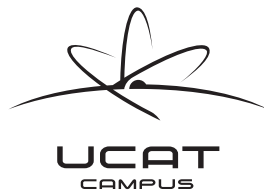


DXATC
Dixie Applied Technology College

2011
SPRING SCHEDULE



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.



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

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

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

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.edu

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

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

All statements herein are believed to be true and correct at the time of publication in 2011.

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



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. 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 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), 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 registrar, 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

2010

DATE	ACTIVITY	HIGH SCHOOL	ADULTS	EMPLOYEES
July 1	School Open / New Fiscal Year Begins	✓	✓	✓
July 5	<i>Independence Day Holiday</i>	•	•	•
July 23	<i>Pioneer Day</i>	•	•	•
Aug 11	DXATC / WCSD — Classes Begin	✓	✓	✓
Aug 23	DSC — Classes Begin	✓	✓	✓
Sept 6	<i>Labor Day</i>	•	•	•
Oct 14	WCSD — End of 1 st Quarter / DSC Fall Break	✓	✓	✓
Oct 15	<i>DSC / DXATC / WCSD — Fall Break</i>	•	•	•
Oct 18	<i>DXATC / WCSD — Fall Break</i>	•	•	•
Nov 16	DSC — Career Day	✓	✓	✓
Nov 24	WCSD SEOP — No School	•	✓	✓
Nov 25–26	<i>DSC / DXATC / WCSD — Thanksgiving Break</i>	•	•	•
Dec 10	DSC — Last Day of Classes	✓	✓	✓
Dec 13–17	DSC — Final Exams	✓	✓	✓
Dec 17	WCSD — End of 2 nd Qtr	✓	✓	✓
Dec 18	DXATC — Last Day of Classes	✓	✓	✓
Dec 23 – Jan 2	<i>DXATC — Christmas / New Years Break</i>	•	•	•

2011

Jan 3	DXATC / WCSD — Teacher Prep	•	•	✓
Jan 4	DXATC / WCSD — Classes Begin	✓	✓	✓
Jan 11	DSC — Classes Begin	✓	✓	✓
Jan 18	<i>Martin Luther King Jr. Day</i>	•	•	•
Feb 21	<i>President's Day</i>	•	•	•
Mar 5	WCSD — End of 3 rd Quarter	✓	✓	✓
Mar 14–18	<i>DSC / DXATC / WCSD — Spring Break</i>	•	•	•
Mar 21	WCSD — Quality Teaching Day	•	✓	✓
Mar 22	WCSD — Beginning of 4 th Quarter	✓	✓	✓
April 22, 25	WCSD — 4 th 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	WCSD — End of 4 th Quarter	✓	✓	✓
May 26	WCSD — Graduation	•	✓	✓
May 30	<i>Memorial Day</i>	•	•	•
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) 674-8641. For information regarding American Heart Association classes, please refer to the AHA website at www.dixiecpr.com

APPRENTICESHIP – ELECTRICAL AND PLUMBING

COURSE	BEGIN	END	DAYS	TIME	TUITION	LOCATION
ELECTRICAL						
E3A, E3B, E4A, E4B	01/03/11	04/27/11	MW	6:00 pm – 9:00 pm	\$254.00	DXATC Main Campus
E1A, E1B, E2A, E2B	01/03/11	04/27/11	MW	6:00 pm – 9:00 pm	\$254.00	DXATC Main Campus
PLUMBING						
P3A, P3B, P4A, P4B	01/03/11	04/27/11	MW	6:00 pm - 9:00 pm	\$254.00	DXATC Main Campus
P1A, P1B, P2A, P2B	01/03/11	04/27/11	MW	6:00 pm - 9:00 pm	\$254.00	DXATC Main Campus
Technical Math	01/10/11	04/21/11	MW	5:00 pm - 6:00 pm	\$50.00	DXATC Main Campus

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
Suspension & Steering	01/04/11	03/11/11	MTWRF	8:00 am – 11:00 am	\$1.50	DXATC Diesel Lab
Drive Train	01/04/11	03/11/11	MTWRF	12:00 pm – 3:00 pm	\$1.50	DXATC Diesel Lab
Hydraulics	03/21/11	05/27/11	MTWRF	8:00 am – 11:00 am	\$1.50	DXATC Diesel Lab
Heavy Duty HVAC	03/21/11	05/27/11	MTWRF	12:00 pm – 3:00 pm	\$1.50	DXATC Diesel Lab
Engines I	05/31/11	08/05/11	MTWR	7:00 am – 11:00 am	\$1.50	DXATC Diesel Lab
Engines II	05/31/11	08/05/11	MTWR	12:00 pm – 4:00 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	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
1020 Intro to AutoCAD	120	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
1030 Architectural Drafting	120	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
1040 Pictorial Drafting	90	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
1070 Applied Technical Math	90	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
2110 Mechanical Drafting	60	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
2145 Engineering Design	90	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
2150 3D Solid Modeling (SolidWorks)	120	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
2160 Descriptive Geometry	60	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
2210 Advanced CAD	90	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
2340 Architectural CAD (Revit)	90	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101
2323 Construction Detail Docs.	120	MTWR	*7:00 am – 4:00 pm	\$1.50	UPLAZA B101

