

Suggested Program Course List - Human Resource Management 2, Ashland, Spring 2024

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1242	20779	10804123	◆Math with Business Applications	3	01/24/24	05/15/24	ONLN	Online Live	W	5:30	8:20
1242	20841	10809198	Introduction to Psychology	3	01/22/24	05/17/24	ONLN	Online	M-F	7:00	7:30
1242	20907	10103151	❖*MS Excel A OR	1	01/24/24	03/13/24	ASH	Your Choice	W	4:00	5:50
1242	20929	10103151	❖*MS Excel A	1	01/24/24	03/13/24	ONLN	Your Choice	W	4:00	5:50
1242	22656	10116101	❖*Introduction to Payroll and HRIS (Human Resources & Payroll Generalist ONLY) OR	3	01/23/24	03/15/24	ASH	Your Choice	T	5:30	8:20
1242	22650	10116101	❖*Introduction to Payroll and HRIS (Human Resources & Payroll Generalist ONLY)	3	01/23/24	03/15/24	ONLN	Your Choice	T	5:30	8:20
1242	22438	10103152	MS Excel B	1	03/25/24	05/17/24	ONLN	Online	M-F	7:00	7:30
1242	22655	10116102	❖*Employment Law OR	3	03/28/24	05/17/24	ASH	Your Choice	R	5:30	8:20
1242	22644	10116102	❖*Employment Law	3	03/28/24	05/17/24	ONLN	Your Choice	R	5:30	8:20
1242	22663	10196108	Customer Service	1	03/25/24	05/17/24	ONLN	Online	M-F	7:00	7:30
1242	20710	10801196	Oral/Interpersonal Communication OR	3	01/22/24	05/17/24	ONLN	Online	M-F	7:00	7:30
1242	20737	10801196	◆*Oral/Interpersonal Communication	3	03/25/24	05/13/24	ONLN	Online Live	M	5:30	8:20

❖ 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 will be delivered virtually using web conferencing in real-time on the days and times scheduled.

Attendance is expected during designated class hours by logging into your course remotely. Students will not be on campus to attend this course.

*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 canceled.

[For the most up-to-date course listing, go to the Northwood Tech Homepage and click on 'Find a Class'](#)

[To view instructional Mode definitions, click here](#)

[To view your curriculum checklist, click here](#)