

# Administrative Medical Computer

45 Weeks  
1080 Hours



## Discovering Computers

Concepts for a Digital World ( 90 Hours)

Computers are essential in today's medical office. Learn from the ground up, the fundamentals of hardware, software, and the latest in technological advancements, along with some history of computing. Check-point exercises and project reinforcements are presented to strengthen understanding.

**OR choose**

## Keys to Success ( 90 Hours)

Get creative and practical skills that promote success. Learn to focus on content, take tests, and communicate ideas. Improve your time management and listening skills. Wrap it up with tips on living a successful life.

## Windows ( 30 Hours)

This module develops a clear knowledge of Windows - the most widely used and user friendly operating system. Customize desktops, install hardware and software, perform advanced searches, and learn filing and data retrieval procedures.

## Discovering the Internet ( 98 Hours)

Online communication with patients, doctors, and other members of the medical community is vital. Develop your skills in this area by learning all you need to know about the Internet in this dynamic component. Learn by doing actual tasks online, from e-mailing, to searching for information.

## Microsoft Word (145 Hours)

Create many types of business documents, including letters, envelopes, labels, and reports. Word's auto-correct, spelling and grammar features help you proofread documents for errors. Whether sending out letters to patients, or typing up a formal document for a doctor, the skills you learn in Word are a fundamental tool for the medical office.

## Microsoft Excel (150 Hours)

With this popular spreadsheet program, you can organize data with charts, complete calculations, and create professional reports. Create financial agreements using formulas, functions and data tables with enhanced step-by-step instructions.

## Microsoft Access (230 Hours)

Students create, query, and maintain databases; fundamental to help you keep track of patient information. Generate multi-table forms, complete queries, and make macros and switchboards; this book has an emphasis on problem solving and encourages students to go beyond the step-by-step instructions.

## Microsoft PowerPoint ( 50 Hours)

A great tool for promoting ideas and project planning, this complete presentation program has the capability to combine text, graphics, charts, movies, and audio in an interactive environment. The "make-it-personal" and "Q&A" features contribute to the learning process.

## Medical Terminology ( 92 Hours)

Students study the meaning, pronunciation and spelling of terms used in today's medical environment. This knowledge assists in the preparation and maintenance of medical records, transcription, and internal and external documents, brochures, advertisements and newsletters.

## Administrative Medical Assisting (195 Hours)

Take patient information, schedule appointments, manage mail and correspondence, and maintain records. Prepare medical documentation pertaining to various medical procedures. Explore issues of confidentiality, drug handling and prescription medicines.

### Speedy Offer

“ I received a phone call the day after I wrote my last exam to see if I was interested in a Ward Clerk position in the ER/Medical. I accepted the position. It is very overwhelming but I enjoy it very much! I never thought I would ever get a job that fast. I am very happy I decided to pick this course. It sure paid off!!

I will recommend HomeED to anyone that is interested in taking a course at home. ”

Deborah Wentzell  
HomeEd Graduate, 2003  
Administrative Medical Computer