

SCHOOL OF BUSINESS & INFORMATION TECHNOLOGY

Midterm/Final Exam Invigilation Requirements



Program: Medical Office Management
Delivery: Online Asynchronous & Synchronous

Course Number	Course Name	Midterm Exam	Exam Invigilation	Invigilation Software Required	Final Exam	Exam Invigilation	Invigilation Software Required
Semester 1							
AC1100	Bookkeeping I	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
CM1100	Writing Essentials	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
DM1200	Document Production I	No			No		
EP1110	Introduction to Business	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
OF1105	Personal and Career Growth	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
Semester 2							
AC2100	Bookkeeping II	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
CM2110	Business Writing Fundamentals	No			No		
DM1300	Transcription	No			Yes	Online	Respondus Monitor & MS Teams (Webcam/Microphone Required)
DM1210	Document Production II	No			No		
OF1101	Office Management	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
Semester 3 (Intersession)							
CP2310	Electronic Spreadsheets	No			Yes	Online	MS Teams (Webcam/Microphone Required)
OF1305	Digital Tools for the Office	No			No		

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Semester 4							
BL1330	Anatomy	Yes	Online	Respondus Monitor (Webcam/Microphone Required)	Yes	Online	Respondus Monitor (Webcam/Microphone Required)
CM2200	Oral Communications	No			No		
DM1400	Medical Transcription I	No			Yes	Online	MS Teams (Webcam/Microphone Required)
DM2200	Document Production III	No			No		
OF2400	Medical Office Management I	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
TM1100	Medical Terminology I	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
Semester 5							
DM1405	Medical Transcription II	No			Yes	Online	MS Teams (Webcam/Microphone Required)
DM2240	Document Production IV	No			No		
OF2300	MCP Billing	No			Yes	Online	MS Teams (Webcam/Microphone Required)
OF2401	Medical Office Management II	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
TM2100	Medical Terminology II	No			Yes	Online	Respondus Monitor (Webcam/Microphone Required)
OF2700	Career Readiness	No			No		
Semester 6 (Intersession II)							
OJ1920	Work Exposure-Medical	No			No		