

# OFFICE SYSTEMS TECHNOLOGY Program Check Sheet

Student Name: \_\_\_\_\_

ID #: \_\_\_\_\_

Semester Entered: \_\_\_\_\_

Catalog Number	Course Title	Cr Hrs	Administrative 5204023039		Data Entry Operator 5204023079		Integrated Office Skills 5204023059		Medical Administrative 5204023049		Medical Admissions 5204023109		Receptionist 5204023089		Electronic Health Records Specialist	
			Required	Term	Required	Term	Required	Term	Required	Term	Required	Term	Required	Term	Required	Term
OST 108	Editing Skills for the Office Professional <b>OR</b>	3.0	*				*		*		*		*			
ENG 101	Writing I	(3.0)														
OST 213	Business Calculations for the Office Professional <b>OR</b>	3.0	*						*							
MAT 105	Business Mathematics <b>OR</b>	(3.0)														
	Higher Level Math Course	(3.0)														
	Computer Literacy	3.0	*		*		*		*		*		*		*	
ACT 101	Fundamentals of Accounting I <b>OR</b>	3.0	*													
	Higher Level Accounting Course	(3.0)														
OST 110	Document Formatting and Word Processing	3.0	*		*		*		*		*		*		*	
OST 160	Records and Database Management <b>OR</b>	3.0	*				*		*		*		*			
OST 230	Medical Records and Data Management	(3.0)													*	
OST 204	Medical Coding	3.0													*	
OST 210	Advanced Word Processing Applications	3.0					*									
OST 215	Office Procedures <b>OR</b>	3.0	*				*		*							
OST 217	Medical Office Procedures	(3.0)													*	
OST 227	Medical Office Software	3.0													*	
OST 228	Electronic Health Records	3.0													*	
OST 235	Business Communications Technology	3.0	*						*							
OST 240	Software Integration <b>OR</b>	3.0	*				*									
CIS 130	Microcomputer Applications	(3.0)													*	
	Administrative Technical Electives	3.0	*													
	Science Elective	3-4							*							
OST 103	Medical Office Terminology <b>OR</b>	3.0							*		*				*	
CLA 131	Medical Terminology from Greek and Latin <b>OR</b>	(3.0)														
AHS 115	Medical Terminology	(3.0)														
	Medical Assistant Technical Elective	3.0														
OST 104	Introduction to Medical Insurance <b>OR</b>	3.0							*						*	
OST 106	Introduction to Medical Transcription	(3.0)														
	Program Coordinator Course Approved Elective								*							
<b>TOTAL CREDIT HOURS</b>			<b>30</b>		<b>6</b>		<b>21</b>		<b>33-35</b>		<b>15</b>		<b>12</b>		<b>30</b>	

\* Indicates required courses for the Certificate

# OFFICE SYSTEMS TECHNOLOGY Program Check Sheet

<b>Administrative Electives:</b>	
OST 150 Transcription and Office Technology	3
OST 115 Input Technologies	3
OST 114 Computerized Financial Management	3
<b>Medical Administrative Science Elective</b>	
AHS 109 Introduction to Body Structure and Functions OR	4
BIO 135 Basic Anatomy and Physiology with Lab OR	(4)
BIO 130 Aspects of Human Biology OR	(3)
BIO 137 Human Anatomy and Physiology I	(4)
Course Approved by Program Coordinator OR	3
IO 139 Human Anatomy and Physiology II (if BIO 137 was taken)	(4)
 <i>Curriculum in the KCTCS system is constantly being reviewed and updated to ensure quality and relevance. This check sheet should be used only as a guide for meeting the course requirements for each credential. See your advisor to confirm the requirements</i>	

1. **Required developmental courses based on placement scores are not reflected in this list of courses.**
2. **First time, full-time undecided students and/or students required to take developmental course work will be enrolled in a college success course (GEN 100 or GEN 102).**