Suggested Program Course List - Medical Administrative Professional/Health Office Professional 1, Superior, Fall 2021

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1216	61672	10103125	♦MS Outlook	1	10/20/21	12/15/21	SUP	Flex	W	3:00	6:20
1216	61650	10103146	♦MS Word A	1	08/25/21	10/13/21	SUP	Flex	W	3:00	6:20
1216	62246	10106110	❖*Document Formatting *OR*	2	08/23/21	12/15/21	SUP	Your Choice	MW	9:00	10:20
1216	62247	10106110	❖*Document Formatting	2	08/23/21	12/15/21	ONLN	Your Choice	MW	9:00	10:20
1216	62301	10160143	❖Medical Office Procedures and Customer Service *OR*	2	08/24/21	12/16/21	SUP	Your Choice	TR	10:00	11:20
1216	62253	10160143	❖Medical Office Procedures and Customer Service	2	08/24/21	12/16/21	ONLN	Your Choice	TR	10:00	11:20
1216	62256	10106146	❖*Proofreading for the Office *OR*	3	08/23/21	12/15/21	SUP	Your Choice	MW	10:30	11:20
1216	62257	10106146	❖*Proofreading for the Office	3	08/23/21	12/15/21	ONLN	Your Choice	MW	10:30	11:20
1216	62263	10501101	Medical Terminology	3	08/23/21	12/17/21	ONLN	Online	M-F	7:00	7:30
1216	60936	10801196	Oral/Interpersonal Communication	3	08/24/21	12/16/21	SUP	On Site	TR	8:30	9:50

❖ 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!

*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.

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.

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