



MONTANA STATE UNIVERSITY-BILLINGS

**MEDICAL ASSISTANT  
ASSOCIATE OF APPLIED SCIENCE**

**ADVISING WORKSHEET GENERAL BULLETIN 2007-2008**

College of Technology  
Advising Center  
Phone: 406-247-3018/3020  
Fax: 406-652-1729

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Course	Credits	Grade	Semester	Equivalent
<b>Preparatory Courses</b>				

**Health Care Core Prerequisites**

HLTH	100	Survey of Health Professions	1			
BIOL	213	Anatomy & Physiology I	3			
*BIOL	214	Anatomy & Physiology I Lab	1			
HLTH	150	Health Occupations Terminology I	3			
ENGL or ENGL	140 145	Business Writing Technical Communication	3			
CMP	105	Introduction to Computers and Applications	3			
MATH or STATS	106 122 141 141	College Algebra College Math for Technology Contemporary Math Introduction to Statistics	3			

**Students may proceed to the clinical portion of the medical assistant program after successful completion of all health care core requirements.** Students must have a minimum grade of C or better in the health care core. Please refer to the College of Technology catalog for details.

**Business Courses**

CTBU	108	Applied Accounting I	3			
CTBU	131	Records and Information Management	3			
HLTH	251	Medical Office Procedures	3			
CMP	118	Word	3			
COMT	109	Human Relations	3			

**Medical Courses**

BIOL	216	Anatomy and Physiology II	3			
*BIOL	217	Anatomy and Physiology II Lab	1			
PSYC	101	General Psychology	3			
NURS	102	Pharmacology I	2			
HLTH	105	Drug Dose Computations	1			
HLTH	252	Medical Coding	3			

HLTH	255	Medical Law and Ethics	3			
MEDA	124	Medical Assisting Clinical Procedures I	4			
MEDA	125	Medical Assisting Clinical Procedures I Lab	1			
MEDA	224	Medical Assisting Clinical Procedures II	3			
MEDA	225	Medical Assisting Clinical Procedures II Lab	2			
MEDA	279	Externship	3			

**Electives**


\*May be offered on the MSU-Billings senior campus.

**TOTAL MINIMUM CREDITS REQUIRED 61**

*A grade of "C" or higher is mandatory in all required courses.*

***Suggested Plan of Study***

<b>Health Core</b>	<b>Credits</b>	<b>First Semester</b>	<b>Credits</b>
HLTH 100	1	BIOL 216	3
BIOL 213	3	*BIOL 217	1
*BIOL 214	1	MEDA 124	4
HLTH 150	3	MEDA 125	1
ENGL 140/145	3	NURS 102	2
CMP 105	3	HLTH 105	1
MATH 106/122/141 or STATS 141	3	HLTH 255	3
<b>TOTAL</b>	<b>17</b>	<b>TOTAL</b>	<b>15</b>

<b>Second Semester</b>	<b>Credits</b>	<b>Third Semester</b>	<b>Credits</b>
HLTH 251	3	COMT 109	3
CTBU 108	3	CTBU 131	3
HLTH 252	3	PSYC 101	3
CMP 118	3	MEDA 279	3
MEDA 224	3	<b>TOTAL</b>	<b>12</b>
MEDA 225	2		
<b>TOTAL</b>	<b>17</b>		