

Medical Assisting – 31 credits Certificate of Applied Science		
Name:	Date of Entry:	Advisor:
Dual Major With:	Academic Plan Advisor:	
Transferred From:		
Credit Hours Transferred In:	Must complete 50% of degree through Helena College	

Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
1st Semester – 16 Credits						
AHMS 252	Computerized Medical Billing	3	AHMS 148 and CAPP 154 or consent of instructor <i>Fall only</i>			
CAPP 153	MS PowerPoint	3				
Choose one of the following:						
WRIT 121T	Intro to Tech Writing	3	Placement or WRIT 095			
WRIT 101	College Writing	3	Placement or WRIT 095			
Choose one of the following:						
M 121	College Algebra	3	Placement or M 095			
M 108T	Business Math	3	Placement or M 065			
Choose one of the following:						
AHMS 148	Med Term and the Human Body	4				
BIOH 201	Anatomy and Physiology I	4				
2nd Semester – 15 Credits						
TASK 113	Keyboarding and Document Processing	3				
AHMS 218	Complete Medical Coding	3	AHMS 148 <i>Spring only</i>			
TASK 150	Customer Service Strategies	3				
Choose one of the following:						
CAPP 131	Basic MS Office	3				
CAPP 154	MS Word	3				
Choose one of the following:						
SOCI 101	Intro to Sociology	3				
PSYX 100	Intro to Psych	3	WRIT 095 or placement in WRIT 101			
Developmental Coursework:						