

## 10-106-6 ADMINISTRATIVE COORDINATOR (ADMINISTRATIVE PROFESSIONAL)

## 31-106-8 OFFICE SUPPORT SPECIALIST 30-106-1 OFFICE TECHNOLOGY ASSISTANT





NORTHWOOD TECHNICAL COLLEGE

ASHLAND\*, NEW RICHMOND\*, RICE LAKE\*, SUPERIOR\*, ONLINE OUTREACH CENTERS: BALSAM LAKE\*, HAYWARD\*, LADYSMITH\*

\*Combination of Online, Your Choice, or On Site instruction.

Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.

Name/ID Date	

CATALOG NUMBER	COURSE TITLE	HOURS PER WEEK	CREDITS	BUSINESS GRAPHICS CERTIFICATE (Must complete application(no fee) to receive credential)	MICROSOFT OFFICE TECHNICAL DIPLOMA	OFFICE TECHNOLOGY ASSISTANT TECHNICAL DIPLOMA	OFFICE SUPPORT SPECIALIST TECHNICAL DIPLOMA (Financial Aid Eligible)	ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE (Financial Aid Eligible)
	FIRST TERM							
	First 8 weeks							
10103125	MS Outlook	4 hours per week	1 credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
10103146	MS Word A	4 hours per week	1 credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
	Second 8 weeks							
10103184	Advanced Document Applications Corequisite: 10103146 MS Word A	8 hours per week	2 credits		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
10103106	MS PowerPoint	4 hours per week	1 credit		Microsoft Office		Office Support Specialist	Administrative Professional
	16 weeks							
10106110	Document Formatting	4 hours per week	2 credits			Office Technology Assistant	Office Support Specialist	Administrative Professional
10106146	Proofreading for the Office	3 hours per week	3 credits			Office Technology Assistant	Office Support Specialist	Administrative Professional
10106199	Business Technology and Success	2 hours per week	1 credit			Office Technology Assistant	Office Support Specialist	Administrative Professional
10801136	English Composition 1 *	3 hours per week	3 credits				Office Support Specialist	Administrative Professional
	FIRST TERM TOTAL	20-24 hours per week			5 Credits Microsoft Office	10 Credits Office Technology Assistant	14 Credits Office Support Specialist	14 Credits Administrative Professional



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### 30-106-6 MICROSOFT OFFICE

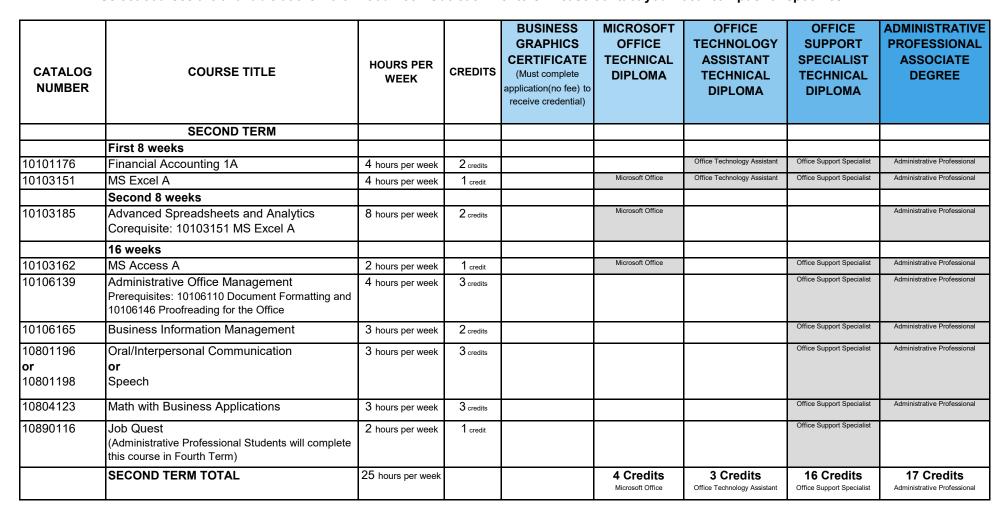


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# 2021-22 PROGRAM CURRICULUM CHECKLIST

NORTHWOOD TECHNICAL COLLEGE
ASHLAND\*, NEW RICHMOND\*, RICE LAKE\*, SUPERIOR\*, ONLINE
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CATALOG NUMBER	COURSE TITLE	HOURS PER WEEK	CREDITS	BUSINESS GRAPHICS CERTIFICATE (Must complete application(no fee) to receive credential)	MICROSOFT OFFICE TECHNICAL DIPLOMA	OFFICE TECHNOLOGY ASSISTANT TECHNICAL DIPLOMA	OFFICE SUPPORT SPECIALIST TECHNICAL DIPLOMA	ADMINISTRATIVE PROFESSIONAL ASSOCIATE DEGREE
	THIRD TERM							
10101174	QuickBooks Accounting - Beginning Prerequisite: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A	3 hours per week	2 credits			Office Technology Assistant		Administrative Professional
10103156	Adobe Photoshop	3 hours per week	2 credits	Business Graphics				Administrative Professional
10106123	Meeting and Event Planning	4 hours per week	3 credits			Office Technology Assistant		
10106128	Software Integration Prerequisites: 10103106 MS Power Point, 10103146 MS Word A, 10103184 Advanced Document Applications, 10103151 MS Excel A, 10103185 Advanced Spreadsheets and Analytics, and 10103162 MS Access A	2 hours per week	1 credit		Microsoft Office			Administrative Professional
10106129	Web and Social Media Technologies	4 hours per week	3 credits	Business Graphics				Administrative Professional
10809198 <b>or</b> 10809188	Introduction to Psychology or Developmental Psychology	3 hours per week	3 credits					Administrative Professional
	THIRD TERM TOTAL	19 hours per week		5 Credits Business Graphics	1 Credit Microsoft Office	<b>5 Credits</b> Office Technology Assistant		14 Credits Administrative Professional

