



## Red Rocks Community College

2017-2018 Degree or Certificate Map  
Full-Time College Ready

**Community: Health Sciences**

**Certificate: Medical Office Full time**

ALL COURSES FOR THIS PROGRAM MUST BE COMPLETED WITH A GRADE OF "C" OR HIGHER. MOT 136 should be taken as the last course of the program requirements and internship must be started within 4 months of completing MOT 136. Internship is 120 hrs. unpaid; Full time, M-F during business hours. A background check/Drug screen is required for internship and is at student's expense

### First Semester: Fall

Complete	Course Number	Title	Credits	Prerequisite
	BIO 106	Anatomy and Physiology	4	
	ACC 101	Fundamentals of Accounting	3	
	HPR 144	Comp. Medical Terminology	3	
	BUS 115	Intro to Business	3	
	MAN 212	Negotiation & Conflict Resolution	3	

### Second Semester: Spring

Complete	Course Number	Title	Credits	Prerequisite
	HPR 106	Law & Ethics	2	
	MAP 110	Medical Office Administration	4	CCR 092 or 094
	MAP 120	Med. Office Financial Management	4	CCR 092 or 094 Co-Reqs: HPR 144
Take as final program course	MOT 126	Introduction to Clinical Skills	3	Co-Reqs: HPR 144 / BIO 106 MAP 110 / 120

### Third Semester: Summer

Complete	Course Number	Title	Credits	Prerequisite
Full time: unpaid; 120 hours M-F during business hours	MAP 181	Administrative Internship	2	Successful completion of above courses <i>Internship must be taken within 4 months of completing MOT 136. . Bkgrd check/drug screen</i>

**Certificate: Medical Office Part Time**

## First Semester: Fall

Complete	Course Number	Title	Credits	Prerequisite
	BIO 106	Anatomy and Physiology	4	
	ACC 101	Fundamentals of Accounting	3	
	HPR 144	Comp. Medical Terminology	3	

## Second Semester: Spring

Complete	Course Number	Title	Credits	Prerequisite
	BUS 115	Intro to Business	3	
	MAN 212	Negotiation & Conflict Resolution	3	
	MAP 110	Medical Office Administration	4	CCR 092 or 094

## Third Semester: Fall

Complete	Course Number	Title	Credits	Prerequisite
	HPR 106	Law & Ethics	2	
	MAP 120	Med. Office Financial Management	4	CCR 092 or 094 Co-Reqs: HPR 144
Take as final program course	MOT 126	Introduction to Clinical Skills	3	Co-Reqs: HPR 144 / BIO 106 MAP 110 / 120

## Fourth Semester: Spring

Complete	Course Number	Title	Credits	Prerequisite
Full time: unpaid; 120 hours  M-F during business hours	MAP 181	Administrative Internship	2	Successful completion of above courses <i>Internship must be taken within 4 months of completing MOT 136. . Bkgrd check/drug screen</i>