

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

**Medical Office Administration: Patient Services Specialist A25310A: Curriculum Sequence Checklist**  
**Effective Fall 2025**

**Developmental Reading & English**

ENG 025
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**Developmental Mathematics** Developmental Math depends on 100 level math

MAT 025 (not a prerequisite for MAT 035)	MAT 035
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**Developmental Keyboarding\***

OST 080
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\*OST 132 requires a placement test in order to determine if the student needs to take OST 080 or if the student has the skills needed to begin in the OST courses. **The placement test to determine eligibility can be completed in the library.** NC credit will be awarded for OST 080 if the student scores at least 25 wpm on the test. If NC credit for OST 080 is not visible via EVAL or STAC, the student MUST enroll in OST 080 prior to enrolling in OST 132.

**1st Semester (Fall)**

✓	Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	ACA 115 Or ACA 122	Success & Study Skills	1			
	ENG 111	Writing & Inquiry	3	DRE 098 or ENG 025		
	MAT 143 -OR- MAT 152	Quantitative Literacy -OR- Statistical Methods I	3 4	DRE 098 & DMA 050 or MAT 025		
	-OR- MAT 171	-OR- Precalculus Algebra	4	DMA 080 or MAT 035		
	CIS 110	Introduction to Computers	3			
	OST 132	Keyboard Skill Building	2	OST 080 or 25 wpm		Important prerequisite for future OST courses.
	OST 136	Word Processing	3			Important prerequisite for future OST courses.
	OST 141	Med Office Terms I	3			

**Total: 18-19**

**2nd Semester (Spring)**

✓	Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	OST 122	Office Computations	3			
	OST 134	Text Entry & Formatting	3	OST 132		Important prerequisite for future OST courses.
	OST 142	Med Office Terms II	3	OST 141 or MED 121		
	OST 148	Med Ins & Billing	3			
	OST 164	Office Editing	3	DRE 097 or		<b>SPRING Only</b>

				ENG 025		If DRE 097 credit is not on the STAC screen, contact <a href="mailto:nccplacement@nashcc.edu">nccplacement@nashcc.edu</a>
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**Total: 15**

---- Check for completion of Office Document Specialist Certificate (C25370AA): CIS 110, OST 132, OST 136, OST 134 & OST 164

### 3rd Semester (Summer)

✓	Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	DBA 110	Database Concepts	3			
		Humanities/Fine Arts Elective	3	Course Dependent		Choose from one of the following: ART 111, ART 114, COM 140, DRA 111, HUM 110, HUM 115, HUM 120, HUM 130, MUS 110, MUS 112, PHI 215, PHI 240, REL 110, REL 211, REL 212

**Total: 6**

### 4th Semester (Fall)

✓	Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	OST 149	Medical Legal Issues	3			
	OST 263	Healthcare Customer Relations	3	OST 148		FALL Only
	OST 280	Electronic Health Records	3	CIS 110		FALL Only
	OST 286	Professional Development	3	Instructor Permission		FALL Only Student must contact Department Chair in order to be registered for this course.

**Total: 12**

---- Check for completion of Patient Services Specialist Certificate (C25310AA): CIS 110, OST 122, OST 141, OST 142, OST 148 & OST 280

### 5th Semester (Spring)

✓	Course:	Course Name:	Credit Hour(s):	Prerequisite:	Corequisite:	Notes:
	BUS 260	Business Communication	3	ENG 111		SPRING Only
		Communications Elective	3	Course Dependent		Select one of the following: COM 110, COM 120, COM 140, COM 231, ENG 112, ENG 114
	OST 288	Medical Office Admin Capstone	3	OST 148 & Instructor Permission		SPRING Only Student must contact Department Chair in order to be registered for this course.
		Social/Behavioral Sciences Elective	3	Course Dependent		Choose from one of the following: ANT 210, ANT 220, ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 110, POL 120, PSY 150, PSY 241, PSY 281, SOC 210, SOC 213, SOC 220, SOC 225, SOC 240
	WBL 111	Work Based Learning I	1	Instructor Permission		Student must contact Department Chair in order to be registered for this course.

**Total: 13**

**Total Credit Hours Needed For Graduation: 64-65**

Questions? Contact: [advising@nashcc.edu](mailto:advising@nashcc.edu)