



# Utah System of Higher Education

The Gateway, Salt Lake City, UT 84101

801-646-4784

<b>Medical Coding and Billing</b>		<b>Course Description</b>	
<i>Catalog Year: 2024, Required Hours: 900, Credits: 30</i>			
<b>Foundational Courses (Required Hours: 900, Credits: 30)</b>			
<i>Aligned (Required Hours: 900, Credits: 30)</i>		Credits	Hours
<b>TEMC 1050</b>	<b>Medical Insurance Billing I</b>	<b>2.00</b>	<b>60.00</b>
<p>The Medical Insurance Billing I course is designed to provide the student with advanced skills necessary to perform and understand current processes regarding medical billing and collection concepts, regulations, and guidelines.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify the background and importance of accurate insurance claims submissions, coding, and billing.</li> <li>• Differentiate between professional ethics and medical etiquette.</li> <li>• Identify instances when an employer, an employee or independent contractor can be liable when billing for medical services.</li> <li>• Demonstrate understanding of Privacy, Security and HIPAA in a healthcare setting.</li> <li>• Explain Medical Necessity as it relates to National Correct Coding Initiative (NCCI/CCI).</li> <li>• Recognize various health Insurance models and explain best practices and tools for ensuring accurate and timely submission of medical claims for payment.</li> <li>• Provide basic knowledge of national diagnosis and procedure/service coding systems.</li> <li>• Explain the impact of coding compliance, clinical documentation improvement (CDI), and coding for necessity.</li> </ul>			
<b>TEMC 1060</b>	<b>Medical Insurance Billing II</b>	<b>3.00</b>	<b>90.00</b>
<p>The Medical Insurance Billing II course is designed to provide the student with advanced skills necessary to perform and understand current processes regarding medical billing and collection concepts, regulations, and guidelines. After successful completion of Medical Billing and Collections I and II the student will be able to apply correct billing concepts and demonstrate understanding of the medical claim life cycle.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Explain Insurance carrier processing and payment received.</li> <li>• Identify major health insurance models and payers.</li> <li>• Construct a claim form.</li> <li>• Explain information about major insurance Programs and federal health care legislation.</li> <li>• Identify revenue cycle management concepts.</li> <li>• Recognize hospital facility billing concepts and reimbursement methodology.</li> </ul>			
<b>TEMC 1070</b>	<b>Medical Office Software</b>	<b>2.00</b>	<b>60.00</b>
<p>The Medical Office Software course is designed to provide the student with hands on experience using practice management software comparable to the software used in medical offices today and basic knowledge of electronic health records (EHR).</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify the purpose for using a medical practice management system, and how legislation affects health information technology and medical practice management programs.</li> <li>• Demonstrate how to use the administrative functions of a medical practice management software program.</li> <li>• Demonstrate how to use the financial functions of a medical practice management software program.</li> </ul>			
<b>TEMC 1110</b>	<b>Coding I</b>	<b>3.00</b>	<b>90.00</b>
<p>The Coding I course is designed to introduce students to the business side of medicine in the outpatient setting and provide the student with the skill and knowledge necessary to analyze and extract key information from the medical record to assign ICD-10-CM codes. This course also covers a detailed explanation of ICD-10-CM coding guidelines.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Demonstrate correct code assignment using coding guidelines.</li> <li>• Identify the correct diagnostic code (characters), using the guidelines, alphabetic index, and tabular list.</li> <li>• Differentiate the information from patient chart notes and surgical notes to identify the diagnostic term(s).</li> <li>• Select the correct coding sequence for billing purposes.</li> <li>• Demonstrate understanding of the business side of medicine in the outpatient setting.</li> </ul>			



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<b>TEMC 1120</b>	<b>Coding II</b>	<b>3.00</b>	<b>90.00</b>
