

Suggested Program Course List - Administrative Professional/Office Support Specialist 1, Ashland, Fall 2020

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1206	61991	10103106	◆MS PowerPoint	1	08/26/20	12/16/20	ASH	Flex/Web Conferencing	W	3:00	6:20
1206	62187	10103125	◆Outlook	1	08/26/20	12/16/20	ASH	Flex/Web Conferencing	W	3:00	6:20
1206	61923	10103146	◆MS Word A	1	08/26/20	12/16/20	ASH	Flex/Web Conferencing	W	3:00	6:20
1206	61931	10103151	◆MS Excel A	1	08/26/20	12/16/20	ASH	Flex/Web Conferencing	W	3:00	6:20
1206	61932	10103152	❖*MS Excel B (AP Students ONLY) OR	1	10/19/20	12/16/20	ASH	Your Choice	MW	11:30	12:50
1206	61972	10103152	❖MS Excel B (AP Students ONLY)	1	10/19/20	12/16/20	ONLN	Your Choice Online	MW	11:30	12:50
1206	62370	10103162	❖MS Access A OR	1	08/25/20	12/17/20	ASH	Your Choice	TR	12:30	1:20
1206	62374	10103162	❖MS Access A	1	08/25/20	12/17/20	ONLN	Your Choice Online	TR	12:30	1:20
1206	62553	10105123	❖*Business Skills (AP Students ONLY) OR	1	08/24/20	09/16/20	ASH	Your Choice	MW	11:30	12:50
1206	62691	10105123	❖Business Skills (AP Students ONLY)	1	08/24/20	09/16/20	ONLN	Your Choice Online	MW	11:30	12:50
1206	62557	10106110	❖*Document Formatting OR	2	08/24/20	12/16/20	ASH	Your Choice	MW	9:00	10:20
1206	62590	10106110	❖Document Formatting	2	08/24/20	12/16/20	ONLN	Your Choice Online	MW	9:00	10:20
1206	62558	10106146	❖*Proofreading for the Office OR	3	08/24/20	12/16/20	ASH	Your Choice	MW	10:30	11:20
1206	62591	10106146	❖Proofreading for the Office	3	08/24/20	12/16/20	ONLN	Your Choice Online	MW	10:30	11:20
1206	62592	10106167	❖Computer & Business Technologies OR	1	08/25/20	12/17/20	ASH	Your Choice	TR	1:30	2:20
1206	62593	10106167	❖Computer & Business Technologies	1	08/25/20	12/17/20	ONLN	Your Choice Online	TR	1:30	2:20
1206	61148	10801196	*Oral/Interpersonal Communication (Office Support Students) OR	3	08/27/20	12/17/20	ASH	Blended	R	10:00	11:20
1206	61137	10801136	English Composition 1 (Office Support Students) OR	3	08/24/20	12/16/20	ASH	Web Enhanced	MW	2:30	3:50
1206	61127	10801136	English Composition 1 (concurrent enrollment in Writing Essentials) (Office Support Students)	3	08/24/20	12/16/20	ASH	Web Enhanced	MW	2:30	3:50

Choose the General Studies 801 course that fits your schedule (Administrative Professional)

❖ 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!

If your plan is to complete your coursework at a campus, choose Your Choice.

If your plan is to complete your coursework without attending at a campus, choose Your Choice Online.

*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.

◆ 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.

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](#)