

OFFICE TECHNOLOGY ANNUAL COURSE SCHEDULE 2019-20 (Subject to change. Call 254-526-1234 to verify.)

Use this table to determine how and when courses are offered. An x indicates that a course is offered in the designated semester, while a shaded area indicates that a course is not offered. See the schedule bulletin for exact dates, days, and times of classes offered. *(Revised 1/14/2020)*

COURSE INFORMATION			Block			Night/Weekend			Trad/Blend			Online			CATE Center		
			Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum	Fall	Spr	Sum*	Fall	Spr	Sum
HITT	1301	Health Data Content & Structure										X	X	X	X	X	X
HITT	1303	Medical Terminology II										X	X	X	X	X	X
HITT	1305	Medical Terminology I				X	X					X	X	X	X	X	X
HITT	1341	Coding & Classification Systems										X	X	X	X	X	X
HITT	1349	Pharmacology										X	X	X	X	X	X
HITT	2335	Coding/Reimbursement Methodologies										X	X	X	X	X	X
HITT	2361	Clinical Health Info MR Technician										X	X		X	X	X
MDCA	1302	Human Disease/Pathophysiology										X	X	X	X	X	X
MDCA	1309	Anatomy & Physiology for Med Asst										X	X	X	X	X	X
POFI	1301	Computer Applications I	X	X		X	X		X	X		X	X	X	X	X	X
POFI	1349	Spreadsheets										X	X	X	X	X	X
POFI	2301	Word Processing										X	X	X	X	X	X
POFI	2331	Desktop Publishing												X	X	X	X
POFM	1302	Medical Software Applications										X	X	X	X	X	X
POFM	1317	Medical Administrative Support										X	X	X	X	X	X
POFM	1327	Medical Insurance										X	X	X	X	X	X
POFM	2310	Intermediate Medical Coding										X	X	X	X	X	X
POFT	1307	Proofreading and Editing										X	X	X			
POFT	1301	Business English	X	X		X	X		X			X	X	X	X	X	X
POFT	1309	Admin Office Procedures I	X	X		X	X		X	X		X	X	X	X	X	X
POFT	1319	Records/Information Management I	X	X		X	X					X		X	X	X	X
POFT	1325	Business Math Using Technology	X	X					X				X	X	X	X	X
POFT	1329	Beginning Keyboarding	X	X		X	X	X	X	X		X	X	X	X	X	X
POFT	1349	Admin Office Procedures II										X	X		X	X	X
POFT	2312	Business Correspond/Communications										X			X	X	X
POFT	2333	Advanced Keyboarding											X		X	X	X
POFI/POFM/POFT		Internship Selection										X	X	X	X	X	X

Block: Blended one-time enrollment for all six courses

Night/Weekend Blended: Blended courses offered on nights/weekends

Trad/Blend: Classroom courses with an online

CATE Center: Open enrollment based on department calendar; see Department Calendar

***Summer classes:** 16-week course compressed into 10-weeks

FALL/SPRING M-Th 8a – 9p; Fri 8a – 12:00
SUMMER M-Th 8a – 7p