



MONTANA STATE UNIVERSITY BILLINGS

**MEDICAL ADMINISTRATIVE ASSISTANT
ASSOCIATE OF APPLIED SCIENCE**

ADVISING WORKSHEET 2011-2012

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

Name _____

Student ID # _____

| Course | Credits | Grade | Semester | Equivalent |
|--|---------|-------|----------|------------|
| Recommended Preparatory Courses | | | | |
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|-------------------------------------|--|--|--|--|
| Required Preparatory Courses | | | | |
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General Education Requirements

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|------|-----|--------------------------------|---|--|--|--|
| CAPP | 120 | Introduction to Computers | 3 | | | |
| COMT | 109 | Human Relations | 3 | | | |
| M | 121 | College Algebra | 3 | | | |
| | 143 | Finite Mathematics (4 credits) | | | | |
| | 105 | Contemporary Mathematics | | | | |
| WRIT | 122 | Intro to Business Writing | 3 | | | |

Required Courses

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|------|-----|---------------------------------------|---|--|--|--|
| 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 (fall only) | 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 | | | |

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|------|-----|----------------------------------|---|--|--|--|
| COMT | 130 | 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

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Suggested Electives:

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|----------|----------------------------|----------|----------------------------------|
| CMP 135 | Introduction to Web Design | ACTG 103 | Accounting Procedures III |
| ACTG 102 | Accounting Procedures II | TASK 298 | Cooperative Education/Internship |
| ACTG 180 | Payroll Accounting | DSGN 204 | Advanced Software Applications |
| ACTG 205 | Computerized Accounting | DSGN 208 | Multimedia Technology |
| ACTG 125 | QuickBooks | WRIT 180 | Editing for Business Writing |
| CTBU 171 | Introduction to Business | CTBU 165 | 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 | COMT 109 | 3 |
| TASK 145 | 3 | COMT 130 | 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 ___/___/_____



MSUBILLINGS

College of Technology

2011-2012 Medical Administrative Assistant AAS Plan of Study

for _____

Date: _____

MEDICAL ADMINISTRATIVE ASSISTANT AAS

Semester (_____)

Semester (_____)

| Course | Credits | Course | Credits |
|----------|---------|----------|---------|
| CAPP 120 | 3 | CAPP 154 | |
| TASK 115 | 3 | | |
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| | | | |

Semester (_____)

Semester (_____)

| Course | Credits | Course | Credits |
|----------|---------|----------|---------|
| TASK 202 | | AHMS 255 | |
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Semester (_____)

Semester (_____)

| Course | Credits | Course | Credits |
|--------|---------|--------|---------|
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