



# Dental Office Admin. Diploma (C2537002)

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                 |
| BUS                            | 137 | Principles of Management     | 3         | 0        | 0        | 3         | None                 |
| OST                            | 131 | Keyboarding                  | 1         | 2        | 0        | 2         | None                 |
| OST                            | 137 | Office Software Applications | 2         | 2        | 0        | 3         | None                 |
| OST                            | 143 | Dental Office Terminology    | 3         | 0        | 0        | 3         | None                 |
| <b>Total Recommended Hours</b> |     |                              | <b>10</b> | <b>4</b> | <b>0</b> | <b>12</b> |                      |

| Spring I                       |     |                           |           |          |          |           |                                    |
|--------------------------------|-----|---------------------------|-----------|----------|----------|-----------|------------------------------------|
| OST                            | 134 | Text Entry & Formatting   | 2         | 2        | 0        | 3         | OST 131                            |
| OST                            | 136 | Word Processing           | 2         | 2        | 0        | 3         | OST 131 or permission of Dept. Ch. |
| OST                            | 147 | Dental Billing and Coding | 3         | 0        | 0        | 3         | OST 143                            |
| OST                            | 184 | Records Management        | 2         | 2        | 0        | 3         | None                               |
| OST                            | 286 | Professional Development  | 3         | 0        | 0        | 3         | None                               |
| <b>Total Recommended Hours</b> |     |                           | <b>12</b> | <b>6</b> | <b>0</b> | <b>15</b> |                                    |

| Summer I                       |     |                            |          |          |          |          |             |
|--------------------------------|-----|----------------------------|----------|----------|----------|----------|-------------|
| OST                            | 164 | Text Editing Applications  | 3        | 0        | 0        | 3        | DRE 098     |
| Elective                       | 1   | Social/Behavioral Sciences | 3        | 0        | 0        | 3        | See Catalog |
| <b>Total Recommended Hours</b> |     |                            | <b>6</b> | <b>0</b> | <b>0</b> | <b>6</b> |             |

| Fall II                        |     |                                  |           |          |          |           |                             |
|--------------------------------|-----|----------------------------------|-----------|----------|----------|-----------|-----------------------------|
| OST                            | 149 | Medical Legal Issues             | 3         | 0        | 0        | 3         | None                        |
| OST                            | 245 | Dental Office Management         | 2         | 2        | 0        | 3         | OST 147                     |
| OST                            | 246 | Dental Office Simulation         | 2         | 2        | 0        | 3         | OST 147                     |
| OST                            | 289 | Administrative Office Management | 2         | 2        | 0        | 3         | OST 134, OST 136, & OST 164 |
| Elective                       | 2   | Communications                   | 3         | 0        | 0        | 3         | See Catalog                 |
| <b>Total Recommended Hours</b> |     |                                  | <b>12</b> | <b>6</b> | <b>0</b> | <b>15</b> |                             |

**Total Program Hours 48**

| Program Option/Electives  |  |
|---|--|
| Elective 1  | PSY 118, PSY 150, SOC 210, or SOC 213              |
| Elective 2  | COM 120 or COM 231                                 |
| <b>Program's highest developmental courses that MUST be completed</b> | <b>Placement scores determine required courses</b> |
| DRE 098   | Score = _____                                      |
| <b>Notes:</b>   |  |
|   |  |

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.