

Suggested Program Course List - Medical Administrative Professional/Health Office Professional 2, Rice Lake, Spring 2021

| Term | Class Nbr | Catalog | Course Title | Credits | Start Date | End Date | Location | Instructional Mode | Days of Week | Start Time | End Time |
|------|-----------|----------|---|---------|------------|----------|----------|-----------------------|--------------|------------|----------|
| 1212 | 23880 | 10103147 | MS Word B OR | 1 | 03/22/21 | 05/14/21 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1212 | 23883 | 10103147 | ❖*MS Word B OR | 1 | 01/18/21 | 03/10/21 | RL | Your Choice | MW | 11:30 | 12:50 |
| 1212 | 23887 | 10103147 | ❖*MS Word B | 1 | 01/18/21 | 03/10/21 | ONLN | Your Choice Online | MW | 11:30 | 12:50 |
| 1212 | 23777 | 10103151 | MS Excel A OR | 1 | 01/18/21 | 03/12/21 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1212 | 23770 | 10103151 | ◆MS Excel A | 1 | 01/20/21 | 05/12/21 | RL | Flex/Web Conferencing | W | 3:00 | 6:20 |
| 1212 | 23894 | 10160140 | ❖Medical Office Administration OR | 3 | 01/18/21 | 05/12/21 | RL | Your Choice | MW | 9:00 | 11:20 |
| 1212 | 23900 | 10160140 | ❖Medical Office Administration | 3 | 01/18/21 | 05/12/21 | ONLN | Your Choice Online | MW | 9:00 | 11:20 |
| 1212 | 23895 | 10160135 | ❖Introduction to Healthcare Documentation OR | 3 | 01/19/21 | 05/13/21 | RL | Your Choice | TR | 9:00 | 11:20 |
| 1212 | 23901 | 10160135 | ❖Introduction to Healthcare Documentation | 3 | 01/19/21 | 05/13/21 | ONLN | Your Choice Online | TR | 9:00 | 11:20 |
| 1212 | 23762 | 10196138 | Conflict Resolution and Confrontation Skills | 1 | 01/18/21 | 03/12/21 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1212 | 22741 | 10801136 | English Comp 1 OR | 3 | 01/18/21 | 05/12/21 | RL | Computer Conferencing | MW | 11:30 | 12:50 |
| 1212 | 22749 | 10801136 | *English Comp 1 OR | 3 | 01/18/21 | 05/12/21 | RL | Blended | M | 2:30 | 3:50 |
| 1212 | 22742 | 10801136 | *English Comp 1 (concurrent enrollment in Writing Essentials) | 3 | 01/18/21 | 05/12/21 | RL | Blended | M | 2:30 | 3:50 |
| 1212 | 22897 | 10804123 | Math with Business Applications OR | 3 | 01/18/21 | 05/12/21 | RL | Computer Conferencing | MW | 2:00 | 3:20 |
| 1212 | 22886 | 10804123 | Math with Business Applications | 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.

❖ This class is offered in the “Your Choice” format for 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!

If your plan is to complete your coursework at a campus, choose Your Choice.

If your plan is to complete your coursework without attending at a campus, choose Your Choice Online.

Due to COVID, Your Choice classes will be delivered in real time using web conferencing, and not on campus. Classes can be completed live, with an instructor and classmates, at the days/times scheduled using web conferencing or online, but all courses are off site to maintain safety for all our students and staff.

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

Actual online 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.

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](#)