



Utah System of Higher Education

The Gateway, Salt Lake City, UT 84101

801-646-4784

Medical Office Administration		Course Description	
<i>Catalog Year: 2024, Required Hours: 795, Credits: 21</i>			
Foundational Courses (Required Hours: 795, Credits: 21)			
<i>Aligned (Required Hours: 795, Credits: 21)</i>		Credits	Hours
TEMO 1170	Computer Concepts	1.00	30.00
<p>In this course, you will learn about basic computer concepts that will help you succeed in your program of study. This course is the foundation course for all programs. The skills you learn in this course will be used through all your courses you take. As you progress through this course, you will be completing a series of activities that will build your computer knowledge and skills. Your knowledge and skills will add up to become a competency.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Use the basic features of a learning management system to complete course work. <ul style="list-style-type: none"> o Demonstrate how to successfully login and logoff of Canvas. o Demonstrate how to find a course. o Show how to navigate through a course. o Demonstrate how to submit assignment. o Complete assessments. o Demonstrate how to check grades. • Explain the parts of a computer and functionality of the hardware components. <ul style="list-style-type: none"> o Describe the purpose of the basic hardware parts of a computer. o Describe the functionality of computer components. • Demonstrate a basic ability to use a computer running either a Windows or Apple operating system. <ul style="list-style-type: none"> o Demonstrate how to turn on the computer and login to the computer. o Use basic desktop elements to complete tasks. o Demonstrate file management skills. o Demonstrate how to log off and shut down the computer. • Use Microsoft Word to generate document. <ul style="list-style-type: none"> o Start Microsoft Word and choose a blank document. o Create and format a document using the tools on the ribbon. o Save a document using the Backstage view. • Use a search engine to find information on the Internet. <ul style="list-style-type: none"> o Differentiate between a search engine and browser. o Identify relevant keywords to perform an Internet search. o Use Internet search criteria to build web search queries. o Determine if the website is a credible source. o Explain malware and the kinds of damage it can cause to a computer. 			
TEMO 1500	Word Basics	1.00	40.00
<p>Course will introduce student to the basic functions and uses of MS Word software application, including the formatting and editing of documents, as well as features such as tables, styles, and mail merge. Prepares students with elements required for MOS exam.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Demonstrate the use of the college LMS. • Demonstrate how to open, close, create, save, rename, and print MS Word documents. • Demonstrate how to use clipboard for cutting, copying and pasting functions. • Demonstrate how to format and edit text, tables, paragraphs, and pages. • Demonstrate how to add themes, styles, and templates to a document. • Demonstrate how to manage headers, footers, sections, and mail merge. • Demonstrate how to use macros. • Demonstrate how to use mail merge. 			
TEMO 1400	Business Writing	2.00	70.00
<p>Course presents elements of business writing, including grammar and proofreading review. Student will develop various business communication documents, including memos, email, and resumes. Course presents elements of business writing, including grammar and proofreading review. Student will develop various business communication documents, including memos, email, and resumes.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Navigate and use the school LMS. • Demonstrate the correct use of English grammar. • Identify common grammar errors. • Proofread a document for errors. • Create a variety of business documents, including emails, memos, and letters in proper format. • Develop a complete, ready-to-go resume, cover letter, and thank you note. 			



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TEMO 1600	Spreadsheets I	1.00	40.00
<p>Course covers basic applications of Excel software. Coverage includes formatting and modifying cells and worksheets, use of simple functions, and creation of charts.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Demonstrate the use of the college LMS. • Demonstrate how to open, close, create, save and rename, and print MS Excel workbooks. • Demonstrate how to use the clipboard for cutting, copying and pasting functions. • Demonstrate how to format text and cells. • Demonstrate how to enter simple functions. • Demonstrate how to create charts to display data. • Demonstrate how to organize data into tables. 			
TEMO 1011	Medical Terminology	2.00	70.00
<p>This course will introduce you to the skills necessary 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. By knowing this you will recognize and understand this new language that will be essential as you begin a career in the healthcare environment.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Define and use medical terminology basic word structure and body organization. • Define and use medical terminology suffixes and prefixes. • Define and use medical terminology for medical specialties and body systems. 			
TEMO 1045	Anatomy and Physiology	1.00	50.00
<p>Anatomy and physiology is the study of the structure and function of the human body. This course includes a review of all organ systems and includes disease processes and diagnostic treatment. It is important for a future healthcare professional to have a basic understanding of the structure of the body which is the anatomy portion. It is equally important to understand how each of the body systems functions by itself as well as working in collaboration with the other body systems.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Interpret anatomy and physiology in relation to planes, cavities, regions, directions and systems. • Interpret basic anatomy, physiology, and pathologies as it relates to <ul style="list-style-type: none"> o Integumentary system. o Skeletal system. o Muscular system. o Nervous system. o Endocrine system. o Cardiovascular system. o Lymphatic system. o Digestive system. o Respiratory system. o Urinary system. o Reproductive system. 			
TEMO 1020	Medical Law and Ethics	2.00	60.00
<p>This course provides the student exposure to the legal and ethical issues that impact the healthcare setting.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Recognize the meaning and use of legal terminology. • Apply legal expectations in healthcare. • Apply ethical standards in healthcare. • Demonstrate the principles of HIPAA regulations by completing the certification. 			
TEMO 1030	Psychology for Healthcare	1.00	30.00
<p>In this course, you will get an overview of the basic principles of communication and the impact of ethnic cultures in healthcare.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Demonstrate communication skills within a healthcare setting. • Demonstrate cultural competence. • Define basic terms and conditions in psychiatry. 			



