



Davis Applied Technology College

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



Curriculum Evaluation - Medical Office

DATC Certificate of Program Completion (Catalog Year: 2012, Required Hours: 1665)

Core (1245 hours required)

Medical Office (1245 hours required)

		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1005	Keyboarding I	30	4	No	
BTEC 1006	Keyboarding II	30	1	Yes	BTEC 1005
BTEC 1110	Computer Literacy	90	23	No	
BTEC 1132	Word Processing Applications I (MS Word 2010)	60	1	Yes	BTEC 1110
BTEC 1510	Business English	90	7	Yes	BTEC 1110
MATH 1000	Math I	60	6	No	
BTEC 1141	Spreadsheet Applications I (MS Excel 2007)	60	8	Yes	BTEC 1110
BTEC 1015	Financial Operations for Health Care	60	13	Yes	BTEC 1110, MATH 1000
WKSK 1400B	Workplace Relations - Blended	60	6	No	
WKSK 1500B	Job Seeking Skills - Blended	30	5	No	
MEDA 1005	Introduction to Medical Terminology	30	4	No	
MEDA 1100	Medical Terminology	90	13	No	
MEDA 1200	Medical Law and Ethics	60	13	Yes	MEDA 1100
MEDA 1300	Psychology for Healthcare Professionals	30	15	Yes	MEDA 1100
MEDA 1400	Anatomy and Physiology for the Medical Professional	150	26	Yes	MEDA 1100
MEDO 2001	Medical Office Administrative Procedures I	90	9	Yes	MEDA 1100
MEDO 2002	Medical Office Administrative Procedures II	30	5	Yes	MEDA 1100, MEDO 2001
MEDO 2003	Medical Office Administrative Procedures III	120	18	Yes	MEDA 1100, MEDO 2002
MEDO 2015	Electronic Health Records	60	14	No	
MEDO 1525	CPR for Health Professionals	15	1	No	

Elective (420 hours required)

Medical Office (Medical Office Administrative Assistant) (0 hours required)

		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 2132	Word Processing Applications II (MS Word 2010)	60	1	Yes	BTEC 1132
BTEC 1520	Business Correspondence	90	12	Yes	BTEC 1510
BTEC 1550	Business Leadership	30	4	No	
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	1	Yes	BTEC 1142
BTEC 1152	Database Applications I (MS Access 2010)	60	1	Yes	BTEC 1110
BTEC 1162	Electronic Presentations (MS PowerPoint 2010)	60	1	Yes	BTEC 1110
BTEC 1182	Email Application (MS Outlook 2010)	60	1	No	

Medical Office (Medical Billing and Coding Specialist) (0 hours required)

		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
BTEC 1182	Email Application (MS Outlook 2010)	60	1	No	
MEDO 2105	Diagnostic Coding I	60	1	Yes	MEDO 2003
MEDO 2102	Procedural Coding I	90	13	Yes	MEDA 1100, MEDO 2010, MEDO 2003
MEDO 2103	Diagnostic and Procedural Coding II	90	8	Yes	MEDO 2101, MEDO 2102, MEDO 2105
MEDO 2115	Advanced Medical Coding Applications I	30	1	Yes	MEDO 2103
MEDO 2151	Advanced Coding Simulations I	30	1	Yes	MEDO 2104
MEDO 2150	ICD-10-CM Coding	60	1	No	

Medical Office (Electronic Health Record Specialist) (0 hours required)

		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
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BTEC 2132	Word Processing Applications II (MS Word 2010)	60	1	Yes	BTEC 1132
BTEC 2142	Spreadsheet Applications II (MS Excel 2010)	60	1	Yes	BTEC 1142
BTEC 1520	Business Correspondence	90	12	Yes	BTEC 1510
BTEC 1152	Database Applications I (MS Access 2010)	60	1	Yes	BTEC 1110
BTEC 1182	Email Application (MS Outlook 2010)	60	1	No	
MEDO 2500	Health Information Management	90	1	No	
Skill Development-Not Req (0 hours required)					
<i>Medical Office (0 hours required)</i>					
		Hours	Modules	Prerequisite	Prerequisite Course Number(s)
FUND 0050	Keyboarding Skills	90	7	No	
FUND 0065	Computer Skills	30	8	No	
FUND 0070	Spelling Skills	30	2	No	
FUND 0075	Language Skills	90	4	No	
FUND 1101	Math Skills Verification	90	1	No	
FUND 0080	Reading Skills	90	4	No	
FUND 0085	Math Skills	60	4	No	
FUND 0090	Study Skills	30	5	No	
FUND 0091	Davis School District Technical Tutoring	250	1	No	
BTEC 1110_	Computer Literacy (Program Based)	90	23	No	
MATH 1000_	Math I (Program Based)	60	6	No	
WKSK 1400_	Workplace Relations (Program Based)	60	6	No	
WKSK 1500_	Job Seeking Skills (Program Based)	30	5	No	