



Program: Medical Office Specialist, AAS (66 credits)		Division: Business	
Student:	ID#:	Catalog Yr: 2017-2018	

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-051 or ESL-050 (C or better)	All & OL	WC/IL
	IFT-110*	Microcomputer Applications	3	X	MAT-020 and COM-061 or ESL-060	All & OL	TC
HUMANITIES: 6 credits							
Select 1 course from the following:							
	BUS-106	Business Communications	3	X	COM 051 or ESL 050	All	OC
Select 1 course from the following:							
	ART-111	Introduction to Drawing	3	X	COM-061 or ESL-060 and COM-051 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-051 or ESL-050	F/SP & OL	AU
	ENG-125*	Introduction to Literature	3		COM-121 or COM-122 (C or better)	All & OL	AU
	PHI-271*	Philosophy	3		COM-121 or COM-122	All & OL	AU
	PHI-275*	Ethics	3		COM-121 or COM-122	Fall/Sp	AU
MATHEMATICS: 3 credits (Select 1 course)							
	BUS-110	Mathematics for Business & Finance	3	X	MAT-030, MAT 032 (recommended) or MAT-035	All	QR/C A
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	OL	SR
SOCIAL SCIENCES: 3 credits (Select 1 course)							
	ANT-140	Cultural Anthropology	3	X	COM-061 or ESL-060 and COM-051 or ESL-050	All & OL	CU
	HIS-110	US History I	3	X	COM-061 or ESL-060 and COM-051 or ESL-050	F/Su/OL	CU
	HIS-115	US History II	3	X	COM-061 or ESL-060 and COM-051 or ESL-050	Sp & OL	CU
	PSY-130*	General Psychology	3	X	COM-061 or ESL-060 and COM-051 or ESL-050	All & OL	CU
	SOC-130*	Sociology	3	x	COM-061 or ESL-060 and COM-051 or ESL-050	All & OL	CU

*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.

^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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MAJOR REQUIREMENTS (42 credits)

FALL SEMESTER 1							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	BUS-105	Business English	3	X	COM-021, COM 041 or ESL 040	Fall/SP	
	OFT-110	Keyboarding I	3	X	COM-021 or ESL-020 (or concurrent)	Fall	
SPRING SEMESTER 1							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	OFT-111	Keyboarding II	3	X	OFT-110	SP	
	OFT-120	Transcription & Proofreading	3	X	BUS-105 (or concurrent)	SP	
	MGT 215	Human Relations in Business	3	X	COM-121 or COM-122	Fall/SP	
FALL SEMESTER 2							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	EHR-200	Medical Office Procedures	3	X	COM-021, COM 041 or ESL 040	Fall	
	OFT-213	Microsoft Applications for Office I	3	X	COM-021	Fall	
	EHR-210	Legal & Ethical Issues in Healthcare	3	X	EHR-100, BUS 106	Fall/SP	
	EHR-100	Medical Terminology for the Healthcare Profession	3	X	COM-021, COM 041 or ESL 040	Fall/SP	
SPRING SEMESTER 2							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	EHR-110	Computerized Medical Office	3	X	EHR-100	Spring	
	OFT-214	Microsoft Applications for the Office II	3	X	IFT-110 or OFT 213 and MAT 020	Spring	
	OFT-241	Medical Transcription	3	X	EHR 100, OFT-120	Spring	
	EHR-220	Medical Billing & Reimbursement	3	X	EHR-100, MAT 020	Spring	
	OFT-290	Cooperative Education I	3	X	By petition only.	All	

Advisor's Contact Information:

Name: Bette Keeny

Office: P111

Phone: 610-372-4721, ext. 5174

E-Mail: bkeeney@racc.edu