

OFFICE ADMINISTRATION (OST)

OST 1055 Career Planning

Credit Hours: 3

This course is designed to guide students through office career exploration job preparation to provide the strategies and skills necessary for a lifetime of career-related decision making. By exploring personal interests, values, and abilities through various assessment and reflection techniques, students will be able to define and clarify their own educational and career plans using several methods of career opportunity research.

OST 1100 Keyboarding 1

Credit Hours: 3

This course is designed to increase speed and accuracy in keyboarding skills. Students will format memos, letters, reports, and tables in a business setting using a popular word processing software.

OST 1110 Keyboarding 2

Credit Hours: 3

Prerequisites: OST 1100 with a grade of "C" or higher

This course continues to emphasize keyboarding techniques, knowledge, and skills. Production exercises include business letters, memorandums, tables, and reports.

OST 1141 Personal Keyboarding

Credit Hours: 1

This course is designed to teach touch operation of the alphabetic/numeric keyboard and numeric keypad. The student will acquire a basic keyboarding skill which is the foundation for personal and business keyboarding applications and which is also useful for computer data entry and retrieval.

OST 1212 Shorthand

Credit Hours: 3

Prerequisites: OST 1100 with a grade of "C" or higher

This course is designed to teach the basic principles of Gregg shorthand with an emphasis from theory and development of skill in reading, writing, transcribing, and taking dictation at various speeds.

OST 1324 Business Math and Office Accounting

Credit Hours: 3

This course is designed to teach the students instructional programs that prepare individuals to analyze, perform, and administer all levels of business procedures, business math operations, and accounting activities. Students will learn the application of concepts, systems, and technology of information processing as they apply to the office environment.

OST 1384 Customer Service

Credit Hours: 3

This course is designed to teach students the skills, attitudes, and thinking patterns needed to earn stakeholder satisfaction and loyalty, thus raising their own levels of excellence as employees and as individuals.

OST 1435 Legal Terminology

Credit Hours: 3

This course is designed to develop an understanding of legal terms in concert with their usage in the legal field. Emphasis is placed on learning terms in context through the study of law itself and on using legal terminology in many different ways, rather than relying on rote memorization of terms.

OST 1455 Medical Office Accounts

Credit Hours: 3

Prerequisites: HSC 1532 and OST 1100 - both courses with a grade of "C" or higher

This course introduces the student to patient billing and Current Procedural Terminology (CPT) and International Classification of Diseases (ICD-9-CM), the major coding system for procedures and services performed by physicians for diagnoses used in hospitals and other healthcare settings.

OST 1581 Professional Development in the Work Environment

Credit Hours: 3

This course is designed to provide techniques for the development of "people" skills essential for job success. Topics include developing a positive self-image, a professional self-image, ethics, time management, human relations and communication skills, leadership skills, organizational dynamics, interpersonal development skills, workplace skills, conflict management skills, and professional development.

OST 1582 Ethics at Work

Credit Hours: 3

An introduction to ethical issues in the workplace. Current ethical issues including corporate governance and social responsibility. How individual moral philosophies and organizational factors affect ethical decision-making. Developing and monitoring an effective ethics program. How ethical issues vary between countries and their effects on the global economy. Creating a personal code of ethics and a personal work ethic.

OST 1601 Machine Transcription 1

Credit Hours: 3

Prerequisites: 35 wpm or OST 1100 with a grade of "C" or higher

Use of transcribing equipment reinforces keyboarding skills, reviews language skills, and develops skills in proofreading, editing and composing.

OST 1602 Machine Transcription 2

Credit Hours: 3

Prerequisites: OST 1601 with a grade of "C" or higher

Advanced machine transcription of dictated documents using more difficult terminology and software applications packages.

OST 1611 Medical Machine Transcription

Credit Hours: 3

Prerequisites: HSC 1532 and OST 2135 - both courses with a grade of "C" or higher

This course provides training in using transcribing equipment, reinforcing typewriting skills, reviewing language skills; and developing proofreading, editing, and composing skills. The focus of this course is on medical terms used in preparing documents.

OST 1612 Medical Machine Transcription 2

Credit Hours: 3

Prerequisites: OST 1611 with a grade of "C" or higher

Advanced medical machine transcription of dictated documents using advanced terminology and software applications packages.

OST 1621 Legal Machine Transcription 1

Credit Hours: 3

Prerequisites: OST 1100 with a grade of "C" or higher

Training in use of transcribing equipment, to reinforce typewriting skills, legal language and skills, and to develop skills in proofreading, editing and composing.

