

Business Office Management & Technology - Information Processing
Associate in Applied Science
M.A.P.

Semester	Suggested Courses	Semester(s) Offered*	Credit Hrs.
Semester 1 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
Semester 2 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 243 Spreadsheet Applications	Fall, Spring, Summer	3
	OAD 131 <i>or</i> Business English <i>or</i> ENG 102 English Composition II	Fall, Spring Fall, Spring, Summer	3
Semester 3 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
Semester 4 15 credit hours <i>Information Processing Short-Term Certificate Achieved</i>	OAD 232 The Computerized Office	Fall	3
	CIS 149 Introduction to Computers	Fall	3
	OAD 137 Computerized Financial Record Keeping	Fall, Spring, Summer	3
	OAD 244 Database Applications	Fall, Spring, Summer	3
	OAD 133 Business Communications	Fall, Spring, Summer	3
Semester 5 15-16 credit hours <i>Information Processing AAS Degree Achieved</i>	OAD 231 Office Applications	Fall, Spring	3
	OAD 242I Office Internship – Information Processing	Fall, Spring, Summer	3
	Area II Fine Art or Humanities	Fall, Spring, Summer	3
	Area III Math or Natural Science	Fall, Spring, Summer	3-4
	Area IV History or Social/Behavioral Science	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.