

**Business Office Management & Technology - Information Processing
 Certificate
 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 12 credit hours <i>Microsoft 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
Semester 3 9 credit hours	OAD 218 Office Procedures	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 9 credit hours <i>Information Processing STC Achieved</i>	OAD 232 The Computerized Office	Fall
CIS 149 Introduction to Computers		Fall	3
OAD 244 Database Applications		Fall, Spring, Summer	3
Semester 5 6 credit hours <i>Information Processing Certificate Achieved</i>	OAD 231 Office Applications	Fall, Spring	3
	OAD 242I Office Internship – Information Processing	Fall, Spring, Summer	3
Total Hours			50

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

Part-time students 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.