

**Associate of Applied Science – 61 credits
Medical Administrative Support Management**

Name:	Date of Entry:	Advisor:
Dual Major With:	Academic Plan Advisor:	
Transferred From:		
Credit Hours Transferred In:	Must complete 33% of degree through Helena College	

Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
First Semester (15 credits)						
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				
Second Semester (16 credits)						
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 or ELCT	Word or Elective	3	Recommended Basic MS Office; <i>Spring Only</i>			
Third Semester (15 credits)						
ACTG 101	Accounting Procedures I	3				
AHMS 144	Medical Terminology	3				
AHMS 156	Medical Billing Fundamentals	3	<i>Fall only</i>			
CAPP 153 or ELCT	MS PowerPoint or Elective	3	Recommended Basic MS Office; <i>Fall Only</i>			
LEG 121	Law, Society and Legal Reasoning	3	<i>Fall only</i>			
Fourth Semester (15 credits)						
AHMS 210	Basic Medical Coding	3	<i>Spring Only</i>			
AMGT 150	Customer Service Strategies	3				
AMGT 299	Integrated Office Capstone	3	Must have first three semesters complete. Instructor approval required. <i>Spring only</i>			
CAPP 156	Excel	3	Recommended Basic MS Office			
Choose one of the following:						
SOCH101	Intro to Sociology	3				
PSYX100	Intro to Psychology	3	Placement into WRIT 101 or 121T			
Developmental Coursework:						