

## ADMM1200 - Medical Office Technology Tools

Credits:	2 (1/1/0)
Description:	Students will utilize technology that is commonly used in a medical office setting and develop 10-key skills necessary for billing and insurance practices.
Prerequisites:	
Corequisites:	
Pre/Corequisites*:	
Competencies:	<ol style="list-style-type: none"><li>1. Demonstrate speed and accuracy in 10-key practice.</li><li>2. Examine text expansion tools.</li><li>3. Examine speech recognition tools.</li><li>4. Demonstrate word processing applications for the medical office.</li><li>5. Demonstrate spreadsheet applications for the medical office.</li><li>6. Utilize current medical office technology to perform medical office activities.</li></ol>
MnTC goal areas:	None

*\*Can be taking as a Prerequisite or Corequisite.*