Office Systems Technology (OST)

OST 122. Office Computations. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course covers the keypad touch method using the electronic calculator (10-key) and mathematical functions used in office applications. Topics may include budgets, discounts, purchasing, inventory, and petty cash. Upon completion, students should be able to solve a wide variety of numerical problems commonly encountered in an office setting.

OST 130. Comprehensive Keyboarding. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.

OST 131. Keyboarding. 2.0 Credits. Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132. Keyboard Skill Building. 2.0 Credits. Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0
This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 134. Text Entry & Formatting. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.
Prerequisites: Take OST 130 or OST 131

OST 135. Advanced Text Entry and Formatting. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.
Prerequisites: Take OST 134, minimum grade of C

OST 136. Word Processing. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Students should be proficient in keyboarding skills and will be introduced to a computerized skills and concepts testing environment.
Prerequisites: Take OST 130 or OST 131

OST 137. Office Applications I. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 138. Office Applications II. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.
Prerequisites: Take One: CIS 110, CIS 111, or OST 137

OST 141. Medical Office Terms I. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142. Medical Office Terms II. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.
Prerequisites: Take One: MED 121 or OST 141

OST 148. Medical Insurance and Billing. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0
This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

OST 149. Medical Legal Issues. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 153. Office Finance Solutions. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.
Prerequisites: Take One: CIS 110, CIS 111 or OST 137

OST 155. Legal Terminology. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0
This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms.

OST 156. Legal Office Procedures. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program.
Prerequisites: Take OST 134

OST 159. Office Ethics. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0
This course introduces the complex ethical and legal issues involved in the role of administrative support personnel in a variety of offices. Emphasis is placed on ethics, diversity, morality, and ethical standards of the administrative support professional. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of offices.

OST 164. Office Editing. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 165. Advanced Office Editing. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course is designed to develop proficiency in advanced editing skills needed in the office environment. Emphasis is placed on the application of creating effective electronic office documents. Upon completion, students should be able to apply advanced editing skills to compose text.
Prerequisites: Take OST 164

OST 171. Intro. to Virtual Office. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course introduces the skills and abilities needed to conduct a variety of office administration activities using the latest technology. Students will learn the proper etiquette of communicating electronically as well as theunique procedures and logistics for conducting business in the virtual office. Upon completion, students will know the vocabulary of the virtual office and will have a basic understanding of modern technical communication tools.

OST 184. Records Management. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 223. Administrative Office Transcription I. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents.
Prerequisites: Take 1 group: Take OST 134 OST 164, minimum grade of C; Take OST 136 OST 164, minimum grade of C

OST 233. Office Publications Design. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications. Hands-on experience using a software package on a PC is provided to illustrate concepts and provide practice in developing documents and publications.
Prerequisites: Take OST 136

OST 236. Advanced Word Processing. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.
Prerequisites: Take OST 136, minimum grade of C

OST 238. Office Applications III. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course is designed to prepare students to analyze data and prepare advanced documents and reports using office software. Emphasis is placed on in-depth usage of software to create a variety of advanced documents applicable to current business environments. Upon completion, students should be able to master the advanced skills required to design documents that can be customized using the latest software applications.
Prerequisites: Take OST 138

OST 241. Medical Office Transcription I. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0
This course introduces current transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, editing and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable medical documents in the covered specialties.
Prerequisites: Take MED 121 or OST 141, minimum grade of C; Take OST 134 and OST 136, minimum grade of C

OST 243. Med Office Simulation. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

Prerequisites: Take OST 148, minimum grade of C

OST 247. Procedure Coding. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

Prerequisites: TAKE MED 121 OR OST 141; MINIMUM GRADE C; TAKE MED 122 OR OST 142; MINIMUM GRADE C

OST 248. Diagnostic Coding. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

Prerequisites: TAKE MED 121 OR OST 141; MINIMUM GRADE C; TAKE MED 122 OR OST 142; MINIMUM GRADE C

OST 249. Medical Coding Certification Preparation. 3.0 Credits.
Class-2.0. Clinical-0.0. Lab-3.0. Work-0.0

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.

Prerequisites: Take OST 247 and OST 248, minimum grade of C

OST 250. Long-Term Care Coding. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course covers diagnostic coding as it applies to long-term care facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services.

Prerequisites: Take MED 121 or OST 141, minimum grade of C

OST 251. Legal Document Formatting. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This document is designed to provide experience in the preparation of various types of legal forms and documents. Emphasis is placed on formatting and keying legal forms, documents, and correspondence. Upon completion, students should be able to produce these documents with accuracy and speed.

Prerequisites: Take 1 group: Take OST 134 OST 155; Take OST 136 OST 155

OST 252. Legal Transcription I. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides experience in transcribing legal correspondence, forms, and documents. Emphasis is placed on developing listening skills to transcribe documents. Upon completion, students should be able to transcribe documents with accuracy.

Prerequisites: Take 1 group: Take OST 134 or OST 136, minimum grade of C; Take OST 155, minimum grade of C

OST 263. Healthcare Customer Relations. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

Prerequisites: Take One: OST 148 or HMT 210

OST 284. Emerging Technologies. 2.0 Credits. Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

OST 286. Professional Development. 3.0 Credits. Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

OST 288. Medical Office Administration Capstone. 3.0 Credits.
Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.

Prerequisites: Take One: OST 148 or HMT 210

OST 289. Office Administration Capstone. 3.0 Credits. Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

Prerequisites: Take 1 group: Take OST 134 and OST 164, minimum grade of C; Take OST 136 and OST 164, minimum grade of C