

Suggested Program Course List - Administrative Professional 3, Rice Lake, Fall 2020

| Term | Class Nbr | Catalog | Course Title | Credits | Start Date | End Date | Location | Instructional Mode | Days of Week | Start Time | End Time |
|------|-----------|----------|--|---------|------------|----------|----------|--------------------|--------------|------------|----------|
| 1206 | 62363 | 10101174 | ❖QuickBooks Accounting - Beginning OR | 2 | 08/24/20 | 12/16/20 | RL | Your Choice | MW | 2:00 | 3:20 |
| 1206 | 62369 | 10101174 | ❖QuickBooks Accounting - Beginning | 2 | 08/24/20 | 12/16/20 | ONLN | Your Choice Online | MW | 2:00 | 3:20 |
| 1206 | 62598 | 10103156 | ❖Adobe Photoshop OR | 2 | 08/24/20 | 12/16/20 | RL | Your Choice | MW | 12:30 | 1:50 |
| 1206 | 62601 | 10103156 | ❖Adobe Photoshop | 2 | 08/24/20 | 12/16/20 | ONLN | Your Choice Online | MW | 12:30 | 1:50 |
| 1206 | 62570 | 10106127 | ❖Desktop Publishing OR | 2 | 08/25/20 | 12/17/20 | RL | Your Choice | TR | 9:30 | 11:20 |
| 1206 | 62602 | 10106127 | ❖Desktop Publishing | 2 | 08/25/20 | 12/17/20 | ONLN | Your Choice Online | TR | 9:30 | 11:20 |
| 1206 | 62571 | 10106129 | ❖Web Technologies OR | 3 | 08/24/20 | 12/16/20 | RL | Your Choice | MW | 10:00 | 11:20 |
| 1206 | 62603 | 10106129 | ❖Web Technologies | 3 | 08/24/20 | 12/16/20 | ONLN | Your Choice Online | MW | 10:00 | 11:20 |
| 1206 | 62572 | 10106164 | ❖Office Communication OR | 3 | 08/25/20 | 12/17/20 | RL | Your Choice | TR | 2:00 | 3:50 |
| 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](#)