

Medical Assisting – 30 credits for CAS		
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 – 15 Credits						
AHMS 156	Medical Billing Fundamentals	3	<i>Fall only</i>			
CAPP 153	MS PowerPoint	3				
Choose one of the following: (3 Credits)						
WRIT121	Intro to Tech Writing	3	"C-" or better in placement or 095			
WRIT 101	College Writing					
Choose one of the following: (3 Credits)						
M121	College Algebra	3	"C-" or better in placement or M095			
M 108T	Business Math					
Choose one of the following: (3 Credits)						
AHMS 144	Medical Terminology	3				
BIOH 201	Anat and Phys I	4				
Semester Two – 15 Credits						
TASK 113	Key and Docu Processing	3				
AHMS 164	Beginning Diagnosis Coding	3	AHMS 144 <i>Spring only</i>			
Choose one of the following: (3 Credits)						
CAPP131	Basic MS Office	3				
CAPP 154	MS Word					
Choose one of the following: (3 Credits)						
TASK 150	Customer Service Strategies	3				
TASK 210	Office Success Strategies					
Choose one of the following: (3 Credits)						
SOCI101	Intro to Sociology	3	WRIT 095 or Placement in 101			
PSYX100	Intro to Psychology					
Developmental Coursework:						