LECTURE & LAB HOURS

2310 Residential Architecture	120	MTWR	12:00 pm – 2:00 pm	\$1.50	UPLAZA B101
2733 Global Positioning Sys. (GPS)	20	TBA	TBA	\$1.50	UPLAZA B101
2744 Geographic Info Systemss (GIS)	120	MTWR	10:00 am – 12:00 pm	\$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.

OPERATIONS MANAGEMENT

Operations Management is a partnership between Dixie Applied Technology College, Dixie State College and area manufacturers. The program assists manufacturing employees to attain a higher education while becoming more proficient and promotable within the manufacturing industry. This program is articulated with Dixie State College for students who desire to continue on to associate degree and/or bachelor degree levels

COURSE	HOURS	DAYS	BEGIN	END	TIME	LOCATION
Industrial Maintenance	180	TR	01/04/11 - 04/14/11	11:30 am - 2:30 pm	UPLAZA #C4	
Industrial Maintenance	180	TR	01/04/11 - 04/14/11	3:00 pm - 6:00 pm	UPLAZA #C4	
Quality	180	TR	04/26/11 - 08/18/11	11:30 am - 2:30 pm	UPLAZA #C4	
Quality	180	TR	04/26/11 - 08/18/11	3:00 pm - 6:00 pm	UPLAZA #C4	

*indicates times the office lab is open, not 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.

Check the main office for program entrance availability.

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

For your convenience this is a quick list of available evening courses. For more information locate course in booklet.

COURSES	INSTRUCTOR	DAYS	TIME	BEGINNING	ENDING	TUITION	LOCATION
Custom Woodworking	Steve Wilson	R	3:00 pm - 7:00 pm	01/27/11 - 05/12/11		\$150.00	DESERT HILLS HS
Steel Fabrication	STAFF	MTR	5:00 pm - 8:00 pm	01/25/11 - 05/09/11		\$395.00	DESERT HILLS HS
Welding Basic	Dave Seely	W	5:00 pm - 9:00 pm	01/26/11 - 05/11/11		\$190.00	DHS WELDING LAB
Solar Photovoltaic	Damon Atkinson	MTWR	6:00 pm - 8:30 pm	01/31/11 - 02/10/11		\$150.00	DIESEL TECH LAB
HVAC Basic	Kevin Clark	TR	5:30 pm - 8:30 pm	01/18/11 - 03/10/11		\$175.00	DXATC #149
HVAC Troubleshooting	Kevin Clark	TR	5:30 pm - 8:30 pm	03/22/11 - 04/28/11		\$175.00	DXATC #149

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**

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	\$475	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	03/29/11	06/16/11	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 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	01/18/11	03/10/11	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. *approx. 560 hours.*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Mitchell & Young	OPEN ENTRY	OPEN EXIT	MW	5:00 pm - 8:00 pm	\$475	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. *approx 210 hours.*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Mitchell & Young	OPEN ENTRY	OPEN EXIT	MW	5:00 pm - 8:00 pm	\$475	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	\$475	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	01/25/11	02/17/11	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	03/29/11	04/21/11	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	01/25/11	02/17/11	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	01/24/11	02/16/11	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	02/28/11	03/30/11	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	04/04/11	05/25/11	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	03/21/11	04/13/11	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	05/09/11	06/13/11	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	01/24/11	02/16/11	MW	6:00 pm - 8:00 pm	\$68	SMITH COMP #119
Excel	02/28/11	03/30/11	MW	6:00 pm - 8:00 pm	\$68	SMITH COMP #119
Powerpoint	04/04/11	04/13/11	MW	6:00 pm - 8:00 pm	\$58	SMITH COMP #119
ALL THREE	01/24/11	04/13/11	MW	6:00 pm - 8:00 pm	\$175	SMITH COMP #119

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	03/29/11	04/21/11	TR	6:00 pm - 8:00 pm	\$68	SMITH COMP #119

