



SOUTHERN UNION

STATE COMMUNITY COLLEGE

Success Guide

OFFICE MANAGEMENT - MEDICAL OFFICE TECHNOLOGY Associate in Applied Science

Semester	Course Prefix and Number	Course Description	Credit Hours	Area
1	BUS 100	Introduction to Business	3	V
	OAD 101*	Beginning Keyboarding	3	V
	ENG 101	English Composition I	3	I
	MTH 100 or MTH 108	Intermediate College Algebra or Quantitative Reasoning or higher-level math	3	III
	ART 100 or MUS 101 or THR 120	Art Appreciation or Music Appreciation or Theater Appreciation	3	II
		Semester Total	15	
2	BIO 111	Survey of the Human Biology	4	III
	CIS 146	Microcomputer Applications	3	V
	OAD 103*	Intermediate Keyboarding (Spring Only)	3	V
	OAD 131	Business English (Spring Only)	3	V
	HPS 105	Medical Terminology	3	V
	Semester Total	16		
3	BUS 210	Introduction to Accounting (Fall Only)	3	V
	OAD 125	Word Processing (Fall Only)	3	V
	OAD 215	Health Information Management (Fall Only)	3	V
	PSY 200	General Psychology or other social science	3	IV
	SPH 106 or SPH 107	Fundamentals of Oral Communications or Fundamentals of Public Speaking	3	II
	Semester Total	15		
4	BUS 215	Business Communication	3	V
	OAD 138	Records & Information Management (Spring Only)	3	V
	OAD 214	Medical Office Procedures (Spring Only)	3	V
	OAD 216	Advanced Health Information Management (Spring Only)	3	V
	BUS 241 or BUS 263 or BUS 296 or CIS 113	Principles of Accounting I or Legal and Social Environment of Business or Business Internship or Spreadsheet Software Applications (Spring Only)	3	V
		Semester Total	15	
	Total Hours	61		

**Office Management Certificate
Medical Office Technology – 46 Hours**

NOTE: Classes may be taken in any semester if prerequisites are met.

*OAD101 and OAD103 may be challenged



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OFFICE MANAGEMENT - MEDICAL OFFICE TECHNOLOGY CTE Short-Term Certificate

Course Prefix and Number	Course Description	Credit Hours	Area
BIO 111	Survey of the Human Biology	4	III
ENG 101	English Composition I	3	V
OAD 211	Medical Terminology	3	V
OAD 214	Medical Office Procedures (Spring Only)	3	V
OAD 215	Health Information Management (Fall Only)	3	V
OAD 216	Advanced Health Information Management (Spring Only)	3	V
	Total Hours	19	