



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 5, 2008

RESPONSE DEADLINE: February 19, 2008

MEMORANDUM

TO: Chief Academic Officers

FROM: Delores A. Parker, Vice President
Academic and Student Services

SUBJECT: Requested Revision to *Combined Course Library* Courses and Curriculum Standards

The System Office has received a request to revise many of the Office System Technology (OST) curriculum courses and to revise the following curriculum standards:

Office Systems Technology (A25360)
Office Systems Technology/Legal (A2536A)
Office Systems Technology/Virtual Office Assistance (A2536C)
Medical Office Administration (A25310)

Please use the attached form to indicate your approval or disapproval of the proposed changes. Once the responses have been received at the System Office, the courses will be presented to the Curriculum Review Committee (CRC) for action at its March meeting. The curriculum standard revisions will then be presented to the State Board of Community Colleges for action.

Please complete and return the form to Hilmi Lahoud by February 19, 2008. You may mail your response to the address provided on the form or fax the form to (919) 807-7164.

Thank you for your prompt attention to this matter. If you have questions, please contact Hilmi Lahoud at (919) 807-7116 or lahoudh@nccommunitycolleges.edu.

DAP/hl
Attachments
c: Presidents
Judith C. Mann
Jennifer Frazelle
Hilmi Lahoud

CC08-033
Email

Office Systems Technology

Proposed Course and Curriculum Revisions Voting Form

Rationale for Course Revisions and New Courses

The last major update to the Office Systems Technology was in 1999. Minor changes have been made to various courses since then, but a review of the entire program had not been done until now. When college representatives met at the last NC Computer Instructors Association conference, a topic familiar to all in the office systems area was the need for updating the OST program. The majority of represented colleges were seeing lower enrollment in their programs. Several of the OST courses are also contained in the Medical Office Administration program; therefore, this program was also reviewed for necessary updates.

We have reviewed the proposed changes and recommend the adoption of the change for:

Proposed Course Revisions:

OST 132	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 134	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 135	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 136	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 137	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 138	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 148	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 155	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 181	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 184	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 188	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 220	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 223	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 224	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 236	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 241	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 242	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 243	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 247	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 248	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 252	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 253	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
OST 289	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>

Please note that colleges are not required to vote on new course proposals.

Proposed Curriculum Revisions:

Please note that the only revision to A25360, A2536A and A253C is a change in the program title. The other changes would be a result of course revisions if approved by the CRC.

A25360	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>
A2536A	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Decline to Vote: <input type="checkbox"/>

A2536C Yes: No: Decline to Vote:
A25310 Yes: No: Decline to Vote:

Please list any reasons for not recommending revision(s) to any of the courses or standards:

Comments:

College: _____

Signature of President: _____ **Date:** _____

Please return this form by **February 19, 2008** to:

Hilmi Lahoud, Program Coordinator Business Technologies
Program Services
NC Community College System Office
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax #: (919) 807-7164

OFFICE SYSTEMS TECHNOLOGY

Proposed Course Revisions:

Current Course:

OST 132	Keyboard Skill Building	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

Proposed Course:

OST 132	Keyboard Skill Building	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course ~~provides accuracy- and speed-building drills~~ is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

Rationale of Requesting College: Clarify/update course description.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 134	Text Entry & Formatting	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.

Proposed Course:

OST 134	Text Entry & Formatting	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course is designed to provide ~~the~~ skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce ~~mailable~~ documents and key timed writings at speeds commensurate with employability.

Rationale of Requesting College: Clarify/update course description.

The course is a core course for the following curriculum standard(s): A25310, A2536C

Current Course:

OST 135	Adv Text Entry & Format	3	2	4
Prerequisites:	OST 134			
Corequisites:	None			

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

Proposed Course:

OST 135	Adv Text Entry & Format	3	2	4
Prerequisites:	OST 134			
Corequisites:	None			

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on ~~the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters~~ advanced document production. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation.

