

OFFICE SYSTEMS TECHNOLOGY
Health Care Office Administration Concentration
Program Checklist Revised: 04/01/04
2004-2006 Catalog
Date _____

Student _____
 SSN _____
 Advisor _____
 Term Enrolled _____

Required Course	Course Name	Prerequisite or (Co-requisite)	Credit Hours	Term Offered	Avail. on Web	Term Completed Grade Earned
FIRST SEMESTER: (16 credit hours)						
ENGL 1010	English Composition I	None	3	All	Yes	
MATH 1530	Elementary Prob. & Statistics	(College-level math)	3	All	Yes	
MGT 2000	Principles of Management	None	3	All	Yes	
OST 1005	Word	OST 1100 or equiv.	3	F, S	Yes	
OST 2910	Medical Terminology I	None	4	All	Yes	
SECOND SEMESTER: (15 credit hours)						
ECN 2010	Principles of Economics	(college-level math)	4	All	Yes	
MKT 2420	Customer Service	None	3	F, S	Yes	
OST 1003	Excel I CBT	OST 1100 or equiv.	1	F, S	Yes	
OST 1105	Keyboarding II/Speed & Accur.	OST 1100 and 1005	3	F, S	Yes	
OST 2920	Medical Terminology II	OST 2910	4	F, S		
THIRD SEMESTER: (15 credit hours)						
ACC 2110	Principles of Accounting I	(college-level math)	3	All	Yes	
OST 2120	Keyboarding III	OST 1105	3	F	Yes	
OST 2340	Records Management	OST 1100 and 1005	3	F	Yes	
OST 2940	Medical Insurance Coding	OST 2920 or dept. approval	3	F		
SPH 2100	Public Speaking	(ENGL 1010)	3	All		
FOURTH SEMESTER: (15 credit hours)						
CBase Exam	General Education Exit Test	None	0	All		
HUM xxxx	Humanities Elective	Note ¹	3	All	Yes	
OST 2010	Office Proficiency Assessment	(OST 2925)	1	F, S	Yes	
OST 2925	Medical Practicum	Note ²	2	All		
OST 2935	Medical Transcription	OST 1005, 1105, 2920	3	F, S		
OST 2945	Insurance Billing & Coding	OST 2940, 2920	3	S		
OST 2950	Health Care Insurance Survey	OST 2920 or dept. approval	3	S		

TOTAL CREDIT HOURS FOR DEGREE: 61

¹ Humanities Elective should be chosen from ART 1720, 1730; HUM 2020; MUS 1030; PHIL 1030, 2010, 2400; THEA 1030.

² Completion of all course work through the third semester; minimum GPA of 2.5 in HCOA curriculum or department approval.