



SOUTHERN UNION

STATE COMMUNITY COLLEGE

Success Guide

OFFICE MANAGEMENT & SUPPORT TECHNOLOGY MEDICAL OFFICE SPECIALIST 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 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
	OAD 211	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	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 245 or BUS 296 or CIS 113	Principles of Accounting I or Accounting with QuickBooks (Spring Only) or Business Internship or Spreadsheet Software Applications (Spring Only)	3	V
		Semester Total	15	
Total Hours			61	

**Office Management & Support Technology Certificate
Medical Office Specialist– 46 Credit Hours**

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

*OAD101 and OAD103 may be challenged.

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Page 1 of 2



**OFFICE MANAGEMENT & SUPPORT TECHNOLOGY
MEDICAL OFFICE SPECIALIST
CTE Short-Term Certificate**

Course Prefix and Number	Course Description	Credit Hours	Area
BIO 111	Survey of the Human Biology	4	III
ENG101	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	

**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	