

SPRING 2021

COURSE SCHEDULE



Spring 2021 courses will be delivered in the following formats:

- In Person (**F**) - traditional face-to-face courses that meet on campus at scheduled times
- Online (**W**) - all coursework is completed online and courses do not meet at scheduled times virtually
- Hybrid (**H**) - course meets 50% in person, on campus and 50% online
- Virtual Live (**V**) - course meets virtually at the scheduled class time via Microsoft Teams
- Hybrid Virtual Live (**HV**) – hybrid course that meets 50% virtually via Microsoft Teams at the scheduled class time

The course format will be indicated in parenthesis before the course abbreviation. For example: (H) COLL 101 College Success Skills. The day(s) listed following the time of the course are the days you will report to campus for the course. The number in parenthesis after the course name indicates the number of credits.

General Education Courses for NEW Students

(F) COLL 101 College Success Skills (1)	9:00am - 9:50am	Monday
(H) CLIT 001 Intro to Computers (2)	10:00am - 10:50am	Monday
(H) BMAT 101 Basic Math Refresher (3)	11:00am - 12:20pm	Monday
(H) CRTK 101 Intro to Critical Thinking (3)	9:00am - 10:20am	Tuesday

Courses in Major for NEW START Students

(H) CSSF 101 Customer Service and Sales (2)	8:30am - 9:20am	Thursday
(H) HOSP 101 Introduction to Hospitality (3)	9:30am - 10:50am	Thursday

Courses in Major for Medical Billing and Coding/ Medical Office Administrative Assistant Students

(H) HCA 101 Intro to Healthcare (3)	10:30am - 11:50am	Tuesday
(F) MOA 101 Medical Office Administration (1)	10:30am - 11:20am	Tuesday

Medical Billing and Coding Courses for Continuing Students

(H) HCA 102 Medical Law & Ethics (4)	10:30am - 12:15pm	Tuesday
(F) JOBS 100 Job Seeking Skills (2)	12:00pm - 1:40pm	Wednesday
(H) MBC 101 Intro to ICD-10 Coding (4)	8:30am - 10:20am	Tuesday
(F) MBC 203 Intro to Electronic Claims Filing (3)	10:00am - 11:30am	Mon & Wednesday
(F) MBC 204 Physician Based Chart Auditing (1)	9:00am - 9:50am	Monday
(H) ACCT 101 Intro to Bookkeeping (3)	9:00am - 10:20am	Wednesday
(H) BMGT 101 Introduction to Entrepreneurship (3)	10:30am - 11:50am	Wednesday
(HV) WPDV 101 Workplace Diversity (3)	7:00pm – 8:20pm	Wednesday

Medical Office Administrative Assistant Courses for Continuing Students

(H) MBC 101 Intro to ICD-10 Coding (4)	8:30am - 10:20am	Tuesday
(F) MOA 202 Medical Office Finance Managing A/R (2)	10:30am - 11:20am	Mon & Wednesday
(H) MOA 203 Medical Office Correspondence and Technology (3)	9:00am - 10:20am	Monday

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(F) JOBS 100 Job Seeking Skills (2)	12:00pm - 1:40pm	Wednesday
(HV) WPDV 101 Workplace Diversity (3)	7:00pm – 8:20pm	Wednesday
(F) MOA 201 Medical Office Applications (3)	9:00am – 11:30am	Thursday

START Courses for Continuing Students

(H) ACCT 101 Intro to Bookkeeping (3)	9:00am - 10:20am	Wednesday
(H) HOSP 102 Rooms Division (4)	11:00am - 12:40pm	Thursday
(H) BMGT 101 Introduction to Entrepreneurship (3)	10:30am - 11:50am	Wednesday
(HV) WPDV 101 Workplace Diversity (3)	7:00pm – 8:20pm	Wednesday