Minnesota State
Community and Technical College

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:	1. Demonstrate speed and accuracy in 10-key practice. 2. Examine text expansion tools. 3. Examine speech recognition tools. 4. Demonstrate word processing applications for the medical office. 5. Demonstrate spreadsheet applications for the medical office. 6. Utilize current medical office technology to perform medical office activities.
MnTC goal areas:	None

*Can be taking as a Prerequisite or Corequisite.