Administrative and Healthcare Technologies Department
Medical Office Administration Program
Patient Services Representative Certificate (C2531008)

2026-2027 Curriculum Sheet

Coordinator: - Phone: - Email:

	Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
	Fall I							
	MED	121	Medical Terminology	3	0	0	3	None
	OST	131	Keyboarding	1	2	0	2	None
			Total Recommended Hours	**4**	**2**	**0**	**5**	
	Spring 1							
	MED	122	Medical Terminology II	3	0	0	3	MED 121
	OST	149	Medical Legal Issues	3	0	0	3	None
	OST	286	Professional Development	3	0	0	3	None
			Total Recommended Hours	**9**	**0**	**0**	**9**	
	Summer I							
	OST	148	Medical Ins & Billing	3	0	0	3	MED 122
			Total Recommended Hours	**3**	**0**	**0**	**3**	
			Total Program Hours				**17**	

	Program Option/Electives

	Program's highest developmental courses that MUST be completed	**Placement scores determine required courses**
		Score =

Notes:

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.