

Suggested Program Course List - Administrative Coordinator 3, 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	22053	10101174	❖ Quickbooks Accounting - Beginning	2	01/24/23	05/18/23	ONLN	Your Choice	TR	9:00	10:20
1232	22054	10103156	Adobe Photoshop	2	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	22055	10106123	Meeting & Event Planning	3	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	21950	10106128	Software Integration	1	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	21956	10106129	Web & Social Media Technologies	3	01/23/23	05/19/23	ONLN	Online	M-F	7:00	7:30
1232	21118	10809198	Introduction to Psychology	3	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!

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](#)