

## OFFICE TECHNOLOGY ANNUAL COURSE SCHEDULE

Use this table to determine how and when we offer courses in this department.  
Shaded=Not Offered in this method and/or semester

F = FALL			Sp = Spring			S = Summer			
COURSE INFORMATION			TRADITIONAL Face-to-face			ONLINE Blackboard			SELF-PACED Skills Center
ACNT	1311	Intro to Computerized Accounting							Open Enrollment
ACNT	1325	Principles of Accounting I							Open Enrollment
ACNT	1326	Principles of Accounting II							
HITT	1249	Pharmacology				F	Sp		
HITT	1301	Health Data Content & Structure							Open Enrollment
HITT	1303	Medical Terminology II				F	Sp	S	Open Enrollment
HITT	1305	Medical Terminology I				F	Sp	S	Open Enrollment
MDCA	1409	Anat/Phys for Medical Assistants				F	Sp		
MRMT	1307	Medical Transcription I				F	Sp	S	Open Enrollment
MRMT	2166	Practicum - Medical Transcription				F	Sp	S	
MRMT	2333	Medical Transcription II				F	Sp	S	Open Enrollment
MRMT	2357	Advanced Medical Transcription				F	Sp	S	
POFI	1301	Computer Applications I		Sp		F	Sp	S	Open Enrollment
POFI	1349	Spreadsheets				F	Sp		Open Enrollment
POFI	2301	Word Processing		Sp		F	Sp	S	Open Enrollment
POFI	2331	Desktop Publishing					Sp		
POFI	2340	Advanced Word Processing							
POFI	2386	Intern Bus/Office Auto/Tech/Data			S				Open Enrollment
POFI	2387	Intern Bus/Office Auto/Tech/Data							
POFM	1300	Medical Coding Basics							Open Enrollment
POFM	1302	Medical Software Applications					Sp		Open Enrollment
POFM	1317	Medical Administrative Support				F	Sp	S	Open Enrollment
POFM	1327	Medical Insurance				F			Open Enrollment
POFM	2386	Intern Med Admin/ Exec Asst/MS							Open Enrollment
POFM	2387	Intern Med Admin/ Exec Asst/MS							Open Enrollment
POFT	1207	Proofreading and Editing				F	Sp	S	
POFT	1301	Business English	F			F	Sp	S	Open Enrollment
POFT	1309	Admin Office Procedures I	F			F	Sp	S	Open Enrollment
POFT	1319	Records/Information Mgmt I		Sp		F		S	Open Enrollment
POFT	1325	Business Math/ Machine App	F				Sp	S	Open Enrollment
POFT	1329	Beginning Keyboarding	F	Sp	S	F	Sp	S	Open Enrollment
POFT	1349	Admin Office Procedures II		Sp		F			
POFT	2312	Bus Correspond/Communication		Sp		F			Open Enrollment
POFT	2333	Advanced Keyboarding					Sp		Open Enrollment
POFT	2386	Intern Admin Assist/Sec Science	F			F	Sp		
POFT	2387	Intern Admin Assist/Sec Science	F			F	Sp		
POFT	2388	Intern General Office & Clerical		Sp				S	Open Enrollment
POFT	2389	Intern General Office & Clerical		Sp				S	