

**Business Office Management & Technology - Information Processing  
 Certificate  
 M.A.P.**

<b>Semester</b>	<b>Suggested Courses</b>	<b>Semester(s) Offered*</b>	<b>Credit Hrs.</b>
<b>Semester 1</b> 14 credit hours	OAD 101    Beginning Keyboarding	Fall, Spring, Summer	3
	OAD 138    Records/Information Management	Fall, Spring, Summer	3
	MTH 100 <i>or</i> Intermediate College Algebra <i>or</i> MTH 116    Mathematical Applications	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> 12 credit hours <i>Office Applications Specialist STC 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 243    Spreadsheet Applications	Fall, Spring, Summer	3
<b>Semester 3</b> 12 credit hours	OAD 218    Office Procedures	Fall, Spring, Summer	3
	OAD 246    Office Graphics and Presentations	Fall, Spring, Summer	3
	OAD 230    Computerized Desktop Publishing	Summer	3
	SPH 106 <i>or</i> Fundamentals of Oral Communication <i>or</i> SPH 107    Fundamentals of Public Speaking	Fall, Spring, Summer	3
<b>Semester 4</b> 9 credit hours <i>Information Processing STC Achieved</i>	OAD 232    The Computerized Office	Fall	3
	CIS 149    Introduction to Computers	Fall	3
	OAD 244    Database Applications	Fall, Spring, Summer	3
<b>Semester 5</b> 6 credit hours <i>Information Processing Certificate Achieved</i>	OAD 231    Office Applications	Fall, Spring	3
	OAD 242I    Office Internship – Information Processing	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.