

<b>Program:</b>	<b>MO.HRS.AAS Medical Office/Health Records Specialist AAS (60 credits)</b>	<b>Division:</b>	<b>Business</b>
<b>Student:</b>		<b>ID#:</b>	<b>Catalog Year: 2024-2025</b>

Developmental Education Courses (if required)								
<input type="checkbox"/>	EAP-018	Intensive Academic English	<input type="checkbox"/>	MAT-020	Basics of College Math	<input type="checkbox"/>	COM-017/019	Foundational Reading/Writing
<input type="checkbox"/>	EAP-020/040	EAP Reading I and Writing I	<input type="checkbox"/>	MAT-03_		<input type="checkbox"/>	COM-097	Academic Literacy I
<input type="checkbox"/>	EAP-050/060	EAP Writing II and Reading II				<input type="checkbox"/>	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
M	EHR-100	Medical Terminology for the Healthcare Profession	3	COM-097 or EAP-040 and EAP-020	All
M	OFT-110	Keyboarding I	3		Fall
M	BUS-105	Business English	3	COM-097 or EAP-040 and EAP-020	Fall/Spring
G	CSS-103 *	College Success Strategies	3		All & OL
G	IFT-110 *	Microcomputer Applications	3	MAT-020; COM 098 or EAP-060 & EAP 050	All & OL

SEMESTER 2 – Spring (15 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	IFT-120	Advanced Microcomputer Applications	3	IFT-110*	All
M	OFT-111	Keyboarding II	3	OFT-110	Spring
M	EHR-102	Introduction to Health Records Management	3	COM-098 or EAP-050 and EAP-060 EHR-100 or concurrent enrollment	Spring
G	COM-121 *	English Composition I	3	COM-098 or EAP-060 and EAP-050	All & OL
G	BUS-106	Business Communications	3	COM-098 or EAP-060 and EAP-050	All & OL

SEMESTER 3 – Fall (15-16 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	EHR-110	Computerized Medical Office	3	EHR-100	Fall
M	EHR-210	Legal & Ethical Issues in Healthcare	3	COM-098 or EAP-060 and EAP-050	Fall/Spring
M	EHR-200	Medical Office Procedures	3	COM-097 or EAP-040 and EAP-020	Fall
G	Science 1	ENV-130*, BIO-120, BIO-150, CHE-120, CHE-150, PHY-120 or PHY-150	3/4	See catalog	All & OL
G	Social Science	ANT-140, HIS-110/115, PSY-130*, or SOC-130*	3	COM-098 or EAP-060 and EAP-050	All & OL

SEMESTER 4 – Spring (15 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	EHR-220	Medical Billing & Reimbursement	3	EHR-100, MAT-020	Spring
M	EHR-205	Document Editing for the Healthcare Specialist	3	EHR-100, BUS-105	Spring
M	EHR-290	Cooperative Education	3	By Petition Only	All
G	BUS-110	Business Math	3	MAT-030	All & OL
G	Humanities	ART-111, ART-201, COM-110, ENG-125*, MUS-221, PHI-271*, PHI-275* or THR-120	3	COM-098 or EAP-060 and EAP-050 or COM-121*	All & OL

\*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: June 2024	All = Fall/Spring/Summer; OL = Online M = Major; E = Elective; G = GenEd
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