



**Administrative Assistant  
Office Assistant**  
Late Afternoon/Evening Offerings – Spring 2008

Below are upcoming late afternoon/evening program class offerings for part-time and evening learners. It is good strategy to take the sequential courses when they are offered. Refer to the *Class Sequencing* section below for more information.

Course No.	Course Title	Cr	Spring 2008 Courses*
<b>Sequential Courses (shown in recommended sequence)</b>			
10-106-131	Proofreading/Editing 1	3	
10-106-132	Proofreading/Editing 2	2	
10-106-126	Admin Bus Proc 1	2	
10-106-142	Software Projects	3	
10-106-136	Admin Bus Proc 2	3	
10-106-137	Integrated Software	2	
10-106-144	Admin. Asst. Internship	3	
<b>Non-Sequential Courses (may be taken in any order)</b>			
10-106-172	Telephone/Messaging Skills	1	Accelerated: Saturday, 8-4, on January 12 OR Accelerated: Tuesdays 3:30-7:30 on January 8 and 15
10-106-152	Records Mgmt.	2	
10-106-153	Prof. Profile	3	Accelerated: Tuesdays 3:30-6:30 on February 5, 12, 19; March 4, 18, 25; April 8, 15
10-106-171	Meetings-Organizing (Elective)	1	Accelerated: Saturday 8-4, February 9
10-196-102	Workplace Interactions	2	
10-106-157	Office Politics (Elective)	1	Accelerated: Friday 5-9 and Saturday 8-12, February 22, 23

\*Check *my.nwtc* for complete and current information about dates and times.

**Class Sequencing**

Taking the program courses shown in the order listed will assure you of having the prerequisites for the succeeding courses. All of these classes are always offered during the day in the recommended semester shown in the program brochure and catalog.

- a. Proofreading/Editing 1
- b. Proofreading/Editing 2 (*Prerequisite: Proofreading/Editing 1*)
- c. Speed Building 1 and 2 or minimum speed of 35 wam
- d. Software Projects:
  - Speed Building 1 or 35 wam
  - Windows
  - Word, Intro and Part 2
- e. Admin. Business Procedures 1 (*Prerequisite: Proofreading/Editing; Requires Windows, intermediate Word, PowerPoint, and Outlook experience.*)
- f. Admin. Business Procedures 2 (*Prerequisite: Admin. Business Procedures 1*)
- g. Integrated Software Applications *Prerequisites:*
  - Word, Intro and Part 2
  - Windows
  - Publication Software
  - Excel, Intro and Part 2
  - FrontPage
  - PowerPoint, Intro
  - Access, Intro and Part 2

Please call our Student Services Information Center (920-498-5444 or 1-800-422-NWTC, Ext. 5444) for information about application, admission, scheduling, to set up an appointment with a counselor, or visit us on the web at [www.nwtc.edu](http://www.nwtc.edu).