

**Certificate of Applied Science – 31 credits
Medical Administrative Support**

Name:	Date of Entry:	Advisor:
Dual Major With:	Academic Plan Advisor:	
Transferred From:		
Credit Hours Transferred In:	Must complete 1/3 of degree through Helena College	

Course #	Course Title	CR	Pre - Requisites	SEM	Grade	Comments
First Semester (16 credits)						
WRIT121 or WRIT 101	Intro to Tech Writing or College Writing	3	Placement in WRIT 101/121, or Co-req. WRIT 096 if necessary-			
M108 or any Core M Course	Business Math or any Core M Course	3	Placement depends on course.			
ACTG 101 or BGEN 105	Accounting Procedures I or Intro to Business	3				
AHMS 105	Health Care Delivery Systems	3	<i>Fall Only</i>			
CAPP 131	Basic MS Office	3				
Second Semester (15 credits)						
AHMS 108	Health Data Content & Structure	3	<i>Spring Only</i>			
AHMS 220	Medical Office Procedures	3	<i>Spring only</i>			
AMGT 150 or AMGT 210	Customer Service Strategies or Office Success Strategies	3	AMGT 210 <i>Spring Only</i>			
BIOH 104	Basic Human Biology	4				
CAPP 153 or CAPP 154	Word or PowerPoint	3	Recommended CAPP 131; Word offered in <i>Spring only</i> ; PowerPoint offered in <i>Fall only</i> .			
Developmental Coursework						