SOUTHERN UNION
STATE COMMUNITY COLLEGE
Success Guide
OFFICE MANAGEMENT - SUPPORT 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 101	Biology I or other natural science	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
	BUS 275	Principles of Management	3	V
	OAD 125	Word Processing (Fall Only)	3	V
	OAD 218	Office Procedures (Fall Only)	3	V
	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
	CIS 113	Spreadsheet Software Applications (Spring Only)	3	V
	OAD 138	Records & Information Management (Spring Only)	3	V
	OAD 233	Trends In Technology (Spring Only)	3	V
	BUS 241 or BUS 263 or BUS 276 or BUS 296	Principles of Accounting or Legal and Social Environment of Business or Human Resource Management (Fall & Spring Only) or Business Internship	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
S T A T E C O M M U N I T Y C O L L E G E

OFFICE MANAGEMENT – SUPPORT TECHNOLOGY
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	

BUSINESS FOUNDATIONS
CTE Short-Term Certificate

Course Prefix and Number	Course Description	Credit Hours	Area
BUS 215	Business Communications	3	V
CIS 146	Microcomputer Applications	3	V
OAD 101	Beginning Keyboarding	3	V
OAD 131	Business English (Spring Only)	3	V
	Total Hours	12	

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