Suggested Program Course List - Medical Administrative Professional/Health Office Professional 2, Ashland, Spring 2022

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1222	23796	10103147	MS Word B	1	03/21/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	23788	10103151	MS Excel A *OR*	1	01/17/22	03/11/22	ONLN	Online	M-F	7:00	7:30
1222	23781	10103151	♦MS Excel A	1	01/19/22	03/09/22	ASH	Flex	W	3:00	6:20
1222	23983	10160140	❖Medical Office Administration *OR*	3	01/17/22	05/11/22	ASH	Your Choice	MW	8:30	10:50
1222	23993	10160140	❖Medical Office Administration	3	01/17/22	05/11/22	ONLN	Your Choice	MW	8:30	10:50
1222	23984	10160135	❖Introduction to Healthcare Documentation *OR*	3	01/18/22	05/12/22	ASH	Your Choice	TR	9:00	11:20
1222	23994	10160135	❖Introduction to Healthcare Documentation	3	01/18/22	05/12/22	ONLN	Your Choice	TR	9:00	11:20
1222	23998	10196138	Conflict Resolution and Confrontation Skills	1	01/17/22	03/11/22	ONLN	Online	M-F	7:00	7:30
1222	22743	10801136	English Comp 1 *OR*	3	01/17/22	05/11/22	ASH	On Site	MW	2:30	3:50
1222	22756	10801136	English Comp 1 (concurrent enrollment in Writing Essentials)	3	01/17/22	05/11/22	ASH	On Site	MW	2:30	3:50
1222	22768	10804123	Math with Business Applications	3	01/17/22	05/13/22	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.

♦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 Northwood Tech homepage and click on 'Find a Class'

To view your curriculum checklist, click here