Businesses

*www.dxatc.edu*

### **JENNIFER FORBES**

Custom Fit Training Coordinator

phone: 435.674.8602

fax: 435.674.8650

*forbesj@dixie.edu*

Custom Fit is a dynamic partnership between the State of Utah and the local business community in Washington County. The mission of the Custom Fit Program is to provide customized employee training, which in turn stimulates economic development. This unique program offers your company and your employees the benefit of state-of-the-art training and development, customized to meet your specific needs, and does so at a cost that you can afford. A more highly-skilled workforce brings greater economic success to Utah businesses.

Specialized and Technical Skills Training - available upon request; however, training opportunities are limitless.

## HOW TO PARTICIPATE IN THE CUSTOM FIT PROGRAM

Employers meet with a Custom Fit representative to develop their unique training plan and to sign a Custom Fit Training Agreement. Training is then coordinated through a partnership with the company and the Custom Fit office.

### **INSTRUCTION & TRAINING SITES**

The employer has the flexibility to choose the training and the training provider. Training can take place at a DXATC campus, at the company site, or other locations as needed.

### **TRAINING COSTS**

The Utah State Legislature appropriates funds annually as an investment in Utah's economy. The Custom Fit program funds a large portion of business training costs. Costs may include instructor fees, tuition, training materials, and other direct training costs as approved. Our Custom Fit staff is ready to meet with you to discuss your business development.

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## CUSTOMIZED TRAINING FOR JOBS NOW

Continuing Education for Business Community also Open to the General Public

*www.dxatc.edu*

### **TRACI FITZGERALD**

Custom Training for Jobs Now

phone: 435.674.8601

fax: 435.674.8650

*fitzgerald@dixie.edu*

Dixie Applied Technology College provides a number of Continuing Education courses which are also open to the general public. These courses assist company employees in personal development, as well as the general public in pursuing continuous learning goals. Day and evening courses, with specific beginning and end dates, or flexible schedules designed for quick learning to assist in securing

or advancing Jobs Now. Representatives will work with businesses to determine future employee skill requirements and develop training in response to projected market demand. The college is committed to providing a variety of programs responsive to the educational needs of the residents and employers in Washington County.

Our Customized Training Department can meet any of your training needs. For example, our industry experts are ready to provide training in:

- Safety
  - Behavioral Workplace Safety
  - OSHA General Industry Certification – for Trainers
  - OSHA Construction Industry Certification – for Trainers
- Business Leadership Strategies
- Business Finance
- Business/Technical Writing
- Construction
  - Greenbuild
- Landscaping Certification
- Xtreme Short-term Computer Course
  - QuickBooks
  - Vista
  - Word XP and 2007
  - Excel XP and 2007
  - Mastering the IPOD
  - SmartPhone

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## CUSTOMIZED TRAINING FOR JOBS NOW CONTINUED

- Leadership/Management
  - Lean Office
  - Goal Setting – Taking the Path of Least Resistance
  - Predictive Index – Understanding Personalities
  - Multigenerational Communication – Understanding the Generational Gap
  - Crucial Conversations
  - Employee Motivation
- Language
  - Xtreme Workplace Spanish
  - Xtreme Workplace English
- Manufacturing
  - Manufacturing Tech
  - Industrial Maintenance
  - Lean Manufacturing
  - The 5S Process – Workplace High Performance Culture
- Wildland Firefighter

New classes are being added throughout the year to meet industry needs. Information regarding classes currently offered, as well as those upcoming, including dates, times and cost, may be obtained by calling Traci Fitzgerald at the DXATC office (435) 674-8601 or at [www.dxatc.edu](http://www.dxatc.edu).

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# DXATC

Dixie Applied Technology College

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The Dixie Applied Technology College is one of eight campuses comprising the Utah College of Applied Technology. In September 2001, UCAT was established as the 10th institution of higher education in Utah. The Dixie ATC is fully accredited by the Council on Occupational Education.



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A CAMPUS OF THE  
UTAH COLLEGE OF  
APPLIED TECHNOLOGY