<p>The Coding II course is a continuation of Coding I. This course is designed to provide the student with the knowledge and skills essential to evaluate and extract significant information from the medical record and to assign the correct CPT, HCPCS, modifiers and diagnostic codes to the medical claim. This course also covers a detailed explanation of CPT coding concepts and guidelines.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Describe key components and common pathologies of the skin, hair, nails, and breasts.</li> <li>• Analyze procedures and surgeries as they relate to the skin, hair, nails, and breasts.</li> <li>• Describe the components and common pathologies of the musculoskeletal system.</li> <li>• Analyze orthopedic surgeries and how they relate to pathological conditions.</li> <li>• Describe basic anatomy and functions of the respiratory system, hemic and lymphatic systems, and the mediastinum and diaphragm.</li> <li>• Review diagnoses common to the respiratory system, the hemic and lymphatic systems, and the mediastinum and diaphragm.</li> <li>• Identify HCPCS Level II codes and guidelines as they apply to the respiratory system, the hemic and lymphatic systems, and the mediastinum and diaphragm.</li> <li>• Demonstrate appropriate use of modifiers.</li> </ul>			
<b>TEMC 1130</b>	<b>Coding III</b>	<b>3.00</b>	<b>90.00</b>
<p>The Coding III course is a continuation of Coding II. This course is designed to provide the student with the knowledge and skills essential to evaluate and extract significant information from the medical record and to assign the correct CPT, HCPCS, Modifiers and diagnostic codes to the medical claim. This course also covers a detailed explanation of CPT coding concepts and guidelines.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Define key terms and common pathologies related to the cardiovascular system.</li> <li>• Analyze cardiovascular procedures and surgeries, and where in CPT to locate relevant codes.</li> <li>• Define and understand key terms and procedures associated with the digestive tract.</li> <li>• Describe anatomy associated with procedures performed on the digestive tract.</li> <li>• Assign appropriate CPT surgery codes from the digestive subsection.</li> <li>• Describe the anatomy and function of the urinary system and male reproductive system.</li> <li>• Demonstrate appropriate use of modifiers.</li> <li>• Explain ICD-10-CM and HCPCS Level II codes and coding guidelines as they apply to the systems covered in this course.</li> </ul>			
<b>TEMC 1140</b>	<b>Coding IV</b>	<b>3.00</b>	<b>90.00</b>
<p>The Coding IV course is a continuation of Coding III. This course is designed to provide the student with the knowledge and skills essential to evaluate and extract significant information from the medical record and to assign the correct CPT, HCPCS, Modifiers, and diagnostic codes to the medical claim. This course also covers a detailed explanation of CPT coding concepts and guidelines.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify anatomical concepts important to understand the endocrine and nervous systems.</li> <li>• Analyze eye surgeries and ear surgeries and how they relate to the most common pathologies.</li> <li>• Interpret anesthesia coding guidelines and determine when other services may be billed in conjunction with anesthesia.</li> <li>• Describe anatomical planes, anatomical directions, and positioning in radiology.</li> <li>• Define key terms associated with radiology and describe the use and coding of contrast material.</li> <li>• Define terms and concepts specific to pathology and laboratory coding.</li> <li>• Analyze E/M services and differentiate between a new patient and an established patient. Abstract a provider's note to arrive at the level of service.</li> <li>• Discuss diverse noninvasive or minimally invasive diagnostic and therapeutic services covering multiple specialties.</li> </ul>			
<b>TEMC 1900</b>	<b>Coding Certification Exam Prep</b>	<b>2.00</b>	<b>60.00</b>
<p>The Coding Certification Exam Prep course prepares students to sit for a national coding certification. This comprehensive course covers all of the necessary information and skills required to pass the exam and become a certified medical coder. The course also includes practical exercises and mock exams to help students develop the coding skills and confidence needed to pass the exam.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Explore the pre-review exam.</li> <li>• Identify the elements of ICD-10 - CM, CPT, and HCPCS.</li> <li>• Define relevant medical terminology and anatomy.</li> <li>• Explain how to schedule an exam and maintain credentials</li> </ul>			
<p><b>Supplemental Courses Varies by Institution (Required Hours: 270, Credits: 9)</b></p>			
<p><i>Davis Technical College (Required Hours: 270, Credits: 9)</i></p>		Credits	Hours



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<b>TEMC 1010</b>	<b>Introduction to Medical Coding and Billing</b>	<b>1.00</b>	<b>30.00</b>
