

IT-Office Administration/Office Manager/Executive Administrative Assistant/

Medical Administrative Assistant (Post Secondary)

Administrative Assistant (Secondary)

<u>Course #</u>	<u>Course Name</u>		<u>Credits</u>	<u>Requirements</u>
OAD 150	Computer Presentation Software		3	Complete one semester of computer presentation using PowerPoint with a grade of "B" or better, 90% attendance and recommendation from student's instructor, or credit will be awarded to students with the MOS certification in PowerPoint.
OAD 165	Word Processing <i>(one that counts towards Medical Administrative Assistant)</i>	<i>(only</i>	3	Complete one semester of computer word processing using Microsoft Word with a grade of "B" or better, 90% attendance and recommendation from student's instructor, or credit will be awarded to students with the MOS certification in Word.
OAD 264	Spreadsheet Software & Applications		3	Complete one semester of computer spreadsheets using Microsoft Excel with a grade of "B" or better, 90% attendance and recommendation from student's instructor, or credit will be awarded to students with the MOS certification in Excel.

For further questions, please contact the office of the Dean, Information Technology & Engineering Technology.