Rationale of Requesting College: Clarify/update course description.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 136	Word Processing	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

Proposed Course:

OST 136	Word Processing	1	2	2
Prerequisites:	None	2	2	3
Corequisites:	None			

This course ~~introduces word processing~~ is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

Rationale of Requesting College: In order to keep pace with changing technology and increased demand for digital documentation, students require more in-depth concepts and sophisticated functions of word processing.

The course is a core course for the following curriculum standard(s): A25140, A25310, A25360, A2536A, A2536C, A25460, D25320

Current Course:

OST 137	Office Software Applications	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

Proposed Course:

OST 137	Office Software Apps	1	2	2
Prerequisites:	None	2	2	3
Corequisites:	None			

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

Rationale of Requesting College: In order to master additional specialized software, more lecture time is required to introduce students to the software and to allow them time to fully explore and conceptualize the more sophisticated functions of this software.

The course is a core course for the following curriculum standard(s): A25120, A2512A, A2512B, A2512C, A2512D, A2512E, A2512F, A2512G, A2512H, A2512I, A2512J, A25310, A25360, A2536A, A2536C

Current Course:

OST 138	Advanced Software Appl	2	2	3
Prerequisites:	OST 137			
Corequisites:	None			

This course develops proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

Proposed Course:

OST 138	Advanced Software Appl	2	2	3
Prerequisites:	OST 137 <u>or</u> CIS 110 <u>or</u> CIS 111			
Corequisites:	None			

This course ~~is develops proficiency~~ designed to improve proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

Rationale of Requesting College: Change prerequisites to match core requirements of course.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 148	Med Coding Billing & Insu	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

Proposed Course:

OST 148	Med Coding Billing & Insu	3	0	3
Prerequisites:	None			
Corequisites:	None			

~~This course introduces CPT and ICD coding as they apply to medical insurance and billing fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and accuracy in coding, forms preparation, and posting. Upon completion, students should be able to accurately complete a standard medical claim form. describe the steps of the total billing cycle and explain the importance of accuracy.~~

Rationale of Requesting College: To update course content to include a more general overview of coding, billing and insurance rather than primarily focusing on CPT & ICD coding. CPT and ICD coding concepts are taught in advanced coding courses such as OST 247 and OST 248.

The course is a core course for the following curriculum standard(s): A25310

Current Course:

OST 155	Legal Terminology	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and demonstrate an understanding of the use of these legal terms. *This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program*

Proposed Course:

OST 155	Legal Terminology	3	0	3
Prerequisites:	None			
Corequisites:	None			

~~This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and demonstrate and understanding of the use of these legal terms, and accurately use legal terms. This course is a unique requirement of the Legal Office Systems concentration in the Office Systems Technology program~~

Rationale of Requesting College: Clarify/update course description.

The course is a core course for the following curriculum standard(s): A25140, A2536A



Current Course

OST 181	Intro to Office Systems	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

Proposed Course

OST 181	Intro to Office Systems Office Procedures	2	2	3
Prerequisites:	None			
Corequisites:	None			

~~This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.~~ This course provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design and ergonomics, financial procedures, and performing functions typical of today's offices. Upon completion, students should be able to function proficiently in an office environment.

Rationale of Requesting College: Title change and update course description to reflect current office procedures.

The course is a core course for the following curriculum standard(s): A25310, A25360, A2536A, A2536C

Current Course:

OST 184	Records Management	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

Proposed Course:

OST 184	Records Management	1	2	2
Prerequisites:	None	2	2	3
Corequisites:	None			

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

Rationale of Requesting College: To enhance students' understanding of the multiple concepts of records management (electronic storage), more presentation and discussion time is required.

The course is a core course for the following curriculum standard(s): A25360, A2536A, A2536C

Current Course:

OST 188	Issues in Office Tech	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course is designed to develop critical thinking skills concerning roles in business and how these contribute to society. Topics include an examination of social, racial, and gender issues and how they affect self-identity. Upon completion, students should be able to demonstrate an understanding of social issues in reports and written assignments.

Proposed Course:

OST 188	Issues in Office Tech	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course is designed to develop critical thinking skills concerning roles in business and how these contribute to society. Topics include an examination of social, racial, and gender issues and how they affect self-identity. Upon completion, students should be able to demonstrate an understanding of social issues in ~~reports and~~ written and oral assignments.

Rationale of Requesting College: Need to include oral assignments in course description.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 220	Notetaking	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is designed to develop efficient notetaking skills through the use of the alphabet, abbreviations, and other shortcuts. Emphasis is placed on taking accurate notes and building vocabulary. Upon completion, students should be able to take notes and transcribe from office dictation, class lectures, and meetings and record accurate telephone messages.

Proposed Course:

OST 220	Notetaking	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is designed to develop efficient notetaking skills through the use of the alphabet, abbreviations, and other shortcuts. Emphasis is placed on taking accurate notes and building vocabulary. Upon completion, students should be able to take notes and transcribe from office dictation, class lectures, and meetings. ~~and record accurate telephone messages.~~

Rationale of Requesting College: This proposed change reflects a de-emphasis on this skill in light of the prevalence of voicemail. The skill can still be taught, but it doesn't merit inclusion in the description.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 223	Machine Transcription I	1	2	2
Prerequisites:	OST 134, OST 136, and OST 164			
Corequisites:	None			

This course covers the use of transcribing machines to produce mailable documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe documents into mailable copy.

Proposed Course:

OST 223	Machine Transcription I Admin Office Transcript I	<u>1</u>	<u>2</u>	<u>2</u>
Prerequisites:	OST 134, OST 136, and OST 164 OST 164 and (OST 134 or OST 136)	<u>2</u>	<u>2</u>	<u>3</u>
Corequisites:	None			

~~This course covers the use of transcribing machines to produce mailable documents.~~ This course provides experience in transcribing documents. Emphasis is placed on appropriate formatting, advanced text editing skills, and transcription techniques. Upon completion, students should be able to transcribe office documents ~~into mailable copy.~~

Rationale of Requesting College: Update course title. Current transcription techniques and editing skills require the instructor to spend more time using mini-lecture and other teaching strategies to enhance students' processing of concepts.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 224	Machine Transcription II	1	2	2
Prerequisites:	OST 223			
Corequisites:	None			

This course provides advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents into mailable copy with minimal assistance.

Proposed Course:

OST 224	Machine Transcription II Admin Off Transcript II	1	2	2
Prerequisites:	OST 223			
Corequisites:	None			

This course provides instruction and practice in advanced transcription skills. Emphasis is placed on specialized transcription features. Upon completion, students should be able to transcribe complex business documents ~~into mailable copy with minimal assistance.~~

Rationale of Requesting College: Revisions needed to eliminate dated terminology.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 236	Adv Word/Information Proc	2	2	3
Prerequisites:	OST 135 or OST 136			
Corequisites:	None			

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents

Proposed Course:

OST 236	Adv Word/Information Proc	2	2	3
Prerequisites:	OST 135 or OST 136			
Corequisites:	None			

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

Rationale of Requesting College: Revisions needed to indicate that advanced features would be addressed and to remove references to program-specific features. In addition, revisions included changing the prerequisites to reflect the proposed changes to the curriculum.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 241	Med Ofc Transcription I	1	2	2
Prerequisites:	MED 121 or OST 141			
Corequisites:	None			

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

Proposed Course:

OST 241	Med Ofc Transcription I	1	2	2
Prerequisites:	<u>MED 121 or OST 141 (MED 121 or OST 141) and (OST 134 or OST 136) and (OST 163 or OST 164)</u>			
Corequisites:	None			

~~This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.~~ This course introduces transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing as well as the efficient use of related technologies and reference materials. Upon completion, students should be proficient in the use of transcription technologies and be able to accurately transcribe a variety of medical documents.

Rationale of Requesting College: Updated prerequisites to match other transcription course requirements. Also updated wording to reflect increased use of technology.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 242	Med Ofc Transcription II	1	2	2
Prerequisites:	OST 241			
Corequisites:	None			

This course continues building machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as continued proofreading/ editing skills and vocabulary building. Upon completion, students should be able to perform competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

Proposed Course:

OST 242	Med Ofc Transcription II	1	2	2
Prerequisites:	OST 241			
Corequisites:	None			

This course continues building ~~machine~~ transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. ~~proofreading, and use of reference materials as well as continued proofreading/ editing skills and vocabulary building.~~ Upon completion, students should be able to perform display competency in accurately transcribing medical documents, competently in preparing accurate and usable transcripts of voice recordings in the covered specialties.

Rationale of Requesting College: Updated wording to reflect increased use of technology.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 243	Med Office Simulation	2	2	3
Prerequisites:	OST 148			
Corequisites:	None			

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

Proposed Course:

OST 243	Med Office Simulation	2	2	3
Prerequisites:	OST 148 (MED 121 or OST 141) and (OST 148) and (OST 134 or OST 136)			
Corequisites:	None			

~~This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.~~ This is a capstone course for the medical office professional. Topics include medical office procedures, traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to function proficiently in a changing medical office environment.

Rationale of Requesting College: Identified this as the capstone course for the Medical Office Administration.. Updated prerequisites and course description to reflect capstone content.

The course is a core course for the following curriculum standard(s): A25310

Current Course:

OST 247	CPT Coding in the Med Off	1	2	2
Prerequisites:	MED 122 or OST 142			
Corequisites:	None			

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.

Proposed Course:

OST 247	CPT Coding in the Med Off Procedure Coding	1	2	2
Prerequisites:	MED 122 or OST 142 MED 121 or OST 141			
Corequisites:	None			

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed in a medical facility by physicians in ambulatory settings.

Rationale of Requesting College: Changed the prerequisites to reflect more appropriate requirements for entry into the course. Students learn basic prefixes, suffixes, and word roots in MED 121/OST 141, which provides the medical terminology foundation required for successful completion of this course. Completion of an advanced medical terminology course (MED 122 /OST 142) is not necessary for this course. Also, updated wording to reflect a more general course description and provide more flexibility in course content.

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 248	Diagnostic Coding	1	2	2
Prerequisites:	MED 122 or OST 142			
Corequisites:	None			

This course provides an in-depth study of diagnostic coding for the medical office. Emphasis is placed on ICD-9-CM codes used on superbills and other encounter forms. Upon completion, students should be able to apply the principles of diagnostic coding in the physician's office.

Proposed Course:

OST 248	Diagnostic Coding	1	2	2
Prerequisites:	MED 122 or OST 142 MED 121 or OST 141			
Corequisites:	None			

This course provides an in-depth study of diagnostic coding ~~for the medical office~~. Emphasis is placed on the ICD coding system. ~~ICD-9-CM codes used on superbills and other encounter forms~~. Upon completion, students should be able to properly code diagnoses in a medical facility. ~~apply the principles of diagnostic coding in the physician's office~~.

Rationale of Requesting College: Changed the prerequisites to reflect more appropriate requirements for entry into the course. Students learn basic prefixes, suffixes, and word roots in MED 121/OST 141, which provides the medical terminology foundation required for successful completion of this course. Completion of an advanced medical terminology course (MED 122/OST 142) is not necessary for this course. Updated wording to reflect a more general course description to accommodate future updates in the ICD coding system (i.e. ICD-10-CM).

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 252	Legal Transcription I	2	2	3
Prerequisites:	OST 134 or OST 136 and OST 155			
Corequisites:	None			

This course provides experience in using the transcriber to produce legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on operating the transcriber, developing listening skills to translate the audio into hard copy, and producing mailable documents. Upon completion, students should be able to transcribe legal forms and documents with reasonable accuracy. *This course is a unique concentration requirement in the Legal concentration in the Office Systems Technology program.*

Proposed Course:

OST 252	Legal Transcription I	2	2	3
Prerequisites:	OST 134 or OST 136 and OST 155			
Corequisites:	None			

~~This course provides experience in transcribing legal correspondence, forms, and documents, using the transcriber to produce legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on developing listening skills to transcribe documents, operating the transcriber, developing listening skills to translate the audio into hard copy, and producing mailable documents.~~ Upon completion, students should be able to transcribe legal forms and documents with reasonable accuracy. *This course is a unique concentration requirement in the Legal concentration of the Office Systems Technology program.*

Rationale of Requesting College: Clarify/update description to eliminate old terminology (i.e. recorded tapes).

The course is a core course for the following curriculum standard(s): A2536A

Current Course:

OST 253	Legal Transcription II	1	2	2
Prerequisites:	OST 252			
Corequisites:	None			

This course is designed to improve transcription skills to produce more complex legal correspondence, forms, and documents with mailable accuracy from recorded tapes. Emphasis is placed on developing speed and accuracy in the production of correspondence, documents, and forms. Upon completion, students should be able to transcribe legal forms and documents with greater accuracy and speed. *This course is a unique concentration requirement in the Legal concentration of the Office Systems Technology program.*

Proposed Course:

OST 253	Legal Transcription II	1	2	2
Prerequisites:	OST 252			
Corequisites:	None			

~~This course is designed to improve transcription skills to produce more complex legal correspondence, forms, and documents with mailable accuracy from recorded tapes.~~ Emphasis is placed on developing speed and accuracy in the production of correspondence, documents, and forms. Upon completion, students should be able to transcribe legal forms and documents with greater accuracy and speed. *This course is a unique concentration requirement in the Legal concentration of the Office Systems Technology program.*

Rationale of Requesting College: Clarify/update course description to reflect current terminology and eliminate dated references (i.e. transcriber and mailable documents)

The course is a core course for the following curriculum standard(s): None

Current Course:

OST 289	Office Systems Management	2	2	3
Prerequisites:	OST 164 and either OST 134 or OST 136			
Corequisites:	None			

This course provides a capstone course for the office professional. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to function proficiently in a changing office environment.

Proposed Course:

OST 289	Office Systems Management	2	2	3
	<u>Administrative Office Mgt</u>			
Prerequisites:	OST 164 and either OST 134 or OST 136			
Corequisites:	None			

This course ~~provides~~ is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design and ergonomics. Topics include administrative office procedures, imaging, communication techniques, ergonomics, and equipment utilization. Upon completion, students should be able to ~~function proficiently~~ adapt in a changing an office environment.

Rationale of Requesting College: Update course title to reflect proposed programmatic title change with its use of "administrative."

The course is a core course for the following curriculum standard(s): A25310, A25360, A2536A, A2536C

CURRICULUM STANDARD

Effective Term
Fall 2008
*[2008*03]*

Curriculum Program Title	Office Systems Technology Administration	Code	A2536A
Concentration	Legal		

Curriculum Description

Legal is a concentration under the curriculum title of **Office Administration Systems Technology**. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, preparation and transcription of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state, and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

Curriculum Requirements*

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*

- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	64-76	36-48	12-18

PROPOSED

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration (if applicable).** A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Office Administration Systems Technology/Legal A2536A

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: * OST 164 Text Editing Applications 3 SHC * OST 184 Records Management 3 SHC Required Subject Areas: *Formatting/Word Processing. Select one: OST 134 Text Entry & Formatting 3 SHC OST 136 Word Processing 3 SHC *Office Systems/Management. Select one: BUS 135 Principles of Supervision 3 SHC OST 181 Office Procedures 3 SHC OST 289 Administrative Office Mgt 3 SHC *Computers/Information Systems. Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	12-14 SHC 14-15 SHC	12-14 SHC 14-15 SHC	
B. CONCENTRATION <i>Courses unique to a concentration are designated with **</i> BUS 115 Business Law 3 SHC ** OST 155 Legal Terminology 3 SHC ** OST 156 Legal Office Procedures 3 SHC ** OST 252 Legal Transcription I 3 SHC	12 SHC	12 SHC	
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i>			

ACC, BUS, BAF, CIS, CJC, COE, CRT, CSC, CTS, LEX, ECO, ISC,
MKT, NET, OMT, OST, PSY, and SEC

*Foreign language courses (including ASL) that are not designated as
approved other major hours may be included in all programs up to a
maximum of 3 semester hours of credit.*

CURRICULUM STANDARD

Effective Term
Fall 2008
*[2008*03]*

Curriculum Program Title	Office Administration Systems Technology	Code	A2536C
Concentration	Virtual Office Assistance		

Curriculum Description

Virtual Office Assistance is a concentration under the curriculum title of **Office System Technology Administration**. The curriculum is designed to prepare individuals to become independent contractors who possess the ability to offer administrative support services via e-mail, courier, fax, and telephone.

