OST: OFFICE SYSTEMS TECHNOLOGY

Courses

	Credit(s)	Contact	Lab
OST 1100C. KEYBOARDING AND DOCUMENT PROCESSING I.	3	3	3

KEYBOARDING AND DOCUMENT PROCESSING I Students will develop touch control of the keyboard and proper keyboarding techniques to build basic speed and accuracy. Practice will be provided in applying basic skills to formatting e-mails, reports, letters, memos, tables, and other personal and business communications. For students with little or no keyboarding experience. (Special Fee: $59.00).

OST 1110C. KEYBOARDING AND DOCUMENT PROCESSING II.	3	3	3

KEYBOARDING AND DOCUMENT PROCESSING II Pre-requisite: OST 1100C or department approval Previous keyboarding, document, and word processing experience strongly recommended. This course continues building keyboarding speed and accuracy using a computer and word processing software. It emphasizes production of advanced features of correspondence, tables, reports, and forms. (Special Fee: $59.00).

OST 1141C. COMPUTER KEYBOARDING.	1	1	1

COMPUTER KEYBOARDING Basic instruction on a computer to learn the touch system for the alphabetic keyboard, number keyboard, and the ten-key pad. This course may not be used for credit as part of the Office Administration A.S. Degree Program. (Special Fee: $59.00).

OST 1257C. MEDICAL TERMINOLOGY FOR OFFICE.	3	3	2

MEDICAL TERMINOLOGY FOR OFFICE For medical office employees. Covers basic word-building system for defining, pronouncing, spelling, and using medical words. Programmed text and digital media on which professionals pronounce medical words correctly allows students to develop vocabulary at own pace. (Special Fee: $59.00).

OST 1320C. TEN KEY MASTERY.	1	3	1

TEN KEY MASTERY Students will learn the numeric keypad by touch and develop speed and accuracy for data entry situations as: data entry employment; on-line, point-of-sale entries; spreadsheets; accounting; and other numeric computer-related applications. This skill will easily transfer to the ten-key calculator for those students for whom speed and accuracy are necessary. (Special Fee: $59.00).

OST 1335C. BUSINESS COMMUNICATIONS.	3	3	3

BUSINESS COMMUNICATIONS This course presents an overview of business communications, including international considerations, and focuses on constructing, formatting and proofreading good news, bad news, and persuasive business messages. Preparation and formatting proposals, business reports and oral presentations are included. Students will proofread, review grammar, and create an employment package consisting of resumes, application letters and job interviewing techniques. (Special Fee: $59.00).

OST 1355C. RECORDS MANAGEMENT AND LEGAL IMPLICATIONS.	3	3	3

RECORDS MANAGEMENT AND LEGAL IMPLICATIONS Overview of proper records management procedures within a variety of business enterprises. Student will learn and work with manual filing systems and software applications. They will learn the basic legal background requirements (such as Privacy Act and Freedom of Information Act) for the release and safekeeping of information and the laws and regulations regarding the management of such records. (Special Fee: $59.00).

OST 1461C. MEDICAL OFFICE SIMULATION.	3	3	3

MEDICAL OFFICE SIMULATION Prerequisites: Minimum grades of C in OST 1611C and OST 2612C Provides students with classroom experience of performing realistic administrative duties within a physician's office. Students will work in a simulated medical office rotating through various medical units. (Special Fee: $59.00).

OST 1467C. INTRODUCTION TO BODY SYSTEMS FOR OST.	3	3	2

INTRODUCTION TO BODY SYSTEMS FOR OST Prerequisite: Minimum grade of C in OST 1257C or minimum grade of C in HSC 1531 Previous keyboarding, word processing and document processing experience strongly recommended. This course introduces the student to the structure and functions of the human body. Students will explore the body systems, laboratory tests, principles of pharmacology, routes of administration, classes of drugs, types of blood products, immunization, the disease process, surgical techniques, and instrumental and operative procedures. Students will learn sufficient anatomy and physiology to work in a medical setting. (Special Fee: $59.00).