OST 1622 Legal Machine Transcription 2

Credit Hours: 3

Prerequisites: OST 1621 with a grade of "C" or higher
Advanced legal machine transcription of dictated documents using advanced terminology and software applications packages.

OST 1711 Word Processing 1

Credit Hours: 3

Prerequisites: OST 1100 with a grade of "C" or higher
This course provides an opportunity for the student to acquire knowledge in word processing concepts using popular computer word processing software. An emphasis is placed on the application of proofreading and grammar skills.

OST 1791 Digital Information Management

Credit Hours: 3

Prerequisites: OST 1100 with a grade of "C" or higher

Lab Fee: Yes

This course teaches students the electronic communication process as it is used in the automated electronic office environment. Specific emphasis will be given to the integration of a popular solution for managing time and information. This course will cover electronic mail, contacts, tasks, calendar, meetings, organization, and integration with other software in the suite.

OST 1949 Office Administration Co-op

Credit Hours: 3

This course consists of a supervised work experience in an approved training environment. This experience provides an opportunity for students to develop the appropriate attitudes and skills necessary for success in the business world. This course is a paid co-op position. Class must be taken during the last semester of the student's program.

OST 2131 Legal Keyboarding

Credit Hours: 3

Prerequisites: Basic keyboarding and word processing skills
Familiarizes the student with various fields of law and the proper preparation of legal documents utilized in each. Preparation techniques, the efficient processing of the document using the computer and software program, and a clarification of the required language and clauses explored.

OST 2135 Medical Keyboarding

Credit Hours: 3

Prerequisites: HSC 1532 and OST 1100 - both courses with a grade of "C" or higher

This course provides a continued emphasis on keyboarding techniques and application skills using the computer and software programs. Application problems include medical consultation letters, operative reports, history and physical exam reports, chart notes, and other applicable medical documents.

OST 2335 Business Communications

Credit Hours: 3

In this course students will write effective business letters, memorandums, and reports. They will also develop techniques for oral communications with emphasis on promoting and maintaining good human relations in business.

OST 2355 Records Management and Filing

Credit Hours: 3

In this course students will learn the principles, procedures, and systems of filing. This course covers the creation, storage, protection, control, use, and disposition of records. Basic considerations for selection of equipment and supplies are studied.

OST 2402 Administrative Office Procedures

Credit Hours: 3

Prerequisites: OST 1100 with a grade of "C" or higher
In this course students will refine typing and other office skills including workplace skills, development of decision-making skills relating to the office, work habits, and working with others. Students will apply skills through the use of a specialized simulated office situation.

OST 2431 Legal Office Procedures

Credit Hours: 3

Prerequisites: OST 1100 with a grade of "C" or higher
This course introduces students to a career as a legal professional. It presents basic legal concepts and the various fields of law and outlines the preparation of documents commonly used in these fields. Students will develop employability and decision-making skills relating to the legal office, work habits, and working with others.

OST 2461 Medical Office Procedures

Credit Hours: 3

Prerequisites: OST 1100 with a grade of "C" or higher
This course will help students refine keyboarding and other medical office skills including workplace skills, decision-making skills, work habits, and working with others. Students will apply skills through the use of medical simulated office situations.

OST 2491 Office Administration Internship

Credit Hours: 3

Lab Fee: Yes

This course consists of a supervised work experience in an approved training environment. The internship provides an opportunity for students to develop the appropriate attitudes and skills necessary for success in the business world. This course is to be taken in the last semester of the program and is an unpaid position.

OST 2760 Word Processing 2

Credit Hours: 3

Prerequisites: OST 1711 with a grade of "C" or higher
In this course students will acquire advanced knowledge of word processing concepts and application of keyboarding and formatting skills in the operation of word processing software. An emphasis is placed on editing and revising skills in the creation of office documents.

OST 2948 Service-Learning Field Studies 1

Credit Hours: 1

This course gives students opportunity to understand the relationship of theory to practice through participation in a service-learning experience. Students are required to complete 20 hours of volunteer work, a service-learning contract, and an oral and written reflection of the experience.

OST 2949 Co-op Work Experience 2

Credit Hours: 3

Prerequisites: Completion of two courses in major field
Introduces students to the basic principles in their fields of study and provides an opportunity for students to develop appropriate attitudes and skills needed for successful employment and establishes an effective partnership between the student and the employer. This course may be taken up to four times for credit.