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 | 3 |
|---|--|--------|
| OFCR1301 OFCR1345 | Processing Medical Terminology U.S. Healthcare System | 4 4 |
| COMM1250 | Interpersonal Communication | 3 |
| Total Credits 14 | | |
| Second Semester OFCR1335 | Medical Coding and Reimbursement | 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 |
| ACCT1102 | or Principles of Accounting I | 4 |
| BUSN1150 | Introduction to Service and Work Team | 3 |
| ITEC1090 OFCR1317 | Strategies Microsoft Productivity Apps 2 Medical Office Procedures | 3 4 |
| PSYC1000 | General Psychology | 3 |
| PSYC1200 | or Psychology Throughout the Lifespan | 3 |
| Total Credits 16 | | |
| Fourth Semester BUSN1100 OFCR1341 | Supervision Medical Office Management | 3 4 |
| ENGL1080 PHIL1100 | Professional Writing Critical Thinking for College Success | 3 3 |
| PHIL1200 | Ethics | 3 |
| PHIL1400 | or 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

Hennepin Technical College^{**}

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 Eden Prairie Campus

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