

## Suggested Program Course List - Administrative Professional/Office Support Specialist 1, Online, Fall 2019

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Session	Start Time	End Time
1196	61753	10103106	◆MS PowerPoint <b>OR</b>	1	08/28/19	12/18/19	ASH	Flex	W	16W	3:30	6:20
1196	62412	10103106	◆MS PowerPoint <b>OR</b>	1	08/28/19	12/18/19	NR	Flex	W	16W	3:30	6:20
1196	61749	10103106	◆MS PowerPoint <b>OR</b>	1	08/28/19	12/18/19	RL	Flex	W	16W	3:30	6:20
1196	61750	10103106	◆MS PowerPoint	1	08/28/19	12/18/19	SUP	Flex	W	16W	3:30	6:20
1196	61715	10103125	◆MS Outlook <b>OR</b>	1	08/28/19	12/18/19	ASH	Flex	W	16W	3:30	6:20
1196	61744	10103125	◆MS Outlook <b>OR</b>	1	08/28/19	12/18/19	NR	Flex	W	16W	3:30	6:20
1196	61723	10103125	◆MS Outlook <b>OR</b>	1	08/28/19	12/18/19	RL	Flex	W	16W	3:30	6:20
1196	61718	10103125	◆MS Outlook	1	08/28/19	12/18/19	SUP	Flex	W	16W	3:30	6:20
1196	61729	10103146	◆MS Word A <b>OR</b>	1	08/28/19	12/18/19	ASH	Flex	W	16W	3:30	6:20
1196	61743	10103146	◆MS Word A <b>OR</b>	1	08/28/19	12/18/19	NR	Flex	W	16W	3:30	6:20
1196	61756	10103146	◆MS Word A <b>OR</b>	1	08/28/19	12/18/19	RL	Flex	W	16W	3:30	6:20
1196	61759	10103146	◆MS Word A	1	08/28/19	12/18/19	SUP	Flex	W	16W	3:30	6:20
1196	61819	10103151	◆MS Excel A <b>OR</b>	1	08/28/19	12/18/19	ASH	Flex	W	16W	3:30	6:20
1196	61815	10103151	◆MS Excel A <b>OR</b>	1	08/28/19	12/18/19	NR	Flex	W	16W	3:30	6:20
1196	61817	10103151	◆MS Excel A <b>OR</b>	1	08/28/19	12/18/19	RL	Flex	W	16W	3:30	6:20
1196	61861	10103151	◆MS Excel A	1	08/28/19	12/18/19	SUP	Flex	W	16W	3:30	6:20
1196	61835	10103152	❖MS Excel B (AP Students ONLY) <b>OR</b>	1	10/21/19	12/18/19	ASH	Your Choice	MW	8W2	11:30	12:50
1196	61850	10103152	❖MS Excel B (AP Students ONLY) <b>OR</b>	1	10/21/19	12/18/19	NR	Your Choice	MW	8W2	11:30	12:50
1196	61856	10103152	❖MS Excel B (AP Students ONLY) <b>OR</b>	1	10/21/19	12/18/19	RL	Your Choice	MW	8W2	11:30	12:50
1196	61862	10103152	❖MS Excel B (AP Students ONLY)	1	10/21/19	12/18/19	SUP	Your Choice	MW	8W2	11:30	12:50
1196	62399	10103162	❖MS Access A <b>OR</b>	1	08/27/19	12/19/19	ASH	Your Choice	TR	16W	12:30	1:20
1196	62407	10103162	❖MS Access A <b>OR</b>	1	08/27/19	12/19/19	NR	Your Choice	TR	16W	12:30	1:20
1196	62419	10103162	❖MS Access A <b>OR</b>	1	08/27/19	12/19/19	RL	Your Choice	TR	16W	12:30	1:20
1196	62428	10103162	❖MS Access A	1	08/27/19	12/19/19	SUP	Your Choice	TR	16W	12:30	1:20
1196	62398	10105123	❖Business Skills (AP Students ONLY) <b>OR</b>	1	08/26/19	09/18/19	ASH	Your Choice	MW	4W1	11:30	12:50
1196	62408	10105123	❖Business Skills (AP Students ONLY) <b>OR</b>	1	08/26/19	09/18/19	NR	Your Choice	MW	4W1	11:30	12:50
1196	62420	10105123	❖Business Skills (AP Students ONLY) <b>OR</b>	1	08/26/19	09/18/19	RL	Your Choice	MW	4W1	11:30	12:50
1196	62429	10105123	❖Business Skills (AP Students ONLY)	1	08/26/19	09/18/19	SUP	Your Choice	MW	4W1	11:30	12:50
1196	62400	10106110	❖Document Formatting <b>OR</b>	2	08/26/19	12/18/19	ASH	Your Choice	MW	16W	9:00	10:20
1196	62409	10106110	❖Document Formatting <b>OR</b>	2	08/26/19	12/18/19	NR	Your Choice	MW	16W	9:00	10:20
1196	62421	10106110	❖Document Formatting <b>OR</b>	2	08/26/19	12/18/19	RL	Your Choice	MW	16W	9:00	10:20
1196	62430	10106110	❖Document Formatting	2	08/26/19	12/18/19	SUP	Your Choice	MW	16W	9:00	10:20
1196	62401	10106146	❖Proofreading for the Office <b>OR</b>	3	08/26/19	12/18/19	ASH	Your Choice	MW	16W	10:30	11:20
1196	62410	10106146	❖Proofreading for the Office <b>OR</b>	3	08/26/19	12/18/19	NR	Your Choice	MW	16W	10:30	11:20
1196	62422	10106146	❖Proofreading for the Office <b>OR</b>	3	08/26/19	12/18/19	RL	Your Choice	MW	16W	10:30	11:20
1196	62431	10106146	❖Proofreading for the Office	3	08/26/19	12/18/19	SUP	Your Choice	MW	16W	10:30	11:20
1196	62402	10106167	❖Computer & Business Technologies <b>OR</b>	1	08/27/19	12/19/19	ASH	Your Choice	TR	16W	1:30	2:20
1196	62411	10106167	❖Computer & Business Technologies <b>OR</b>	1	08/27/19	12/19/19	NR	Your Choice	TR	16W	1:30	2:20
1196	62423	10106167	❖Computer & Business Technologies <b>OR</b>	1	08/27/19	12/19/19	RL	Your Choice	TR	16W	1:30	2:20
1196	62432	10106167	❖Computer & Business Technologies	1	08/27/19	12/19/19	SUP	Your Choice	TR	16W	1:30	2:20
Choose the General Studies 801 course that fits your schedule (Administrative Professional/Office Support Specialist)												

