Suggested Program Course List - Medical Administrative Professional/Health Office Professional 1, Online, Spring 2022

| Term | Class Nbr | Catalog | Course Title | Credits | Start Date | End Date | Location | Instructional Mode | Days of Week | Start Time | End Time |
|------|-----------|---------|--------------|---------|------------|----------|----------|--------------------|--------------|------------|----------|
| 1222 | 23977 | 10103125 | MS Outlook | 1 | 01/17/22 | 05/13/22 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1222 | 23793 | 10103146 | MS Word A | 1 | 01/17/22 | 03/11/22 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1222 | 24005 | 10106110 | Document Formatting | 2 | 01/17/22 | 05/13/22 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1222 | 23996 | 10160143 | Medical Office Procedures and Customer Service | 2 | 01/17/22 | 05/13/22 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1222 | 24006 | 10106146 | Proofreading for the Office | 3 | 01/17/22 | 05/13/22 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1222 | 23494 | 10501101 | Medical Terminology | 3 | 01/17/22 | 05/13/22 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1222 | 22896 | 10801196 | Oral/Interpersonal Communication | 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.

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