

Medical Office Specialist (BP/EP) Diploma

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

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

Total Credits 11

Third Semester

ACCT1000	Introduction to Accounting or	3
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

Total Credits 13

Fourth Semester

BUSN1100	Supervision	3
OFCR1341	Medical Office Management	4
ENGL1080	Professional Writing	3

Total Credits 10

Graduation (48 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 2206 / EP 2207