**PROGRAM PLAN OF STUDY**

**TERM:** FY16/17  
**EFFECTIVE DATE:** 8/11/2016  
**STATE PROGRAM NAME:** Administrative Support - Medical  
**CLUSTER:** Business Management & Administration  
**LOCAL PROGRAM NAME:** Medical Health Records Clerk  
**COHORT:** AD Allday Aug  
**EFFECTIVE DATE:** 8/11/2016  
**OCAS CODE:** 9230  
**CIP CODE:** 51.0707  
**CM CODE:** BA0020004  
**SOC CODE:** 43-6013  
**CTSO:** BPA  
**TUITION RATE:** HR/$4.00  
**INDIVIDUAL**  

**PLOYEE NAME & ID#:** 91770  
**CAMPUS:** Peoria  
**DISTANCE EDUCATION PERCENTAGE:** 10%  
**REQUIRED GRADE:** "C" or better  
**TIME:** 8:00 AM-10:50 AM / 12:00 PM-2:50 PM  

**STUDENT NAME & ID#:**  
**STUDENT TYPE:** Adult  

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>OCAS CODE</th>
<th>ACAD CRE</th>
<th>OHLAP CREDIT</th>
<th>COURSES</th>
<th>THEORY</th>
<th>LAB</th>
<th>TOTAL</th>
<th>START DATE</th>
<th>END DATE</th>
<th>#DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMN-0284</td>
<td></td>
<td></td>
<td></td>
<td>Medical Terminology for Health Records Clerk</td>
<td>60</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMA-A0106</td>
<td></td>
<td></td>
<td></td>
<td>Medical Insurance</td>
<td>180</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMN-0244</td>
<td></td>
<td></td>
<td></td>
<td>Electronic Health Records I</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADMN-0245</td>
<td></td>
<td></td>
<td></td>
<td>Electronic Health Records II</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TTC-0110</td>
<td></td>
<td></td>
<td></td>
<td>Career Major Capstone</td>
<td>20</td>
<td>100</td>
<td>120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80</td>
<td>100</td>
<td>600</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURES:**  
Student:  
Instructor:  
Instructional Coordinator:  
Administrative: