Suggested Program Course List - Administrative Coordinator 3, Online, Spring 2022

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1222	23714	10101174	❖Quickbooks Accounting - Beginning	2	01/18/22	05/12/22	ONLN	Your Choice	TR	9:00	10:20
1222	24384	10103156	Adobe Photoshop	2	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	24385	10106127	Desktop Publishing	2	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	24386	10106129	^Web & Social Media Technologies (formerly Web Technologies)	3	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	24387	10106123	^^Meeting & Event Planning (replacing Office Communication)	3	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
Choose the General Studies 809 course that fits your schedule											

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.

^Web Technologies has been renamed Web & Social Media Technologies. These are equivalent courses.

^^Office Communication is being replaced by Meeting & Event Planning. These are equivalent courses.

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