



**Business Office Management & Technology  
Dual Enrollment M.A.P.**

Grade	Semester	Suggested Courses (Credit Hours)		Total Credit Hours
10 <sup>th</sup>	Summer	OAD 101	Beginning Keyboarding	3
	Fall	OAD 125	Word Processing	3
	Spring	OAD 126	Advanced Word Processing	3
11 <sup>th</sup>	Summer	OAD 243	Spreadsheet Applications <i>Eligible for <b>Office Specialist Short-term Certificate</b></i>	3
	Fall	OAD 103	Intermediate Keyboarding	3
	Spring	OAD 138	Records/Information Management	3
12 <sup>th</sup>	Summer	OAD 218	Office Procedures	3
	Fall	OAD 131	Business English	3
	Spring	OAD 246	Office Graphics and Presentations <i>Eligible to attempt MOS: <b>Microsoft Office PowerPoint 2016</b></i>	3
		<b>Total Credit Hours</b>		<b>27</b>

MOS: Microsoft Office Specialist