

# 2020-2021 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