

## Medical Administrative Assistant (BP/EP) Diploma

### Semester Sequence

Offered at Brooklyn Park and Eden Prairie

#### First Semester

CCIS1035	Microsoft Word	3
ENGL1010	Business English	3
OFCR1301	Medical Terminology	4

**Total Credits 10**

#### Second Semester

CCIS1080	Microsoft Productivity Apps 1	3
CPLT1005	Advanced Keyboarding and Document Processing	3
OFCR1335	Medical Coding and Reimbursement Fundamentals	4
	Technical Studies Electives	4

**Total Credits 14**

#### Third Semester

ACCT1000	Introduction to Accounting	3
	or	
ACCT1102	Principles of Accounting I	4
OFCR1317	Medical Office Procedures	4
OFCR1331	Medical Document Processing	4
	General Education Electives	3

**Total Credits 14**

#### Fourth Semester

ACCT1125	Excel	3
CCDS1040	Job Seeking Skills	2
COMM1050	Communication in the Workplace	2
OFCR1340	Medical Office Management	3

**Total Credits 10**

#### 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: 4 Credits**

#### General Education Electives

If a General Education course is required it may not be used as a General Education Elective.

Minnesota Transfer Curriculum (MnTC) may also be used to meet General Education Elective requirements. A complete list of MnTC courses can be found at [www.hennepintech.edu](http://www.hennepintech.edu).

CCDS1000	College Success Seminar	1
CCDS1020	Interviewing Skills	1
CCDS1040	Job Seeking Skills	2

CCDS1100	Student Success	3
COMM1050	Communication in the Workplace	2
CPLT1000	Computer Keyboarding	2
CPLT1005	Advanced Keyboarding and Document Processing	3
CPLT1100	Computer Essentials	3
CPLT1200	Introduction to Macintosh	3
EMSV1020	CPR/First Aid	1
ENGL1010	Business English	3
ENGL1021	Essay Fundamentals	3
ENGL1026	Writing for Careers	3
MATH1007	Math for the Trades	2
MATH1020	Geometry and Trigonometry	2
MATH1050	Math Pathways Plus for College and Careers	4
MATH1060	Math Pathways for College and Careers	3
MATH1500	Beginning Algebra	3
MATH1650	Mathematical Literacy	4
MATH1700	Intermediate Algebra	3
METS1000	Computers in Manufacturing	3
PHYS1000	Fundamentals of Physics	2

### Choose a Total of: 3 Credits

### Graduation (48 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 2206 / EP 2207