

Suggested Program Course List - Administrative Coordinator/Office Support Specialist 1, Online, Fall 2022

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1226	61965	10103125	MS Outlook	1	08/29/22	10/21/22	ONLN	Online	M-F	7:00	7:30
1226	61999	10103146	❖*MS Word A <b>OR</b>	1	08/30/22	10/18/22	ONLN	Your Choice	T	2:30	4:20
1226	61973	10103146	❖*MS Word A	1	08/30/22	10/18/22	ONLN	Your Choice	T	2:30	4:20
1226	62094	10103184	❖*Advanced Document Applications	2	10/25/22	12/22/22	ONLN	Your Choice	TR	12:30	3:20
1226	61998	10103106	❖*MS PowerPoint	1	10/25/22	12/20/22	ONLN	Your Choice	T	3:30	5:20
1226	62100	10106110	❖*Document Formatting	2	08/29/22	12/21/22	ONLN	Your Choice	MW	9:00	10:20
1226	62105	10106146	❖*Proofreading for the Office	3	08/29/22	12/21/22	ONLN	Your Choice	MW	10:30	11:20
1226	62108	10106199	❖Business Technology and Success	1	08/29/22	12/21/22	ONLN	Your Choice	MW	1:30	2:20
1226	61058	10801136	English Composition 1 <b>OR</b>	3	08/29/22	12/23/22	ONLN	Online	M-F	7:00	7:30
1226	61039	10801136	English Composition 1 (concurrent enrollment in Writing Essentials)	3	08/29/22	12/23/22	ONLN	Online	M-F	7:00	7:30

❖ 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!

\*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.

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](#)