



# SOUTHERN UNION

STATE COMMUNITY COLLEGE

## Success Guide

OFFICE MANAGEMENT  
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		Path Science Option	4	III
	CIS 146	Microcomputer Applications	3	V
	OAD 103*	Intermediate Keyboarding (Spring Only)	3	V
	OAD 131	Business English (Spring Only)	3	V
	PSY 200	General Psychology or other social science	3	IV
		Semester Total	16	
3	BUS 210	Introduction to Accounting (Fall Only)	3	V
	OAD 125	Word Processing (Fall Only)	3	V
		Path Elective	3	V
	SPH 106 or SPH 107	Fundamentals of Oral Communications or Fundamentals of Public Speaking	3	II
		Path Elective	3	V
		Semester Total	15	
4	BUS 215	Business Communication	3	V
	CIS 113	Spreadsheet Software Applications (Spring Only)	3	V
	OAD 138	Records & Information Management (Spring Only)	3	V
		Path Elective	3	V
		Path Elective	3	V
		Semester Total	15	
Total Hours			61	

Office Management Certificate  
Support Technology – 45 Hours

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

\*OAD101 and OAD103 may be challenged



# SOUTHERN UNION

## STATE COMMUNITY COLLEGE

### OFFICE MANAGEMENT CTE Short-Term Certificate

#### General Office Administration Path

##### Path Science Option

Course Prefix and Number	Course Description	Credit Hours	Area
BIO 101	Biology I	4	III

##### Path Electives (must choose 4)

Course Prefix and Number	Course Description	Credit Hours	Area
BUS 241	Accounting I	3	V
BUS 263	Legal and Social Environment of Business	3	V
BUS 275	Principles of Management	3	V
BUS 276	Human Resource Management	3	V
OAD 218	Office Procedures (Fall Only)	3	V
BUS 296	Business Internship (If Available)	3	V

#### Medical Office Specialist Path

##### Path Science Option

Course Prefix and Number	Course Description	Credit Hours	Area
BIO 111	Survey of the Human Biology	4	III

##### Path Electives (must choose 4)

Course Prefix and Number	Course Description	Credit Hours	Area
HPS 105	Medical Terminology	3	V
OAD 215	Health Information Management (Fall Only)	3	V
OAD 214	Medical Office Procedures (Spring Only)	3	V
OAD 216	Advanced Health Information Management (Spring Only)	3	V

## OFFICE ADMINISTRATION CTE Short-Term Certificate

Course Prefix and Number	Course Description	Credit Hours	Area
BUS 100	Introduction to Business	3	V
BUS 215	Business Communication	3	V
CIS 113	Spreadsheet Software Applications (Spring Only)	3	V
OAD 125	Word Processing (Fall Only)	3	V
OAD 131	Business English (Spring Only)	3	V
OAD 138	Records Information Management (Spring Only)	3	V
OAD 218	Office Procedures (Fall Only)	3	V
	Total Hours	21	