

Executive Administrative Assistant/ Medical Assisting (Post Secondary)

Medical Office Management (Secondary)

<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>	<u>Requirements</u>
OAD 150	Computer Presentation Software (<i>Executive Administrative Assistant</i>)	3	Complete one semester of computer presentation using PowerPoint with a grade of "B" or better, 90% attendance, recommendation from student's instructor, or credit will be awarded if the student is MOS certified in PowerPoint.
OAD 165	Word Processing	3	Complete one semester of computer word processing using Microsoft Word with a grade of "B" or better, 90% attendance, recommendation from student's instructor, or credit will be awarded if the student is MOS certified 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, recommendation from student's instructor, or credit will be awarded if the student is MOS certified in Excel.
OAD 265	Database Software & Applications	3	Complete one semester of computer spreadsheets using Microsoft Access with a grade of "B" or better, 90% attendance, recommendation from student's instructor, or credit will be awarded if the student is MOS certified in Access.

For further questions, please contact the offices of the Dean, Information Technology and Engineering Technology

