

# DXATC

Dixie Applied Technology College



2009

FALL SCHEDULE



GRADUATE ANGELA TIPTON  
DXATC MEDICAL ASSISTANT

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# DXATC

Dixie Applied Technology College

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46 South 1000 East  
St. George, UT 84770  
**(435) 652-7730**  
*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

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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.

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 652-7730 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 \$1.40 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 \$1.40 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 one or two-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 - Auto Body Lab	DSC ABL	200 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
Fort Pierce Training Center	Venture Solutions Bldg	3879 River Road Bldg A, St. George

## DXATC ACADEMIC YEAR CALENDAR

LEGEND ✓ YES  
• NO

**2009**

DATE	ACTIVITY	HIGH SCHOOL	ADULTS	EMPLOYEES
July 1	School Open / New Fiscal Year Begins	✓	✓	✓
<b>July 3</b>	<b><i>Independence Day</i></b>	•	•	•
<b>July 24</b>	<b><i>Pioneer Day</i></b>	•	•	•
Aug 13	DXATC / WCSD — Classes Begin	✓	✓	✓
Aug 24	DSC — Classes Begin	✓	✓	✓
<b>Sept 7</b>	<b><i>Labor Day</i></b>	•	•	•
Oct 15	WCSD — End of 1st Quarter	✓	✓	✓
<b>Oct 16</b>	<b><i>DXATC / DSC / WCSD — Fall Break</i></b>	•	•	•
Oct 19	WCSD — Fall Break	•	✓	✓
Nov 17	DSC — Career Day	✓	✓	✓
Nov 25	WCSD — Minimum School Day	✓	✓	✓
<b>Nov 26–27</b>	<b><i>Thanksgiving Break</i></b>	•	•	•
Dec 11	DSC — Last Day Class	✓	✓	✓
Dec 14–18	DSC — Final Exams	✓	✓	✓
Dec 18	WCSD — End of 2nd Quarter / 1st Semester	✓	✓	✓
Dec 18	DXATC — Last Day Class	✓	✓	✓
<b>Dec 24 – Jan 1</b>	<b><i>DXATC — Christmas / New Years Break</i></b>	•	•	•

**2010**

Jan 4	DXATC / WCSD — Teacher Prep	•	•	✓
Jan 5	DXATC / WCSD — Classes Begin	✓	✓	✓
Jan 11	DSC — Classes Begin	✓	✓	✓
<b>Jan 18</b>	<b><i>Martin Luther King Jr. Day</i></b>	•	•	•
<b>Feb 15</b>	<b><i>President's Day</i></b>	•	•	•
Mar 5	WCSD — End of 3rd Quarter	✓	✓	✓
Mar 8–12	DXATC / DSC / WCSD — Spring Break	•	•	•
Mar 15	WCSD — Quality Teaching Day	•	✓	✓
Mar 16	WCSD — Beginning of 4th Quarter	✓	✓	✓
April 2–5	WCSD — 4th Quarter Break	•	✓	✓
April 29	DSC — Last Day Classes	✓	✓	✓
April 30 – May 5	DSC — Final Exams	✓	✓	✓
May 7	DSC — Graduation	✓	✓	✓
May 14	DXATC — Awards Ceremony	✓	✓	✓
May 27	WCSD — End of 4th Quarter / 2nd Semester	✓	✓	✓
May 28	WCSD — Graduation	•	✓	✓
<b>May 31</b>	<b><i>Memorial Day</i></b>	•	•	•
June	DXATC is in session every weekday in June	✓	✓	✓

## 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	08/17/09	10/21/09	TBA	UPLAZA B100
Basic Math	20	MTWR	* 8:00 am – 5:00 pm			\$1.40	UPLAZA B100
Job Seeking Skills	30	MTWR	TBA	11/02/09	12/09/09	TBA	UPLAZA B100
Computer Literacy	90	MTWR	* 8:00 am – 5:00 pm			\$1.40	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) 656-4190 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	08/10/09	11/23/09	E1B, E4A	6:00 pm - 9:00 pm	\$245.00
TR	08/11/09	11/19/09	E1A, E2A, E3A	6:00 pm - 9:00 pm	\$245.00
<b>PLUMBING</b>					
MW	08/10/09	11/23/09	P3A, P3B, P4A, P4B	6:00 pm - 9:00 pm	\$245.00
TR	08/11/09	11/19/09	P1A, P1B, P2A, P2B	6:00 pm - 9:00 pm	\$245.00
TR	08/11/09	12/01/09	Technical Math	5:00 pm - 6:00 pm	\$50.00

## AUTO BODY

Classes begin 8/13/09 and end 05/27/10. Auto Body will acquaint students with the materials, tools, equipment, and procedures commonly used in the auto collision repair industry to refinish modern vehicles.

