

Suggested Program Course List - Administrative Coordinator/Office Support Specialist 2, Ashland, Spring 2022

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1222	24353	10101176	❖ Financial Accounting 1A <b>OR</b>	2	01/17/22	03/10/22	ASH	Your Choice	MW	9:30	10:20
									TR	9:30	10:50
1222	24187	10101176	❖ Financial Accounting 1A	2	01/17/22	03/10/22	ONLN	Your Choice	MW	9:30	10:20
									TR	9:30	10:50
1222	23788	10103151	MS Excel A <b>OR</b>	1	01/17/22	03/11/22	ONLN	Online	M-F	7:00	7:30
1222	23781	10103151	◆ MS Excel A	1	01/19/22	03/09/22	ASH	Flex	W	3:00	6:20
1222	24363	10103185	❖*Advanced Spreadsheets & Analytics (Administrative Coordinator Associate Degree ONLY) <b>OR</b>	2	03/21/22	05/11/22	ASH	Your Choice	MW	11:30	1:20
1222	24364	10103185	❖*Advanced Spreadsheets & Analytics (Administrative Coordinator Associate Degree ONLY)	2	03/21/22	05/11/22	ONLN	Your Choice	MW	11:30	1:20
1222	24362	10103162	MS Access A	1	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	24361	10106139	❖ Administrative Office Management <b>OR</b>	3	01/18/22	05/12/22	ASH	Your Choice	TR	12:30	2:20
1222	24357	10106139	❖ Administrative Office Management	3	01/18/22	05/12/22	ONLN	Your Choice	TR	12:30	2:20
1222	24358	10106165	❖ Business Information Management <b>OR</b>	2	01/18/22	05/12/22	ASH	Your Choice	TR	2:30	3:50
1222	24360	10106165	❖ Business Information Management	2	01/18/22	05/12/22	ONLN	Your Choice	TR	2:30	3:50
1222	22891	10801196	Oral/Interpersonal Communication	3	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	22768	10804123	Math with Business Applications	3	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	23766	10890116	Job Quest (Office Support Students ONLY)	1	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30

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.

❖ 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!

If your plan is to complete your coursework at a campus, choose Your Choice.

If your plan is to complete your coursework without attending at a campus, choose Your Choice Online.

\*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 Northwood Tech homepage and click on 'Find a Class'](#)

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