

Suggested Program Course List - Medical Administrative Professional/Health Office Professional 1, Online, Fall 2019

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Session	Start Time	End Time
1196	62400	10106110	❖Document Formatting OR	2	08/26/19	12/18/19	ASH	Your Choice	MW	16W	9:00	10:20
1196	62409	10106110	❖Document Formatting OR	2	08/26/19	12/18/19	NR	Your Choice	MW	16W	9:00	10:20
1196	62421	10106110	❖Document Formatting OR	2	08/26/19	12/18/19	RL	Your Choice	MW	16W	9:00	10:20
1196	62430	10106110	❖Document Formatting	2	08/26/19	12/18/19	SUP	Your Choice	MW	16W	9:00	10:20
1196	62401	10106146	❖Proofreading for the Office OR	3	08/26/19	12/18/19	ASH	Your Choice	MW	16W	10:30	11:20
1196	62410	10106146	❖Proofreading for the Office OR	3	08/26/19	12/18/19	NR	Your Choice	MW	16W	10:30	11:20
1196	62422	10106146	❖Proofreading for the Office OR	3	08/26/19	12/18/19	RL	Your Choice	MW	16W	10:30	11:20
1196	62431	10106146	❖Proofreading for the Office	3	08/26/19	12/18/19	SUP	Your Choice	MW	16W	10:30	11:20
1196	62517	10160143	❖Medical Office Procedures and Customer Service OR	2	08/27/19	12/19/19	ASH	Your Choice	TR	16W	10:00	11:20
1196	62521	10160143	❖Medical Office Procedures and Customer Service OR	2	08/27/19	12/19/19	NR	Your Choice	TR	16W	10:00	11:20
1196	62524	10160143	❖Medical Office Procedures and Customer Service OR	2	08/27/19	12/19/19	RL	Your Choice	TR	16W	10:00	11:20
1196	62533	10160143	❖Medical Office Procedures and Customer Service	2	08/27/19	12/19/19	SUP	Your Choice	TR	16W	10:00	11:20
1196	61276	10501101	Medical Terminology	3	08/26/19	12/20/19	ONLN	Online	M-F	16W	7:00	7:30
1196	61729	10103146	◆MS Word A OR	1	08/28/19	12/18/19	ASH	Flex	W	16W	3:30	6:20
1196	61743	10103146	◆MS Word A OR	1	08/28/19	12/18/19	NR	Flex	W	16W	3:30	6:20
1196	61756	10103146	◆MS Word A OR	1	08/28/19	12/18/19	RL	Flex	W	16W	3:30	6:20
1196	61759	10103146	◆MS Word A	1	08/28/19	12/18/19	SUP	Flex	W	16W	3:30	6:20
1196	61715	10103125	◆MS Outlook OR	1	08/28/19	12/18/19	ASH	Flex	W	16W	3:30	6:20
1196	61744	10103125	◆MS Outlook OR	1	08/28/19	12/18/19	NR	Flex	W	16W	3:30	6:20
1196	61723	10103125	◆MS Outlook OR	1	08/28/19	12/18/19	RL	Flex	W	16W	3:30	6:20
1196	61718	10103125	◆MS Outlook	1	08/28/19	12/18/19	SUP	Flex	W	16W	3:30	6:20
1196	61422	10801196	Oral/Interpersonal Communication	3	08/26/19	12/20/19	ONLN	Online	M-F	16W	7:00	7:30

Suggested Program Course List - Medical Administrative Professional/Health Office Professional 2, Online, Fall 2019