COURSE	DAYS	TIME	TUITION	LOCATION
Non-Structural Repair	MTWRF	8:00 am - 3:00 pm	\$1.40	DSC
Structural Repair	MTWRF	8:00 am - 3:00 pm	\$1.40	DSC
Refinishing	MTWRF	8:00 am - 3:00 pm	\$1.40	DSC
Paint Preparation	MTWRF	8:00 am - 3:00 pm	\$1.40	DSC

## BUILDING CONSTRUCTION

**HIGH SCHOOL STUDENTS ONLY.** Classes begin 8/13/09 and end 05/27/10. 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:

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

## COSMETOLOGY

**HIGH SCHOOL STUDENTS ONLY.** Cosmetology classes are scheduled through Evans Hair Styling, Hairitage Hair Academy, or Taylor Andrews Academy of Hair Design. Student who wish to earn a UCAT Certificate of Completion must also complete the DXATC Core Courses (see page 4).

## DIESEL TECHNOLOGY

Financial Aid is available for this program. Students who wish to earn a UCAT 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
Electrical	08/13/09 - 10/15/09		MTWRF	8:00 am - 11:00 am	\$1.40	DXATC Diesel Lab
Safety & Shop Skills	08/13/09 - 10/15/09		MTWRF	12:00 pm - 3:00 pm	\$1.40	DXATC Diesel Lab
Preventative Maint.	10/20/09 - 12/18/09		MTWRF	8:00 am - 11:00 am	\$1.40	DXATC Diesel Lab
Heavy Duty Brakes	10/20/09 - 12/18/09		MTWRF	12:00 pm - 3:00 pm	\$1.40	DXATC Diesel Lab

## DRAFTING

This program is a Certified Autodesk Training and Testing Center. Students who wish to earn a UCAT 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	\$1.40	UPLAZA B101
1020 Intro to AutoCAD	120	MTWRF	*7:00 am - 3:00 pm	\$1.40	UPLAZA B101
1040 Pictorial Drafting	90	MTWRF	*7:00 am - 3:00 pm	\$1.40	UPLAZA B101
2010 Advanced CAD	90	MTWRF	*7:00 am - 3:00 pm	\$1.40	UPLAZA B101
2160 Descriptive Geometry	60	MTWRF	*7:00 am - 3:00 pm	\$1.40	UPLAZA B101
2150 3D Parametric Modeling	120	MTWRF	*7:00 am - 3:00 pm	\$1.40	UPLAZA B101
2340 Architectural CAD	90	MTWRF	*7:00 am - 3:00 pm	\$1.40	UPLAZA B101

### LECTURE & LAB HOURS

1030 Architectural Drafting	120	TW	11:00 am - 12:00 pm	\$1.40	UPLAZA B101
2310 Residential Architecture	120	W	12:00 pm - 1:00 pm	\$1.40	UPLAZA B101
2710 Civil Drafting	120	MR	1:00 pm - 2:00 pm	\$1.40	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

DXATC Core Courses (see page 4) are required for a Certificate of Proficiency 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	\$1.40	DXATC #139
Medical Terminology	60	MTWR	* 10:00 am – 5:00 pm	\$1.40	DXATC #139
Anatomy & Physiology	170	MTWR	* 10:00 am – 5:00 pm	\$1.40	DXATC #139
Medical Legal and Ethics for the MA	30	MTWR	* 10:00 am – 5:00 pm	\$1.40	DXATC #139
MOP I Medical Office Procedures	60	MTWR	* 10:00 am – 5:00 pm	\$1.40	DXATC #139
MOP II Medical Office Procedures	60	MTWR	* 10:00 am – 5:00 pm	\$1.40	DXATC #139
MOP III Medical Office Procedures	60	MTWR	* 10:00 am – 5:00 pm	\$1.40	DXATC #139
Clinical Procedures I	115	MTWR	* 10:00 am – 5:00 pm	\$1.40	DXATC #139
Clinical Procedures II	70	MTWR	* 10:00 am – 5:00 pm	\$1.40	DXATC #139
MA Externship	180	TBA	TBA	\$1.40	Clinics

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

## OFFICE TECHNOLOGY

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	\$1.40	UPLAZA B100
Accounting II	60	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Business Correspondence	90	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Business English	90	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Business Calculations (10-Key)	60	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Computer Literacy	90	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Database Applications I	60	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Internet Applications	30	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Keyboarding I	60	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Math for Business Technology	60	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Multimedia Design Introduction	90	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
PowerPoint Applications	60	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Quickbooks for Non-Accountants	45	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Records Management	30	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Spreadsheet Applications I	60	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100
Word Processing Applications I	90	MTWR	* 8:00 am – 5:00 pm	\$1.40	UPLAZA B100

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

## PHARMACY TECHNICIAN

DXATC Core Courses (see page ) are required for a Certificate of Proficiency in the PhT program. Register now for classes beginning in January and July 2010.

