| Program: | MOHRS.CC  Medical Office Health Records Specialist  (30 credits) | | Division:  Business |
|---|---|---|---|
| Student: | | ID#: | Catalog Year: 2023-2024 |

| Developmental Education Courses (if  required) | | | | | | | |
|---|---|---|---|---|---|---|---|
| ☐ | EAP-018 | Intensive Academic English | ☐ | MAT-020 | Basics of College Math | ☐ | COM-017/019 | Foundational Reading/Writing |
| ☐ | EAP-020/040 | EAP Reading I and Writing I | ☐ | MAT-03_ | | ☐ | COM-097 | Academic Literacy I |
| ☐ | EAP-050/060 | EAP Writing II and Reading II | | | | ☐ | COM-098 | Academic Literacy II |

**SEMESTER BY SEMESTER MAP FOR FULL-TIME STUDENTS**

Courses are listed in preferred order of completion. Plans may be modified by adding more semesters.

| SEMESTER I – Fall (15 credits) | | | | | |
|---|---|---|---|---|---|
| √ | Course# | Course Name | Cr. | Pre-requisites/ Co-requisites | Semesters |
| | BUS-105 | Business English | 3 | COM-097 or EAP-040 and EAP-020 | Fall/Sp |
| | OFT-110 | Keyboarding I | 3 | | Fall |
| | EHR-110 | Computerized Medical Office | 3 | Coreq: EHR-100 | Fall |
| | EHR-100 | Medical Terminology for the Healthcare Profession | 3 | COM-097 or EAP-040 and EAP-020 | All |
| | EHR-200 | Medical Office Procedures | 3 | COM-097 or EAP-040 and EAP-020 | Fall |

| SEMESTER 2 – Spring (15 credits) | | | | | |
|---|---|---|---|---|---|
| √ | Course# | Course Name | Cr. | Pre-requisites/ Co-requisites | Semesters |
| | OFT-111 | Keyboarding II | 3 | OFT-110 | Spring |
| | EHR-102 | Introduction to Health Records Management | 3 | COM-098 or EAP-060 and EAP-050, EHR-100 or concurrent enrollment | Spring |
| | BUS-106 | Business Communications | 3 | COM-098 or EAP-060 and EAP-050 | All |
| | IFT-110 | Microcomputer Applications | 3 | MAT-020; COM 098 or EAP 060 & EAP 050 | All |
| | EHR-205 | Document Editing for the Healthcare Specialist | 3 | EHR-100, BUS-105 | Spring |

*Sections of these courses offered in the Honors Program, check https://www.racc.edu/academics/honors-program for details.  **Online (OL)** may not be offered every semester.  Please check the schedule.

| Date created: September 2019 | Updated:  May 2023 | All = Fall/Spring/Summer |
|---|---|---|
| | | OL = Online |