

Office Administration-Executive Administrative Assistant/Office Manager/Medical Administrative Assistant (Post Secondary)

Administrative & Professional Support (Secondary)

<u>Course #</u>	<u>Course Name</u>	<u>Credits</u>	<u>Requirements</u>
OAD 150	Computer Presentation Software <i>(Office Manager & Executive Administrative Assistant)</i>	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 MOS certification in PowerPoint.
OAD 165	Word Processing <i>(Office Manager & Medical Administrative Assistant)</i>	3	Complete one year 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 MOS certification in Word.
OAD 264	Spreadsheet Software & Applications <i>(Office Manager & Executive Administrative Assistant)</i>	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 MOS certification in Excel.
OAD 265	Database Software & Applications <i>(Office Manager, Executive Administrative Assistant, & Medical Administrative Assistant)</i>	3	Complete one semester of computer spreadsheets using Microsoft Access with a grade of "B" or better, 90% attendance and recommendation from student's instructor, or credit will be awarded to students with MOS certification in Access.

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