<p>Introduction to Medical Coding and Billing will present the program orientation and students will explore various program concepts. This course will introduce students to HIPAA guidelines. The course will also cover emergency procedures and infection control in the healthcare office.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Explain the background of the HIPAA regulations, HIPAA privacy and security rules, OSHA's role in regulating safety and health standards for the healthcare office, the role of workplace professionalism in career success.</li> <li>• Describe the role of the health professional in HIPAA compliance, patient rights provided by HIPAA, procedures, and processes to assure current and future compliance with evolving HIPAA regulations, steps to maintain office security, the new hazardous communication standards, the job responsibilities the medical billing and coding specialist.</li> <li>• Define legal terminology used in the HIPAA regulations.</li> <li>• Identify the training requirements for HIPAA compliance, violations of HIPAA, compare medical ethics and medical etiquette.</li> </ul>			
<b>WKSK 1400</b>	<b>Workplace Success</b>	<b>2.00</b>	<b>60.00</b>
<p>Workplace Success is designed to help students develop essential work habits and attitudes as well as human-relation skills needed to maintain gainful and satisfying employment. Topics include common challenges faced in the workplace, such as presenting yourself professionally, developing a professional work ethic, developing interpersonal skills, navigating office politics successfully, and planning and managing your career.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Demonstrate a positive attitude and set and accomplish personal and career goals.</li> <li>• Manage time, stress, organization and finances.</li> <li>• Explain conflict resolution, negotiation and communication in the workplace.</li> <li>• Display a strong work ethic and illustrate accountability.</li> <li>• Perform work within a group effectively and discuss the value of negotiation and compromise.</li> <li>• Describe the basics of public speaking and presenting a professional demeanor.</li> <li>• Implement career goals and take active control of professional life.</li> </ul>			
<b>TEMC 1210</b>	<b>Medical Terminology and Anatomy for Coding I</b>	<b>2.00</b>	<b>60.00</b>
<p>This course is designed to introduce the students to key medical coding guidelines and will tie medical terminology and anatomy terms to current medical codes. Students will study and learn the language of the medical professional and how specific vocabulary relates to both ICD-10-CM and CPT codes.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Recognize common abbreviations used in each body system and specialty area.</li> <li>• Build, analyze, and define medical terms using word parts.</li> <li>• Apply medical terminology and anatomy to current ICD-10-CM and CPT coding definitions.</li> <li>• Describe the origin of medical terms, organizational components of the body, directional terms, anatomic plans, regions, and quadrants.</li> <li>• Identify the major body systems structure and their related word parts and plural endings for medical terms.</li> <li>• Define medical terms related to diseases and disorders, diagnostic terms for each body system, Surgical terms related to each body system, the four-word parts and the combining vowel.</li> </ul>			
<b>TEMC 1220</b>	<b>Medical Terminology and Anatomy for Coding II</b>	<b>2.00</b>	<b>60.00</b>
<p>This course is a continuation of Medical Terminology and Anatomy for Coding I. This course is designed to introduce the students to key medical coding guidelines and will tie medical terminology and anatomy terms to current medical codes. Students will study and learn the language of the medical professional and how specific vocabulary relates to both ICD-10-CM and CPT codes.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Recognize common abbreviations used in each body system and specialty area.</li> <li>• Build, analyze, and define medical terms using word parts.</li> <li>• Apply medical terminology and anatomy to current ICD-10-CM and CPT coding definitions.</li> <li>• Describe the origin of medical terms, organizational components of the body, directional terms, anatomic plans, regions, and quadrants.</li> <li>• Identify the major body systems structure and their related word parts and plural endings for medical terms.</li> <li>• Define medical terms related to diseases and disorders, diagnostic terms for each body system, Surgical terms related to each body system, the four-word parts and the combining vowel.</li> </ul>			
<i>Mountainland Technical College (Required Hours: 270, Credits: 9)</i>		Credits	Hours
