

# OFFICE SYSTEMS TECHNOLOGY Program Check Sheet

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

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

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

Catalog Number	Course Title	Cr Hrs	DIPLOMAS						
			Administrative Assistant 5204024019		Medical Office Assistant 5204024069		Office Assistant 5204024039		
			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 210	Advanced Word Processing Applications	3.0	*		*		*		
OST 215	Office Procedures <b>OR</b>	3.0	*		*				
OST 217	Medical Office Procedures	(3.0)					*		
OST 225	Introduction to Desktop Publishing	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 Assistant Technical Electives	8-9	*						
	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)							
OST 227	Medical Office Software	3.0			*				
	Med. Office Assistant Technical Electives	11-13			*				
	Office Assistant Technical Electives	9					*		
<b>TOTAL CREDIT HOURS</b>		<b>41-42</b>			<b>44-47</b>			<b>36</b>	

**Administrative Assistant Electives:**

OST 150 Transcription and Office Technology	3
OST 115 Input Technologies	3
BA 160 Introduction to Business	3
OST 114 Computerized Financial Management	3
OST 295 Office Systems Technology Internship <b>OR</b>	3
COE 199 Cooperative Education	(2-3)

**Medical Office Assistant Science Electives (choose one):**

AHS 109 Introduction to Body Structure and Functions	4
BIO 135 Basic Anatomy and Physiology with Lab	(4)
BIO 130 Aspects of Human Biology	(3)
BIO 137 Human Anatomy and Physiology I	(4)

**Medical Office Assistant Technical Electives:**

OST 104 Introduction to Medical Insurance	3
OST 106 Introduction to Medical Transcription	3
BIO 139 Human Anatomy and Physiology II	4
(If BIO 137 was taken)	
OST 204 Medical Coding	3
OST 206 Medical Transcription	3
ACT 101 Fundamentals of Accounting I	3
OST 295 Office Systems Technology Internship <b>OR</b>	3
COE 199 Cooperative Education	(2-3)

**Office Assistant Technical Electives:**

OST 150 Transcription and Office Technology	3
OST 115 Input Technologies	3
BA 160 Introduction to Business	3
ACT 101 Fundamentals of Accounting I	3
OST 114 Computerized Financial Management	3
OST 225 Introduction to Desktop Publishing	3
OST 295 Office Systems Technology Internship <b>OR</b>	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).**

\* Indicates required courses for the Diploma