Students will acquire office skills required in today's business environment including utilization of word processing, spreadsheets, desktop publishing, and presentation graphics software. Coursework includes an introduction to the implementation of electronic commerce via the Internet and an introduction to telecommunications.

Graduates are prepared to pass examinations for Microsoft Office User Specialist Certification and are able to become self-employed contractors or work for an established virtual office service. Some graduates will prefer to gain experience working in a traditional office environment.

*Curriculum Requirements**

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*

- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	64-76	36-48	12-18

PROPOSED

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration (if applicable).** A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Office Administration Systems Technology/Virtual Office Assistance A2536C

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: * OST 164 Text Editing Applications 3 SHC * OST 184 Records Management 3 SHC Required Subject Areas: *Formatting/Word Processing. Select one: OST 134 Text Entry & Formatting 3 SHC OST 136 Word Processing 3 SHC *Office Systems/Management. Select one: BUS 135 Principles of Supervision 3 SHC OST 181 Office Procedures 3 SHC OST 289 Administrative Office Mgt 3 SHC *Computers/Information Systems. Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC	12-14 SHC 14-15 SHC	12-14 SHC 14-15 SHC	
B. CONCENTRATION **indicates the courses that are unique to the concentration Required Courses: ECM 210 Introduction to E-Commerce 3 SHC OST 162 Executive Terminology 3 SHC ** OST 171 Intro to Virtual Office 3 SHC ** OST 271 Office Web Technologies 3 SHC ** OST 272 Virtual Office Capstone 2 SHC	14 SHC	14 SHC	
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, AIB, BUS, BAF, CIS, COE, CRT, CSC, CTS, ECM, ECO, ISC, ITN, MKT, NET, OMT, OST, and PSY <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			

Proposed

CURRICULUM STANDARD

Effective Term
Fall 2008
[2008*03]

Curriculum Program Title	<u>Medical Office Administration</u>	Code	A25310
Concentration	(not applicable)		

Curriculum Description

This curriculum prepares individuals for employment in medical and other health-care related facilities.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Curriculum Requirements*

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	64-76	36-48	12-18

Proposed

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration (if applicable).** A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Medical Office Administration A25310

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
<p>A. CORE <i>Courses required for the diploma are designated with *</i></p> <p>Required Courses:</p> <p>* OST 148 Medical Coding Billing & Insu 3 SHC * OST 149 Medical Legal Issues 3 SHC * OST 243 Med Office Simulation 3 SHC</p> <p>Required Subject Areas:</p> <p>*Document Processing. Select one from each set: OST 134 Text Entry and Formatting 3 SHC <i>or</i> OST 136 Word Processing 3 SHC <i>and</i> OST 163 Medical Text Editing 3 SHC <i>or</i> OST 164 Text Editing Applications 3 SHC</p> <p>*Office Administration. Select one: OST 144 Admin Medical Office Proc 3 SHC OST 181 Office Procedures 3 SHC OST 281 Emerg Issues in Med Ofc 3 SHC OST 289 Administrative Office Mgt 3 SHC</p> <p>*Computers/Information Systems. Select one from each set: OST 131 Keyboarding 2 SHC <i>or</i> OST 132 Keyboard Skill Building 2 SHC <i>and one of the following:</i> CIS 110 Introduction to Computers 3 SHC <i>or</i> CIS 111 Basic PC Literacy 2 SHC <i>or</i> OST 137 Office Software Apps 3 SHC</p> <p>*Medical Terminology. Select one set: MED 121 Medical Terminology I 3 SHC MED 122 Medical Terminology II 3 SHC <i>or</i> OST 141 Medical Terminology I-Medical Office 3 SHC OST 142 Medical Terminology II-Medical Office 3 SHC</p> <p style="text-align: right;"><i>Continued on next page</i></p>	28-29 SHC	28-29 SHC	

