



Davis Applied Technology College

A UCAT Campus
 550 E 300 S, Kaysville 84037
 Phone: 593-2500



Medical Office

Catalog Year: 2012

Adult Student Tuition and Fees					
Core Courses (1245 hours required)					
Course No.	Course Title	Hours	Tuition & Fees ¹	Lab Fee ²	Total
BTEC 1005	Keyboarding I	30	\$69.00	\$0.00	\$69.00
BTEC 1006	Keyboarding II	30	\$69.00	\$0.00	\$69.00
BTEC 1110	Computer Literacy	90	\$207.00	\$0.00	\$207.00
BTEC 1510	Business English	90	\$207.00	\$0.00	\$207.00
BTEC 1015	Financial Operations for Health Care	60	\$138.00	\$0.00	\$138.00
BTEC 1132	Word Processing Applications I (MS Word 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1141	Spreadsheet Applications I (MS Excel 2007)	60	\$138.00	\$0.00	\$138.00
MATH 1000	Math I	60	\$138.00	\$0.00	\$138.00
MEDA 1005	Introduction to Medical Terminology	30	\$69.00	\$0.00	\$69.00
MEDA 1100	Medical Terminology	90	\$207.00	\$0.00	\$207.00
MEDA 1200	Medical Law and Ethics	60	\$138.00	\$0.00	\$138.00
MEDA 1300	Psychology for Healthcare Professionals	30	\$69.00	\$0.00	\$69.00
MEDA 1400	Anatomy and Physiology for the Medical Professional	150	\$345.00	\$0.00	\$345.00
MEDO 2001	Medical Office Administrative Procedures I	90	\$207.00	\$0.00	\$207.00
MEDO 2002	Medical Office Administrative Procedures II	30	\$69.00	\$0.00	\$69.00
MEDO 2003	Medical Office Administrative Procedures III	120	\$276.00	\$0.00	\$276.00
MEDO 2015	Electronic Health Records	60	\$138.00	\$0.00	\$138.00
MEDO 1525	CPR for Health Professionals	15	\$34.50	\$0.00	\$34.50
WKSK 1400B	Workplace Relations - Blended	60	\$138.00	\$0.00	\$138.00
WKSK 1500B	Job Seeking Skills - Blended	30	\$69.00	\$0.00	\$69.00
Elective Courses (420 hours required)					
<i>Medical Office Administrative Assistant</i>					
BTEC 1520	Business Correspondence	90	\$207.00	\$0.00	\$207.00
BTEC 1550	Business Leadership	30	\$69.00	\$0.00	\$69.00
BTEC 2132	Word Processing Applications II (MS Word 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1152	Database Applications I (MS Access 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1162	Electronic Presentations (MS PowerPoint 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1182	Email Application (MS Outlook 2010)	60	\$138.00	\$0.00	\$138.00
<i>Medical Billing and Coding Specialist</i>					
BTEC 1182	Email Application (MS Outlook 2010)	60	\$138.00	\$0.00	\$138.00
MEDO 2105	Diagnostic Coding I	60	\$138.00	\$0.00	\$138.00
MEDO 2102	Procedural Coding I	90	\$207.00	\$0.00	\$207.00
MEDO 2103	Diagnostic and Procedural Coding II	90	\$207.00	\$0.00	\$207.00
MEDO 2115	Advanced Medical Coding Applications I	30	\$69.00	\$0.00	\$69.00
MEDO 2151	Advanced Coding Simulations I	30	\$69.00	\$0.00	\$69.00
MEDO 2150	ICD-10-CM Coding	60	\$138.00	\$0.00	\$138.00
<i>Electronic Health Record Specialist</i>					
BTEC 1520	Business Correspondence	90	\$207.00	\$0.00	\$207.00

BTEC 1152	Database Applications I (MS Access 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 2132	Word Processing Applications II (MS Word 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	\$138.00	\$0.00	\$138.00
BTEC 1182	Email Application (MS Outlook 2010)	60	\$138.00	\$0.00	\$138.00
MEDO 2500	Health Information Management	90	\$207.00	\$0.00	\$207.00

Program costs are subject to change without notice.

¹ \$1.55 per hour tuition + institutional fees

² Lab fee is used to cover the cost of course materials