

OFFICE SYSTEMS TECHNOLOGY (OST)

OST1100C KEYBOARDING & DOCUMENT PROCESSING I (3.00 Credits)

This course offers an introduction to the keyboard with development of fundamental techniques, skill development, and business correspondence and document processing.

Total Contact Hrs: 48.00

Lecture Hrs: 32.00

Lab Hrs: 16.00

OST1103C BASIC KEYBOARDING (1.00 Credits)

This course offers an introduction to the keyboard with development of fundamental techniques.

Total Contact Hrs: 16.00

Lecture Hrs: 4.00

Lab Hrs: 12.00

OST1257C MEDICAL TERMINOLOGY FOR THE ADMINISTRATIVE ASSISTANT (3.00 Credits)

This course is designed to provide the student with an extensive study of medical terminology used in the various areas of the healthcare industry. Emphasis is placed on the building of medical terms from word parts.

Total Contact Hrs: 48.00

Lecture Hrs: 12.00

Lab Hrs: 36.00

OST1330 BUSINESS ENGLISH (1.00 Credits)

This course aims to improve your Business English language skills needed to be successful in a business organization.

Total Contact Hrs: 16.00

Lecture Hrs: 16.00

OST1355C RECORDS MANAGEMENT (3.00 Credits)

This course provides an overview of the purpose, concepts, and activities of managing records in the workplace.

Total Contact Hrs: 48.00

Lecture Hrs: 24.00

Lab Hrs: 24.00

OST2053 SUCCESSFUL JOB SEARCH (1.00 Credits)

This course presents a hands-on, interactive study of interview and employability skills and focuses on the keys to career success.

Total Contact Hrs: 16.00

Lecture Hrs: 16.00

OST2335 COMMUNICATIONS IN THE WORKFORCE (3.00 Credits)

This course is designed to help students communicate more effectively. Students will practice analyzing, planning, managing, and executing both written and oral presentations. Special focus includes grammar and all types of business documents to ensure appropriate content and structure.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

OST2455C MEDICAL BILLING AND CODING I (3.00 Credits)

This course provides advanced skills needed to work in a variety of medical billing and coding positions in the medical field. In-depth study of the various areas of medical billing/coding, workers' compensation, reimbursement, and appeal are presented.

Total Contact Hrs: 48.00

Lecture Hrs: 24.00

Lab Hrs: 24.00

OST2456C MEDICAL BILLING AND CODING II (3.00 Credits)

This course provides extended knowledge and skills needed to work in a variety of medical billing and coding positions in the medical field. Topics include medical coding, medical claims, medical billing, accounts receivable, and medical management software.

Total Contact Hrs: 48.00

Lecture Hrs: 24.00

Lab Hrs: 24.00

Complete all the courses in the following option:

- Pre or Corequisite: OST2455C (minimum grade: D)

OST2464C MEDICAL OFFICE COMPUTER APPLICATION (3.00 Credits)

This course prepares a medical office assistant to work in a health care practice utilizing computerized medical office management software. It provides training for input of new patient entry, posting procedures and payments, insurance billing, appointment scheduling, file maintenance with support files, and generating the daily, end-of-month, and end-of-period reports which are performed in a medical office. .

Total Contact Hrs: 48.00

Lecture Hrs: 40.00

Lab Hrs: 8.00

OST2501 OFFICE MANAGEMENT (3.00 Credits)

This course is a study of the skills needed by the office professional in the workforce. It includes technology, diversity, teamwork, and the changing skills demanded in the workforce. The efficient handling of office matters, such as scheduling appointments, customer/client relations, managing office operations, processing mail and correspondence, communication, e-mail etiquette and effectiveness, coordinating meetings/travel, planning and managing an event budget.

Total Contact Hrs: 48.00

Lecture Hrs: 48.00

OST2764C ADVANCED WORD (3.00 Credits)

This course will provide specialized training on advanced word processing concepts and techniques. The major emphasis of this course will be the formatting of characters, paragraphs and documents, managing text flow, graphics, advanced table features, reference tools, mail merge and macros, and customizing Word.

Total Contact Hrs: 48.00

Lecture Hrs: 16.00

Lab Hrs: 32.00

OST2853C SPREADSHEET MANAGEMENT (3.00 Credits)

Course prepares students to solve business problems by moving beyond the basic skills to think critically about realistic business situations using database management.

Total Contact Hrs: 48.00

Lecture Hrs: 12.00

Lab Hrs: 36.00

OST2949 CO OP WK EXP (3.00 Credits)

A course designed to provide training in a student's field of study through work experience. Students are graded on the basis of learning objectives and employer evaluations.

Total Contact Hrs: 144.00

Other Hrs: 144.00