



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

Print: _____
Last First M.I.

Student ID # _____ Home Phone # (____) _____ Day Phone # (____) _____

Administrative Assistant-Medical
1st Year
FALL 2018

Course #	Section	Course Title	Days	Time	Credits
SDV 108	710	The College Experience	T	11-11:50am	1
ADM 105	01 501	Introduction to Keyboarding	TTH Online	1-1:50pm Online	1
ADM 131	501	Office Calculators	Online	Online	1
HSC 114	01 601	Medical Terminology	MW Online	9:30-10:45am online	3
CSC 110	03 601	Introduction to Computers	MWF Online	11-11:50am Online	3
HIT 248	01 501	Essentials of Medical Coding	T Online	6-7:50pm Online	2
BIO 163	01 501	Essentials of Anatomy & Physiology	MWF Lec TH Lab Online	8-8:50am 8-9:50am Online	4

Total Credits 15

SPRING 2019

Course #	Section	Course Title	Days	Time	Credits
HSC 218	01 501	Clinical Pathology for Allied Health	TTH Online	3:30-4:45pm Online	3
MAP 123	01 501	Administrative Medical Office Procedures	TTH Online	12:30-1:45pm Online	3
HIT 301	501	Electronic Health Records	Online	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
ADM 123	01 501	Document Formatting	MW Online	12:30-1:45pm Online	3

Total Credits 18

See below for next Summer 2019 semester and extra scheduling, (if needed).

SUMMER 2019

Course #	Section	Course Title	Days	Time	Credits
PSY 102		Human & Work Relations			3

Total Credits 3

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 _____