

First Year			
Fall Semester		Spring Semester	
Course Name	Credits	Course Name	Credits
AHMS 144 Medical Terminology**	3☐	ACTG 101 Accounting Procedures	4☐
AHMS 220 Medical Office Procedures**	4☐	AHMS 156 Medical Billing Fundamentals	3☐
BIOH 104 Basic Human Biology**	3☐	AHMS 252 Computerized Medical Billing	3☐
BIOH 105 Basic Human Biology Lab**	1☐	CAPP 154 MS Word	3☐
COMX 115S Intro to Interpersonal Communications**	3☐	WRIT 101 College Writing**	3☐
Total: 14 credits		Total: 16 credits	
Additional Comments		Additional Comments	
** Designated courses must be completed before formally applying to the Medical Assisting Program. Applications are accepted year-round. The link to the application can be found at: http://mc.umt.edu/health/medical_assisting/ .		** Designated courses must be completed before formally applying to the Medical Assisting Program. Applications are accepted year-round. The link to the application can be found at: http://mc.umt.edu/health/medical_assisting/ .	
Second Year			
Fall Semester		Spring Semester	
Course Name	Credits	Course Name	Credits
AHMA 201 Clinical Procedures 1	4☐	AHMA 203 Clinical Procedures 2	4☐
AHMS 216 Pharmaceutical Products	3☐	AHMA 298 Medical Assisting Externship	5☐
AHMS 270E Medical Ethics	3☐	AHMA 280 Medical Assisting Exam Prep	3☐
M 105 or M 115 Contemporary or Probability	3☐	HIT 265 Electronic Medical Records	3☐
PSYX 100S Introduction to Psychology	3☐		
Total: 16 credits		Total 15 credits	
Additional Comments		Additional Comments	
Complete and submit graduation application for: <ul style="list-style-type: none"> • Associate of Applied Science, Medical Assisting • Certificate of Applied Science, Medical Reception • Certificate of Technical Studies, Medical Claims Service Specialist • For graduation application fees and deadlines, go to https://www.umt.edu/registrar/students/graduation.php. 		Awarded: <ul style="list-style-type: none"> • Associate of Applied Science, Medical Assisting • Certificate of Applied Science, Medical Reception • Certificate of Technical Studies, Medical Claims Service Specialist 	

Other Degrees and Certificates Available with Medical Assisting Degree upon completion of additional coursework:

- Associate of Applied Science, Medical Information Technology, Health Information Coding Concentration
- Associate of Applied Science, Medical Administrative Assisting
- Certificate of Applied Science, Customer Relations

Medical Assisting, Department of Health Professions: Michelle Boller, Program Director/Advisor

Department of Business Technology: Michelle Boller, Department Chair

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