## Suggested Program Course List - Administrative Professional/Office Support Specialist 2, Online, Fall 2019

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Session	Start Time	End Time
1196	62358	10101176	❖Financial Accounting 1A	2	08/26/19	10/17/19	ASH	Your Choice	MW	8W1	1:00	1:50
			<b>OR</b>						TR	8W1	1:00	2:20
1196	62335	10101176	❖Financial Accounting 1A	2	08/26/19	10/17/19	NR	Your Choice	MW	8W1	1:00	1:50
			<b>OR</b>						TR	8W1	1:00	2:20
1196	62365	10101176	❖Financial Accounting 1A	2	08/26/19	10/17/19	RL	Your Choice	MW	8W1	1:00	1:50
			<b>OR</b>						TR	8W1	1:00	2:20
1196	62236	10101176	❖Financial Accounting 1A	2	08/26/19	10/17/19	SUP	Your Choice	MW	8W1	1:00	1:50
									TR	8W1	1:00	2:20
1196	62470	10103147	MS Word B	1	10/21/19	12/20/19	ONLN	Online	M-F	8W2	7:00	7:30
1196	62471	10103148	MS Word C	1	08/26/19	12/20/19	ONLN	Online	M-F	16W	7:00	7:30
1196	62291	10890116	Job Quest	1	08/26/19	12/20/19	ONLN	Online	M-F	16W	7:00	7:30
1196	61528	10804123	Math with Business Applications	3	08/26/19	12/20/19	ONLN	Online	M-F	16W	7:00	7:30
Not Available Fall 2019		10106139	Administrative Office Procedures									
Not Available Fall 2019		10106165	Information Management									
Choose the General Studies 801 course that fits your schedule (Administrative Professional/Office Support Specialist)												
Choose the General Studies 809 course that fits your schedule (Office Support Specialist)												

