



ASSOCIATE OF APPLIED SCIENCE DEGREE

OFFICE SYSTEMS TECHNOLOGY MEDICAL ADMINISTRATIVE OPTION

Program Description

Thank you for your interest in the Associate of Applied Science Office Systems Medical Administrative Publishing Option. The Office Systems Technology program is an integrated curriculum which prepares graduates at the certificate, diploma and associate degree level. The Office Systems Technology program prepares students to work in an office environment of people, processes and technology. Job titles may include Administrative Assistant, Office Assistant, Office Manager and Financial Assistant. These personnel use a variety of office technology and computer-based applications (word processing, electronic mail, desktop publishing, graphics, database, and spreadsheet.). They support and help facilitate accurate communication and information exchange to internal and external customers on a timely basis. Technical courses combined with general education courses prepare students for today's workforce and provide a basis for lifelong learning, a necessity for the workforce of the future. All associate degrees must complete supervised work experience in an office prior to graduation. Program graduates are employed in professional offices, education, government, businesses and industries. Graduates may choose to sit for the Certified Professional Secretary Examination.

List of Colleges

[Ashland Community & Technical College](#), [Hopkinsville Community College](#), [Owensboro Community & Technical College](#), [Somerset Community College](#), and [West Kentucky Community & Technical College](#) offer this degree.

One of these colleges must be designated as your Home College because only a Home College can confer a degree. Even though the classes will be delivered by different KCTCS colleges, the Home College will admit you and take care of all of your student service needs including advising, library services, billing, financial aid, etc.

Getting Started

You may request KCTCS classes online at <http://www.kyvc.org> or you may register directly at any KCTCS college. Your request for classes through KYVC will go to the college you designate as Home College and the Registrar at the Home College will enroll you for classes once all admission requirements have been met. Additional information about KCTCS admission requirements and college contacts may be accessed at www.kctcs.edu/distancelearning.

Medical Administrative:

Upon completion of this option the student can:

1. Transcribe medical documents accurately in a reasonable amount of time.
2. Discuss legal and ethical considerations in a medical setting.
3. Identify and properly use ICD-9, CPT, and other coding systems.
4. Explain and apply various types of medical insurance programs.
5. Identify and properly use the special terms, marks, abbreviations, and symbols used in a medical setting.
6. Demonstrate an understanding of quality movement concepts and the impact on office interaction and patient services.
7. Apply record management skills to store and retrieve records.
8. Use administrative office procedures with an emphasis on productivity.

Course Requirements

Here is a listing of the classes involved in this degree. There may be additional courses that meet these requirements. Please check the current course catalog and online class schedule for additional information and offerings. The entire program may be completed online with the exception of **Office Systems Technology Internship (OST 295) and Cooperative Education (COE 199)**. Students will need to work with their advisor on these courses. Some faculty may require proctored exams. Approved proctored sites are listed at www.kctcs.edu/distancelearning under student services.

General Education:		
ENG 101	Writing I	3
	Second Writing Course approved by Program Coordinator	3
MT 105	Business Mathematics OR	3
MT 110	Applied Mathematics OR	(3)
	Higher Level Mathematics Course	(3)
	Heritage/Humanities Course	3
	Oral Communications Course	3
	Science Course	3 – 4
	Social Interaction Course**	3
	Computer Literacy Course	3
	Subtotal	24 - 25

**ACBSP accredited colleges must require Economics

Technical Core Courses:		
OST 110	Document Formatting and Word Processing	3
OST 210	Advanced Word Processing Applications	3
OST 240	Software Integration OR	(3)
CIS 130	Microcomputer Applications	3
OST 235	Business Communications Technology	3
OST 275	Office Management	3
	Subtotal	15

MEDICAL ADMINISTRATIVE OPTION

Required:		
	Course Approved by Program Coordinator OR	3
BSL 111	Human Anatomy and Physiology II (if BSL 110 was taken for Science)	(4)
OST 104	Introduction to Medical Insurance OR	3
OST 106	Introduction to Medical Transcription	(3)
OST 160	Records and Database Management OR	3
OST 230	Medical Records and Database Management	(3)
OST 204	Medical Coding OR	3
OST 206	Medical Transcription	(3)
OST 215	Office Procedures OR	3
OST 217	Medical Office Procedures	(3)
OST 227	Medical Office Software	3
OST 103	Medical Office Terminology OR	3
CLA 131	Medical Terminology from Greek and Latin OR	(3)
AHS 115	Medical Terminology	(3)
OST 295	Office Systems Technology Internship OR	3
COE 199	Cooperative Education	(2 – 3)
Medical Administrative Option Credit Hours		23 - 25
Total Credit Hours		62 - 65
OST AAS Medical Administrative Option		

COURSES: <http://www.kctcs.edu/distancelearning/Courses.htm>

CONTACTS: <http://www.kctcs.edu/distancelearning/collegeContacts.htm>

FINANCIAL AID: <http://kctcs.edu/student/financialaidscholarships/index.htm>

GETTING STARTED: <http://www.kctcs.edu/distancelearning/gettingstarted.htm>

KCTCS CONTACTS: <http://kctcs.edu/distancelearning/DLPeerTeam.htm>

ONLINE BOOKSTORE: <http://www.campusstores.com/kctcs/index.asp>

STUDENT TUTORIAL: <http://www.kctcs.edu/distancelearning/tutorials.htm>