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Session	Start Time	End Time
1196	62358	10101176	❖Financial Accounting 1A	2	08/26/19	10/17/19	ASH	Your Choice	MW	8W1	1:00	1:50
			OR						TR	8W1	1:00	2:20
1196	62335	10101176	❖Financial Accounting 1A	2	08/26/19	10/17/19	NR	Your Choice	MW	8W1	1:00	1:50
			OR						TR	8W1	1:00	2:20
1196	62365	10101176	❖Financial Accounting 1A	2	08/26/19	10/17/19	RL	Your Choice	MW	8W1	1:00	1:50
			OR						TR	8W1	1:00	2:20
1196	62336	10101176	❖Financial Accounting 1A	2	08/26/19	10/17/19	SUP	Your Choice	MW	8W1	1:00	1:50
									TR	8W1	1:00	2:20
1196	62470	10103147	MS Word B	1	10/21/19	12/20/19	ONLN	Online	M-F	8W2	7:00	7:30
1196	61819	10103151	◆MS Excel A OR	1	08/28/19	12/18/19	ASH	Flex	W	16W	3:30	6:20
1196	61815	10103151	◆MS Excel A OR	1	08/28/19	12/18/19	NR	Flex	W	16W	3:30	6:20
1196	61817	10103151	◆MS Excel A OR	1	08/28/19	12/18/19	RL	Flex	W	16W	3:30	6:20
1196	61861	10103151	◆MS Excel A	1	08/28/19	12/18/19	SUP	Flex	W	16W	3:30	6:20
1196	63880	10160140	Medical Office Administration	3	08/26/19	12/20/19	ONLN	Online	M-F	16W	7:00	7:30
1196	63881	10160135	❖Introduction to Healthcare Documentation OR	3	08/26/19	12/18/19	ASH	Your Choice	MW	16W	11:30	1:50
1196	63882	10160135	❖Introduction to Healthcare Documentation OR	3	08/26/19	12/18/19	NR	Your Choice	MW	16W	11:30	1:50
1196	63883	10160135	❖Introduction to Healthcare Documentation OR	3	08/26/19	12/18/19	RL	Your Choice	MW	16W	11:30	1:50
1196	63884	10160135	❖Introduction to Healthcare Documentation	3	08/26/19	12/18/19	SUP	Your Choice	MW	16W	11:30	1:50
1196	61528	10804123	Math with Business Applications	3	08/26/19	12/20/19	ONLN	Online	M-F	16W	7:00	7:30
Not Available Fall 2019		10106165	Information Management									
1196	61401	10801136	English Composition 1	3	08/26/19	12/20/19	ONLN	Online	M-F	16W	7:00	7:30

✦If you are required to co-enroll in Writing Essentials (99831900) along with English Composition 1 talk to your advisor.

▲Session

16W - 16 Weeks
4W1 - 1st 4 weeks
4W2 - 2nd 4 weeks
4W3 - 3rd 4 weeks
4W4 - 4th 4 weeks
8W1 - 1st 8 weeks
8W2 - 2nd 8 weeks
12W1 - 1st 12 weeks
12W2 - 2nd 12 weeks

*This class requires a specific amount of time online in addition to regularly scheduled face to face classroom hours.

Online classes appear on your schedule from 7:00 to 7:30 a.m., but you are not required to log in at that time. Actual class participation is determined by you based on your schedule or as communicated by your instructor.

◆The Flex method of instruction allows the student to customize class hours within the operational hours of the lab and have an instructor present at set times to offer face-to-face help and guidance. Although there will be no large group lectures or presentations, students will be provided with a variety of learning tools. Students will work at their own pace while meeting assignment and exam due dates to ensure successful course completion. Students are not required to attend all scheduled class times; however, students are required to attend a course orientation before beginning the course.

❖This class is offered in the "Your Choice" format in which you may choose to attend class in person, complete the class online, or a combination of the two. You can expect the following from the class:

- Class attendance is not required
- There are lectures from the instructor that will be uploaded to Blackboard for online viewing
- You will be responsible for work team collaboration throughout the course as scheduled
- Assignments are submitted online through Blackboard unless otherwise required by the instructor
- There are strict deadlines and assignment requirements
- Your instructor will support your efforts throughout your learning experience
- You determine your own level of success!

Please be advised that low enrollment class sections may be cancelled.

You will be contacted by Student Services with information on other class sections available in alternate formats.

[For the most up-to-date course listing, go to the WITC Homepage and click on 'Find a Class'](#)

[To view your curriculum checklist, click here](#)