

Administrative and Healthcare Technologies Department

Medical Office Administration Program

Patient Services Representative AAS (A25310R)

2020-2021 Curriculum Sheet

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Fall I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
ACA	111	College Student Success	1	0	0	1	None
MED	121	Medical Terminology I	3	0	0	3	None
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Applications I	2	2	0	3	None
Elective	1	Natural Science/Mathematics	3	0	0	3	See Catalog
Elective	2	Humanities/Fine Arts	3	0	0	3	See Catalog
Total Recommended Hours			13	4	0	15	
Spring I							
ENG	111	Writing and Inquiry	3	0	0	3	ENG 002 with grade P2
MED	122	Medical Terminology II	3	0	0	3	MED 121
OST	134	Text Entry and Formatting	2	2	0	3	OST 131
OST	136	Word Processing	2	2	0	3	OST 131 & OST 137
OST	164	Office Editing	3	0	0	3	None
Total Recommended Hours			13	4	0	15	
Summer I							
ACC	111	Financial Accounting	3	0	0	3	MAT 003 with grade P1
OST	148	Medical Ins & Billing	3	0	0	3	MED 122
OST	149	Medical Legal Issues	3	0	0	3	None
Elective	3	Communication	3	0	0	3	None
Elective	4	Social/Behavioral Sciences	3	0	0	3	See Catalog
Total Recommended Hours			15	0	0	15	
Fall II							
BUS	260	Business Communication	3	0	0	3	ENG 111
BUS	151	People Skills	3	0	0	3	None
OST	138	Advanced Applications II	2	2	0	3	OST 137
OST	280	Electronic Health Records	2	2	0	3	OST 137
OST	286	Professional Development	3	0	0	3	None
Total Recommended Hours			13	4	0	15	
Spring II							
OST	243	Medical Office Simulation	2	2	0	3	OST 131 & OST 148
OST	263	Healthcare Customer Relations	3	0	0	3	OST 148
OST	288	Medical Office Admin Capstone	2	2	0	3	OST 148
Elective	5	Program Electives	0	0	0	3	See Catalog
Total Recommended Hours			7	4	0	12	
Total Program Hours						72	
Program Option/Electives							
Elective 1 - Take one: BIO 161 or MAT 110							
Elective 2 - HUM 115, HUM 120							
Elective 3 - COM 120 or 231							
Elective 4 - ECO 251, PSY 150, SOC 210, or SOC 213							
Elective 5 - OST 153, OST 236, or WBL 112							
Program's highest developmental courses that MUST be completed				Placement scores determine required courses			
ENG 002 with grade P2 & MAT 003 with grade P1				Score =			
Notes:							
Program total could exceed 76 depending on elective choices							

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.