



Tooele Applied Technology College

88 S Tooele Blvd, Tooele, Utah 84074

435-248-1800

Certificate Syllabus		Medical Office Laboratory Technician
Certificate (Catalog Year: 2017)		
TATC Core (335 hours required)		Hours
<i>Medical Office Laboratory Technician (335 hours required)</i>		<i>Hours</i>
<i>Keyboarding Basics (BTEC1000)</i>		30.00
<i>Lesson 1-6 (1)</i>		10.00
<i>Lesson 7-12 (2)</i>		10.00
<i>Lesson 13-18 & final assessment (3)</i>		10.00
<i>Basic Computer Literacy (BTEC1500)</i>		30.00
<i>Basic Computer Principles (1)</i>		6.00
<i>MS Office Word (2)</i>		8.00
<i>MS Office Excel (3)</i>		8.00
<i>MS Office Access (4)</i>		8.00
<i>Workplace Relations (WWSK1501)</i>		20.00
<i>Attitude (1)</i>		5.00
<i>Time Management (2)</i>		5.00
<i>Communication (3)</i>		5.00
<i>Conflict Resolution/Relationship Building (4)</i>		5.00
<i>Introduction to Health Care (MEDA1601)</i>		30.00
<i>The Healthcare Industry/Introduction to Medical Assisting (1)</i>		10.00
<i>Infection Control (2)</i>		10.00
<i>Ethics, Law and HIPPA/Privacy in the Physician's Office (3)</i>		10.00
<i>Medical Terminology for Medical Assistants (MEDA1602)</i>		80.00
<i>Lesson 1 (1)</i>		5.00
<i>Lesson 2 (2)</i>		5.00
<i>Lesson 3 (3)</i>		5.00
<i>Lesson 4 (4)</i>		5.00
<i>Lesson 5 (5)</i>		5.00
<i>Lesson 6 (6)</i>		5.00
<i>Lesson 7 (7)</i>		5.00
<i>Lesson 8 (8)</i>		5.00
<i>Lesson 9 (9)</i>		5.00
<i>Lesson 10 (10)</i>		5.00
<i>Lesson 11 (11)</i>		5.00
<i>Lesson 12 (12)</i>		5.00
<i>Lesson 13 (13)</i>		5.00

<i>Lesson 14 (14)</i>	5.00
<i>Medical Terminology Pre-Test (15)</i>	5.00
<i>Medical Terminology Final Test (16)</i>	5.00
<i>Medical Office Communication and Environment (MEDA1603)</i>	15.00
<i>Telephone Techniques (1)</i>	3.00
<i>Interpersonal Skills & Human Behavior (2)</i>	3.00
<i>Scheduling Appointments (3)</i>	3.00
<i>Patient Reception and Processing (4)</i>	3.00
<i>Office Environment and Daily Operations (5)</i>	3.00
<i>Phlebotomy Lab (MEDA1604)</i>	30.00
<i>Assisting in Phlebotomy (1)</i>	5.00
<i>Venipuncture Straight Needle (2)</i>	5.00
<i>Venipuncture Butterfly with Vactainer (3)</i>	10.00
<i>Venipuncture Butterfly with Syringe (4)</i>	10.00
<i>Electronic Healthcare Records (MEDA1605)</i>	30.00
<i>Introduction to Electronic Health Records (1-13) (1)</i>	2.00
<i>Overview of SimChart for the Medical Office (14-25) (2)</i>	4.00
<i>Privacy, Confidentiality, and Security (26-35) (3)</i>	4.00
<i>Implementing Electronic Health Records (36-65) (4)</i>	4.00
<i>Administrative Use of the Electronic Health Record (66-92) (5)</i>	4.00
<i>Clinical Use of the Electronic Health Record (93-97) (6)</i>	4.00
<i>Using the Electronic Health Record for Reimbursement (98-100) (7)</i>	4.00
<i>The Personal Health Record (101-110) (8)</i>	4.00
<i>Emergency Preparedness, First Aid & CPR (MEDA1701)</i>	10.00
<i>Emergency Preparedness and Assisting with Medical Emergencies (1)</i>	2.00
<i>First Aid Certification (2)</i>	4.00
<i>CPR Certification (3)</i>	4.00
<i>Hematology (MEDA1607)</i>	20.00
<i>Clinical Laboratory & Microscope Procedures (1)</i>	4.00
<i>Blood Slides (2)</i>	4.00
<i>Analysis of Blood, Capillary & Venous Blood Test (3)</i>	4.00
<i>Capillary Puncture and Blood Tests (4)</i>	4.00
<i>Monospot and ESR (5)</i>	4.00
<i>Microbiology (MEDA1608)</i>	20.00
<i>Analysis of Urine and Stool (1)</i>	5.00
<i>Urinalysis machine and manual (2)</i>	5.00
<i>Urine Slides and HCG (3)</i>	5.00
<i>Strep Screen (4)</i>	5.00
<i>Assisting in Minor Office Surgery (MEDA1609)</i>	20.00
<i>Autoclaving and Wrapping (1)</i>	6.00
<i>Instrument Flash Cards (2)</i>	7.00
<i>Minor Office Surgery Lab (3)</i>	7.00