

Suggested Program Course List - Administrative Professional/Office Support Specialist 1, Rice Lake, 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  | 61749     | 10103106 | ◆MS PowerPoint                      | 1       | 08/28/19   | 12/18/19 | RL       | Flex               | W            | 16W     | 3:30       | 6:20     |
| 1196  | 61723     | 10103125 | ◆MS Outlook                         | 1       | 08/28/19   | 12/18/19 | RL       | Flex               | W            | 16W     | 3:30       | 6:20     |
| 1196  | 61756     | 10103146 | ◆MS Word A                          | 1       | 08/28/19   | 12/18/19 | RL       | Flex               | W            | 16W     | 3:30       | 6:20     |
| 1196  | 61817     | 10103151 | ◆MS Excel A                         | 1       | 08/28/19   | 12/18/19 | RL       | Flex               | W            | 16W     | 3:30       | 6:20     |
| 1196  | 61856     | 10103152 | ❖MS Excel B (AP Students ONLY)      | 1       | 10/21/19   | 12/18/19 | RL       | Your Choice        | MW           | 8W2     | 11:30      | 12:50    |
| 1196  | 62419     | 10103162 | ❖MS Access A                        | 1       | 08/27/19   | 12/19/19 | RL       | Your Choice        | TR           | 16W     | 12:30      | 1:20     |
| 1196  | 62420     | 10105123 | ❖Business Skills (AP Students ONLY) | 1       | 08/26/19   | 09/18/19 | RL       | Your Choice        | MW           | 4W1     | 11:30      | 12:50    |
| 1196  | 62421     | 10106110 | ❖Document Formatting                | 2       | 08/26/19   | 12/18/19 | RL       | Your Choice        | MW           | 16W     | 9:00       | 10:20    |
| 1196  | 62422     | 10106146 | ❖Proofreading for the Office        | 3       | 08/26/19   | 12/18/19 | RL       | Your Choice        | MW           | 16W     | 10:30      | 11:20    |
| 1196  | 62423     | 10106167 | ❖Computer & Business Technologies   | 1       | 08/27/19   | 12/19/19 | RL       | 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 3, Rice Lake, 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  | 61757     | 10101174 | ❖QuickBooks Accounting - Beginning | 2       | 08/27/19   | 12/19/19 | RL       | Your Choice        | TR           | 16W     | 12:30      | 1:50     |
| 1196  | 62424     | 10103156 | ❖Adobe Photoshop                   | 2       | 08/26/19   | 12/18/19 | RL       | Your Choice        | MW           | 16W     | 12:30      | 1:50     |
| 1196  | 62425     | 10106127 | ❖Desktop Publishing                | 2       | 08/27/19   | 12/19/19 | RL       | Your Choice        | TR           | 16W     | 9:30       | 11:20    |
| 1196  | 62426     | 10106129 | ❖Web Technologies                  | 3       | 08/26/19   | 12/18/19 | RL       | Your Choice        | MW           | 16W     | 10:00      | 11:20    |
| 1196  | 62427     | 10106164 | ❖Office Communication              | 3       | 08/27/19   | 12/19/19 | RL       | Your Choice        | TR           | 16W     | 2:00       | 3:50     |
| Choose the General Studies 809 course that fits your schedule (Administrative Professional) |           |          |                                    |         |            |          |          |                    |              |         |            |          |

### **▲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](#)