Administrative and Healthcare Technologies Department
Medical Office Administration Program
Patient Services Representative AAS (A25310R)

2026-2027 Curriculum Sheet

Coordinator: - Phone: - Email:

	Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
	Fall I							
	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 1							
	ENG	111	Writing and Inquiry	3	0	0	3	ENG 025
	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	See Catalog
	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	None
	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	None
	OST	263	Healthcare Customer Relations	3	0	0	3	None
	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: 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 171, OST 184, or OST 236

Program's highest developmental courses that MUST be completed	**Placement scores determine required courses**
ENG 025 & MAT 025	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 ENG 025 and MAT 025 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.