

Office Systems Technology

Student Name _____

Enrollment Date _____ Academic Year _____

Emplid _____ Scores: Math _____

Reading _____

Writing _____

CERTIFICATE – ELECTRONIC HEALTH RECORDS SPECIALIST:

31 Total Credit Hours

Reqd Scores: Pre-Algebra–42/Reading–85/Writing–64 or 74	Cr Hr	Grade
GEN 100 Introduction to College <i>No prerequisite</i>	1	
AHS 115 Medical Terminology (or CLA 131 or OST 103) <i>No prerequisite</i>	3	
CIS 100 Introduction to Computers (or OST 105) <i>Prereq: Basic Keyboarding Skills</i>	3	
CIS 130 Microcomputer Applications <i>Prereq: (CIS 100 or equivalent) or Consent of Instructor</i>	3	
OST 104 Introduction to Medical Insurance <i>Prereq or Coreq: AHS 115 or CLA 131 or OST 103</i>	3	
OST 110 Document Formatting and Introduction to Word Processing <i>Prereq: Consent of Instructor</i>	3	
OST 204 Medical Coding <i>Prereq: OST 104 or Consent of Instructor</i>	3	
OST 217 Medical Office Procedures <i>Prereq or Coreq: OST 110</i>	3	
OST 227 Medical Office Software <i>Prereq: (AHS 115 or CLA 131 or OST 103) and computer literacy</i> <i>Coreq: OST 215 or OST 217</i>	3	
OST 228 Electronic Health Records <i>Prereq: OST 227</i>	3	
OST 230 Medical Records and Data Management <i>Prereq or Coreq: Computer literacy course</i>	3	

I have reviewed this advising sheet with my advisor and understand course requirements and preferred sequence of courses necessary to complete a credential. Also, I do understand that there may be course changes with future curriculum revisions that may affect a change in course requirements listed on this sheet.

Student: _____

Advisor: _____

Date: _____

Student: _____

Advisor: _____

Date: _____

Developmental Courses: Once students complete and pass a developmental course with a grade of 'C' or higher, they have the option of retesting or moving into the next level of developmental. Once students have completed and passed ALL levels of developmental, they can be placed into General Education courses, including College Algebra, and are not required to retest.

Developmental Math	Cr Hr
MAT 55 – Pre-Algebra <i>Compass score 24-41 in Pre-Algebra</i>	3
MAT 65 – Basic Algebra <i>Compass score 16-30 in Algebra</i>	3
MAT 120 – Intermediate Algebra <i>Compass score 31-35 in Algebra</i>	3
MAT 100 – College Algebra Workshop <i>Compass score 36-49 in Algebra / ACT 19-21 - enroll concurrent in College Algebra (MAT 150)</i>	2
Developmental Writing	
ENC 90 – Foundations of College Writing I <i>Compass score 26-38</i>	3
ENC 91 – Foundations of College Writing II <i>Compass score 39-73</i>	3
Developmental Reading	
RDG 20 – Improved College Reading <i>Compass score 49-69</i>	3
RDG 30 – Reading for the College Classroom <i>Compass score 70-82</i>	3
RDG 41 – Reading Laboratory <i>Compass score 83-84</i>	1