

Suggested Program Course List - Administrative Coordinator/Office Support Specialist 1, Online, Fall 2023

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1236	61161	10103125	MS Outlook	1	08/28/23	10/20/23	ONLN	Online	M-F	7:00	7:30
1236	61101	10103146	❖*MS Word A OR	1	08/29/23	10/17/23	ONLN	Your Choice	T	2:30	4:20
1236	61094	10103146	❖*MS Word A	1	08/29/23	10/17/23	ONLN	Your Choice	T	2:30	4:20
1236	61163	10103184	❖*Advanced Document Applications	2	10/24/23	12/21/23	ONLN	Your Choice	TR	12:30	3:20
1236	61100	10103106	❖*MS PowerPoint	1	10/24/23	12/19/23	ONLN	Your Choice	T	3:30	5:20
1236	61170	10106110	❖*Document Formatting	2	08/28/23	12/20/23	ONLN	Your Choice	MW	9:00	10:20
1236	61177	10106146	❖*Proofreading for the Office	3	08/28/23	12/20/23	ONLN	Your Choice	MW	10:30	11:20
1236	61180	10106199	❖Business Technology and Success	1	08/28/23	12/20/23	ONLN	Your Choice	MW	1:30	2:20
1236	60964	10801136	English Composition 1 OR	3	08/28/23	12/22/23	ONLN	Online	M-F	7:00	7:30
1236	60946	10801136	English Composition 1 (concurrent enrollment in Writing Essentials)	3	08/28/23	12/22/23	ONLN	Online	M-F	7:00	7:30

❖ This class is offered in the “Your Choice” format for which you may choose to attend class in person, complete the class online, or a combination of the two.

You can expect the following from the class:

- Class attendance is not required.
- There are lectures from the instructor that will be uploaded to Blackboard for online viewing.
- You will be responsible for work team collaboration throughout the course as scheduled.
- Assignments are submitted online through Blackboard unless otherwise required by the instructor.
- There are strict deadlines and assignment requirements.
- Your instructor will support your efforts throughout your learning experience.
- You determine your own level of success!

*This class requires a specified amount of time online in addition to regularly scheduled face-to-face classroom hours.

Actual online class participation is determined by you based on your schedule or as communicated by your instructor.

Online classes appear on your schedule from 7:00 to 7:30 a.m., but you are not required to log in at that time.

Actual class participation is determined by you based on your schedule or as communicated by your instructor.

Please be advised that low-enrollment class sections may be canceled.

[For the most up-to-date course listing, go to the Northwood Tech Homepage and click on 'Find a Class'](#)

[To view instructional Mode definitions, click here](#)

[To view your curriculum checklist, click here](#)