Administrative and Healthcare Technologies Department
Medical Office Administration Program
Patient Services Representative Diploma (D2531006)

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
	ENG	111	Writing and Inquiry	3	0	0	3	ENG 025
	MED	121	Medical Terminology	3	0	0	3	None
	OST	131	Keyboarding	1	2	0	2	None
	OST	137	Office Applications I	2	2	0	3	None
			Total Recommended Hours	**10**	**4**	**0**	**12**	
	Spring 1							
	ACC	111	Financial Accounting	3	0	0	3	See Catalog
	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	**12**	**0**	**0**	**12**	
	Summer I							
	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	148	Medical Ins & Billing	3	0	0	3	MED 122
	OST	280	Electronic Health Records	2	2	0	3	None
			Total Recommended Hours	**9**	**6**	**0**	**12**	
	Fall II							
	OST	243	Medical Office Simulation	2	2	0	3	None
	OST	263	Healthcare Customer Relations	3	0	0	3	None
	BUS	260	Business Communication	3	0	0	3	ENG 111
	Elective	1	Communication	3	0	0	3	None
			Total Recommended Hours	**11**	**2**	**0**	**12**	
			Total Program Hours				**48**	

	Program Option/Electives	
	Elective 1 - COM 120 or COM 231	
	Program's highest developmental courses that MUST be completed	**Placement scores determine required courses**
	ENG 025 & MAT 025	Score =
	Notes:	

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.