

Suggested Program Course List - Administrative Coordinator/Office Support Specialist 1, 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	24380	10103125	MS Outlook	1	01/17/22	03/11/22	ONLN	Online	M-F	7:00	7:30
1222	23793	10103146	MS Word A	1	01/17/22	03/11/22	ONLN	Online	M-F	7:00	7:30
1222	25750	10103184	Advanced Document Applications	2	03/21/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	24379	10103106	MS PowerPoint	1	03/21/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	24005	10106110	Document Formatting	2	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	24006	10106146	Proofreading for the Office	3	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	24382	10106199	Business Technology and Success	1	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	22747	10801136	English Comp 1 OR	3	01/17/22	05/13/22	ONLN	Online	M-F	7:00	7:30
1222	22758	10801136	English Comp 1 (concurrent enrollment in Writing Essentials)	3	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.

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](#)