



Utah System of Higher Education

The Gateway, Salt Lake City, UT 84101

801-646-4784

Curriculum Evaluation		Medical Office Administration			
<i>Certificate of Completion (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	Modules	Prerequisite Course Number(s)
TEMO 1170	Computer Concepts	1.00	30.00	0	
TEMO 1500	Word Basics	1.00	40.00	0	
TEMO 1400	Business Writing	2.00	70.00	0	
TEMO 1600	Spreadsheets I	1.00	40.00	0	
TEMO 1011	Medical Terminology	2.00	70.00	0	
TEMO 1045	Anatomy and Physiology	1.00	50.00	0	
TEMO 1020	Medical Law and Ethics	2.00	60.00	0	
TEMO 1030	Psychology for Healthcare	1.00	30.00	0	
TEMO 1055	Medical Office Procedures I	2.00	60.00	0	
TEMO 1070	Medical Office Procedures II	2.00	60.00	0	
TEMO 1080	Medical Office Procedures III	2.00	60.00	0	
TEMO 1001	First Aid/CPR	0.00	10.00	0	
TEMO 1300	Customer Relations	1.00	40.00	0	
TECL 1515	Job Seeking Skills	0.00	15.00	0	
TEMO 1911	Medical Office Externship	3.00	160.00	0	