



WESTERN IOWA TECH COMMUNITY COLLEGE  
Enrollment Services Class Schedule Form  
2018-2019

Print: \_\_\_\_\_  
Last
First
M.I.

Student ID # \_\_\_\_\_ Home Phone # (\_\_\_\_) \_\_\_\_\_ Day Phone # (\_\_\_\_) \_\_\_\_\_

**Medical Secretary Diploma**  
FALL 2018

Course #	Section	Course Title	Days	Time	Credits
SDV 108	715	The College Experience	TH	9:30-10:20am	1
ADM 105	01 501	Introduction to Keyboarding	TTH Online	1-1:50pm Online	1
CSC 110	03 601	Introduction to Computers	MWF Online	11-11:50 Online	3
HSC 114	01 601	Medical Terminology	MW Online	9:30-10:45am Online	3
MAP 402	501	Medical Law & Ethics	Online	Online	2
MAP 123	01 501	Administrative Medical Office Procedures	TTH Online	11am-12:15pm Online	3
HIT 301	501	Electronic Health Records	Online	Online	3

Total Credits 16

SPRING 2019

Course #	Section	Course Title	Days	Time	Credits
ADM 159	01	Proofreading & Editing	MWF	8-8:50am	3
ADM 123	01 501	Document Formatting	MW Online	12:30-1:45 Online	3
MAP 134	701	Medical Transcription I	TH	6-7:15pm	3
ADM 154	01 501	Business Communication	MWF Online	9-9:50am online	3
MAT 772	01 601	Applied Math	MWF Online	10-10:50am Online	3

Total Credits 15

SUMMER 2019

Course #	Section	Course Title	Days	Time	Credits
PSY 102	TBA	Human & Work Relations	TBA	TBA	3
ADM 131	TBA	Office Calculators	TBA	TBA	1
BUS 930	TBA	Career Readiness	TBA	TBA	1

Total Credits 5

See below

Revised 05/23/2018

Other than planned schedule. Semester \_\_\_\_\_

Credits \_\_\_\_\_

Course #	Section	Course Title	Days	Time	Credits

- \*Only offered in the fall semester
- \*\*Only offered in the spring semesters
- \*\*\*All program course work must be completed prior to starting Practicum

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_