

Suggested Program Course List - Medical Administrative Professional/Health Office Professional 1, New Richmond, Fall 2023

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1236	61087	10103125	❖*MS Outlook <b>OR</b>	1	10/25/23	12/20/23	NR	Your Choice	W	4:00	5:50
1236	61098	10103125	❖*MS Outlook	1	10/25/23	12/20/23	ONLN	Your Choice	W	4:00	5:50
1236	61073	10103146	❖*MS Word A <b>OR</b>	1	08/29/23	10/17/23	NR	Your Choice	T	2:30	4:20
1236	61101	10103146	❖*MS Word A	1	08/29/23	10/17/23	ONLN	Your Choice	T	2:30	4:20
1236	61171	10106110	❖*Document Formatting <b>OR</b>	2	08/28/23	12/20/23	NR	Your Choice	MW	9:00	10:20
1236	61170	10106110	❖*Document Formatting	2	08/28/23	12/20/23	ONLN	Your Choice	MW	9:00	10:20
1236	62398	10160143	❖Medical Office Procedures and Customer Service <b>OR</b>	2	08/29/23	12/21/23	NR	Your Choice	TR	10:00	11:20
1236	62400	10160143	❖Medical Office Procedures and Customer Service	2	08/29/23	12/21/23	ONLN	Your Choice	TR	10:00	11:20
1236	61178	10106146	❖*Proofreading for the Office <b>OR</b>	3	08/28/23	12/20/23	NR	Your Choice	MW	10:30	11:20
1236	61177	10106146	❖*Proofreading for the Office	3	08/28/23	12/20/23	ONLN	Your Choice	MW	10:30	11:20
1236	62404	10501101	Medical Terminology <b>OR</b>	3	08/28/23	12/22/23	ONLN	Online	M-F	7:00	7:30
1236	62408	10501101	Medical Terminology	3	08/29/23	12/21/23	NR	On Site	TR	12:30	1:50
1236	60955	10801196	Oral/Interpersonal Communication	3	08/29/23	12/21/23	NR	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.

Please be advised that low-enrollment class sections may be canceled.

[For the most up-to-date course listing, go to the Northwood Tech Homepage and click on 'Find a Class'](#)

[To view instructional Mode definitions, click here](#)

[To view your curriculum checklist, click here](#)