

**Associate of Applied Science – 61 credits  
Medical Administrative Specialist**

<b>Name:</b>	<b>Date of Entry:</b>	<b>Advisor:</b>
<b>Dual Major With:</b>	<b>Academic Plan Advisor:</b>	
<b>Transferred From:</b>		
<b>Credit Hours Transferred In:</b>	Must complete 1/3 of degree through Helena College	

Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
<b>First Semester (15 credits)</b>						
WRIT 121T or WRIT 101	Intro to Technical Writing or College Writing	3	Placement in WRIT 101/121, or Co-req. WRIT 096 if necessary			
M108T or any Core M Course	Business Math or any Core M Course	3	Depends on M Course			
AHMS 105	Health Care Delivery Systems	3	<i>Fall Only</i>			
BGEN 105	Intro to Business	3				
CAPP 131	Basic MS Office	3				
<b>Second Semester (16 credits)</b>						
AHMS 108	Health Data Content and Structure	3	<i>Spring Only</i>			
AHMS 220	Medical Office Procedures	3	<i>Spring Only</i>			
AMGT 210	Office Success Strategies	3	<i>Spring Only</i>			
BIOH 104	Basic Human Biology	4				
CAPP 154	Word	3	Recommended Basic MS Office			
<b>Third Semester (15 credits)</b>						
ACTG 101	Accounting Procedures I	3				
AHMS 144	Medical Terminology	3				
AHMS 156	Medical Billing Fundamentals	3	<i>Fall only</i>			
CAPP 153	MS PowerPoint	3	Recommended Basic MS Office			
LEG 121	Law, Society and Legal Reasoning	3	<i>Fall only</i>			
<b>Fourth Semester (15 credits)</b>						
AHMS 210	Basic Medical Coding	3	<i>Spring Only</i>			
AMGT 150	Customer Service Strategies	3				
AMGT 299	Integrated Office Capstone	3	CAPP 153, CAPP 154, CAPP 156 and Instructor Consent ( <i>Spring Only</i> )			
CAPP 156	Excel	3	Recommended Basic MS Office			
Choose one of the following:						
SOCI101	Intro to Sociology	3				
PSYX100	Intro to Psychology	3	Placement into WRIT 101 or 121T			
<b>Developmental Coursework:</b>						