



**Administrative and Healthcare Technologies Department  
Medical Office Administration Program**

**Medical Office Receptionist Certificate (C2531006)**

2020-2021 Curriculum Sheet

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<b>Fall I</b>							
<b>Prefix</b>	<b>No</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>	<b>Course Prerequisites</b>
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
<b>Total Recommended Hours</b>			<b>6</b>	<b>4</b>	<b>0</b>	<b>8</b>	

<b>Spring 1</b>							
<b>Prefix</b>	<b>No</b>	<b>Title</b>	<b>Class</b>	<b>Lab</b>	<b>Clinic</b>	<b>Credit</b>	<b>Course Prerequisites</b>
MED	122	Medical Terminology II	3	0	0	3	MED 121
OST	149	Medical Legal Issues	3	0	0	3	None
OST	286	Professional Development	3	0	0	3	None
<b>Total Recommended Hours</b>			<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>	

<b>Total Program Hours</b>	<b>17</b>
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<b>Program Option/Electives</b>	
<input type="checkbox"/>	
<input type="checkbox"/>	<b>Program's highest developmental courses that MUST be completed</b>
<input type="checkbox"/>	<b>Placement scores determine required courses</b>
	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.*