



Office Administration AAS (A25370) Dental Emphasis Group

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	
OST	131	Keyboarding	1	2	0	2	None	
OST	137	Office Software Applications	2	2	0	3	None	
OST	286	Professional Development	3	0	0	3	None	
Elective	1	Program Electives	1	2	0	2	See Catalog	
Elective	2	Natural Science/Mathematics	3	0	0	3	See Catalog	
Total Recommended Hours			11	6	0	14		

Spring I								
ENG	111	Writing and Inquiry	3	0	0	3	DRE 098	
OST	134	Text Entry and Formatting	2	2	0	3	OST 131	
OST	136	Word Processing	2	2	0	3	OST 131 or permission of Dept. Ch.	
OST	143	Dental Office Terminology	3	0	0	3	None	
Elective	3	Program Electives	3	0	0	3	See Catalog	
Total Recommended Hours			13	4	0	15		

Summer I								
OST	164	Text Editing Applications	3	0	0	3	DRE 098	
OST	184	Records Management	2	2	0	3	None	
OST	284	Emerging Technologies	1	2	0	2	CIS 110, CIS 111, or OST 137	
Elective	4	Humanities/Fine Arts	3	0	0	3	See Catalog	
Elective	5	Social/Behavioral Sciences	3	0	0	3	See Catalog	
Total Recommended Hours			12	4	0	14		

Fall II								
OST	138	Advanced Software Applications	2	2	0	3	CIS 110, CIS 111, or OST 137	
OST	147	Dental Billing and Coding	3	0	0	3	OST 143	
OST	149	Medical Legal Issues	3	0	0	3	None	
OST	289	Administrative Office Management	2	2	0	3	OST 134, OST 136, and OST 164	
Elective	6	Communications	3	0	0	3	See Catalog	
Elective	7	Program Elective	2	0	0	2	See Catalog	
Total Recommended Hours			15	4	0	17		

Spring II								
BUS	121	Business Math	2	2	0	3	DMA 050	
BUS	260	Business Communications	3	0	0	3	ENG 111	
OST	245	Dental Office Management	2	2	0	3	OST 147	
OST	246	Dental Office Simulation	2	2	0	3	OST 147	
WBL	112	Work Based Learning I	0	0	20	2	OST 112 (OA program only)	
Total Recommended Hours			9	6	20	14		

Total Program Hours 74

Program Option/Electives	
Elective 1	ACC 140, BUS 110, BUS 115, BUS 135, or BUS 137
Elective 2	BIO 161 or MAT 110
Elective 3	ACC 111 or ACC 120
Elective 4	HUM 115 or HUM 120
Elective 5	PSY 118, PSY 150, SOC 210, SOC 213, or SOC 220
Elective 6	COM 120 or COM 231
Elective 7	OST 233 or SPA 110

Program's highest developmental courses that MUST be completed	Placement scores determine required courses
DMA 050 & DRE 098	Score =

Notes:
 Program total could exceed 74 depending on elective choices.

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.