



<b>Program: Medical Office/Health Records Specialist, AAS (60 credits) Division: Business</b>		
Student:	ID#:	Catalog Yr: 2018-2019

**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 I	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
<b>HUMANITIES: 6 credits</b>							
<b>Select 1 course from the following:</b>							
	BUS-106	Business Communications	3	X	COM-061 or ESL-060 and COM-051 or ESL-050	All & OL	OC
<b>Select 1 course from the following:</b>							
	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	Fall/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 & OL	AU
<b>MATHEMATICS: 3 credits (Select 1 course)</b>							
	BUS-110	Mathematics for Business and Finance	3	X	MAT-030, MAT 032, or MAT 035 with a grade of C or better, or appropriate pl. test scores, COM 061 or ESL 060, COM 041 or ESL 040	All & OL	QR/CA
<b>NATURAL/PHYSICAL SCIENCES: 3 or 4 credits (Select 1 course)</b>							
	ENV-130*	Environment	3	X	COM-061	All & OL	SR
	or	Lab Science (BIO-120, BIO-150, CHE-120, CHE-150, PHY-120, PHY-150)	4		See catalog	OL	SR
<b>SOCIAL SCIENCES: 3 credits (Select 1 course)</b>							
	ANT-140	Cultural Anthropology	3	X	COM-061 or ESL-060 and COM-051 or ESL-050	All & OL	CU
	HIS-110	US History to 1877	3	X	COM-061 or ESL-060 and COM-051 or ESL-050	F & OL	CU
	HIS-115	US History since 1865	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.

^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 (36 credits)**

<b>FALL SEMESTER 1</b>							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	EHR-100	Medical Terminology for the Healthcare Profession	3	X	COM-021, COM-041 or ESL-040	Fall/SP & OL	
	OFT-110	Keyboarding I	3	X	COM-021 or ESL-020	Fall	
	BUS-105	Business English	3	X	COM-021, COM-041 or ESL-040	Fall/SP	
<b>SPRING SEMESTER 1</b>							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	IFT-120	Advanced Microcomputer Applications	3	X	IFT-110	Fall/SP & OL	
	OFT-111	Keyboarding II	3	X	OFT-110	Spring	
	EHR-102	Introduction to Health Records Management	3	X	COM-061 and COM-051, EHR-100 or concurrent enrollment	Spring	
<b>FALL SEMESTER 2</b>							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	EHR-110	Computerized Medical Office	3	X	EHR-110	Fall	
	EHR-210	Legal & Ethical Issues in Healthcare	3	X	EHR-100, BUS-106	Fall/SP	
	EHR-200	Medical Office Procedures	3	X	COM-021, COM-041 or ESL-040	Fall	
<b>SPRING SEMESTER 2</b>							
√	Course#	Course Name	Cr.	Req.	Pre-requisites	Sem.	Grade
	EHR-220	Medical Billing & Reimbursement	3	X	EHR-100, MAT-020	Spring	
	EHR-205	Document Editing for the Healthcare Specialist	3	X	EHR-100, BUS-105	Spring	
	EHR-290	Cooperative Education	3	X	By Petition Only	All	

**Advisor's Contact Information:**

**Name:** Bette Keeny

**Office:** P111

**Phone:** 610-372-4721, ext. 5174

**E-Mail:** bkeeny@racc.edu