Program:	MOHRS.CC Medical Office Health Records Specialist (30 credits)	Division: Business
Student:	ID#:	Catalog Year: 2019-20

Developmental Education Courses (if required)					☐	COM-017/019	Foundational Reading/Writing
☐	EAP-018	Intensive Academic English	☐	MAT-020	Basics of College Math	☐ COM-097	Academic Literacy I
☐	EAP-050/060	EAP Reading I and Writing I	☐	MAT-03_		☐ 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.

FALL SEMESTER I				
√	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
	BUS-105	Business English	3	COM-097 or EAP-040 and EAP-020	Fall/Sp
	OFT-110	Keyboarding I	3		Fall
	EHR-110	Computerized Medical Office	3	Coreq: EHR-100	Fall
	EHR-100	Medical Terminology for the Healthcare Profession	3	COM-097 or EAP-040 and EAP-020	All
	EHR-200	Medical Office Procedures	3	COM-097 or EAP-040 and EAP-020	Fall

SPRING SEMESTER I				
√	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
	OFT-111	Keyboarding II	3	OFT-110	Spring
	EHR-102	Introduction to Health Records Management	3	COM-098 or EAP-060 and EAP-050, EHR-100 or concurrent enrollment	Spring
	BUS-106	Business Communications	3	COM-098 or EAP-060 and EAP-050	All
	IFT-110	Microcomputer Applications	3	MAT-020	All
	EHR-205	Document Editing for the Healthcare Specialist	3	EHR-100, BUS-105	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.