<b>TEMC 1020</b>	<b>Introduction to Medical Coding and Billing</b>	<b>1.00</b>	<b>30.00</b>
<p>The Introduction to Medical Coding and Billing course starts with a new student orientation and an outline of the Medical Coding and Billing course and program policies. Students complete assignments in Word and Excel that are essential for the workplace. Students create a cover letter and current resume.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Review and acknowledge Mountainland Technical College (MTECH) and classroom policies.</li> <li>• Demonstrate how to use Canvas and MTECH Student Portal.</li> <li>• Attach and upload files to a USB or Google Storage.</li> <li>• Demonstrate basic skills of formatting text, copy, cut, adjust line spacing, spell check, find and replace option and printing in Word.</li> <li>• Demonstrate basic skills of formatting cells, sorting columns, use the sum, average and find function in Excel.</li> <li>• Search for online employment opportunities and understand the skills and knowledge required for employment.</li> <li>• Produce a cover letter and resume.</li> </ul>			



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TEMC 1230	Medical Terminology and Anatomy I	3.00	90.00
<p>This course will introduce students to important word parts such as roots, prefixes and suffixes that provide a foundation for learning medical terms. This course is organized by body systems and begins with an overview of terminology associated with the body's structures and functions, continues through diseases and disorders, and ends with diagnostic procedures, treatments and Pharmacology. Medical Terminology and Anatomy I covers the Integumentary, Muscular, Skeletal, Digestive, Urinary and Reproductive Systems.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• State the rules for word components that form medical terms including common prefixes, suffixes, and root words as they pertain to each body system.</li> <li>• Describe the rules for using singular and plural terms.</li> <li>• Define medical words, abbreviations and acronyms.</li> <li>• Interpret graphic symbols into their medical terms.</li> <li>• Describe the structural organization of the human body.</li> <li>• Distinguish the location and function of anatomical terms.</li> <li>• Identify body planes, directional terms, quadrants and cavities of the human body.</li> <li>• Demonstrate steps to locate medical words using either a medical dictionary or an online resource.</li> </ul>			
TEMC 1240	Medical Terminology and Anatomy II	3.00	90.00
<p>This course is a continuation of Terminology &amp; Anatomy I. The course is organized by body systems and begins with an overview of terminology associated with the body's structures and functions, continues through diseases and disorders, and ends with diagnostic procedures and treatments including Pharmacology. Medical Terminology and Anatomy II covers Respiratory, Cardiovascular, Lymphatic, Endocrine and Nervous Systems.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• List the location and function of anatomical terms for each body system.</li> <li>• Describe the structural organization of the human body of each body system.</li> <li>• Identify the anatomical location of major organs in each body system.</li> <li>• Compare the structure and function of the human body across the lifespan.</li> <li>• Describe the normal function of each body system.</li> <li>• Identify common pathology related to each body system.</li> <li>• Recognize terms related to pathology and procedures for mental and behavioral health.</li> </ul>			
TEMC 1410	Communication for Healthcare Professionals	2.00	60.00
<p>This course is designed to provide the student with successful therapeutic communication skills that are necessary in a healthcare setting.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• List six steps to successful professional communication.</li> <li>• Compare professional, therapeutic, and social communications.</li> <li>• Contrast verbal and nonverbal communication by using examples.</li> <li>• Examine barriers to multicultural therapeutic communication.</li> <li>• Describe examples of the negative and positive components of both the alternative and traditional therapies for medical care.</li> <li>• List essential guidelines for therapeutic communication for each age group.</li> <li>• Compare multiple therapeutic responses for clients who are angry, depressed or have addictive disorders.</li> <li>• Identify cultural differences in life-altering illness, grief, and death experiences.</li> </ul>			
<i>Ogden-Weber Technical College (Required Hours: 270, Credits: 9)</i>		Credits	Hours
TEMC 1030	Introduction to Medical Coding	1.00	30.00
