

Medical Office Specialist (BP/EP) Occupational Certificate

Semester Sequence

Offered at Brooklyn Park and Eden Prairie

First Semester

CPLT1005	Advanced Keyboarding and Document Processing	3
COMM1250	Interpersonal Communication	3
OFCR1301	Medical Terminology	4

Total Credits 10

Second Semester

ENGL1080	Professional Writing	3
OFCR1317	Medical Office Procedures	4
OFCR1335	Medical Coding and Reimbursement Fundamentals	4

Total Credits 11

Graduation (21 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 2008 / EP 2209