



Administrative Coordinator Pathway

EXPERIENCE. SUCCESS. ONE STACKABLE CREDENTIAL AT A TIME.



Office Technology Assistant

Technical Diploma (less than one-year)
(part time options available)

CAMPUSES

Ashland*, New Richmond*, Rice Lake*, Superior*, Online

Outreach Centers: Balsam Lake*, Hayward*, Ladysmith*

CREDITS 18

ESTIMATED 2022-2023 TUITION
\$2,771

POTENTIAL CAREERS

Customer Service Representative, File Clerk, Receptionist/Information Clerk

RANGE OF YEARLY SALARY[^]

Insufficient Data to Report

GRADUATES EMPLOYED[^]

Insufficient Data to Report

Microsoft Office

Technical Diploma (less than one-year)
(part time options available)

CAMPUSES

Ashland*, New Richmond*, Rice Lake*, Superior*, Online

Outreach Centers: Balsam Lake*, Hayward*, Ladysmith*

CREDITS 10

ESTIMATED 2022-2023 TUITION
\$1,552

POTENTIAL CAREERS

Word Processor, Clerk Typist, Program Assistant

Office Support Specialist

Technical Diploma (one-year)
(part time options available)

CAMPUSES

Ashland*, New Richmond*, Rice Lake*, Superior*, Online

Outreach Centers: Balsam Lake*, Hayward*, Ladysmith*

CREDITS 30

ESTIMATED 2022-2023 TUITION
\$4,600

Financial Aid Eligible

POTENTIAL CAREERS

Office Support Specialist, Receptionist / Secretary, Data Entry Operator

RANGE OF YEARLY SALARY[^]

\$29,014 - \$33,277 annually

NORTHWOOD TECH GRADUATES[^]

Employed within 6 months 100%
Employed in a Related Field 50%[^]

Administrative Coordinator

Associate Degree (two-year)
(part time options available)

CAMPUSES

Ashland*, New Richmond*, Rice Lake*, Superior*, Online

Outreach Centers: Balsam Lake*, Hayward*, Ladysmith*

CREDITS

50 Credits Remain - if successfully completed Microsoft Office Technical Diploma

42 Credits Remain - if successfully completed Office Technology Assistant Technical Diploma

30 Credits Remain - if successfully completed Office Support Specialist Technical Diploma

60 Credits - Total Credits Needed to Receive the Administrative Coordinator Associate Degree

ESTIMATED 2022-2023 TUITION
\$9,647

Financial Aid Eligible

POTENTIAL CAREERS

Administrative Coordinator, Executive Assistant, Office Manager, Virtual Assistant

RANGE OF YEARLY SALARY^{**}

\$32,092 - \$35,760 annually

NORTHWOOD TECH GRADUATES^{**}

Employed within 6 months 78%
Employed in a Related Field 71%

BEYOND NORTHWOOD TECH

Transfer Options

UW-Stout
UW-Whitewater
Bellevue University
Concordia University Wisconsin
Franklin University
Lakeland University+
Milwaukee School of Engineering

Important Notes on Transferring:

- Check out NorthwoodTech.edu/transfer for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech
- + This college has developed an agreement / transfer guide directly related to Administrative Coordinator
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, www.transferology.com, or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

*Combination of On Site, Your Choice, or Online instruction. Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.



If you have completed previous credits that transfer into the more advanced program, your costs may be less. Please speak with Northwood Tech staff if you have questions on how costs are determined. Tuition is an estimate and does not include any miscellaneous fees for various courses, tools, books, supplies or uniforms. Program book costs are in addition to tuition and fees and vary depending on course selection and where the books are purchased or rented.

[^]2020-2021 Wisconsin Technical College System (WTCS) Program Snapshot Report (this statewide data may or may not include Northwood Tech graduates' responses)

^{**}Northwood Tech 2020-2021 Graduate Follow-Up Survey

Administrative Coordinator Pathway

PATHWAYS TO NORTHWOOD TECH:

START COLLEGE IN HIGH SCHOOL

Take dual credit or advanced standing courses in high school. To find out what courses are available at your high school, go to: NorthwoodTech.edu and enter "Advanced Standing/Dual Credit" in the search button. Click on "Advanced Standing/Dual Credit" and scroll down to review the Articulation Agreements. Additional opportunities may be available through AP courses, Online Programming, or High School Academies.

ACADEMIC SUPPORT CENTER

Basic Education Courses: Basic Education Communication, Basic Education Reading, Basic Education Math
General Studies Courses: Writing Foundations, Reading Foundations, Math Foundations

Additional Academic Support Services Include: GED/HSED Preparation, Study Skills Strategies, Test Taking Strategies, Peer Tutoring, Personal Readiness, Career Exploration, (ELL) English Language Learner, Computer Literacy

CREDIT FOR PRIOR LEARNING

National Exams (AP, CLEP, DSST, IB) or Industry Credentials
Work/Life Learning, Challenge Exams, Military, Credit from Other Colleges
For specifics on Credit for Prior Learning Options, please go to NorthwoodTech.edu and enter "Credit for Prior Learning" in the search button

Getting Started is Simple:

Associate Degree or Technical Diploma (Full or Part-Time):

- Apply Online at NorthwoodTech.edu/apply
- Schedule and Attend an Admissions Meeting

Take one class: Register during Open Enrollment (no application required). Depending upon the course, you may be required to assess or submit other eligible college entrance scores.

Certificate: Apply (no fee) and Register for courses

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services and employment in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Amendments Act of 2008 (ADAA). For more details and to contact an Accommodations Specialist, visit our website.

[Accommodation Support Services](#)

Class Formats Offered

To view specific class times within the programs:

1. Go to www.NorthwoodTech.edu
2. Click on "Find a Class" on the top of the webpage
3. Search for courses.

Upcoming Start Dates

FALL 2022: August 29, 2022

SPRING 2023: January 23, 2023

FALL 2023: August 28, 2023

SPRING 2024: January 22, 2024

Start Now! (Multiple Start Dates). Contact an Admissions Advisor for more details

Financial Assistance

Financial Aid (FAFSA stands for Free Application for Federal Student Aid, including loans, grants, and workstudy): www.fafsa.ed.gov

Northwood Tech Scholarships: www.NorthwoodTech.edu; enter "scholarships" in the search button

- Northwood Tech Promise Scholarship: Tuition assistance for qualifying high school graduates

2022-2023 Cost Per Credit

(WI and MN Residents) \$157.65/credit. (plus books and supplies)

Online courses are an additional \$10/credit

[Additional tuition/fee information](#)

Contact a Northwood Tech Admissions Advisor and Get Started:

Ashland: 715.685.3039

New Richmond: 715.752.8119

Rice Lake: 715.788.7144

Superior: 715.319.7331

E-mail: admissionadvisors@NorthwoodTech.edu

If you have difficulty accessing this content or notice any accessibility problems, please contact the Northwood Tech Curriculum Office at curriculum.office@NorthwoodTech.edu or 715.752.8128. You will receive a response within 5 business days.



Contact an Admissions Advisor to get started!
800.243.9482 | AdmissionAdvisors@NorthwoodTech.edu