<p>This course is designed to provide the student with an introduction to the role and responsibilities of a medical coder and explain some of the basic tools and resources used by medical coders in the performance of their duties.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Comprehend the meaning of Medical Coding.</li> <li>• Recognize the difference between Medical Coding and Medical Billing.</li> <li>• List the primary code classification systems used by Medical Coders and Medical Billers.</li> <li>• Explain the purpose of ICD-10-CM codes, CPT codes and HCPCS Level II codes.</li> <li>• Perform a basic code search for a diagnosis code.</li> <li>• Perform a basic code search for a procedure code.</li> </ul>			



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<b>TEMC 1040</b>	<b>Introduction to Medical Billing</b>	<b>2.00</b>	<b>60.00</b>
<p>This course is designed to introduce the student to the role and responsibilities of a medical biller and provide the student with the basic skills necessary to prepare a claim form for submission for reimbursement.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Describe the types of health insurance and identification cards associated with the health care plans.</li> <li>• Identify the different code sets used for billing.</li> <li>• Explain the importance of a fully completed patient demographic form.</li> <li>• Recognize the requirements for specific blocks on the CMS-1500 claim form.</li> <li>• Accurately complete a CMS-1500 claim form for a patient's encounter in the provider's office.</li> <li>• Explain the advantages of electronic claims submission.</li> <li>• Decipher the EOB and determine the next step in the billing process.</li> <li>• Explain the difference between rejected claims and denied claims.</li> <li>• Describe the function of rebilling.</li> <li>• Describe the different approaches to collections.</li> </ul>			
<b>TEMC 1080</b>	<b>Medical Terminology</b>	<b>2.00</b>	<b>60.00</b>
<p>This course will provide instruction on how to interpret and understand medical language as well as the basic structure of medical words. Additionally, this course will explore interpretations of medical abbreviations for those seeking a career in medicine.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify the role of the four main types of word parts that make up medical terms.</li> <li>• Use knowledge of word parts to define unfamiliar medical words.</li> <li>• Describe steps to locate medical words using either a medical dictionary or an online resource.</li> <li>• Define commonly used word parts, medical terms, and abbreviations.</li> <li>• Recognize the importance of spelling medical terms correctly.</li> </ul>			
<b>TEMA 1040</b>	<b>Anatomy and Physiology</b>	<b>4.00</b>	<b>120.00</b>
<p>The Anatomy and Physiology course is designed to familiarize the student with the plan and structure of the human body, its function under normal, healthy conditions, and an introduction to the body's response to illness and disease. Instruction covers an overview of all organ systems, including diagnostic treatment modalities. Medical terms as they relate to the body and correct spelling and pronunciation are taught.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Locate and label major organs and structures in the body systems.</li> <li>• Identify and state the function of the major anatomical components of the human body.</li> <li>• Describe common disorders associated with each major anatomical component.</li> <li>• Identify common pathology related to each body system.</li> </ul>			
<b>TEMC 1420</b>	<b>Communication and Customer Service</b>	<b>1.00</b>	<b>30.00</b>
<p>This course will explore the basic structure and function of the human body, as well as common disease processes and treatments.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Describe the structural organization of the human body.</li> <li>• List the body systems .</li> <li>• Describe body planes, directional terms, quadrants and cavities.</li> <li>• List the major organs that comprise each body system.</li> <li>• Identify the anatomical location of major organs in each body system.</li> <li>• Compare the structure and function of the human body across the life span.</li> <li>• Describe the normal function of each body system.</li> <li>• Identify common pathology related to each body system.</li> </ul>			
<i>Salt Lake Community College (Required Hours: 270, Credits: 9)</i>		<b>Credits</b>	<b>Hours</b>
<b>TEMC 1430</b>	<b>Workplace Relations</b>	<b>1.00</b>	<b>30.00</b>