Proposed

Medical Office Administration A25310 (continued)

B. CONCENTRATION (Not applicable)

C. OTHER MAJOR HOURS

To be selected from the following prefixes:

ACC, BAF, BIO, BUS, CIS, COE, CRT, CTS, DBA, ECO, HIT, HMT,
ISC, MED, MKT, NET, OMT, OST, and WEB

*Foreign language courses (including ASL) that are not designated as
approved other major hours may be included in all programs up to a
maximum of 3 semester hours of credit.*

Curriculum Program Title	Office Administration Systems Technology	Code	<u>A25360</u>
Concentration	(not applicable)		

Curriculum Description

The **Office Administration** ~~Systems Technology~~ curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Curriculum Requirements*

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	64-76	36-48	12-18

PROPOSED

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** (*if applicable*). A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Office Administration Systems Technology A25360

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
<p>A. CORE <i>Courses required for the diploma are designated with *</i></p> <p>Required Courses:</p> <p>* OST 164 Text Editing Applications 3 SHC * OST 184 Records Management 3 SHC</p> <p>Required Subject Areas:</p> <p>*Formatting/Word Processing. Select one: OST 134 Text Entry & Formatting 3 SHC OST 136 Word Processing 3 SHC</p> <p>*Office Systems/Management. Select one: BUS 135 Principles of Supervision 3 SHC OST 181 Office Procedures 3 SHC OST 289 Administrative Office Mgt 3 SHC</p> <p>*Computers/Information Systems. Select one: CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC OST 137 Office Software Applications 3 SHC</p>	<p>12-14 SHC 14-15 SHC</p>	<p>12-14 SHC 14-15 SHC</p>	
<p>B. CONCENTRATION (<i>Not applicable</i>)</p>			
<p>C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i></p> <p>ACC, AIB, BUS, BAF, CIS, COE, CRT, CSC, CTS, DBA, ECM, ECO, ISC, ITN, MED, MKT, NET, OMT, OST, PSY, and WEB</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>			

Curriculum Program Title	<u>Medical Office Administration</u>	Code	A25310
Concentration	(not applicable)		

Curriculum Description

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Curriculum Requirements*

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit in Program	64-76	36-48	12-18

Current

Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration (if applicable).** A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Medical Office Administration A25310

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <i>Courses required for the diploma are designated with *</i> Required Courses: * OST 148 Medical Coding Billing and Insurance 3 SHC * OST 149 Medical Legal Issues 3 SHC Required Subject Areas: *Formatting/Word Processing. Select one: OST 134 Text Entry and Formatting 3 SHC OST 136 Word Processing 2 SHC *Office Systems/Management. Select:the set: OST 164 Text Editing Applications 3 SHC OST 289 Office Systems Management 3 SHC <i>or one of the following:</i> BUS 135 Principles of Supervision 3 SHC OST 181 Intro to Office Systems 3 SHC OST 243 Medical Office Simulation 3 SHC *Computers/Information Systems. Select: <i>the set:</i> OST 131 Keyboarding 2 SHC OST 137 Office Software Applications 2 SHC <i>or one of the following:</i> CIS 110 Introduction to Computers 3 SHC CIS 111 Basic PC Literacy 2 SHC *Medical Terminology. Select one set: MED 121 Medical Terminology I 3 SHC MED 122 Medical Terminology II 3 SHC <i>or</i> OST 141 Medical Terminology I-Medical Office 3 SHC OST 142 Medical Terminology II-Medical Office 3 SHC	19-25 SHC	19-25 SHC	
B. CONCENTRATION (Not applicable)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, BAF, BIO, BUS, CIS, COE, CRT, CTS, DBA, ECO, HIT, HMT, ISC, MED, MKT, NET, OMT, OST, and WEB <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			