Suggested Program Course List - Medical Administrative Professional/Health Office Professional 1, Online, Spring 2023

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1232	22569	10103125	MS Outlook	1	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	21826	10103146	❖*MS Word A *OR*	1	01/24/23	03/14/23	ONLN	Your Choice	T	2:30	4:20
1232	21827	10103146	❖*MS Word A	1	01/24/23	03/14/23	ONLN	Your Choice	T	2:30	4:20
1232	22013	10106110	Document Formatting	2	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1222	22568	10160143	Medical Office Procedures and Customer Service	2	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	21943	10106146	Proofreading for the Office	3	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	22183	10501101	Medical Terminology	3	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	20941	10801196	Oral/Interpersonal Communication	3	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30

❖ 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.

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