

Medical Administrative Specialist – 69 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 -18 Credits						
CAPP 154	MS Word	3				
TASK 113	Key/Doc Processing	3				
BGEN 105	Intro to Business	3				
M108T or M121	Business Math or College Algebra	3	"C-" or better in placement or M065			
COMX 111	Intro to Public Speaking	3				
Elective		3				
Semester Two - 18 Credits						
CAPP 156	MS Excel	3				
CAPP 158	Basic MS Access	3				
CAPP 153	MS PowerPoint	3				
ACTG 101	Accounting Procedures I	3				
WRIT 121T or WRIT 101	Intro to Technical Writing or College Writing	3	"C-" or better in placement or 095			
AHMS 144	Medical Terminology	3				
Semester Three - 18 Credits						
CAPP 266	Advanced MS Excel	3	CAPP 156			
CAPP 155	MS Publisher	3	<i>Fall only</i>			
AHMS 156	Medical Billing Fundamentals	3	<i>Fall only</i>			
BGEN 201	Business Ethics	3	BGEN 105 and WRIT 101 or WRIT 121T			
TASK 150	Customer Service Strategies	3				
AHMS 252	Computerized Medical Billing	3	AHMS 144, AHMS 156 <i>Fall only</i>			
Semester Four - 15 Credits						
TASK 299	Integrated Office Capstone	3	CAPP 254, CAPP 158, CAPP 153, CAPP 154, CAPP 156 <i>Spring only</i>			
AHMS 164	Beginning Diagnosis Coding	3	AHMS 144 <i>Spring only</i>			
BMGT 263	Legal Issues in Human Resources	3	BUS 105 <i>Spring only</i>			
TASK 210	Office Success Strategies	3	<i>Spring only</i>			
Choose one of the following:						
SOCI101	Intro to Sociology	3				
PSYX100	Intro to Psychology	3				
HR 110T	Career Development and Human Relations	3				
Developmental Coursework:						