

OFFICE SYSTEMS TECHNOLOGY Program Check Sheet

Student Name: _____

ID #: _____

Semester Entered: _____

Catalog Number	Course Title	Cr Hrs	AAS DEGREE			
			Administrative Option 5204027039/520402701		Medical Administrative 5204024019	
			Required	Term	Required	Term
OST 110	Document Formatting and Word Processing	3.0	*		*	
OST 160	Records and Database Management OR	3.0	*		*	
OST 230	Medical Records and Database Management					
OST 210	Advanced Word Processing Application	3.0	*		*	
OST 240	Software Integration OR	3.0	*		*	
CIS 130	Microcomputer Applications					
OST 235	Business Communications Tech	3.0	*		*	
OST 275	Office Management	3.0	*		*	
	Second Writing Course approved by Program Coordinator	3.0	*		*	
	Accounting (ACT 101 or higher)	3.0	*			
OST 215	Office Procedures OR	3.0	*		*	
OST 217	Medical Office Procedures					
OST 220	Administrative Office Simulation	3.0	*			
OST 225	Introduction to Desktop Publishing	3.0	*			
OST 227	Medical Office Software	3.0			*	
OST 103	Medical Office Terminology OR	3.0				
CLA 131	Medical Terminology from Greek and Latin OR					
AHS 115	Medical Terminology				*	
	Technical Electives from list on right	(8-9)	*			
	Med. Admin. Electives from list on right	(11-13)			*	
ENG 101	Writing I	3.0	*		*	
	Oral Communications	3.0	*		*	
	Heritage / Humanities/Foreign Language	3.0	*		*	
	Mathematics	3.0	*		*	
	**Science	3.0	*		*	
	Social Interaction	3.0	*		*	
	Computer Literacy	3.0	*		*	
TOTAL CREDIT HOURS			62-64		62-65	

* Indicates required courses for the Degree Effective 2009

**Medical Option Students must take BIO 135 or BIO 130 or (BIO 137 and BIO 139)

Medical Administrative Addition Courses (11-13):

BIO 139 Human Anatomy and Physiology II (If BIO 137 was taken for Science)	4
OST 104 Introduction to Medical Insurance	3
OST 106 Introduction to Medical Transcription	3
OST 204 Medical Coding	3
OST 206 Medical Transcription	3
OST 205 Advanced Medical Coding	3
ACT 101 Fundamentals of Accounting 1 OR	3
ACC 201 Financial Accounting	(3)
OST 295 Office Systems Technology Internship OR	3
COE 199 Cooperative Education	(2-3)

Technical Electives (8-9):

OST 150 Transcription and Office Technology	3
OST 115 Input Technologies	3
OST 114 Computerized Financial Management	3
BA 160 Introducton to Business	3
OST 108 Editing Skills for the Office Professional	3
OST 272 Presentation Graphics	3
OST 250 Advanced Desktop Publishing	3
OST 295 Office Systems Technology Internship OR	3
COE 199 Cooperative Education	(2-3)

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).**

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.