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| Program: Medical Secretary, AAS (66 credits) | | Division: Business | |
| Student: | ID#: | Catalog Yr: 2015-16 | |

GENERAL EDUCATION REQUIREMENTS –AAS (24-25 credits)

| √ | Course# | Course Name | Cr. | Req. | Pre-requisites | Sem. | Code [^] |
|--|----------|--|-----|------|---|----------|-------------------|
| | ORI-103 | College Success Strategies | 3 | X | | All & OL | |
| | COM-121* | English Composition | 3 | X | COM-061 or ESL-060 and COM-050/1 or ESL-050 (C or better) | All & OL | WC/IL |
| | IFT-110 | Microcomputer Applications | 3 | X | MAT-020 | All & OL | TC |
| HUMANITIES: 6 credits | | | | | | | |
| Select 1 course from the following: | | | | | | | |
| | BUS-106 | Business Communications | 3 | X | COM-121 or COM-122 (C or better) | All | OC |
| Select 1 course from the following: | | | | | | | |
| | ART-111 | Introduction to Drawing | 3 | X | COM-061 or ESL-060 and COM-050/1 or ESL-050 | All | AU |
| | ART-201 | Art Appreciation | 3 | | COM-121 or COM-122 | All & OL | AU |
| | COM-110 | Intro. to Creative Writing | 3 | | COM-061 or ESL-060 and COM-050/1 or ESL-050 | Fall/Sp | AU |
| | ENG-125 | Introduction to Literature | 3 | | COM-121 or COM-122 (C or better) | All | AU |
| | PHI-271 | Philosophy | 3 | | COM-121 or COM-122 | All | AU |
| | PHI-275* | Ethics | 3 | | COM-121 or COM-122 | Fall/Sp | AU |
| MATHEMATICS: 3 credits (Select 1 course) | | | | | | | |
| | BUS-110 | Business Math | 3 | X | MAT-030 | All | QR/CA |
| NATURAL/PHYSICAL SCIENCES: 3 or 4 credits (Select 1 course) | | | | | | | |
| | ENV-130* | Environment | 3 | X | COM-061 or ESL-060 | All & OL | SR |
| | or | Lab Science (BIO-120, BIO-150, CHE-120, CHE-150, PHY-120, PHY-150) | 4 | | See catalog | | SR |
| SOCIAL SCIENCES: 3 credits (Select 1 course) | | | | | | | |
| | ANT-140 | Cultural Anthropology | 3 | X | COM-061 or ESL-060 and COM-050/1 or ESL-050 | All | CU |
| | HIS-110 | US History to 1877 | 3 | X | COM-061 or ESL-060 and COM-050/1 or ESL-050 | Fall | CU |
| | HIS-115 | US History since 1865 | 3 | X | COM-061 or ESL-060 and COM-050/1 or ESL-050 | Sp | CU |
| | PSY-130* | General Psychology | 3 | X | COM-061 or ESL-060 and COM-050/1 or ESL-050 | All & OL | CU |
| | SOC-130* | Sociology | 3 | X | COM-061 or ESL-060 and COM-050/1 or ESL-050 | All & OL | CU |

*Sections of these courses offered in the Honors Program, check <http://www.racc.edu/Academics/Honors/courses.aspx> for details.

| [^] Code | This course fulfills the Core Competency for: |
|-------------------|---|
| WC/IL | Written Communication/Information Literacy |
| OC | Oral Communication |
| QR/CA | Quantitative Reasoning/Critical Analysis |
| CU | Cultural Understanding |
| AU | Aesthetic Understanding |
| SR | Scientific Reasoning |
| TC | Digital/Technical Competence |



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|--|---------------------------|
| Program: Medical Secretary, AAS | Division: Business |
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MAJOR REQUIREMENTS (42 credits)

FALL SEMESTER 1

| √ | Course# | Course Name | Cr. | Req. | Pre-requisites | Sem. | Grade |
|---|---------|------------------|-----|------|------------------------------------|---------|-------|
| | BUS-105 | Business English | 3 | X | COM-061 or ESL-060 | Fall/Sp | |
| | OFT-110 | Keyboarding I | 3 | X | COM-021 or ESL-020 (or concurrent) | Fall | |
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SPRING SEMESTER 1

| √ | Course# | Course Name | Cr. | Req. | Pre-requisites | Sem. | Grade |
|---|---------|-----------------------------------|-----|------|--------------------|---------|-------|
| | OFT-111 | Keyboarding II | 3 | X | OFT-110 | Sp | |
| | OFT-120 | Machine Dictation & Transcription | 3 | X | BUS-105 | Sp | |
| | MGT 215 | Human Relations in Business | 3 | X | COM-121 or COM-122 | Fall/Sp | |
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FALL SEMESTER 2

| √ | Course# | Course Name | Cr. | Req. | Pre-requisites | Sem. | Grade |
|---|---------|---|-----|------|--------------------------------------|---------|-------|
| | EHR-200 | Medical Office Procedures | 3 | X | COM-051, COM 061 or ESL-051, ESL-060 | Fall | |
| | OFT-213 | Word Processing I | 3 | X | OFT-111 | Fall | |
| | EHR-210 | Legal & Ethical Issues in Healthcare | 3 | X | COM-121 | Fall/Sp | |
| | EHR-100 | Medical Terminology for the Healthcare Profession | 3 | X | COM-051, COM 061 or ESL-051, ESL-060 | Fall/Sp | |
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SPRING SEMESTER 2

| √ | Course# | Course Name | Cr. | Req. | Pre-requisites | Sem. | Grade |
|---|---------|-----------------------------------|-----|------|--------------------------|--------|-------|
| | EHR-110 | Computerized Medical Office | 3 | X | EHR-100, MAT 030 | Spring | |
| | OFT-214 | Word Processing II | 3 | X | OFT-213 | | |
| | OFT-241 | Medical Transcription | 3 | X | EHR 100, OFT-213 | Spring | |
| | EHR-220 | Health Insurance Billing & Coding | 3 | X | EHR-110, EHR 210 | Spring | |
| | OFT-290 | Cooperative Education I | 3 | X | By petition only. | All | |
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Advisor's Contact Information:

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