<p>This course will provide training in workplace relationship, including interaction skills, managing difficult people, with an emphasis on soft skills.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Demonstrate excellent Workplace Relations skills.</li> <li>• Explain workplace skills as a Workplace Relations Representative.</li> <li>• Describe the importance of ethics as a Workplace Relations Representative.</li> <li>• Demonstrate professionalism as a Workplace Relations Representative.</li> <li>• Understand problem resolution and recovery strategies.</li> <li>• Explain the importance of Workplace Relationship when viewing organizational goals and professional skills required.</li> </ul>			



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<b>TEMC 1150</b>	<b>Business Grammar</b>	<b>1.00</b>	<b>30.00</b>
<p>Students will gain a greater knowledge of grammar and how to apply it in business settings. Students will learn how to use verb tenses, subject verb agreements, parts of speech, active and passive voice, as well as identifying grammatical errors.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Demonstrate the correct use of English grammar in written communications.</li> <li>• Demonstrate the ability to identify common grammar errors in written correspondence.</li> <li>• Apply proper sentence structure.</li> <li>• Demonstrate proper use of difficult and confusing words.</li> </ul>			
<b>TEMC 1160</b>	<b>Business Writing</b>	<b>1.00</b>	<b>30.00</b>
<p>Students learn the basic elements of Business Writing, including the use of grammar and proofreading review. Students will develop and review various business documents.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Demonstrate the ability to organize thoughts to create professional business documents.</li> <li>• Create a variety of business documents, including emails, memos, and letters in the proper format.</li> <li>• Develop a complete, ready-to-go resume, cover letter, and thank you note.</li> <li>• Proofread professional documents for clarity and grammar use.</li> </ul>			
<b>TEMC 1250</b>	<b>Medical Terminology and Anatomy I</b>	<b>2.00</b>	<b>60.00</b>
<p>This course will teach students how to break down medical terms into root words, prefixes, and suffixes in order to interpret and understand the medical language. Students will gain knowledge of medical abbreviations. Additionally, this class covers human anatomy and physiology concepts required to help students prepare for the Medical Coding Certification exam.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify roots, prefixes, and suffixes that form the medical terms.</li> <li>• Define medical terms and abbreviations.</li> <li>• Identify directional terms and body planes.</li> <li>• Explain how body systems function and interact.</li> <li>• Identify anatomical terms.</li> </ul>			
<b>TEMC 1260</b>	<b>Medical Terminology and Anatomy II</b>	<b>2.00</b>	<b>60.00</b>
<p>This course is a continuation of Medical Terminology and Anatomy I. This course will continue to teach how to break down medical terms in order to interpret and understand the medical language as well as gain knowledge of medical abbreviations of additional body systems.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Identify roots, prefixes, and suffixes that form the medical terms.</li> <li>• Define medical terms and abbreviations.</li> <li>• Identify the location of organs in the body system.</li> <li>• Explain how body systems function and interact.</li> <li>• Identify common pathology related to each body system.</li> </ul>			
<b>TEMC 1170</b>	<b>Word Essentials</b>	<b>1.00</b>	<b>30.00</b>
<p>Students will gain a basic understanding on how to use Word for both work and home. Coverage will include formatting and modifying, as well charts and tables.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Demonstrate how to use open, close, save, rename, and print.</li> <li>• Demonstrate how to use the clipboard, cut, copy and pasting features.</li> <li>• Demonstrate how to format text.</li> <li>• Demonstrate se the proofreading tools, including Spell Check, Grammar Check, as well as Find and Replace.</li> </ul>			
<b>TEMC 1180</b>	<b>Excel Essentials</b>	<b>1.00</b>	<b>30.00</b>
<p>Students will gain a basic understanding on how to use Excel for both work and home. Coverage will include formatting and modifying, as well as simple functions.</p> <p>Objectives:</p> <ul style="list-style-type: none"> <li>• Demonstrate how to open, close, save, rename, and print.</li> <li>• Demonstrate how to use the clipboard, cut, copy and pasting features.</li> <li>• Demonstrate how to format text.</li> <li>• Use the proofreading tools, including Spell Check, Grammar Check, as well as Find and Replace.</li> <li>• Demonstrate how to enter simple functions.</li> <li>• Identify rows and columns.</li> </ul>			