

## Medical Office Specialist (BP/EP) Associate in Applied Science Degree

### Semester Sequence

#### Offered at Brooklyn Park and Eden Prairie

#### First Semester

CPLT1005	Advanced Keyboarding and Document Processing	3
OFCR1301	Medical Terminology	4
OFCR1345	U.S. Healthcare System	4
COMM1250	Interpersonal Communication	3

#### Total Credits 14

#### Second Semester

OFCR1335	Medical Coding and Reimbursement Fundamentals	4
ITEC1080	Microsoft Productivity Apps 1	3
BIOL1400	Human Biology	4
ENGL1070	Technical Writing	3

#### Total Credits 14

#### Third Semester

ACCT1000	Introduction to Accounting	3
	or	
ACCT1102	Principles of Accounting I	4
BUSN1150	Introduction to Service and Work Team Strategies	3
ITEC1090	Microsoft Productivity Apps 2	3
OFCR1317	Medical Office Procedures	4
PSYC1000	General Psychology	3
	or	
PSYC1200	Psychology Throughout the Lifespan	3

#### Total Credits 16

#### Fourth Semester

BUSN1100	Supervision	3
OFCR1341	Medical Office Management	4
ENGL1080	Professional Writing	3
PHIL1100	Critical Thinking for College Success	3
PHIL1200	Ethics	3
	or	
PHIL1400	Medical Ethics	4

#### Total Credits 16

### Graduation (60 Credits)

Semester listings reflect the recommended sequence. Due to circumstances beyond our control, the information herein is subject to change without notice.

3/1/2023 : BP 2204 / EP 2205