Program:	MOHRS.AAS Medical Office/Health Records Specialist AAS (60 credits)	Division: Business
Student:	ID#:	Catalog Year: 2021-22

	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.

SEMESTER I – Fall (15 credits)					
√	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
	EHR-100	Medical Terminology for the Healthcare Profession	3	COM-097 or EAP-040 and EAP-020	All
	OFT-110	Keyboarding I	3		Fall
	BUS-105	Business English	3	COM-097 or EAP-040 and EAP-020	Fall/SP
	CSS-103 *	College Success Strategies	3		All & OL
	IFT-110 *	Microcomputer Applications	3	MAT-020 and EAP-060	All & OL

SEMESTER 2 – Spring (15 credits)					
√	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
	IFT-120	Advanced Microcomputer Applications	3	IFT-110	All
	OFT-111	Keyboarding II	3	OFT-110	Spring
	EHR-102	Introduction to Health Records Management	3	COM-098 or EAP-050 and EAP-060 EHR-100 or concurrent enrollment	Spring
	COM-121 *	English Composition I	3	COM-098 or EAP-060 and EAP-050	All & OL
	BUS-106	Business Communications	3	COM-098 or EAP-060 and EAP-050	All & OL

SEMESTER 3 – Fall (15-16 credits)					
√	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
	EHR-110	Computerized Medical Office	3	EHR-100	Fall
	EHR-210	Legal & Ethical Issues in Healthcare	3	EHR-100, BUS-106	Fall/SP
	EHR-200	Medical Office Procedures	3	COM-097 or EAP-040 and EAP-020	Fall
	Science 1	ENV-130, BIO-120, CHE-120, or PHY-120	3/4	See catalog	All & OL
	Social Science	ANT-140, HIS-110/115, PSY-130*, SOC-130*	3	COM-098 or EAP-060 and EAP-050	All & OL

SEMESTER 4 – Spring (15 credits)					
√	Course#	Course Name	Cr.	Pre-requisites/ Co-requisites	Semesters
	EHR-220	Medical Billing & Reimbursement	3	EHR-100, MAT-020	Spring
	EHR-205	Document Editing for the Healthcare Specialist	3	EHR-100, BUS-105	Spring
	EHR-290	Cooperative Education	3	By Petition Only	All
	BUS-110	Business Math	3	MAT-032; COM-097 or EAP-040 and EAP-020	All & OL
	Humanities	ART-111, ART-201, COM-110, ENG-125*, PHI-271*, PHI-275*	3	COM-098 or EAP-060 and EAP-050 or COM-121	All & OL

*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.

Date created: September 2019	Updated: March 2021	All = Fall/Soring/Summer OL = Online