

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
1st Semester – 18 Credits						
CAPP 154	MS Word	3				
TASK 113	Key/Doc Processing	3				
COMX 111	Intro to Public Speak	3				
BGEN 105	Intro to Business	3				
Elective		3				
Choose one of the following:						
M 108T	Business Math	3	Placement or M 065			
M121	College Algebra	3	Placement or M 095			
2nd Semester – 18 Credits						
CAPP 156	MS Excel	3				
TASK 201	Prod Keyboarding	2	TASK 113			
CAPP 153	MS PowerPoint	3				
ACTG 101	Accounting Proced I	3				
AHMS 148	Medical Terminology	4				
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			
3rd Semester – 18 Credits						
CAPP 266	Advanced MS Excel	3	CAPP 156			
CAPP 155	MS Publisher	3	<i>Fall only</i>			
CAPP 254	Advanced MS Word	3	CAPP 154 or TASK 113			
CAPP 158	MS Access	3				
TASK 150	Customer Service Strategies	3				
AHMS 252	Computerized Medical Billing	3	AHMS 148 <i>Fall only</i>			
4th Semester – 15 Credits						
TASK 299	Integrated Office Capstone	3	CAPP 254, CAPP 158, CAPP 153, CAPP 154, CAPP 156 <i>Spring only</i>			
AHMS 218	Complete Medical Coding	3	AHMS 145 <i>Spring only</i>			
BMGT 263	Legal Issues in Human Resources	3	BUS 105			
TASK 210	Office Success Strategies	3	<i>Spring only</i>			
Choose one of the following:						
SOCI 101	Intro to Sociology	3				
PSYX 100	Intro to Psychology	3	WRIT095 or place into WRIT 101			
HR 110T	Career Devel and HR	3				
Developmental Coursework:						