

POFM1323: Computer Applications

Credit Hours: 3.5

Clock Hours: 55/40/0

Students explore and practice the Microsoft Office® applications - Word, Excel and Outlook. Basic-level functions are covered for students to create typical documents used in medical practice. Students practice keyboarding to gain accuracy and speed and learn medical terminology. In addition, students will learn essential skills in professional courtesy and respect in healthcare, generational diversity, cultural awareness, transgender community awareness, and completing an application and resume.