PROGRAM AND AWARD PLANNING FORM

Program: **Business Office Management (BOM)**
Award: **Career Certificate**
Catalog: **2019-2020**

STUDENT NAME_____ STUDENT NUMBER_____

Semester/Year	Grade	General Education Requirements	HRS
_____	_____	**Entering students are required to compete ORI 107. Transfer students are exempt from this requirement.	
_____	_____	**ENG 101 English Composition I	3
_____	_____	MTH 116 Mathematical Applications or	
		MTH 100 Intermediate Algebra or higher	3
_____	_____	CIS 146 Microcomputer Applications	3
		Total General Education Requirements	**9**
		Major Requirements	
_____	_____	OAD 101 Beginning Keyboarding	3
_____	_____	OAD 103 Intermediate Keyboarding	3
_____	_____	OAD 104 Advanced Keyboarding	3
_____	_____	OAD 125 Word Processing	3
_____	_____	*OAD 126 Advanced Word Processing	3
_____	_____	*OAD 130 Electronics Calculations	3
_____	_____	OAD 131 Business English	3
_____	_____	OAD 135 Financial Record Keeping	3
_____	_____	OAD 137 Computer Financial Record Keeping	3
_____	_____	OAD 138 Records/Information Management	3
_____	_____	OAD 217 Office Management	3
_____	_____	OAD 218 Office Procedures	3
_____	_____	BUS 215 Business Communications or	3
		OAD 133 Business Communications	
		Total Major Requirements	**39**
		Electives Choose two from among:	**6**
		OAD 134, OAD 200, OAD 211, OAD 214,OAD 215,OAD 231, OAD 233, OAD 242, BUS 263, BUS 279, BUS 275, BUS 284, CIS 147, CIS 249	
_____	_____	_____	
_____	_____	_____	
Total Semester Credit Hours			**54**

***OAD 100 prerequisite required unless student has had at least one course of high school keyboarding. OAD elective may be substituted for OAD 101 if the student has had two years high school keyboarding and a working knowledge of Microsoft Word or permission of instructor.**
****Keyboarding skills are essential for the successful completion of English 101.**

_____ _____
Student's Signature Date Advisor Signature Date