



**Business Office Management & Technology – Office Applications Specialist  
Short-Term Certificate  
M.A.P.**

Semester	Suggested Courses		Semester(s) Offered*	Credit Hrs.
<b>Semester 1</b> 3 credit hours	OAD 101	Beginning Keyboarding	Fall, Spring, Summer	3
<b>Semester 2</b> 9 credit hours <i>Office Applications Specialist STC Achieved</i>	OAD 125	Word Processing	Fall, Spring, Summer	3
	OAD 126	Advanced Word Processing	Fall, Spring	3
	OAD 243	Spreadsheet 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.