



**Business Office Management & Technology
Dual Enrollment M.A.P.**

Grade	Semester	Suggested Courses (Credit Hours)		Total Credit Hours
10 th	Summer	OAD 101	Beginning Keyboarding	3
	Fall	OAD 103	Intermediate Keyboarding	3
	Spring	OAD 138	Records/Information Management	3
11 th	Summer	OAD 218	Office Procedures	3
	Fall	OAD 125 OAD 126	Word Processing (3) Advanced Word Processing (3)	6
	Spring	OAD 243	Spreadsheet Applications <i>Eligible for Office Specialist Short-term Certificate</i>	3
12 th	Summer	OAD 137	Computerized Financial Record Keeping	3
	Fall	OAD 131	Business English	3
	Spring	OAD 246	Office Graphics and Presentations <i>Eligible to attempt MOS: Microsoft Office PowerPoint 2016</i>	3
		Total Credit Hours		30

MOS: Microsoft Office Specialist