COURSE	HOURS	DAYS	TIME	TUITION	LOCATION
Pharmacology I	46	TR	6:00 pm - 9:00 pm	\$1.40	DXATC #150
Pharmacology Law & Ethics	36	TR	6:00 pm - 9:00 pm	\$1.40	DXATC #150
Pharmacology Lab	10	TR	6:00 pm - 9:00 pm	\$1.40	DXATC #150
Pharmacology II	46	TR	6:00 pm - 9:00 pm	\$1.40	DXATC #150
Comprehensive Exam Review	22	TR	6:00 pm - 9:00 pm	\$1.40	DXATC #150
Pharmacology Externship	200	TBD	TBD	\$1.40	TBD

## DXATC EVENING SCHEDULE

COURSES	INSTRUCTOR	DAYS	TIME	BEGINNING	ENDING	TUITION	LOCATION
Custom Woodworking	Steve Wilson	R	3:00 pm - 7:00 pm	08/27/08	12/10/08	\$110.00	DESERT HILLS HS
Human Resource Management for PHR/SPHR Certifications		M	6:00 pm - 9:00 pm	09/14/09	11/30/09	\$1.40 per hour	UPLAZA B100
Steel Fabrication	STAFF	MTR	5:00 pm - 8:00 pm		TBA	\$310.00	DESERT HILLS HS
Welding	Nate Bowler	W	5:00 pm - 9:00 pm	08/27/08	12/10/08	\$110.00	DIXIE HIGH SCHOOLv

## 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 with 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 435.652.7741 or 435.879.4391

**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. 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. Start this exciting career today. Class should be completed within eight months.

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	09/08/09	11/24/09	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. Fee includes a preparation study group after completion of course and prior to exam date. *28-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Janice Grygla	TBA	SPRING 2010	TR	5:30 pm - 7:30 pm	\$300	UDVAR HAZY #TBA

## 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 is 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. In this section you will bring your skill level up to become fully qualified to begin working 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. 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	09/15/09	10/08/09	TR	5:30 pm - 7:30 pm	\$65	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	10/20/09	11/12/09	TR	5:30 pm - 7:30 pm	\$65	UDVAR HAZY #242

## Create Your Own Website

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 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
Raine Christensen	09/14/09	10/07/09	MW	5:30 pm - 7:30 pm	\$65	UDVAR HAZY #119

## Dreamweaver

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

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Raine Christensen	10/19/09	11/11/09	MW	5:30 pm - 7:30 pm	\$65	UDVAR HAZY #119

## Technology Literacy

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 will 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
Lisa Pellegrini	09/01/09	09/24/09	TR	5:00 pm - 7:00 pm	\$65	SMITH COMP #117
Lisa Pellegrini	09/29/09	10/27/09	TR	5:00 pm - 7:00 pm	\$65	SMITH COMP #117

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

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	09/01/09	09/24/09	TR	7:15 pm - 9:15 pm	\$65	SMITH COMP #117
Excel	09/29/09	10/27/09	TR	7:15 pm - 9:15 pm	\$65	SMITH COMP #117
Powerpoint	11/03/09	11/12/09	TR	7:15 pm - 9:15 pm	\$65	SMITH COMP #117
ALL THREE	09/01/09	11/12/09	TR	7:15 pm - 9:15 pm	\$175	SMITH COMP #117

## Adobe Illustrator (Branding Your Business)

This is a comprehensive course in logo design using Adobe Illustrator. The most important design asset of any business is a powerful logo design. Perhaps you've tried creating your own before that didn't work as you wanted it or you're starting your own company and want to develop the logo yourself. When dealing with something so vitally important to your company, why leave it to chance. Gain a solid understanding as to why and how a logo should work for you as well as the tools needed to create a truly memorable and lasting identity for your company. Class will focus on branding solutions, correct principals of logo design, utilizing the pen tool, and avoiding large amounts of gradients. *48-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Pride Smith	08/25/09	10/15/08	TR	5:30 pm - 8:30 pm	\$165	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. *48-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Pride Smith	10/20/09	12/15/09	TR	5:30 pm - 8:30 pm	\$165	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. *16-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Dave Feller	09/14/09	10/07/09	MW	5:30 pm - 7:30 pm	\$65	SMITH COMP #119
Dave Feller	10/19/09	11/11/09	MW	5:30 pm - 7:30 pm	\$65	SMITH COMP #119

