



Program: Medical Office Specialist, CC (33 credits)		Division: Business
Student:	ID#:	Calendar Year: 2017-2018

FALL SEMESTER (18 credits)							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	BUS-105	Business English	3	X	COM-021, COM-041 or ESL 040	Fall/Sp	
	EHR-200	Medical Office Procedures	3	X	COM-021, COM-041 or ESL 040	Fall	
	OFT-213	Microsoft Applications for the Office I	3	X	COM-021	Fall	
	COM-121*	English Composition I	3	X	COM-061 or ESL-060, COM-051 or ESL-050	All/OL	
	EHR-100	Medical Terminology for the Healthcare Profession	3	X	COM-021, COM-041 or ESL 040	F/Sp/OL	
	ORI-103*	College Success Strategies	3	X		All/OL	
SPRING SEMESTER (15 credits)							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	BUS-110	Business Mathematics	3	X	MAT-030 or MAT032 (recommended)	All	
	OFT-214	Microsoft Applications for the Office II	3	X	IFT 110 or OFT-213 and MAT 020	Spring	
	MGT-215	Human Relations in Business	3	X	COM-121 or COM-122	Fall/Sp	
	OFT-241	Medical Transcription	3	X	EHR 100, OFT 120	Spring	
	BUS-106	Business Communications	3	X	COM-051 or ESL-050	All	

The Medical Office Specialist Certificate Program is designed to provide students who already possess advanced secretarial skills with the competencies necessary to obtain employment as medical secretaries or medical transcriptionists. All coursework may later be applied to an Associate in Applied Science degree if the student desires. **Prior secretarial experience is required for entry into this program.**

Advisor's Contact Information:

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