

Medical Administrative Assistant (BP/EP) Associate in Applied Science Degree

Semester Sequence

Offered at Brooklyn Park and Eden Prairie

First Semester

CCIS1035	Microsoft Word	3
COMM2050	Interpersonal Communication	3
ENGL1010	Business English	3
OFCR1301	Medical Terminology	4

Total Credits 13

Second Semester

BIOL2045	Human Biology	4
CCIS1080	Microsoft Productivity Apps 1	3
CPLT1005	Advanced Keyboarding and Document Processing	3
ENGL2125	Technical Writing	3
OFCR1335	Medical Coding and Reimbursement Fundamentals	4

Total Credits 17

Third Semester

ACCT1000	Introduction to Accounting or	3
ACCT1102	Principles of Accounting I	4
OFCR1317	Medical Office Procedures	4
OFCR1331	Medical Document Processing	4
PSYC2300	General Psychology or	3
PSYC2310	Psychology Throughout the Lifespan	3
	Technical Studies Electives	2

Total Credits 16

Fourth Semester

ACCT1125	Excel	3
CCDS1040	Job Seeking Skills	2
OFCR1340	Medical Office Management	3
PHIL2100	Critical Thinking for College Success	3
PHIL2200	Ethics or	3
PHIL2400	Medical Ethics	4

Total Credits 14

Technical Studies Electives

Any Accounting Careers (ACCT), Business (BUSN), Information Technology/Computer Careers (CCIS), Emergency Medical Services (EMSV), or Medical Office Careers (OFCR) course that is not required for this award may be used as an elective.

Recommended:

EMSV1020	CPR/First Aid	1
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Choose a Total of: 2 Credits

Graduation (60 Credits)

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

4/13/2021 : BP 2204 / EP 2205