



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

Semester	Suggested Courses	Semester(s) Offered*	Credit Hrs.
<b>Semester 1</b> 6 credit hours	OAD 101    Beginning Keyboarding	Fall, Spring, Summer	3
	OAD 138    Records/Information Management	Fall, Spring, Summer	3
<b>Semester 2</b> 9 credit hours	OAD 103    Intermediate Keyboarding	Fall, Spring, Summer	3
	OAD 125    Word Processing	Fall, Spring, Summer	3
	OAD 126    Advanced Word Processing	Fall, Spring	3
<b>Semester 3</b> 3 credit hours	OAD 230    Computerized Desktop Publishing	Summer	3
<b>Semester 4</b> 6 credit hours <i>Information Processing STC Achieved</i>	OAD 232    The Computerized Office	Fall	3
	OAD 244    Database Applications	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.