OST 1611C. MEDICAL TRANSCRIPTION I.	3	3	3

MEDICAL TRANSCRIPTION I Prerequisite: OST 1467C Previous keyboarding, word processing, and document processing experience strongly recommended. This course emphasizes the fundamentals of transcribing simple medical reports and correspondence using transcribing machines. (Special Fee: $59.00).

OST 1746C. FOOD SERVICE COMPUTER APPLICATIONS.	2	2	2

FOOD SERVICE COMPUTER APPLICATIONS Students will be introduced to the computer with a concentration on basic word processing and spreadsheet applications. Menu Creation and inventory value spreadsheets will be included. (Special Fee: $59.00).

OST 1755C. MICROSOFT WORD - INTRODUCTION.	1	1	1

MICROSOFT WORD - INTRODUCTION Beginning/Intermediate word processing course. Students will learn to process, edit, and format text and paragraphs; to use headers, footers,sections, templates, and writing tools; and to print and manage files. Students also will create tables, outlines, drawing objects and columns. This a is Microsoft Office Specialist certification preparation course. (Special Fee: $59.00).

OST 2120C. OFFICE ADMINISTRATION SIMULATION.	3	3	3

OFFICE ADMINISTRATION SIMULATION Prerequisite: OST 2756C, OST 2813C, OST 2836C, OST 2854C, OST 2858C Provides the student with the experience of working in a company and performing all tasks assigned to an administrative assistant within that firm. As an administrative assistant, the student will assist with correspondence, meetings, client presentations, travel arrangements, and office organization. The student will use problem solving, decision making, and critical thinking skills. (Special Fee: $59.00).

OST 2464C. MEDISOFT (OFFICE MANAGEMENT SOFTWARE). 3 3 3

MEDISOFT (OFFICE MANAGEMENT SOFTWARE) The Medisoft program prepares a medical office assistant to work as an administrative assistant in a health care work as an administrative assistant in a health care practice. It provides training for input to patient information, appointment scheduling and billing. Students also will produce various lists and reports and learn to also will produce various lists and reports and learn to handle insurance claims. (Special Fee: $59.00).

OST 2501C. OFFICE MANAGEMENT. 3 3 3

OFFICE MANAGEMENT This course is designed for the student who plans to advance into management. It covers current management thinking with regard to managing office and business information systems and supervising staff. It continues with management principles and concepts including organizational trends, technology and global business ethics. Case studies are used in the understanding of groups, terms and conflict issues. (Special Fee: $59.00).

OST 2612C. MEDICAL TRANSCRIPTION II. 3 3 3

MEDICAL TRANSCRIPTION II Prerequisite: OST 1611C This is an advanced medical transcription course. Students will transcribe physician-dictated medical documents from two or three different specialties. (Special Fee: $59.00).

OST 2756C. MICROSOFT WORD. 3 3 3

MICROSOFT WORD Students will learn to process, edit and format text and paragraphs; to use footers, headers, sections, styles, templates, and writing tools; and to print and manage files. In addition, students will learn to use advanced formatting features to merge documents, to create and format tables, to work with graphics, to format macros, to work with shared documents, and other features. This is a Microsoft Office Specialist certification preparation course. (Special Fee: $59.00).

OST 2813C. DESKTOP PUBLISHING. 3 3 3

DESKTOP PUBLISHING Students learn Desktop Publishing concepts and skills used by office support personnel to create publications such as flyers, letterheads, event programs, newsletters, business forms, and a web site. This course utilizes Microsoft Publisher software for the Windows environment. (Special Fee: $59.00).

OST 2828C. MICROSOFT POWERPOINT (PRESENTATION SOFTWARE). 1 1 1

MICROSOFT POWERPOINT (PRESENTATION SOFTWARE) Beginning/intermediate presentation course. Students will learn to create, modify, customize, and deliver a PowerPoint slide presentation. Students also will create or use drawing objects, charts, and templates; prepare speaker notes, add sound or import from other sources; and use delivery and navigation tools. This is a Microsoft Office User Specialist (MOUS) certification preparation course. (Special fee: $59.00).

