

**Course Objectives/Course Outline**  
**Spokane Community College**

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**Course Title:** Medical Office Computing

**Prefix and Course Number:** MSEC 108

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**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Demonstrate the ability to use medical office computer systems.

**Course Outline:**

- I. Introduction
  1. Hands-on training using
    - a. Financial
    - b. Scheduling
    - c. Word processing
    - d. Clinical database
    - e. Software packages
    - f. Microcomputer