

Medical Administrative Specialist – 61 credits for AAS			
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
Semester One		16				
CAPP 154	MS Word	3				
WRIT 121T or WRIT 101	Intro to Technical Writing or College Writing	3	Placement in WRIT 101/121, or Co-req. WRIT 096, or "C-" or better in WRIT 095			
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>			
BIOH 104	Basic Human Biology	4				
Semester Two		15				
BGEN 105	Intro to Business	3	Placement in WRIT 096 or higher, or "C-" or higher in WRIT 095			
AHMS 108	Health Data Content and Structure	3	<i>Spring Only</i>			
ACTG 101	Accounting Procedures I	3				
CAPP 156	MS Excel	3				
AHMS 144	Medical Terminology	3				
Semester Three		15				
CAPP 266	Advanced MS Excel	3	CAPP 156 or CSCI 172			
CAPP 153	MS PowerPoint	3				
COMX111	Intro to Public Speaking	3				
AHMS 156	Medical Billing Fundamentals	3	<i>Fall only</i>			
AMGT 150	Customer Service Strategies	3				
Semester Four		15				
AMGT 299	Integrated Office Capstone	3	CAPP 153, CAPP 154, CAPP 156 and Instructor Consent <i>Spring only</i>			
AMGT 220	Medical Office Procedures	3	<i>Spring Only</i>			
AHMS 160 or AHMS 164	Beginning Procedural Coding or Beginning Diagnostic Coding	3	AHMS 144 <i>160 Even Spring only</i> <i>164 Odd Spring only</i>			
AMGT 210	Office Success Strategies	3	<i>Spring only</i>			
Choose one of the following:						
SOCI101	Intro to Sociology	3				
PSYX100	Intro to Psychology	3	Placement into WRIT 101 or 121T			
Developmental Coursework:						