



Patient Representative Diploma (D2531003)

2016/17 Curriculum Sheet

Coordinator: Wanda Tenpenny - Phone: 252-493-7509 - Email: wtenpenn@email.pittcc.edu

Student Name: _____
 Advisor: _____
 Phone: 252-493-7 _____

Anticipated Graduation Date: _____
 Email: _____
 Office Location: _____

Fall I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
ACA	111	College Student Success	1	0	0	1	None
ENG	111	Writing and Inquiry	3	0	0	3	DRE 098
MED	121	Medical Terminology	3	0	0	3	None
OST	131	Keyboarding	1	2	0	2	None
OST	137	Office Software Applications	2	2	0	3	None
Total Recommended Hours			10	4	0	12	

Spring I							
ACC	111	Financial Accounting	3	0	0	3	DMA 040
MED	122	Medical Terminology II	3	0	0	3	MED 121
OST	134	Text Entry & Formatting	2	2	0	3	OST 131
OST	149	Medical Legal Issues	3	0	0	3	None
OST	286	Professional Development	3	0	0	3	None
Total Recommended Hours			14	2	0	15	

Summer I							
MKT	223	Customer Service	3	0	0	3	None
OST	148	Medical Coding Billing & Insurance	3	0	0	3	MED 122
OST	164	Text Editing Applications	3	0	0	3	DRE 098
OST	281	Emerging Issues in the Medical Office	3	0	0	3	MED 122 & OST 131
Total Recommended Hours			12	0	0	12	

Fall II							
OST	243	Medical Office Simulation	2	2	0	3	OST 148
WBL	112	Work Based Learning	0	0	20	2	None
Elective	1	Communication	3	0	0	3	None
Total Recommended Hours			5	2	20	8	
Total Program Hours						47	

Program Option/Electives

Elective 1 - COM 120, or COM 231

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

DMA 040 & DRE 098 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.