

**Business Office Management & Technology - Bookkeeping/Accounting**  
**Associate in Applied Science**  
**M.A.P.**

Semester	Suggested Courses	Semester(s) Offered*	Credit Hrs.
<b>Semester 1</b> 14 credit hours	OAD 101    Beginning Keyboarding	Fall, Spring, Summer	3
	MTH 100 <i>or</i> Intermediate College Algebra <i>or</i> MTH 116    Mathematical Applications	Fall, Spring, Summer	3
	OAD 138    Records/Information Management	Fall, Spring, Summer	3
	ENG 101    English Composition I	Fall, Spring, Summer	3
	ORI 101    Orientation to College	Fall, Spring, Summer	2
<b>Semester 2</b> 15 credit hours <i>Office Applications Specialist Short-Term Certificate Achieved</i>	OAD 103    Intermediate Keyboarding	Fall, Spring, Summer	3
	OAD 125    Word Processing	Fall, Spring, Summer	3
	OAD 126    Advanced Word Processing	Fall, Spring	3
	OAD 131 <i>or</i> Business English <i>or</i> ENG 102    English Composition II	Fall, Spring Fall, Spring, Summer	3
	OAD 243    Spreadsheet Applications	Fall, Spring, Summer	3
<b>Semester 3</b> 12-13 credit hours	SPH 106 <i>or</i> Fundamentals of Oral Communication <i>or</i> SPH 107    Fundamentals of Public Speaking	Fall, Spring, Summer	3
	OAD 218    Office Procedures	Fall, Spring, Summer	3
	OAD 246    Office Graphics and Presentations	Fall, Spring, Summer	3
	Area III    Math or Natural Science Elective	Fall, Spring, Summer	3-4
<b>Semester 4</b> 15 credit hours	BUS 241    Principles of Accounting I	Fall, Spring, Summer	3
	BUS 242    Principles of Accounting II	Fall, Spring, Summer	3
	OAD 137    Computerized Financial Record Keeping	Fall, Spring, Summer	3
	OAD 231    Office Applications	Fall, Spring	3
	OAD 133    Business Communications	Fall, Spring, Summer	3
<b>Semester 5</b> 15 credit hours <i>Bookkeeping/Accounting AAS Degree Achieved</i>	ECO 232    Principles of Microeconomics	Fall, Spring, Summer	3
	OAD 219    Accounting Concepts and Applications	Spring	3
	OAD 242B    Office Internship - Bookkeeping/Accounting	Fall, Spring, Summer	3
	Area IV    History or Social/Behavioral Science	Fall, Spring, Summer	3
	Area II    Fine Art or Humanities	Fall, Spring, Summer	3

\*Course(s) may be offered in additional semesters, but are only assured to run in semester(s) indicated. It is ***highly*** recommended for course(s) to be completed in the semester(s) indicated.

Part-time and full-time students desiring to begin the program of study during a spring or summer semester should consult with an academic advisor to establish an alternate degree completion pathway.