

Program Coordinator: Ashley E. Jent

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 Program Website: <https://bluegrass.kctcs.edu/education-training/program-finder/medical-assisting.aspx>

Student Name:

Student ID:

Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.

This is a Selective Admissions program. All courses listed in First and Second Semesters are prerequisites to the Third Semester MAI courses.					
First Semester	Credit Hours	Term	Grade	Prerequisites	Notes
BIO 135 Basic Anatomy and Physiology with Laboratory	4				BIO 137 and BIO 139 can replace BIO 135
AHS 115 Medical Terminology OR MIT 103 Medical Office Terminology OR CLA 131 Med. Term. from Greek and Latin	3				
Digital Literacy	3				
ENG 101 Writing I	3				
MIT 104 Medical Insurance	3				
Total Semester Credit Hours	16				
Second Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
MAT 105 Business Mathematics OR MAT 110 Applied Math OR higher level Quantitative Reasoning course	3				
PSY 110 General Psychology	3				
Heritage or Humanities course	3				
MIT 227 Medical Office Software	3			AHS 115 or MIT 103 or CLA 131	MAI students meet MIT 217 corequisite through MAI 150
MAI 105 Introduction to Medical Assisting	3			Consent of MAI Coordinator	
Total Semester Credit Hours	15				
Third Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
MAI 120 Medical Assisting Laboratory Techniques I	3			Acceptance into MAI program	
MAI 140 Medical Assisting Clinical Procedures I	4				
MAI 150 Medical Assist Administrative Procedures I	3				
MAI 170 Dosage Calculations	2			Consent of MAI Coordinator	
MAI 200 Pathophysiology	3			BIO 135 and AHS 115 or MIT 103 or CLA 131	
Total Semester Credit Hours	15				
Fourth Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
MAI 220 Medical Assisting Laboratory Techniques II	3			MAI 120	
MAI 240 Medical Assisting Clinical Procedures II	4			MAI 140	
MAI 270 Pharmacology for the Medical Assistant	3			MAI 170 and BIO 135 and AHS 115 / MIT 103 / CLA 131	
MAI 281 Medical Assisting Practicum	1			Consent of MAI Coordinator	
MAI 284 Medical Assisting Externship	2				
MAI 289 Medical Assisting Assessment Preparation	1				
CPR 100 CPR for Healthcare Professionals	1				See note on back.
Total Semester Credit Hours	15				
Total Degree Credit Hours	61				

 Graduation Requirements: ☐ 25% or more of Total Degree Credit Hours must be earned at BCTC

☐ Cumulative GPA must be 2.0 or higher

Advisor Name _____

Advisor Contact _____

Additional Information

The Medical Assisting Program is selective admissions based off the number of applicants and community resources available for the students to complete their Practicum and or Externship.

Students must meet with the Medical Assisting Program Coordinator, Ashley E. Jent, prior to enrollment in the first MAI course.

Students must earn a grade of C or better in each required course and maintain a 2.0 cumulative GPA.

CPR certification for the healthcare provider must be obtained prior to enrolling in MAI 281 or MAI 284. Credit for CPR 100 may be granted if proof of CPR certification for Health Care Professionals is provided to the Registrar's Office.

The Medical Assisting Diploma Program is accredited by: The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) on the recommendation of the Medical assisting Education Review Board (MAERB).

Embedded Credentials

Credential	Title	Requirements	Total Credit Hours
Diploma	Medical Assisting	BIO 135, ENG 101, AHS 115 or MIT 103 or CLA 131, CPR 100, Digital Literacy, MAI 105, MAI 120, MAI 140, MIT 217, MAI 170, MAI 200, MAI 220, MIT 104, MAI 240, MIT 227, MAI 270, MAI 289, MAI 281, MAI 284	52
Certificate	Electrocardiograph Technician	AHS 115 or CLA 131 or MIT 103, BIO 135, CPR 100, MAI 140, MAI 281	13
Certificate	Medical Office Administrative Assistant	AHS 115 or CLA 131 or MIT 103, BIO 135, MAI 105, MAI 150, MIT 227, MAI 281, Digital Literacy	20
Certificate	Medical Office Insurance Billing and Coding	AHS 115 or CLA 131 or MIT 103, BIO 135, MAI 150, MIT 104, MIT 227, MAI 281, Digital Literacy	20

Diploma Requirements:

- ☐ 25% or more of Total Diploma Credit Hours must be earned at BCTC
- ☐ Cumulative GPA must be 2.0 or higher

Certificate Requirements:

- ☐ 25% or more of Total Certificate Credit Hours must be earned at BCTC
- ☐ Grade of C or higher in each course required for certificate