



MONTANA STATE UNIVERSITY-BILLINGS

**MEDICAL ADMINISTRATIVE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE**

ADVISING WORKSHEET GENERAL BULLETIN 2008-2009

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

Name _____

Student ID # _____

Course	Credits	Grade	Semester	Equivalent
Preparatory Courses				

General Education Requirements

COMT	109	Human Relations	3			
ENGL	140	Business Writing	3			
CMP	105	Introduction to Computers and Applications	3			
MATH	106	College Algebra	3			
	121	Finite Math (4 credits)				
	141	Contemporary Math				

Required Courses

CTBU	108	Applied Accounting I	3			
CTBU	113	Transcription	3			
CTBU	115	Keyboarding Applications/Ten Key	3			
CTBU	131	Records and Information Management	3			
CTBU	133	Office Applications	3			
CTBU	153	Medical Transcription (fall class)	3			
CODE	110	CPT-4 Procedure Coding	3			
CODE	120	ICD-9 Diagnosis Coding	3			
COMT	130	Introduction to Public Speaking	3			
CMP	118	Word	3			
CMP	119	Excel	3			
CMP	121	Introduction to Microsoft Outlook	1			
CMP	262	Microsoft Access	3			

HLTH	101	Essentials of Anatomy and Physiology	3			
HLTH	150	Health Occupations Terminology I	3			
HLTH	251	Medical Office Procedures	3			
HLTH	255	Medical Law and Ethics	3			
MATH	104	Business Math	3			

Restricted Electives chosen in consultation with faculty advisor – 3 credits required

Suggested Electives:

CMP 115	Introduction to Desktop Publishing	CTBU 201	Applied Accounting II
CMP 135	Introduction to Web Design	CTBU 296	Cooperative Education/Internship
CTBU 109	Applied Accounting II	DSGN 204	Advanced Software Applications
CTBU 103	Payroll Accounting	DSGN 208	Multimedia Technology
CTBU 105	Integrated General Ledger Accounting	ENGL 180	Business Editing
CTBU 106	QuickBooks	CTBU 165	Business Law
CTBU 171	Introduction to Business	CTBU 175	Current Issues in Business

TOTAL MINIMUM CREDITS REQUIRED 67

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

Suggested Plan of Study

First Year	Credits	Second Year	Credits
CMP 105	3	CMP 121	1
CMP 118	3	CMP 262	3
CMP 119	3	CODE 110	3
CTBU 108	3	CODE 120	3
CTBU 115	3	COMT 109	3
CTBU 131	3	COMT 130	3
CTBU 133	3	CTBU 113	3
ENGL 140	3	CTBU 153	3
HLTH 101	3	HLTH 251	3
HLTH 150	3	HLTH 255	3
MATH 104	3	MATH 106/121/141	3
TOTAL	33	Restricted Elective	3
		TOTAL	34