## Suggested Program Course List - Administrative Professional 3, Online, Fall 2019

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Session	Start Time	End Time
1196	61708	10101174	❖QuickBooks Accounting - Beginning <b>OR</b>	2	08/27/19	12/19/19	ASH	Your Choice	TR	16W	12:30	1:50
1196	61754	10101174	❖QuickBooks Accounting - Beginning <b>OR</b>	2	08/27/19	12/19/19	NR	Your Choice	TR	16W	12:30	1:50
1196	61757	10101174	❖QuickBooks Accounting - Beginning <b>OR</b>	2	08/27/19	12/19/19	RL	Your Choice	TR	16W	12:30	1:50
1196	61775	10101174	❖QuickBooks Accounting - Beginning	2	08/27/19	12/19/19	SUP	Your Choice	TR	16W	12:30	1:50
1196	62403	10103156	❖Adobe Photoshop <b>OR</b>	2	08/26/19	12/18/19	ASH	Your Choice	MW	16W	12:30	1:50
1196	62413	10103156	❖Adobe Photoshop <b>OR</b>	2	08/26/19	12/18/19	NR	Your Choice	MW	16W	12:30	1:50
1196	62424	10103156	❖Adobe Photoshop <b>OR</b>	2	08/26/19	12/18/19	RL	Your Choice	MW	16W	12:30	1:50
1196	62433	10103156	❖Adobe Photoshop	2	08/26/19	12/18/19	SUP	Your Choice	MW	16W	12:30	1:50
1196	62415	10106127	❖Desktop Publishing <b>OR</b>	2	08/27/19	12/19/19	ASH	Your Choice	TR	16W	9:30	11:20
1196	62414	10106127	❖Desktop Publishing <b>OR</b>	2	08/27/19	12/19/19	NR	Your Choice	TR	16W	9:30	11:20
1196	62425	10106127	❖Desktop Publishing <b>OR</b>	2	08/27/19	12/19/19	RL	Your Choice	TR	16W	9:30	11:20
1196	62434	10106127	❖Desktop Publishing	2	08/27/19	12/19/19	SUP	Your Choice	TR	16W	9:30	11:20
1196	62416	10106129	❖Web Technologies <b>OR</b>	3	08/26/19	12/18/19	ASH	Your Choice	MW	16W	10:00	11:20
1196	62418	10106129	❖Web Technologies <b>OR</b>	3	08/26/19	12/18/19	NR	Your Choice	MW	16W	10:00	11:20
1196	62426	10106129	❖Web Technologies <b>OR</b>	3	08/26/19	12/18/19	RL	Your Choice	MW	16W	10:00	11:20
1196	62435	10106129	❖Web Technologies	3	08/26/19	12/18/19	SUP	Your Choice	MW	16W	10:00	11:20
1196	62406	10106164	❖Office Communication <b>OR</b>	3	08/27/19	12/19/19	ASH	Your Choice	TR	16W	2:00	3:50
1196	62417	10106164	❖Office Communication <b>OR</b>	3	08/27/19	12/19/19	NR	Your Choice	TR	16W	2:00	3:50
1196	62427	10106164	❖Office Communication <b>OR</b>	3	08/27/19	12/19/19	RL	Your Choice	TR	16W	2:00	3:50
1196	62436	10106164	❖Office Communication	3	08/27/19	12/19/19	SUP	Your Choice	TR	16W	2:00	3:50
Choose the General Studies 809 course that fits your schedule (Office Support Specialist)												



### **▲Session**

16W - 16 Weeks

4W1 - 1st 4 weeks

4W2 - 2nd 4 weeks

4W3 - 3rd 4 weeks

4W4 - 4th 4 weeks

8W1 - 1st 8 weeks

8W2 - 2nd 8 weeks

12W1 - 1st 12 weeks

12W2 - 2nd 12 weeks

\*This class requires a specific amount of time online in addition to regularly scheduled face to face classroom hours.

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.

◆The Flex method of instruction allows the student to customize class hours within the operational hours of the lab and have an instructor present at set times to offer face-to-face help and guidance. Although there will be no large group lectures or presentations, students will be provided with a variety of learning tools. Students will work at their own pace while meeting assignment and exam due dates to ensure successful course completion. Students are not required to attend all scheduled class times; however, students are required to attend a course orientation before beginning the course.

❖This class is offered in the "Your Choice" format in 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!

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 WITC Homepage and click on 'Find a Class'](#)

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