



Davis Applied Technology College

A UCAT Campus
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Course Descriptions - Medical Office Catalog Year: 2012

BTEC 1005 Keyboarding I - 30 Hours

This course provides an introduction to the computer keyboard and is designed to help the student develop proper keyboarding techniques, with an emphasis on increasing keyboarding speed and accuracy to a minimum job-market level of 40 wpm. Students will be given intensive skill building practice using drills and timed writings.

BTEC 1006 Keyboarding II - 30 Hours

This course is a continuation of Keyboarding I and is designed to increase speed and accuracy to a minimum job-market level of 50 wpm. The course is taught using computers with an emphasis on correct keyboarding techniques, as well as speed and accuracy. Timings and drills are used to enhance keyboarding skills.

BTEC 1015 Financial Operations for Health Care - 60 Hours

This course is designed to instruct the administrative medical office assistant in the basic skills necessary to perform bookkeeping and financial functions in a medical practice setting.

BTEC 1110 Computer Literacy - 90 Hours

This course provides students with a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail. This course includes information regarding setting up an ergonomic environment, maintaining healthy work habits and health risks involving eye strain and repetitive stress injuries.

BTEC 1110_ Computer Literacy (Program Based) - 90 Hours

This course provides students with a fundamental understanding of computing including knowledge and use of computer hardware, software, and operating systems. The course will cover basic use and common features of applications (word processing, spreadsheet, and database) including internet use and e-mail. This course includes information regarding setting up an ergonomic environment, maintaining healthy work habits and health risks involving eye strain and repetitive stress injuries.

BTEC 1132 Word Processing Applications I (MS Word 2010) - 60 Hours

Students in this course will learn basic word processing features using Microsoft Word 2010. Students will learn how to create, save, and retrieve business documents. They will practice applying customized formatting to characters, paragraphs, and pages. Students will learn to use graphic elements to add interest and clarity to their document. This course is the first course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Word 2010.

BTEC 1141 Spreadsheet Applications I (MS Excel 2007) - 60 Hours

This course introduces the student to the spreadsheet functions and applications in MS Excel (2007). Students will learn how to design, create, manipulate, calculate, and present data utilizing their critical thinking skills and applying spreadsheet techniques to develop information for business applications.

BTEC 1152 Database Applications I (MS Access 2010) - 60 Hours

Students in this course will learn basic database features using Microsoft Access 2010, including the design and creation of databases. Students will be introduced to the application of database capabilities for information management and data manipulation. Students will learn how to design, create, manipulate, extract, and present data. This course is the first course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Access 2010.

BTEC 1152 Database Applications I (MS Access 2010) - 60 Hours

Students in this course will learn basic database features using Microsoft Access 2010, including the design and creation of databases. Students will be introduced to the application of database capabilities for information management and data manipulation. Students will learn how to design, create, manipulate, extract, and present data. This course is the first course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Access 2010.

BTEC 1162 Electronic Presentations (MS PowerPoint 2010) - 60 Hours

Students in this course will learn basic electronic presentation features using Microsoft PowerPoint 2010, including designing and creating a presentation, adding visual and audio elements, creating output, and presenting information. This prepares students to take the Microsoft Office Specialist (MOS) Exam for PowerPoint 2010.

BTEC 1182 Email Application (MS Outlook 2010) - 60 Hours

Students in this course will learn basic email skills used to send, receive, and manage email messages in Outlook 2010. Students will learn practical business applications, such as creating and managing tasks, using calendars, and managing contacts. This course prepares students to take the Microsoft Office Specialist (MOS) Exam for Outlook 2010.

BTEC 1182 Email Application (MS Outlook 2010) - 60 Hours

Students in this course will learn basic email skills used to send, receive, and manage email messages in Outlook 2010. Students will learn practical business applications, such as creating and managing tasks, using calendars, and managing contacts. This course prepares students to take the Microsoft Office Specialist (MOS) Exam for Outlook 2010.

BTEC 1182 Email Application (MS Outlook 2010) - 60 Hours

Students in this course will learn basic email skills used to send, receive, and manage email messages in Outlook 2010. Students will learn practical business applications, such as creating and managing tasks, using calendars, and managing contacts. This course prepares students to take the Microsoft Office Specialist (MOS) Exam for Outlook 2010.

BTEC 1510 Business English - 90 Hours

This course will focus on business English essentials, including writing, sentence structure, grammar, punctuation, and proofreading.

BTEC 1520 Business Correspondence - 90 Hours

This course reinforces essential English skills while developing and applying effective written business communication skills. This course will focus on the ability to produce clear and concise business documents in a mailable format. Students will utilize correct sentence structure, paragraph structure, word usage, grammar, and punctuation while composing business correspondence.

