



**Business Office Management & Technology – Office Applications Specialist
Short-term Certificate
M.A.P.**

Semester	Suggested Courses		Semester(s) Offered*	Credit Hrs.
Semester 1 3 credit hours	OAD 101	Beginning Keyboarding	Fall, Spring, Summer	3
Semester 2 9 credit hours <i>Microsoft Office Applications Specialist STC Achieved</i>	OAD 125	Word Processing	Fall, Spring, Summer	3
	OAD 126	Advanced Word Processing	Fall, Spring	3
	OAD 243	Spreadsheet Applications	Fall, Spring, Summer	3
			Total Hours	12

*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.