Business Internet Marketing

Learn how to build and launch an Internet Campaign using cutting edge “Landing Page Technology”. Learn to sell your products and services on the Internet. You will enjoy a hands-on experience in building your custom Landing Page, and be able to launch an Internet Campaign by the end of the class. You will learn how to save money on your advertising budget and be more effective when marketing any product or service. Course includes a 30-day Free Trial of Software. View sample “Landing Page” www.prodigitalmarketing.com *12-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Miller/Worth	02/01/11	02/17/11	TR	7:00 pm - 9:00 pm	\$198	UPLAZA #B100
Miller/Worth	04/05/11	04/21/11	TR	7:00 pm - 9:00 pm	\$198	UPLAZA #B100

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	01/24/11	03/07/11	MW	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	04/08/11	F	5:30 pm - 9:30 pm	\$200	TECH BLDG #109
	04/09/11	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	02/01/11	02/19/11	TR	6:00 pm - 9:00 pm	\$195	UPLAZA #C6
			SAT	8:00 am - 5:00 pm		
Shawn Jaca	04/05/11	04/23/11	TR	6:00 pm - 9:00 pm	\$195	UPLAZA #C6
			SAT	8:00 am - 5:00 pm		

Essentials 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	02/02/11	03/02/11	W	6:00 pm - 9:00 pm	\$300	UPLAZA #C5

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	01/24/11	04/25/11	MW	7:00 pm - 9:00 pm	\$285	SMITH COMP #117

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	03/25/11	F	1:00 pm - 5:00 pm	\$87	UPLAZA #C6
Leane Hardy	05/20/11	F	1:00 pm - 5:00 pm	\$87	UPLAZA #C6

Basic HVAC

This course covers the basic physics of heating and cooling. Learn the major parts of gas and electric furnaces, air conditioning units and heat pumps. Items covered in this course concentrate on operations, air flow, duct work, design of systems, and heating and cooling loads. *48-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Kevin Clark	01/18/11	03/10/11	TR	5:30 pm - 8:30 pm	\$175	DXATC #149

Basic HVAC Troubleshooting

This course covers the basic physics of heating and cooling with the majority of the time learning how to troubleshoot gas and electric furnaces, air conditioning units and heat pumps. Hands-on training is provided at a local HVAC facility. The same textbook used in the Basic HVAC class is not required but highly recommended. *36-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Kevin Clark	03/22/11	04/28/11	TR	5:30 pm - 8:30 pm	\$175	DXATC #149

Custom Woodworking

Students will learn how to safely use tools and machinery in the cabinetmaking industry. They will construct projects of their own choice including simple sketching, layout, joinery, sanding and finishing. Come to class with a project in mind. Students are responsible for purchasing building materials. *45-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Steve Wilson	01/27/11	05/12/11	R	3:00 pm - 6:00 pm	\$150	DHHS CABINET SHOP

Basic Welding

Students will learn skills in Gas Metal Arc Welding, Shielded Metal Arc Welding and Tungsten Inert Gas Welding. Other training will include safety, oxy fuel cutting and plasma cutting. This class is catered to the individual student. Fee includes all class materials. *45-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Dave Seely	01/26/11	05/11/11	W	5:00 pm - 9:00 pm	\$190	DHS WELDING LAB

Steel Fabrication

Students will learn skills in Shielded Metal Arc Welding, Flux Core Arch Welding, blueprint reading and fit-up. Other training will include safety and a review of basic math used in the industry. This class targets those individuals who are seeking employment in the welding industry and will also prepare them to take welding certification tests. Fee includes all class materials. *110-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Various	01/25/11	05/09/11	MTR	5:30 pm - 8:00 pm	\$395	DHHS WELDING LAB

Solar Photovoltaic 101

This course will provide an overview of the three basic PV system applications, primarily focusing on grid-direct systems. The goal of the course is to create a fundamental understanding of the core concepts necessary to work with all PV systems, including: system components, site analysis, PV module criteria, mounting solutions, safety, and commissioning. The course will also cover the basics of sizing a residential grid-direct system, wire sizing and over-current protection *20-hour class*

INSTRUCTOR	BEGIN	END	DAYS	TIME	FEE	LOCATION
Damon Atkinson	01/31/11	02/10/11	MTWR	6:00 pm - 8:30 pm	\$150	DIESEL LAB

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.

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.

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

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.

DXATC

Dixie Applied Technology College

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.



A CAMPUS OF THE
UTAH COLLEGE OF
APPLIED TECHNOLOGY

