

Medical Assisting – Medical Office Administrative Assistant Certificate

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 semester are prerequisites to the Second 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 Medical Terminology from Greek and Latin	3				
Digital Literacy	3				
Total Semester Credit Hours	10				

Second Semester	Cr. