

Suggested Program Course List - Administrative Coordinator/Office Support Specialist 2, 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	61246	10101176	❖Financial Accounting 1A <i>OR</i>	2	08/28/23	10/19/23	ONLN	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1236	61247	10101176	❖Financial Accounting 1A <i>OR</i>	2	08/28/23	10/19/23	ONLN	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1236	61245	10101176	❖Financial Accounting 1A	2	08/28/23	10/19/23	ONLN	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1236	61255	10103151	MS Excel A <i>OR</i>	1	08/28/23	10/20/23	ONLN	Online	M-F	7:00	7:30
1236	61096	10103151	❖*MS Excel A <i>OR</i>	1	08/30/23	10/18/23	ONLN	Your Choice	W	4:00	5:50
1236	61097	10103151	❖*MS Excel A	1	08/30/23	10/18/23	ONLN	Your Choice	W	4:00	5:50
1236	61256	10103185	Advanced Spreadsheets & Analytics (Administrative Coordinator Associate Degree ONLY)	2	10/23/23	12/22/23	ONLN	Online	M-F	7:00	7:30
1236	61257	10103162	❖MS Access A	1	08/29/23	10/19/23	ONLN	Your Choice	TR	12:30	2:20
1236	60960	10801196	Oral/Interpersonal Communication	3	08/28/23	12/22/23	ONLN	Online	M-F	7:00	7:30
1236	61023	10804123	Math with Business Applications	3	08/28/23	12/22/23	ONLN	Online	M-F	7:00	7:30
1236	61264	10890116	Job Quest (Office Support Specialist ONLY)	1	08/28/23	12/22/23	ONLN	Online	M-F	7:00	7:30
not offered fall term:											
		10106139	Administrative Office Management								
		10106165	Business Information Management								

❖ 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](#)