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## COURSE DESCRIPTIONS BY COURSE DISCIPLINE PREFIX

### ADV WORD PROCESSING

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

**Prerequisites:** OST-136<sup>S</sup>

**Corequisites:**

This course focuses on enhancing students' proficiency in utilizing advanced features of word processing software. Emphasis is placed on the mastery of advanced functions to create a range of complex business documents. Upon completion, students should be able to produce a variety of complex business documents effectively and be prepared to take a nationally accredited certified exam. (2025 FA)

### DIAGNOSTIC CODING

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

**Prerequisites:** MED-121<sup>S</sup> or OST-141<sup>S</sup>; OST-148<sup>L</sup>

**Corequisites:**

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)

### EMERGING TECHNOLOGIES

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

**Prerequisites:**

**Corequisites:**

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)

### LONG-TERM CARE CODING

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

**Prerequisites:** MED-121<sup>S</sup> or OST-141<sup>S</sup>

**Corequisites:**

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)

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## MED CODING CERTIFICATION PREP

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

**Prerequisites:** OST-247<sup>S</sup>, OST-248<sup>S</sup>

**Corequisites:**

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)

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## MED INS & BILLING

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

**Prerequisites:**

**Corequisites:** MED-121<sup>L</sup>

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)

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## MED OFFICE SIMULATION

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**OST-243**      **Med Office Simulation**      **3 (2-2)**      **Spring  
Fall**

**Prerequisites:**

**Corequisites:**

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, managing health information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. (2025 FA)

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## MED OFFICE TERMS I

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**OST-141**      **Med Office Terms I**      **3 (3-0)**      **Spring  
Fall**

**Prerequisites:** ENG-025<sup>L</sup>

**Corequisites:**

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. (2017 FA)

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## MED OFFICE TERMS II

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**OST-142**      **Med Office Terms II**      **3 (3-0)**      **Summer  
Spring**

**Prerequisites:** MED-121<sup>S</sup> or OST-141<sup>S</sup>

**Corequisites:**

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.(2017 FA)

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## MEDICAL LEGAL ISSUES

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

**Prerequisites:**

**Corequisites:**

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)

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## MEDICAL OFFICE ADMIN CAPSTONE

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

**Prerequisites:** OST-148<sup>S</sup>

**Corequisites:**

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)

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## OFFICE APPLICATIONS I

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

**Prerequisites:**

**Corequisites:**

This course introduces the concepts and functions of software that meets the changing needs of the office environment through a hands-on approach. Emphasis will be placed on creating professional documents to enhance employability in various offices. Upon completion, students should be prepared to take a nationally accredited certification exam.(2025 FA)



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## PROFESSIONAL DEVELOPMENT

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

**Prerequisites:**

**Corequisites:**

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)

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## TEXT ENTRY & FORMATTING

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

**Prerequisites:**

**Corequisites:**

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)

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## WORD PROCESSING

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

**Prerequisites:**

**Corequisites:**

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 prepared to take a nationally accredited certification exam.(2025 FA)