## 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. *16-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Vikki Wilde	09/14/09	10/07/09	MW	5:30 pm - 7:30 pm	\$65	UDVAR HAZY #200
Vikki Wilde	10/19/09	11/11/09	MW	5:30 pm - 7:30 pm	\$65	UDVAR HAZY #200

## Crucial Conversations Workshop

We all have issues where we're not getting the results we want and need. Anything from poor productivity, declining quality, lack of teamwork, or strained relationships can keep us from being as effective as we would like to be. Wherever you're stuck, it's likely there's a crucial conversation — where stakes are high, opinions vary, and emotions run strong — you're either not holding or not holding well that's keeping you there. We'll teach you how to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment. This award-winning training introduces tools that build alignment, agreement, and inter-personal communication. *2-Day Class*

INSTRUCTOR	DATE	DAYS	TIME	FEE	LOCATION
People Smart Solutions	09/23/09	W	8:00 am - 4:30 pm	\$649	UPLAZA C
	09/24/09	R	8:00 am - 4:30 pm		UPLAZA C

## ENGINE MECHANICS

### Motorcycle/ATV Repair & Maintenance

This course provides hands on training on repairing motorcycles and ATVs. Students may bring their own motorcycles & ATVs in 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	09/15/09	10/27/09	TR	5:30 pm - 8:30 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 Jensen	09/25/09	F	5:30 pm - 9:30 pm	\$200	TECH BLDG #109
	09/26/09	SAT	8:30 am - 4:00 pm		TECH BLDG #109
Mel Jensen	11/13/09	F	5:30 pm - 9:30 pm	\$200	TECH BLDG #109
	11/14/09	SAT	8:30 am - 4:00 pm		TECH BLDG #109

# PROFESSIONAL

## 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 (435.879.4391) *2 Sessions*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Shawn Jaca	09/15/09	10/03/09	TR	6:00 pm - 9:00 pm	\$195	UPLAZA C
	09/15/09	10/03/09	SAT	8:00 am - 5:00 pm		UPLAZA C
Shawn Jaca	11/10/09	12/05/09	TR	6:00 pm - 9:00 pm	\$195	UPLAZA C
	11/10/09	12/05/09	SAT	8:00 am - 5:00 pm		UPLAZA C

## 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. In the course you will be given a brief overview of most major areas of the law and then you will 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	09/14/09	12/01/09	MT	6:00 pm - 8:00 pm	\$275	UDVAR HAZY #148

## 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 4th 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! A highlight of the event will be Keynote Speaker Utah Attorney General Mark Shurtleff.

**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	09/11/09	F	8:00 am - 5:00 pm	*\$175	DIXIE CENTER
*regular price. Early Bird — \$150, At the Door — \$200, Bring an additional employee for half price					

## Building Contractor Continuing Education — Midnight Madness

Do you need to renew your contractor's license but have never found the time to accumulate the required CE credits? Southern Utah Home Builders Association and Dixie Applied Technology College is offering a "Midnight Madness" to earn all 6 credits in one day. License Renewal Deadline is November 30, 2009 **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	DAYS	TIME	FEE	LOCATION
SUHBA & DXATC	11/19/09	R	9:00 am - 4:00 pm	TBA	UPLAZA C

## Insurance Professionals Continuing Education

The following workshops are for the insurance professional needing continuing education credits.

**For more information, contact Marlene at (801) 518-1956**

**or go online to [www.mountainCE.com](http://www.mountainCE.com).**

CLASS	DATE	TIME	LOCATION
Ethics: It's About Trust	09/25/09	8:00 am - 11:00 am	UPLAZA C
Hot Insurance Topics	09/25/09	11:00 am - 3:00 pm	UPLAZA C
Life Insurance Considerations	09/25/09	3:00 pm - 6:00 pm	UPLAZA C
Home Insurance & Hazards	09/25/09	6:00 pm - 9:00 pm	UPLAZA C
Normative Ethics for Insurance	11/20/09	8:00 am - 11:00 am	UPLAZA C
Retirement, Annuities & IRA's	11/20/09	11:00 am - 3:00 pm	UPLAZA C
Life Settlements & Surrenders	11/20/09	3:00 pm - 5:00 pm	UPLAZA C
Estate Planning with Life Insurance	11/20/09	5:00 pm - 8:00 pm	UPLAZA C

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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) 652-7730.

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

## **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*

**KELLE STEPHENS**

Custom Fit Training Director

phone: 435.652.7735

435.879.4392

fax: 435.652.7870

*stephenk@dixie.edu*

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.

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

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: 435.879.4391

fax: 435.879.4389

*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) 879-4391 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

