

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

| Semester | Suggested Courses | Semester(s) Offered* | Credit Hrs. |
|---|--|----------------------|-------------|
| Semester 1 6 credit hours | OAD 101 Beginning Keyboarding | Fall, Spring, Summer | 3 |
| | OAD 138 Records/Information Management | Fall, Spring, Summer | 3 |
| Semester 2 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 |
| Semester 3 3 credit hours | OAD 230 Computerized Desktop Publishing | Summer | 3 |
| Semester 4 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.