

Suggested Program Course List - Administrative Coordinator 3, Online, Spring 2024

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1242	22514	10101174	❖ Quickbooks Accounting - Beginning	2	01/23/24	05/16/24	ONLN	Your Choice	TR	9:00	10:20
1242	22515	10103156	Adobe Photoshop	2	01/22/24	05/17/24	ONLN	Online	M-F	7:00	7:30
1242	22516	10106123	Meeting & Event Planning	3	01/22/24	05/17/24	ONLN	Online	M-F	7:00	7:30
1242	22517	10106128	Software Integration	1	01/22/24	05/17/24	ONLN	Online	M-F	7:00	7:30
1242	22518	10106129	Web & Social Media Technologies	3	01/22/24	05/17/24	ONLN	Online	M-F	7:00	7:30
1242	20834	10809198	Introduction to Psychology	3	01/22/24	05/17/24	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!

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](#)