Suggested Program Course List - Administrative Coordinator/Office Support Specialist 2, Online, Spring 2023

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1232	21929	10101176	❖Financial Accounting 1A *OR*	2	01/23/23	03/16/23	ONLN	Your Choice	MW	9:30	10:20
									TR	9:30	10:50
1232	21934	10101176	❖Financial Accounting 1A	2	01/23/23	03/16/23	ONLN	Your Choice	MW	9:30	10:20
									TR	9:30	10:50
1232	21828	10103151	❖*MS Excel A *OR*	1	01/25/23	03/15/23	ONLN	Your Choice	W	4:00	5:50
1232	21794	10103151	❖*MS Excel A	1	01/25/23	03/15/23	ONLN	Your Choice	W	4:00	5:50
1232	21937	10103185	❖*Advanced Spreadsheets & Analytics	2	03/27/23	05/17/23	ONLN	Your Choice	MW	11:30	1:20
1232	21942	10103162	MS Access A	1	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	21947	10106139	❖Administrative Office Management	3	01/24/23	05/18/23	ONLN	Your Choice	TR	12:30	2:20
1232	21949	10106165	❖Business Information Management	2	01/24/23	05/18/23	ONLN	Your Choice	TR	2:30	3:50
1232	20936	10801196	Oral/Interpersonal Communication *OR*	3	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	20955	10801198	Speech	3	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	20984	10804123	Math with Business Applications	3	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	21962	10890116	Job Quest (Office Support Students ONLY) *OR*	1	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	21963	10890116	Job Quest (Office Support Students ONLY)	1	01/23/23	05/19/23	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