**OST-130 Comprehensive Keyboarding**

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

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**OST-136 Word Processing**

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

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**OST-140 Internet Communication and Research**

Class 1  Lab 2  Clinical 0  Work 0  Credit 2

This course provides a working knowledge of Internet usage and research for the modern office. Emphasis is placed on using search engines, email, Web sites, Web servers, communication services, and e-business to obtain information vital to the current office environment. Upon completion, students should be able to use the Internet to research any office topics required for employment.

Minimum State Prerequisites: None
Minimum State Corequisites: None

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**OST-148 Medical Insurance and Billing**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

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**OST-149 Medical Legal Issues**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

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**OST-162 Executive Terminology**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

Minimum State Prerequisites: None
Minimum State Corequisites: None

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**OST-164 Office Editing**

Class 3  Lab 0  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

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**OST-184 Records Management**

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None
### OST-233 Office Publications Design

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: Take OST-136
Minimum State Corequisites: None

### OST-236 Advanced Word Processing

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### OST-243 Med Office Simulation

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: Take OST-148
Minimum State Corequisites: None

### OST-247 Procedure Coding

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### OST-248 Diagnostic Coding

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### OST-280 Electronic Health Records

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### OST-284 Emerging Technologies

Class 1  Lab 2  Clinical 0  Work 0  Credit 2

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None

### OST-289 Office Administration Capstone

Class 2  Lab 2  Clinical 0  Work 0  Credit 3

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.

Minimum State Prerequisites: None
Minimum State Corequisites: None