



Administrative Assistant Program Students

Listed below are classes that are offered in the Northwest Region for Fall Term 2088 that are for your program. Some of these classes you may already have taken, however we look forward to assisting you to reach the rest of your academic goals. Register for any of the classes listed by logging on to your MyNWTC account or calling 848-6982.

Class #	Class Title	Catalog #	Mode	Dates	Day	Time	Location	Credits
80123	Contemporary Amer Society	10-809-197	VA	10/14-12-02	T	01:00-05:00p	Regional Center-Oc Falls	3
81341	Economics	10-809-195	VA	08/19-10/07	T	01:00-05:00p	Regional Center-Oc Falls	3
83258	Keyboard-Speed Building 1	10-106-107	SP	08/18-12/15	MW	Self Paced	Regional Center-Oc Falls	1
83259	Keyboard-Speed Building 2	10-106-112	SP	08/18-12/15	MW	Self Paced	Regional Center-Oc Falls	1
80273	Math with Business Apps	10-804-123	VA	08/21-10/09	R	08:30a-12:30p	Regional Center-Oc Falls	3
83239	Math with Business Apps	10-804-123	SP	08/20-12/10	W	Self Paced	Regional Center-Oc Falls	3
83251	Micro: Access-Intro	10-103-141	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
83252	Micro: Access-Part 2	10-103-142	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
83238	Micro: Excel-Intro	10-103-131	P	09/04-11/20	R	09:00-11:45a	Regional Center-Oc Falls	1
83249	Micro: Excel-Intro	10-103-131	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
83250	Micro: Excel-Part 2	10-103-132	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
83256	Micro: FrontPage	10-103-162	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
83254	Micro: Outlook	10-103-160	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
83253	Micro: PowerPoint-Intro	10-103-151	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
83257	Micro: Publication Software	10-103-165	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
83246	Micro: Windows-Intro	10-103-111	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
83247	Micro: Word-Intro	10-103-121	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
83248	Micro: Word-Part 2	10-103-122	SP	08/18-12/15	MTW	Self Paced	Regional Center-Oc Falls	1
82091	Professional Profile	10-106-153	VC	08/20-12/10	W	08:30-11:30a	Regional Center-Oc Falls	3
80878	Info Process Principles	10-106-103	VC	08/22-12/19	F	08:30-11:30a	Regional Center-Oc Falls	3
80136	Psych Of Human Relations	10-809-199	VA	10/16-12/11	R	01:00-05:00p	Regional Center-Oc Falls	3
80890	Proofreading/Editing Essen 1	10-106-131	VC	08/22-12/19	F	12:30-04:30p	Regional Center-Oc Falls	3
83830	Proofreading/Editing Essen 2	10-106-132	VC	8/20-12/17	R	01:00-05:00p	Regional Center-Oc Falls	3
80104	Race Ethnic & Diversity	10-809-172	VC	08/20-12/17	W	08:30-11:30a	Regional Center-Oc Falls	3
80884	Records Management	10-809-172	VC	08/21-12/18	R	01:00-04:00p	Regional Center-Oc Falls	3
80267	Technical Reporting	10-801-197	VC	08/20-12/10	W	01:00-05:00p	Regional Center-Oc Falls	3

80847	Written Communication	10-801-195	VA	10/14-12/02	W	08:30a-12:30p	Regional Center-Oc Falls	3
81284	Written Communication	10-801-195	VA	08/21-10/09	R	01:00-05:00p	Regional Center-Oc Falls	3
83236	Written Communication	10-801-195	VA	09/10-10/29	W	05:30-09:30p	Regional Center-Oc Falls-V2	3