

<b>Program:</b>	<b>MO.HRS.CERT Medical Office Health Records Specialist (18 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 (9 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	OFT-110	Keyboarding I	3		Fall
M	EHR-110	Computerized Medical Office	3	Coreq: EHR-100	Fall
M	EHR-100	Medical Terminology for the Healthcare Profession	3	COM-097 or EAP-040 and EAP-020	All

SEMESTER 2 – Spring (9 credits)					
	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
M	OFT-111	Keyboarding II	3	OFT-110	Spring
M	IFT-110*	Microcomputer Applications	3	MAT-020; COM 098 or EAP 060 & EAP 050	All
M	EHR 200	Medical Office Procedures	3	COM-097 or EAP-040 and EAP-020	Fall/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: June 2024	All = Fall/Spring/Summer; OL = Online M = Major; E = Elective; G = GenEd
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