OST 2831C. MICROSOFT WINDOWS. 1 1 1

MICROSOFT WINDOWS Introduces the basic concepts and skills of the Windows operating system. Students get hands-on experience as they complete integrated activities that are designed to develop and expand skills related to the computer and the Internet. Realistic applications using operating systems features such as the clipboard, file management/explorer, and accessories will be included. (Special Fee: $59.00).

OST 2836C. MICROSOFT ACCESS (DATABASE MANAGEMENT). 3 3 3

MICROSOFT ACCESS (DATABASE MANAGEMENT) Beginning/Intermediate/Advanced database course. Student will learn to plan, create, modify, and organize a database. In addition, students will use forms; chart, sort, query, and analyze database records; create relational databases; and create, customize, and modify reports. This is a Microsoft Office User Specialist certification preparation course. (Special Fee $59.00).

OST 2852C. MICROSOFT EXCEL - INTRODUCTORY. 1 1 1

MICROSOFT EXCEL - INTRODUCTORY Microsoft Excel Introductory. Beginning/Intermediate spreadsheet course. Students will learn to create, format, modify, and print worksheets, draw objects and use spreadsheet data in ranges, functions, and charts. This is a Microsoft Office User Specialist certification preparation course. (Special fee: $59.00).

OST 2854C. MICROSOFT OFFICE (APPLICATIONS PACKAGE). 3 3 3

MICROSOFT OFFICE (APPLICATIONS PACKAGE) Beginning/Intermediate office application course. Students will learn Microsoft Office in a Windows environment and its use in business including Word for creating and editing word processing documents, Excel for creating spreadsheets, Access for creating databases, and PowerPoint for creating professional slide show presentations. This is a Microsoft Office Specialist certification preparation course. (Special fee: $59.00).

OST 2858C. MICROSOFT EXCEL. 3 3 3

MICROSOFT EXCEL Students will learn to create, format, modify, print work- sheets, draw objects, and use spreadsheet data in ranges, functions, and charts. In addition, they will learn to apply special or custom formatting, sort and query data from lists; audit worksheets, use macros, templates, multiple workbooks; and import/export data. They will use data base features to extract and filter data, use data analysis, pivot tables, data validation, data map, conditioning for- matting and other features. This is a Microsoft Office Specialist (MOUS) Certification preparation course. (Special Fee: $59.00).

OST 2930. SELECTED TOPICS FOR OFFICE SYSTEM TECHNOLOGY. 1-3 variable

SELECTED TOPICS FOR OFFICE SYSTEM TECHNOLOGY For students interested in acquiring knowledge and skills in areas not included in other office systems technology courses. May be repeated for credit, but grade forgiveness cannot be applied.

OST 2943. INTERNSHIP IN MEDICAL OFFICE. 1-4 variable

INTERNSHIP IN MEDICAL OFFICE Prerequisites: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes; and 12 credits, including OST 1467C and OST 2464C. This course is a planned work-based experience that provides students with supervised career exploration activities and/or practical experiences. Each earned credit of internship requires a minimum of 80 clock hours of work. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. (Internship Fee: $10.00).

OST 2944. INTERNSHIP IN OFFICE ADMINISTRATION. 1-4 variable

INTERNSHIP IN OFFICE ADMINISTRATION Prerequisites: Satisfactory completion of all mandated courses in Reading, Mathematics, English, and English for Academic Purposes; a minimum 2.0 institutional or overall GPA; and 12 credits including OST 1110C and OST 2854C. The Program Director/Program Chair/Program Coordinator or Internship Placement Office has the discretion to provide override approval as it relates to the waiver of required program/discipline-related courses. This course is a planned work-based experience that provides students with an opportunity to fine- tune skill sets learned in coursework and enhance workplace skills through supervised practical experience related to their career objectives. Multiple credit course. May be repeated for credit, but grade forgiveness cannot be applied. Each earned credit hour of Internship requires a minimum of 80 clock hours of work. (Internship Fee: $10.00).