

Suggested Program Course List - Administrative Coordinator/Office Support Specialist 1, Ashland, Fall 2025

| Term | Class Nbr | Catalog | Course Title | Credits | Start Date | End Date | Location | Instructional Mode | Days of Week | Start Time | End Time |
|------|-----------|----------|--|---------|------------|----------|----------|--------------------|--------------|------------|----------|
| 1256 | 61286 | 10103125 | MS Outlook | 1 | 08/25/25 | 10/17/25 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1256 | 61307 | 10103146 | ❖*MS Word A OR | 1 | 08/26/25 | 10/14/25 | ASH | Your Choice | T | 2:30 | 4:20 |
| 1256 | 61302 | 10103146 | ❖*MS Word A | 1 | 08/26/25 | 10/14/25 | ONLN | Your Choice | T | 2:30 | 4:20 |
| 1256 | 61899 | 10103184 | ❖*Advanced Document Applications OR | 2 | 10/21/25 | 12/11/25 | ASH | Your Choice | TR | 12:30 | 3:20 |
| 1256 | 61897 | 10103184 | ❖*Advanced Document Applications | 2 | 10/21/25 | 12/11/25 | ONLN | Your Choice | TR | 12:30 | 3:20 |
| 1256 | 61289 | 10103106 | ❖*MS PowerPoint OR | 1 | 10/21/25 | 12/09/25 | ASH | Your Choice | T | 3:30 | 5:20 |
| 1256 | 61293 | 10103106 | ❖*MS PowerPoint | 1 | 10/21/25 | 12/09/25 | ONLN | Your Choice | T | 3:30 | 5:20 |
| 1256 | 61958 | 10106201 | ❖Modern Office Management OR | 3 | 08/25/25 | 12/15/25 | ASH | Your Choice | MW | 9:00 | 10:50 |
| 1256 | 61941 | 10106201 | ❖Modern Office Management | 3 | 08/25/25 | 12/15/25 | ONLN | Your Choice | MW | 9:00 | 10:50 |
| 1256 | 61937 | 10106146 | ❖Document Management & Editing OR | 3 | 08/25/25 | 12/15/25 | ASH | Your Choice | MW | 11:00 | 12:50 |
| 1256 | 61934 | 10106146 | ❖Document Management & Editing | 3 | 08/25/25 | 12/15/25 | ONLN | Your Choice | MW | 11:00 | 12:50 |
| 1256 | 61945 | 10106199 | ❖Business Tech & Intro to AI OR | 1 | 08/25/25 | 12/15/25 | ASH | Your Choice | MW | 1:30 | 2:20 |
| 1256 | 61943 | 10106199 | ❖Business Tech & Intro to AI | 1 | 08/25/25 | 12/15/25 | ONLN | Your Choice | MW | 1:30 | 2:20 |
| 1256 | 60012 | 10801136 | English Composition 1 OR | 3 | 08/25/25 | 12/15/25 | ONLN | Online | M-F | 7:00 | 7:30 |
| 1256 | 60001 | 10801136 | English Composition 1 | 3 | 08/25/25 | 12/15/25 | ASH | On Site | MW | 2:30 | 3:50 |

❖ 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 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](#)