



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 | Intermediate College Algebra 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 | 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 245 or BUS 276 or BUS 296 | Principles of Accounting I or Accounting with QuickBooks (Spring Only) or Human Resource Management (Fall & Spring Only) or Business Internship | 3 | V |
| | | Semester Total | 15 | |
| | | Total Hours | 61 | |

Office Management & Support Technology Certificate – 45 Credit Hours



SOUTHERN UNION

STATE COMMUNITY COLLEGE

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 Communications | 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 | |