

**OFFICE SYSTEMS TECHNOLOGY**  
**Health Care Office Administration Concentration**  
**Program Checklist Revised: 05/08/08**  
**2008-2010 CATALOG**  
**Date \_\_\_\_\_**

Student \_\_\_\_\_  
 SSN \_\_\_\_\_  
 Advisor \_\_\_\_\_  
 Term Enrolled \_\_\_\_\_

Required Course	Course Name	Prerequisite or (Co-requisite)	Credit Hours	Term Offered	Avail. Online	Term Completed Grade Earned
<b>FIRST SEMESTER: (16 credit hours)</b>						
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	F, S	Yes	
<b>SECOND SEMESTER: (15 credit hours)</b>						
ECN 2010	Principles of Economics I	(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	Speed & Skillbuilding	OST 1100, (1005)	3	F, S	Yes	
OST 2920	Medical Terminology II	OST 2910	4	F, S	Yes	
<b>THIRD SEMESTER: (15 credit hours)</b>						
ACC 2000	Principles of Accounting I	(college-level math)	3	All	Yes	
OST 2340	Records Management	OST 1100 and 1005	3	F	Yes	
OST 2935	Medical Transcription	OST 1005, 1105, 2920	3	F, S		
OST 2940	Medical Insurance Coding	OST 2920 or dept. approval	3	F		
SPH 2100	Public Speaking	(ENGL 1010)	3	All	Yes	
<b>FOURTH SEMESTER: (15 credit hours)</b>						
CBase Exam	General Education Exit Test	None	0	All		
HUM xxxx	Humanities Elective	Note <sup>1</sup>	3	All	Yes	
MGT 2030	Team Leadership	MGT 2000	3	Alternates		
OST 2010	Office Proficiency Assessment	(OST 2935)	1	S	Yes	
OST 2925	Medical Practicum	Note <sup>2</sup> OST 2340, 2940	2	All		
OST 2945	Insurance Billing & Coding	OST 2940	3	S		
OST 2950	Health Care Insurance Survey	OST 2940	3	S		

**TOTAL CREDIT HOURS FOR DEGREE: 61**

<sup>1</sup> Humanities elective to be chosen from ART 1720, 1730; ENGL 2110, 2120, 2210, 2220, 2310, 2320, 23331, 2510, 2520; HUM 2810; MUS 1030; PHIL 1030, 1500, 2010, 2400; THEA 1030.

<sup>2</sup> A minimum 2.5 GPA in OST courses and at least a 2.0 cumulative GPA; pursuit of an A.A.S. degree as an OST major; and a completed internship application submitted to the coordinator of BCT internships prior to the beginning of the enrolled term.