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

# Northwood Technical College

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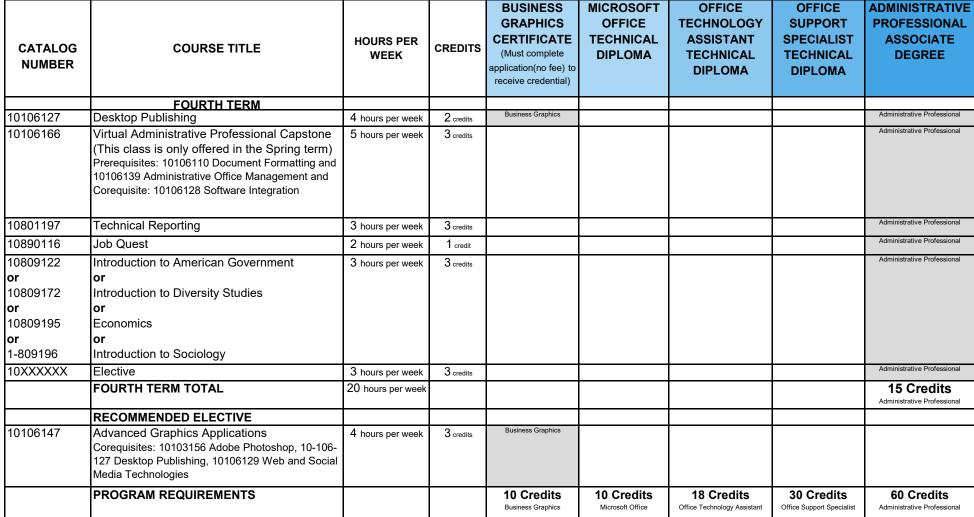


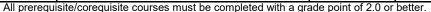
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2021-22 PROGRAM CURRICULUM CHECKLIST

NORTHWOOD TECHNICAL COLLEGE

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Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.

Select the curriculum checklist based on the academic year you begin enrollment in your program. Students admitted mid-year (January) and/or any student who takes courses out of sequence are not guaranteed course availability in all terms of the program. Enrollment in additional terms may be required to complete graduation requirements.

Pre-program students whose first term of enrollment was in spring should select the curriculum checklist for the next academic year.

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.

NORTHWOOD TECH GENERAL STUDIES COURSE OPTIONS FOR NORTHWOOD TECH ASSOCIATE DEGREE PROGRAMS

Co-enrollment in 99831900 Writing Essentials may be recommended in addition to English Composition 1.

Specific General Studies courses are scheduled as requirements for this program. If you have completed General Studies coursework at another Wisconsin technical college, please refer to the Acceptable Transfer Course document at the following link (find your program) to see if your previous coursework will transfer

https://www.NorthwoodTech.edu/academic-programs/degree-programs-and-certificates/general-studies-courses/courses

If you have completed General Studies coursework at Northwood Tech in a prior term, the same options will apply for your program requirements.

ELECTIVE REQUIREMENTS: To meet the elective credit requirements for this program, you will be required to take associate degree level coursework, i.e., catalog numbers beginning with a 10 (with the exception of General College courses 10831103, 10834109, 10835103, and 10838104).

GRADUATION REQUIREMENTS: Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a program's graduation requirements.

If you do not take courses in the recommended sequence above, it may delay your completion of graduation requirements. A program plan grade point average (GPA) of 2.0 in a 4.0 grade system is required to graduate.

#### \*Certificate courses are scheduled on an ongoing basis.

CERTIFICATE REQUIREMENTS: Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a certificate's completion requirements. This certificate requires a GPA of 2.0 in a 4.0 grade system to complete.

EARN CREDIT FOR WHAT YOU ALREADY KNOW: Visit <a href="https://www.NorthwoodTech.edu/admissions/preparing-for-college/credit-for-prior-learning">https://www.NorthwoodTech.edu/admissions/preparing-for-college/credit-for-prior-learning</a> for more information If you have difficulty accessing this content or notice any accessibility problems, please contact the Northwood Tech Curriculum Office at <a href="mailto:curriculum.office@NorthwoodTech.edu">curriculum.office@NorthwoodTech.edu</a>

or 715.234.7082 x5410. You will receive a response within 5 business days.

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.