COURSE DESCRIPTIONS BY COURSE DISCIPLINE PREFIX

OST OFFICE SYSTEMS TECHNOLOGY

OST-131	Keyboarding	2 (1-2)	Fall Spring Summer

Prerequisites: None
Corequisites: None
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.(1997 SU)

OST-134	Text Entry & Formatting	3 (2-2)	Fall Spring Summer

Prerequisites: OST-131, minimum grade BL
Corequisites: None
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.(2008 FA)

OST-136	Word Processing	3 (2-2)	Summer

Prerequisites: None
Corequisites: None
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.(2008 FA)

OST-137	Office Applications I	3 (2-2)	Summer

Prerequisites: None
Corequisites: None
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.(2017 FA)

OST-148	Med Ins & Billing	3 (3-0)	Spring Summer

Prerequisites: None
Corequisites: MED-121^L
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.(2017 FA)

| OST-149 | Medical Legal Issues | 3 (3-0) | Fall |

Prerequisites: None
Corequisites: None

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.(1999 FA)

| OST-164 | Office Editing | 3 (3-0) | Fall Spring |

Prerequisites: None
Corequisites: None

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.(2017 FA)

| OST-184 | Records Management | 3 (2-2) | Spring |

Prerequisites: None
Corequisites: None

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.(2008 FA)

| OST-236 | Adv Word Processing | 3 (2-2) | Fall |

Prerequisites: OST-136[S]
Corequisites: None

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.(2017 FA)

| OST-243 | Med Office Simulation | 3 (2-2) | Fall |

Prerequisites: OST-148[S]
Corequisites: None

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.(1998 FA)

| OST-247 | Procedure Coding | 3 (2-2) | Fall |

Prerequisites: MED-121[S] or OST-141[S]; OST-148[L]
Corequisites: None

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.(2017 FA)

| **OST-248** | **Diagnostic Coding** | **3 (2-2)** | **Fall** |

Prerequisites: MED-121[S] or OST-141[S]; OST-148[L]

Corequisites: None

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.(2017 FA)

| **OST-249** | **Med Coding Certification Prep** | **3 (2-3)** | **Spring** |

Prerequisites: OST-247[S], OST-248[S]

Corequisites: None

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.(2017 FA)

| **OST-250** | **Long-Term Care Coding** | **3 (2-2)** | **Spring** |

Prerequisites: MED-121[S] or OST-141[S]

Corequisites: None

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.(2017 FA)

| **OST-284** | **Emerging Technologies** | **2 (1-2)** | **Fall** |

Prerequisites: None

Corequisites: None

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.(1999 FA)

| **OST-286** | **Professional Development** | **3 (3-0)** | **Spring** |

Prerequisites: None

Corequisites: None

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.(1999 FA)

| **OST-288** | **Medical Office Admin Capstone** | **3 (2-2)** | **Spring** |

Prerequisites: OST-148[S]

Corequisites: None

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.(2017 FA)

OST-289	Office Admin Capstone	3 (2-2)	Spring

Prerequisites: OST-134[S] or OST-136[S]; OST-164[S]

Corequisites: None

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.(2017 FA)