Northwood Technical College

10-106-6 ADMINISTRATIVE COORDINATOR
31-106-8 OFFICE SUPPORT SPECIALIST
30-106-1 OFFICE TECHNOLOGY ASSISTANT
30-106-6 MICROSOFT OFFICE
17-106-6 BUSINESS GRAPHICS CERTIFICATE
2022-23 PROGRAM CURRICULUM CHECKLIST
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 COORDINATOR ASSOCIATE DEGREE (Financial Aid Eligible)
	FIRST TERM - Fall 2022							
	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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	SECOND TERM - Spring 2023							
	First 8 weeks							
10101176	Financial Accounting 1A	4 hours per week	2 credits			Office Technology Assistant	Office Support Specialist	Administrative Professional
10103151	MS Excel A	4 hours per week	1 credit		Microsoft Office	Office Technology Assistant	Office Support Specialist	Administrative Professional
	Second 8 weeks							
10103185	Advanced Spreadsheets and Analytics Corequisite: 10103151 MS Excel A	8 hours per week	2 credits		Microsoft Office			Administrative Professional
	16 weeks							
10103162	MS Access A	2 hours per week	1 credit		Microsoft Office		Office Support Specialist	Administrative Professional
10106139	Administrative Office Management Prerequisites: 10106110 Document Formatting and 10106146 Proofreading for the Office	4 hours per week	3 credits				Office Support Specialist	Administrative Professional
10106165	Business Information Management	3 hours per week	2 credits				Office Support Specialist	Administrative Professional
10801196 or 10801198	Oral/Interpersonal Communication or Speech	3 hours per week	3 credits				Office Support Specialist	Administrative Professional
10804123	Math with Business Applications	3 hours per week	3 credits				Office Support Specialist	Administrative Professional
10890116	Job Quest (Administrative Professional Students will complete this course in Fourth Term)	2 hours per week	1 credit				Office Support Specialist	
	SECOND TERM TOTAL	25 hours per week			**4 Credits** Microsoft Office	**3 Credits** Office Technology Assistant	**16 Credits** Office Support Specialist	**17 Credits** Administrative Professional

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	THIRD TERM - Fall 2023							
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 or 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	**5 Credits** Office Technology Assistant		**14 Credits** Administrative Professional

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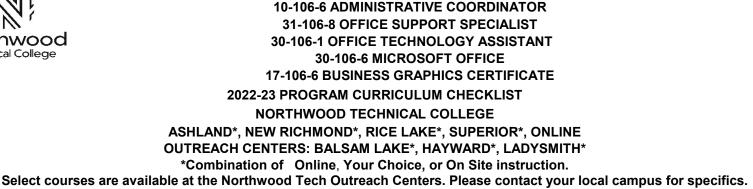*Combination of Online, Your Choice, or On Site instruction.

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	FOURTH TERM - Spring 2024							
10106127	Desktop Publishing	4 hours per week	2 credits	Business Graphics				Administrative Professional
10106166	Virtual Administrative Professional Capstone (This class is only offered in the Spring term) Prerequisites: 10106110 Document Formatting and 10106139 Administrative Office Management and Corequisite: 10106128 Software Integration	5 hours per week	3 credits					Administrative Professional
10801197	Technical Reporting	3 hours per week	3 credits					Administrative Professional
10890116	Job Quest	2 hours per week	1 credit					Administrative Professional
10809122 or 10809172 or 10809195 or 1-809196	Introduction to American Government or Introduction to Diversity Studies or Economics or Introduction to Sociology	3 hours per week	3 credits					Administrative Professional
10XXXXXX	Elective	3 hours per week	3 credits					Administrative Professional
	FOURTH TERM TOTAL	20 hours per week						**15 Credits** Administrative Professional
	RECOMMENDED ELECTIVE							
10106147	Advanced Graphics Applications Corequisites: 10103156 Adobe Photoshop, 10-106-127 Desktop Publishing, 10106129 Web and Social Media Technologies	4 hours per week	3 credits	Business Graphics				
	PROGRAM REQUIREMENTS			**10 Credits** Business Graphics	**10 Credits** Microsoft Office	**18 Credits** Office Technology Assistant	**30 Credits** Office Support Specialist	**60 Credits** Administrative Professional

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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 https://www.NorthwoodTech.edu/admissions/preparing-for-college/credit-for-prior-learning for more information

If you have difficulty accessing this content or notice any accessibility problems, please contact the Northwood Tech Curriculum Office at

curriculum.office@NorthwoodTech.edu

or 715.788.7090. You will receive a response within 5 business days.

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