



PLAN OF STUDY

Medical Office Administration: Patient Services Representative – A25310H

The following plan of study is the standard curriculum for the above program. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must also be met. To graduate the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.0 overall grade point average. This plan of study is subject to change when the college thinks such action is in the best interest of the student or the program. It is the responsibility of the student to meet requirements for graduation. If accepted students do not enroll for three successive semesters, they must contact the Admissions office to determine if readmission is necessary.

| Course Title | Hours | | | | | Credit | Grade | Semester | Remarks |
|----------------------------|------------------------------|-----|----------|---------|---|--------------|--------------|----------|---------|
| | Lecture | Lab | Clinical | Contact | | | | | |
| 1st Term | | | | | | | | | |
| Fall | | | | | | | | | |
| ACA 111 | College Student Success | 1 | 0 | 0 | 1 | 1 | | | |
| MAT 110 | Math Measurement & Lit. | 2 | 2 | 0 | 4 | 3 | | | |
| MED 121 | Medical Terminology I | 3 | 0 | 0 | 3 | 3 | | | |
| OST 148 | Med. Ins & Billing | 3 | 0 | 0 | 3 | 3 | | | |
| OST 149 | Medical Legal Issues | 3 | 0 | 0 | 3 | 3 | | | |
| | | | | | | Total | 13 | | |
| 2nd Term | | | | | | | | | |
| Spring | | | | | | | | | |
| ENG 111 | Writing & Inquiry | 3 | 0 | 0 | 3 | 3 | | | |
| CIS 110 | Intro to Computers OR | 2 | 2 | 0 | 4 | 3 | | | |
| CIS 111 | Basic PC Literacy | 1 | 2 | 0 | 3 | 2 | | | |
| MED 122 | Medical Terminology II | 3 | 0 | 0 | 3 | 3 | | | |
| OST 188 | Issues in Office Admin | 3 | 0 | 0 | 3 | 3 | | | |
| OST 161 | Medical Ofc Procedures | 2 | 2 | 0 | 4 | 3 | | | |
| | | | | | | Total | 14/15 | | |
| 3rd Term | | | | | | | | | |
| Summer | | | | | | | | | |
| ENG 114 | Prof Research & Report | 3 | 0 | 0 | 3 | 3 | | | |
| PSY 150 | General Psychology | 3 | 0 | 0 | 3 | 3 | | | |
| Elec | Hum/Fine Arts Elective | 3 | 0 | 0 | 3 | 3 | | | |
| | | | | | | Total | 9 | | |
| 4th Term | | | | | | | | | |
| Fall | | | | | | | | | |
| BUS 125 | Personal Finance | 3 | 0 | 0 | 3 | 3 | | | |
| OST 164 | Office Editing | 3 | 0 | 0 | 3 | 3 | | | |
| OST 184 | Records Management | 2 | 2 | 0 | 4 | 3 | | | |
| OST 243 | Med Office Simulation | 2 | 2 | 0 | 4 | 3 | | | |
| OST 286 | Professional Development | 3 | 0 | 0 | 3 | 3 | | | |
| | | | | | | Total | 15 | | |
| 5th Term | | | | | | | | | |
| Spring | | | | | | | | | |
| OST 280 | Electronic Health Records | 2 | 2 | 0 | 4 | 3 | | | |
| OST 136 | Word Processing | 2 | 2 | 0 | 4 | 3 | | | |
| OST 241 | Med Ofc Transcription I | 2 | 2 | 0 | 4 | 3 | | | |
| OST 165 | Adv. Office Editing | 2 | 2 | 0 | 4 | 3 | | | |
| OST 263 | Healthcare Customer Rel. | 3 | 0 | 0 | 3 | 3 | | | |
| | | | | | | Total | 15 | | |



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| Course Title | Hours | | | | Credit | Grade | Semester | Remarks |
|---------------------------------------|------------------------|-----|----------|---------|--------|-------|----------|---------|
| | Lecture | Lab | Clinical | Contact | | | | |
| Humanities/Fine Arts Electives | | | | | | | | |
| ART 111 | Art Appreciation | 3 | 0 | 0 | 3 | | | 3 |
| ART 114 | Art History Survey I | 3 | 0 | 0 | 3 | | | 3 |
| ART 115 | Art History Survey II | 3 | 0 | 0 | 3 | | | 3 |
| ENG 231 | American Literature I | 3 | 0 | 0 | 3 | | | 3 |
| ENG 232 | American Literature II | 3 | 0 | 0 | 3 | | | 3 |
| ENG 243 | Major British Writers | 3 | 0 | 0 | 3 | | | 3 |
| HUM 110 | Technology & Society | 3 | 0 | 0 | 3 | | | 3 |
| HUM 115 | Critical Thinking | 3 | 0 | 0 | 3 | | | 3 |
| HUM 211 | Humanities I | 3 | 0 | 0 | 3 | | | 3 |
| HUM 212 | Humanities II | 3 | 0 | 0 | 3 | | | 3 |
| MUS 110 | Music Appreciation | 3 | 0 | 0 | 3 | | | 3 |
| MUS 112 | Introduction to Jazz | 3 | 0 | 0 | 3 | | | 3 |
| MUS 113 | American Music | 3 | 0 | 0 | 3 | | | 3 |
| PHI 215 | Philosophical Issues | 3 | 0 | 0 | 3 | | | 3 |
| PHI 240 | Introduction to Ethics | 3 | 0 | 0 | 3 | | | 3 |
| REL 110 | World Religions | 3 | 0 | 0 | 3 | | | 3 |

Total Semester Hours Required for Degree 66/67