



MONTANA STATE UNIVERSITY BILLINGS

MEDICAL ADMINISTRATIVE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE

ADVISING WORKSHEET 2013-2014

City College
Jacket Student Central
Phone: 406-247-3019
Fax: 406-247-3095

Name _____

Student ID # _____

Course	Credits	Grade	Semester	Equivalent
Recommended Preparatory Courses				

Required Preparatory Courses				

General Education Requirements

CAPP	120	Introduction to Computers	3			
COMX	106	Communicating in a Dynamic Workplace	3			
M	121	College Algebra	3			
	143	Finite Mathematics (4 credits)				
	105	Contemporary Mathematics				
WRIT	122	Intro to Business Writing	3			

Required Courses

ACTG	101	Accounting Procedures I	3			
AHMS	144	Medical Terminology	3			
AHMS	160	Beginning Procedural Coding	3			
AHMS	162	Beginning Diagnosis Coding	3			
AHMS	175	Medical Law and Ethics (spring only)	3			
AHMS	220	Medical Office Procedures	3			
AHMS	255	Medical Transcription I (fall only)	3			
BIOH	101	Foundations of Human Biology	3			
CAPP	110	Short Courses: MS Outlook	1			
CAPP	154	MS Word	3			
CAPP	156	MS Excel	3			
CAPP	158	MS Access	3			
COMX	111	Introduction to Public Speaking	3			

M	108	Business Mathematics	3			
TASK	115	Keyboarding Applications/Ten Key	3			
TASK	145	Records Management	3			
TASK	202	Machine Transcription	3			
TASK	230	Office Career Success	3			

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

Suggested Electives:

CMP 135	Introduction to Web Design	ACTG 103	Accounting Procedures III
ACTG 102	Accounting Procedures II	TASK 298	Internship/Cooperative Education
ACTG 180	Payroll Accounting	CAPP 172	Advanced Software Applications
ACTG 205	Computerized Accounting	MART 208	Multimedia Technology
ACTG 125	QuickBooks	WRIT 180	Editing for Business Writing
BGEN 105	Introduction to Business	BGEN 235	Business Law

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
CAPP 120	3	CAPP 110	1
CAPP 154	3	CAPP 158	3
CAPP 156	3	AHMS 160	3
ACTG 101	3	AHMS 162	3
TASK 115	3	COMX 106	3
TASK 145	3	COMX 111	3
TASK 230	3	TASK 202	3
WRIT 122	3	AHMS 255	3
BIOH 101	3	AHMS 220	3
AHMS 144	3	AHMS 175	3
M 108	3	M 121/143/105	3/4
TOTAL	33	Restricted Elective	3
		TOTAL	34

Transcript evaluation (if applicable completed) by: _____ on ____/____/____

Developing a Plan of Study

To facilitate course planning and scheduling, students should be aware that not all courses are offered every semester. Some courses require pre-requisites and preparatory courses to be successfully completed or co-requisites be taken simultaneously.

Selected Courses and Prerequisites

Key: F= Fall; S=Spring; X=Summer; # = online

Medical Administrative Assistant Associate of Applied Science Program Requirements:

Course	Required Pre-requisite	Recommended Pre-requisite	Required Co-Requisite	Recommended Co-requisite	Term Offered
ACTG 101		M090			F, F#, S, S#
AHMS 144					F, F#, S, S#, X#
AHMS 160	Health Care Core		AHMS 144		F, S#
AHMS 162	Health Care Core		AHMS 144		F, S#
AHMS 175					S
AHMS 220					F#, S
AHMS 255	TASK 202				F
BIOH 101					F, S, S#, X
CAPP 110	CAPP 120				F, S
CAPP 120					F, F#, S, S#, X, X#
CAPP 154	CAPP 120				F, F#, S, S#, X#
CAPP 156	CAPP 120				F, F#, S, S#, X#
CAPP 158	CAPP 120				F, F#, S, S#
COMX 106					F, F#, S, S#, X, X#
COMX 111					F, F#, S, S#, X
M 105/ 121/ 143	M095 or appropriate placement				M 105 F, F#, S, S#, X# M 121 F, F#, S, S#, X, X# M 143 F, F#, S, S#, X#
M 108	M 065 or appropriate placement				F#, S
TASK 115					F, F#, S
TASK 145	CAPP 120				F, S, S#

TASK 202	TASK 115, CAPP 154				F, S
TASK 230					F, S
WRIT 122	WRIT 095, WRIT 104 or appropriate placement	WRIT 104			F, F#, S, S#, X, X#

Program Specific Information

Students should know the following information:

- 1.) This is a fall or spring start program.
- 2.) Students are strongly encouraged to take CAPP 120 and TASK 115 in their first semester as that will help with necessary prerequisites in future semesters.
- 3.) This program can be completed on a full or part time basis and many courses are available online.
- 4.) Students may consider the certificate in Medical Coding and Insurance Billing as well. Two separate graduation applications would need to be completed in order to graduate with both degrees.
- 5.) Some classes are offered fall only or spring only so it is very important to plan ahead.
- 6.) The Bachelor of Applied Science (BAS) degree is available to students with an Associate of Applied Science (AAS) degree. Students may enroll on the main campus of MSU Billings and take upper division credits in existing areas of study which will complement the student's AAS credits already earned. The transferability of the AAS courses will be determined course by course. Students anticipating transferring are encouraged to consult with their advisor.



2013-2014 Medical Administrative Assistant AAS Plan of Study

for _____

Date: _____

Semester (__f13__)

Semester (__s14__)

Course	Credits	Course	Credits
*CAPP 120	3	*CAPP 154	3
*TASK 115	3	*TASK 202	3
ACTG 101	3	TASK 145	3
Gen Ed:	3	AHMS 144	3
Gen Ed:	3	AHMS 160	3
		AHMS 162	3
Total	15	Total	18

Semester (__f14__)

Semester (__s15__)

Course	Credits	Course	Credits
*AHMS 255	3	AHMS 175 (spring only)	3
CAPP 110	1	TASK 230	3
AHMS 220	3	BIOH 101	3
M 108	3	CAPP 158	3
CAPP 156	3	COMX 111	3
Gen Ed:	3	Restricted Elective:	3
Total	16	Total	18

Semester (_____)

Semester (_____)

Course	Credits	Course	Credits
Total		Total	

** These courses need to be taken in the prescribed sequence based on prerequisite requirements and course availability.*

Number of earned credits that apply toward degree: _____

Number of credits left to earn for degree: _____

CERTIFICATION: The courses listed are **required** for the student's degree.

Advisor's Signature: _____

Date: _____

Student's Signature: _____

Date: _____