



**Administrative and Healthcare Technologies Department
 Medical Office Administration Program
 Medical Office Receptionist Certificate (C2531006)**

2023-2024 Curriculum Sheet

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Fall I							
Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
	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			6	4	0	8	
Spring 1							
	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
Total Recommended Hours			9	0	0	9	
Total Program Hours						17	
Program Option/Electives							
Program's highest developmental courses that MUST be completed				Placement scores determine required courses			
				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.