## 2019-2020 TTC Catalog

## MED 131 Administrative Skills of Medical Office I

Lec: 1.5 Lab: 1.5 Credit: 2.0

This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications.

**Course Offered** 

Summer

**Grade Type** 

Letter Grade

**Division** 

**Health Sciences**