

<b><u>Course #</u></b>	<b><u>Course Name</u></b>	<b><u>Credits</u></b>	<b><u>Requirements</u></b>
ACC 101	Corporate Accounting Principles	5	Completion of one year of Accounting with a grade of "B" or better, 90% attendance, and recommendation from student's instructor.
BHS 138	Basic Medical Terminology <i>(Medical Assisting only)</i>	3	Completion of one year of Medical Terminology with an average grade of "B" or better.
BHS 139	Medical Terminology <i>(Medical Assisting, Respiratory, Radiographic Imaging, Physical Therapy Assistant, Occupational Therapy Assistant, EMS)</i>	3	Completion of one year of Medical Terminology with an average grade of "B" or better.
CPT 125	Computer Applications in the Workplace	4	Completion of one year of word processing spreadsheets and database software using the Windows operating system with a grade of "B" or better, 95% attendance, and recommendation from student's instructor.
OAD 150	Computer Presentation Software <i>(Executive Administrative Assistant &amp; Office Manager)</i>	3	Complete one semester of computer presentation using PowerPoint with a grade of "B" or better, 95% attendance, recommendation from student's instructor, or credit will be awarded if the student is MOS certified in PowerPoint.
OAD 165	Word Processing <i>(Office Manager and Medical Assisting)</i>	3	Complete one semester of computer word processing using Microsoft Word with a grade of "B" or better, 95% attendance, recommendation from student's instructor, or credit will be awarded if the student is MOS certified in Word.
OAD 264	Spreadsheet Software & Applications <i>(Office Manager)</i>	3	Complete one semester of computer spreadsheets using Microsoft Excel with a grade of "B" or better, 95% attendance, recommendation from student's instructor, or credit will be awarded if the student is MOS certified in Excel.

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

