



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
Total Hours			24

*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.