

Suggested Program Course List - Administrative Coordinator/Office Support Specialist 1, Online, Spring 2025

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1252	21031	10103125	❖*MS Outlook OR	1	03/26/25	05/14/25	ONLN	Your Choice	W	4:00	5:50
1252	21032	10103125	❖*MS Outlook	1	03/26/25	05/14/25	ONLN	Your Choice	W	4:00	5:50
1252	21037	10103146	❖*MS Word A OR	1	01/21/25	03/11/25	ONLN	Your Choice	T	2:30	4:20
1252	21038	10103146	❖*MS Word A	1	01/21/25	03/11/25	ONLN	Your Choice	T	2:30	4:20
1252	21453	10103184	Advanced Document Applications	2	03/24/25	05/16/25	ONLN	Online	M-F	7:00	7:30
1252	21025	10103106	❖*MS PowerPoint	1	03/25/25	05/13/25	ONLN	Your Choice	T	3:30	5:20
1252	21633	10106201	Modern Office Management	3	01/20/25	05/16/25	ONLN	Online	M-F	7:00	7:30
1252	21440	10106146	Document Management & Editing	3	01/20/25	05/16/25	ONLN	Online	M-F	7:00	7:30
1252	21642	10106199	Business Technology and Success	1	01/20/25	05/16/25	ONLN	Online	M-F	7:00	7:30
1252	20932	10801136	English Composition 1	3	01/20/25	05/16/25	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 canceled.

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](#)