

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 STC 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 STC Achieved</i>	OAD 232 The Computerized Office	Fall
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
Total Hours			71-72

*Course(s) may be offered in additional semesters but are only assured to run in the semester(s) indicated. It is **highly** recommended for the course(s) to be completed in the semester(s) indicated.

Part-time students and full-time students desiring to begin the BOMT Information Processing program of study during a spring or summer semester should consult with an academic advisor to establish an alternate degree completion pathway.



Area II – Area IV Options

Area II

Humanities and Fine Arts

Art 100	Art Appreciation
ART 203	Art History I
ART 204	Art History II
ENG 251	American Literature I
ENG 252	American Literature II
ENG 261	English Literature I
ENG 262	English Literature II
ENG 271	World Literature I
ENG 272	World Literature II
HUM 298	Directed Studies in Humanities
MUS 101	Music Appreciation
PHL 206	Ethics and Society
REL 100	History of World Religions
REL 151	Survey of Old Testament
REL 152	Survey of New Testament
SPA 101	Introduction to Spanish I
SPA 102	Introduction to Spanish II
THR 120	Theatre Appreciation

Area III

Math or Natural Science

AST 220	Introduction to Astronomy
BIO 101 or	Introduction to Biology I or
BIO 103	Principles of Biology I
BIO 102 or	Introduction to Biology II or
BIO 104	Principles of Biology II
CHM 104 or	Introduction to Inorganic Chemistry or
CHM 111	College Chemistry I
CHM 105 or	Introduction to Organic Chemistry or
CHM 112	College Chemistry II
CHM 221	Organic Chemistry I
CHM 222	Organic Chemistry II
GEO 101	Principles of Physical Geography I
GEO 102	Principles of Physical Geography II
MTH 100	Intermediate College Algebra
MTH 110	Finite Mathematics
MTH 112	Precalculus Algebra
MTH 113	Precalculus Trigonometry
MTH 115	Precalculus Algebra & Trigonometry
MTH 120	Calculus and Its Applications
MTH 125	Calculus I
MTH 126	Calculus II
MTH 227	Calculus III
MTH 237	Linear Algebra
MTH 238	Applied Differential Equations I
MTH 265	Elementary Statistics
PHS 111	Physical Science I
PHS 112	Physical Science II
PHY 201	General Physics I -Trig Based
PHY 202	General Physics II-Trig Based
PHY 213	General Physics with Calculus I
PHY 214	General Physics with Calculus II

Area IV

History, Social, and Behavioral Sciences

ANT 200	Introduction to Anthropology
ANT 220	Cultural Anthropology
ECO 231	Principles of Macroeconomics
ECO 232	Principles of Microeconomics
GEO 100	World Regional Geography
HIS 101	Western Civilization I
HIS 102	Western Civilization II
HIS 201	United States History I
HIS 202	United States History II
POL 200	Introduction to Political Science
POL 211	American National Government
PSY 200	General Psychology
PSY 210	Human Growth & Development
SOC 200	Introduction to Sociology
SOC 210	Social Problems