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TEMO 1055	Medical Office Procedures I	2.00	60.00
<p>This course is designed to teach foundational information for those entering the healthcare field and the basic skills needed to perform clerical functions efficiently in a medical office setting.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Describe foundational information related to the medical field. • Explain the reasons professionalism and work ethics are important in the medical field. • Demonstrate written communication in a healthcare setting. • Apply proper telephone techniques in a healthcare setting. • Apply proper patient reception and appointment scheduling techniques in a healthcare setting. • Apply daily operations in a healthcare setting. • Demonstrate how to properly create and maintain paper medical records. • Demonstrate how to properly create and maintain electronic medical records. • Apply meaningful use strategies to meet quality improvement outcome initiatives. • Demonstrate the principles of OSHA regulations by completing the OSHA certifications. • Describe Medication uses, names, classifications, and risks. • Explain the role of government agencies and regulation of medications. • Interpret medical documentation related to prescribed medications. • Describe various elements used when delivering patient education. 			
TEMO 1070	Medical Office Procedures II	2.00	60.00
<p>This course is designed to instruct the medical assistant student in the basic skills necessary to perform bookkeeping and financial functions in a medical setting.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Perform financial office procedures related to health care environment on paper and electronically. • Define medical office management. 			
TEMO 1080	Medical Office Procedures III	2.00	60.00
<p>This course is designed to instruct the medical office administration student in the basic skills necessary to perform proper insurance, coding, and billing procedures.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Utilize diagnostic coding systems. • Utilize procedural coding systems. • Define healthcare insurance types, utilization, and guidelines. • Utilize health insurance claims. 			
TEMO 1001	First Aid/CPR	0.00	10.00
<p>With the completion of this class, 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 basics to control bleeding, perform CPR, and monitor a patient until advanced help arrives.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Demonstrate first aid techniques. • Demonstrate Healthcare Provider level CPR as defined by the American Heart Association. 			
TEMO 1300	Customer Relations	1.00	40.00
<p>This course will provide training in professional customer relationship skills, including time management, customer interaction skills, managing difficult customers, and stress management.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Navigate and use the school LMS. • Demonstrate exceptional customer service skills. • Explain workplace skills as a customer service representative. • Describe the importance of ethics in customer relations. • Demonstrate professionalism as a customer service representative. • Evaluate a given customer service dilemma or problem and apply a solution. • Apply customer service communication using voicemail. • Explain techniques for stress management. 			
TECL 1515	Job Seeking Skills	0.00	15.00
<p>This course will prepare you to succeed, as we explore a variety of tools and strategies, to make your transition to employment as smooth as possible. Proper preparation is often as important as the skills you have already acquired. The process of obtaining employment is often discouraging and grueling. The Job Seeking Skills course will cover many aspects of job searching, including summarizing your skills, searching for job leads in unconventional ways, filling out applications, writing a resume and cover letter, interview etiquette, and lastly, a follow up letter.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Identify and explain personal employment direction and qualifications. • Complete the job application process. • Search for employment in their area of study and explain how social media will impact a job search. • Successfully complete a 20-minute mock interview. 			



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TEMO 1911	Medical Office Externship	3.00	160.00
<p>This course allows the medical office administration student the opportunity to demonstrate their administrative skills in a health care setting. This non-paid externship takes place in a working medical office or clinic under the supervision of a licensed physician.</p> <p>Objectives:</p> <ul style="list-style-type: none">• Apply knowledge related to Medical Office Administration procedures, processes, and environment.• Perform Medical Office Administration procedures safely and accurately.• Demonstrate professional behaviors in the healthcare setting.			