

## Medical Receptionist (BP/EP) Occupational Certificate

### Semester Sequence

Offered at Brooklyn Park and Eden Prairie

#### First Semester

CPLT1005	Advanced Keyboarding and Document Processing	3
COMM1050	Communication in the Workplace	2
ENGL1010	Business English	3
OFCR1301	Medical Terminology	4

**Total Credits 12**

#### Second Semester

OFCR1317	Medical Office Procedures	4
OFCR1335	Medical Coding and Reimbursement Fundamentals	4

**Total Credits 8**

### Graduation (20 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 2008 / EP 2209