BTEC 1520 Business Correspondence - 90 Hours

This course reinforces essential English skills while developing and applying effective written business communication skills. This course will focus on the ability to produce clear and concise business documents in a mailable format. Students will utilize correct sentence structure, paragraph structure, word usage, grammar, and punctuation while composing business correspondence.

BTEC 1550 Business Leadership - 30 Hours

This course will assist students in developing the skills necessary to gain the competitive edge through career development, self-improvement, and volunteer programs.

BTEC 2132 Word Processing Applications II (MS Word 2010) - 60 Hours

This course is a continuation of Word Processing Applications I and teaches advanced word processing skills using Microsoft Word 2010. Students learn to use the reference tools, review tools, security and sharing options, and advanced graphic features. They also learn to customize Word to fit their specific needs. This course is the second course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Word 2010.

BTEC 2132 Word Processing Applications II (MS Word 2010) - 60 Hours

This course is a continuation of Word Processing Applications I and teaches advanced word processing skills using Microsoft Word 2010. Students learn to use the reference tools, review tools, security and sharing options, and advanced graphic features. They also learn to customize Word to fit their specific needs. This course is the second course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Word 2010.

BTEC 2142 Spreadsheet Applications II (MS Excel 2010) - 60 Hours

This course is a continuation of Spreadsheet Applications I and is designed to provide students with advanced spreadsheet knowledge using Microsoft Excel 2010. Students will learn formatting techniques, spreadsheet functions, analysis tools, and management techniques. This course is the second course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Excel 2010.

BTEC 2142 Spreadsheet Applications II (MS Excel 2010) - 60 Hours

This course is a continuation of Spreadsheet Applications I and is designed to provide students with advanced spreadsheet knowledge using Microsoft Excel 2010. Students will learn formatting techniques, spreadsheet functions, analysis tools, and management techniques. This course is the second course of a two course series that prepares students to take the Microsoft Office Specialist (MOS) Exam for Excel 2010.

FUND 0050 Keyboarding Skills - 90 Hours

This course covers an introduction to the QWERTY keyboard, correct finger placement, and keyboarding techniques. Students will learn to touch type as they complete drills and timed writings. Through practicepractice, students will increase their typing speed and accuracy on a computer keyboard.

FUND 0065 Computer Skills - 30 Hours

Students will learn beginner computer skills in a Windows XP environment. Topics include starting a computer, using a mouse, launching programs, creating, saving and printing documents, surfing the World Wide Web and sending email.

FUND 0070 Spelling Skills - 30 Hours

Students will improve their spelling skills by learning and using phonics and common spelling rules.

FUND 0075 Language Skills - 90 Hours

In this course students will practice and improve their language and writing skills and will gain an understanding of the English language and its correct use in written communication. Topics include sentence structure, parts of speech, grammar and punctuation rules in addition to extending these rules to sentences and paragraphs.

FUND 0080 Reading Skills - 90 Hours

This course will provide students with a foundation in reading skills, build vocabulary, and will provide practice recalling and interpreting information.

FUND 0085 Math Skills - 60 Hours

In this course students will learn to perform all four basic math operations accurately with whole numbers, fractions and decimals. Students will also be introduced to percentage and converting between fractions, decimals and percents.

FUND 0090 Study Skills - 30 Hours

Students will learn to use effective study habits and strategies for remembering information found in their textbooks and heard in class lectures. Students will also learn to use a strategy for reading and taking notes from textbooks, in class, and learn effective strategies for taking the five types of tests most frequently given by teachers.

FUND 0091 Davis School District Technical Tutoring - 250 Hours

Technical tutoring provides designated high school students with individual tracking to improve student success in Davis Applied Technology College courses. Students are provided assistance in study skills, test preparation as well as review of student progress and attendance.

FUND 1101 Math Skills Verification - 90 Hours

Galaxy Proficiency Course

MATH 1000 Math I - 60 Hours

This course offers an introduction to basic mathematics using mathematical concepts that can be applied to everyday life. Topics include fractions, decimals, ratios, proportions, conversions, averages and percentages. Prerequisites: TABE Computation score of 570 or higher or FUND 0085 Computational Math Skills.

MATH 1000_ Math I (Program Based) - 60 Hours

This course offers an introduction to basic mathematics using mathematical concepts that can be applied to everyday life. Topics include fractions, decimals, ratios, proportions, conversions, averages and percentages. Prerequisites: TABE Computation score of 570 or higher or FUND 0085 Computational Math Skills

MEDA 1005 Introduction to Medical Terminology - 30 Hours

This course provides an Introduction to Medical Terminology. Students in this course will learn word building skills, introduction to word parts, including roots, suffixes, prefixes, and parts of speech, as well as surgical suffixes, hematology and diagnostic imaging terms

MEDA 1100 Medical Terminology - 90 Hours

This course provides the student with the necessary skills to interpret and understand medical terminology, in order to be successful in the pursuit of health occupation careers. This is accomplished by utilizing a method of study that not only instructs the students in building medical terms but also gives the student immediate application in utilizing the medical term.

MEDA 1200 Medical Law and Ethics - 60 Hours

This course provides the student exposure to the legal and ethical issues that impact the healthcare setting, including guidelines, requirements, risk management and application of HIPPA regulations.

MEDA 1300 Psychology for Healthcare Professionals - 30 Hours

This course will provide the student with the basic principles of psychology required in a healthcare environment including the identification of developmental stages of the life cycle, hereditary, cultural and environmental influences on behavior and mental health issues.

MEDA 1400 Anatomy and Physiology for the Medical Professional - 150 Hours

Anatomy and physiology is the study of the structure and function of the human body. This course includes a review of all organ systems including disease processes and diagnostic treatment modalities.

MEDO 1525 CPR for Health Professionals - 15 Hours

Upon completion of the course, the student will understand the importance of knowing what to do in a timely manner during and shortly after a medical emergency. Students will learn the basics of first aid, how to control bleeding, CPR, and maintaining a patient until help arrives.

MEDO 2001 Medical Office Administrative Procedures I - 90 Hours

This course is designed to teach students the basic skills required to perform clerical functions efficiently in a medical office setting.

MEDO 2002 Medical Office Administrative Procedures II - 30 Hours

This course includes advanced administrative modules for the administrative assistant. The student will learn about emergency procedures in the medical office, infection control, use of personal protective equipment, managing a patient history, and basic pharmacology.

MEDO 2003 Medical Office Administrative Procedures III - 120 Hours

This course is designed to instruct the medical assistant student in the basic skills necessary to process insurance claims, apply managed care and third party policies and procedures, obtain referrals and pre-certifications and perform procedural and diagnostic coding.

MEDO 2015 Electronic Health Records - 60 Hours

This course provides the student with a comprehensive understanding of history, theory and the functional benefits of Electronic Health Records.

MEDO 2102 Procedural Coding I - 90 Hours

This course is designed to provide the student experience in locating and assigning CPT codes for services rendered in a medical office. Procedural codes are necessary in receiving proper reimbursement for services rendered. The student needs to know the procedure for appropriately assigning codes, the procedures for reporting codes and reimbursement policies.

MEDO 2103 Diagnostic and Procedural Coding II - 90 Hours

During this course the student uses the skills learned in the two previous courses and combines the information to locate the diagnosis and procedures codes for a patient. Students will practice accurate coding to document and validate professional services.

MEDO 2105 Diagnostic Coding I - 60 Hours

This course is designed to provide the student experience in locating and documenting the patient diagnosis. For a health care provider to be reimbursed for services provided, a properly coded claim must be submitted that links the ICD-9-CM/ICD-10-CM codes with the CPT Codes. The student needs to know the procedure for appropriately assigning codes and reporting codes and reimbursement policies.

MEDO 2115 Advanced Medical Coding Applications I - 30 Hours

Students will use the skills learned in the three previous courses and combine the information to locate the diagnosis and procedures codes for a patient as if working in a medical office setting.

MEDO 2150 ICD-10-CM Coding - 60 Hours

In this course students will prepare for a successful transition from ICD-9 to ICD-10 coding system with the latest ICD-10 code set, conventions, guidelines and mapping.

MEDO 2151 Advanced Coding Simulations I - 30 Hours

This course gives the student additional hands-on coding scenarios that simulate actual coding in a medical office using simulations and scenarios.

MEDO 2500 Health Information Management - 90 Hours

This course will prepare students for their role as Health Information Management (HIM) professionals. Students will gain an understanding of the technical infrastructure, information systems and applications used to store and manage medical records. This will include understanding of terminology, legal responsibility and security. Students will be shown how to abstract and manipulate health information data.

WKSK 1400_ Workplace Relations (Program Based) - 60 Hours

This course will help students develop essential human-relation skills needed to maintain gainful and satisfying employment. This course includes familiarization with problematic areas found in the workforce including, solving problems; understanding relationships and diversity; increasing personal ethics; and developing strong personal, interpersonal, and human relation skills.

WKSK 1400B Workplace Relations - Blended - 60 Hours

This course will help students develop essential human-relation skills needed to maintain gainful and satisfying employment. Course content includes familiarization with problematic areas found in the workforce including, solving problems; understanding relationships and diversity; increasing personal ethics; and developing strong personal, interpersonal, and human relation skills.

WKSK 1500_ Job Seeking Skills (Program Based) - 30 Hours

This course helps prepare students to successfully apply for a job. This course will present essential job-seeking skills needed to find gainful employment including: developing resumes, applications, networking and interview skills.

WKSJ 1500B Job Seeking Skills - Blended - 30 Hours

This course helps prepare students to successfully apply for a job. This course will present essential job-seeking skills needed to find gainful employment including: developing resumes, applications, networking and interview skills.