

**C 25 31 0 PR Patient Representative Certificate**

| <b>First Semester<br/>Course Number and Title</b>                           | <b>Pre-Requisites and Co-<br/>Requisites</b>  | <b>Class<br/>Hours</b> | <b>Lab<br/>Hours</b> | <b>Clinical<br/>Hours</b> | <b>Total<br/>Contact<br/>Hours</b> | <b>Total<br/>Credit<br/>Hours</b> |
|---|---|------------------------|----------------------|---------------------------|------------------------------------|-----------------------------------|
| MED 121 Medical Terminology I   | Pre-Requisites: ENG 002 Tier 1  | 3                      |                      |                           | 3                                  | 3                                 |
| CIS 110 Introduction to Computers<br><b>OR</b><br>CIS 111 Basic PC Literacy | Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1<br><br>Pre-Requisites for CIS 111: none | 1-2                    | 2                    |                           | 3-4                                | 2-3                               |
| BUS 151 People Skills   | Pre-requisites: none  | 3                      |                      |                           | 3                                  | 3                                 |
| <b>TOTAL SEMESTER HOURS</b>   |   |                        |                      |                           |                                    | <b>8-9</b>                        |
| <b>Second Semester<br/>Course Number and Title</b>                          | <b>Pre-Requisites and Co-<br/>Requisites</b>  | <b>Class<br/>Hours</b> | <b>Lab<br/>Hours</b> | <b>Clinical<br/>Hours</b> | <b>Total<br/>Contact<br/>Hours</b> | <b>Total<br/>Credit<br/>Hours</b> |
| MED 122 Medical Terminology II  | Pre-Requisites: MED 121   | 3                      |                      |                           | 3                                  | 3                                 |
| OST 149 Medical Legal Issues  | Pre-Requisites: none  | 3                      |                      |                           | 3                                  | 3                                 |
| OST 164 Office Editing  | Pre-Requisites: none  | 3                      |                      |                           | 3                                  | 3                                 |
| <b>TOTAL SEMESTER HOURS</b>   |   |                        |                      |                           |                                    | <b>9</b>                          |
| <b>TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE</b>                        |   |                        |                      |                           |                                    | <b>17-18</b>                      |