



SOUTHERN UNION

STATE COMMUNITY COLLEGE

Success Guide

OFFICE ADMINISTRATION - MEDICAL CTE Short-Term Certificate

Course Prefix and Number	Course Description	Credit Hours	Area
BIO 111	Survey of the Human Body	4	III
OAD 211 or HPS 105	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	16	

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