

Suggested Program Course List - Business Offerings, Balsam Lake Outreach, Fall 2021

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1216	62590	10101101	❖Financial Accounting 1	4	08/23/21	12/16/21	BL	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1216	62589	10101105	❖Intermediate Accounting 1	4	08/23/21	12/16/21	BL	Your Choice	MW	2:30	3:20
									TR	2:30	3:50
1216	62601	10101138	❖Budgeting and Cost Control	2	08/23/21	12/15/21	BL	Your Choice	MW	12:00	12:50
1216	62591	10101176	❖Financial Accounting 1A	2	08/23/21	10/14/21	BL	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1216	62592	10101177	❖Financial Accounting 1B	2	10/18/21	12/16/21	BL	Your Choice	MW	1:00	1:50
									TR	1:00	2:20
1216	61670	10103106	◆MS PowerPoint	1	10/20/21	12/15/21	BL	Flex	W	3:00	6:20
1216	61678	10103125	◆MS Outlook	1	10/20/21	12/15/21	BL	Flex	W	3:00	6:20
1216	61676	10103146	◆MS Word A	1	08/25/21	10/13/21	BL	Flex	W	3:00	6:20
1216	61669	10103151	◆MS Excel A	1	08/25/21	10/13/21	BL	Flex	W	3:00	6:20
1216	62588	10104191	Customer Service Management	3	08/24/21	12/16/21	BL	On Site	TR	12:30	1:50
1216	62602	10105123	❖*Business Skills	1	08/24/21	09/14/21	BL	Your Choice	T	5:30	8:20
1216	62599	10106110	❖*Document Formatting	2	08/23/21	12/15/21	BL	Your Choice	MW	9:00	10:20
1216	62600	10106146	❖*Proofreading for the Office	3	08/23/21	12/15/21	BL	Your Choice	MW	10:30	11:20
1216	61822	10114125	❖Personal Finance	3	08/23/21	12/15/21	BL	Your Choice	MW	10:00	11:20
1216	61848	10114192	❖Principles of Insurance	3	08/24/21	12/16/21	BL	Your Choice	TWR	9:00	9:50
1216	62593	10116100	❖*Human Resource Management	3	08/23/21	10/11/21	BL	Your Choice	M	5:30	8:20
1216	62606	10116104	❖*Recruitment and Selection	3	08/24/21	10/12/21	BL	Your Choice	T	5:30	8:20
1216	64017	10116105	❖*Employee Relations & Labor Law	2	08/26/21	10/14/21	BL	Your Choice	R	5:30	8:20
1216	63060	10116106	❖*Orientation and Training	3	10/21/21	12/16/21	BL	Your Choice	R	5:30	8:20
1216	62594	10196108	❖*Customer Service	1	08/24/21	09/14/21	BL	Your Choice	T	5:30	8:20
1216	62603	10196134	❖*Legal Issues for Supervisors	3	10/20/21	12/15/21	BL	Your Choice	W	5:30	8:20
1216	62595	10196138	❖*Conflict Resolution and Confrontation Skills	1	11/16/21	12/14/21	BL	Your Choice	T	5:30	8:20
1216	62596	10196145	❖Contemporary Business for Supervisors	2	09/21/21	12/14/21	BL	Your Choice	T	5:30	8:20
1216	62604	10196188	❖*Project Management	3	10/21/21	12/16/21	BL	Your Choice	R	5:30	8:20
1216	62597	10196190	❖*Leadership Development	3	08/23/21	10/11/21	BL	Your Choice	M	5:30	8:20
1216	62598	10196191	❖*Supervision	3	10/18/21	12/13/21	BL	Your Choice	M	5:30	8:20
1216	62605	10196199	❖*Ethics in Business	3	10/18/21	12/13/21	BL	Your Choice	M	5:30	8:20

❖ 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.

◆ The Flex method of instruction allows the student to customize class hours within the operational hours of the lab and have an instructor present at set times to offer face-to-face help and guidance. Although there will be no large group lectures or presentations, students will be provided with a variety of learning tools.

Students will work at their own pace while meeting assignment and exam due dates to ensure successful course completion. Students are not required to attend all scheduled class times; however, students are required to attend a course orientation before beginning the course.

Please be advised that low enrollment class sections may be cancelled.

You will be contacted by Student Services with information on other class sections available in alternate formats.

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

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