

Suggested Program Course List - Administrative Professional 3, Online, Fall 2020

Term	Class Nbr	Catalog	Course Title	Credits	Start Date	End Date	Location	Instructional Mode	Days of Week	Start Time	End Time
1206	62369	10101174	❖QuickBooks Accounting - Beginning	2	08/24/20	12/16/20	ONLN	Your Choice Online	MW	2:00	3:20
1206	62601	10103156	❖Adobe Photoshop	2	08/24/20	12/16/20	ONLN	Your Choice Online	MW	12:30	1:50
1206	62602	10106127	❖Desktop Publishing	2	08/25/20	12/17/20	ONLN	Your Choice Online	TR	9:30	11:20
1206	62603	10106129	❖Web Technologies	3	08/24/20	12/16/20	ONLN	Your Choice Online	MW	10:00	11:20
1206	62605	10106164	❖Office Communication	3	08/25/20	12/17/20	ONLN	Your Choice Online	TR	2:00	3:50
Choose the General Studies 809 course that fits your schedule											

❖ 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.

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](#)