

Suggested Program Course List - Medical Administrative Professional/Health Office Professional 1, Online, Spring 2021

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1212	23907	10103125	MS Outlook	1	01/18/21	05/14/21	ONLN	Online	M-F	7:00	7:30
1212	23858	10103146	MS Word A	1	01/18/21	03/12/21	ONLN	Online	M-F	7:00	7:30
1212	23908	10106110	Document Formatting	2	01/18/21	05/14/21	ONLN	Online	M-F	7:00	7:30
1212	23910	10160143	Medical Office Procedures and Customer Service	2	01/18/21	05/14/21	ONLN	Online	M-F	7:00	7:30
1212	23911	10106146	Proofreading for the Office	3	01/18/21	05/14/21	ONLN	Online	M-F	7:00	7:30
1212	23461	10501101	Medical Terminology	3	01/18/21	05/14/21	ONLN	Online	M-F	7:00	7:30
1212	22747	10801196	Oral/Interpersonal Communication	3	01/18/21	05/14/21	ONLN	Online	M-F	7:00	7:30

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.

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](#)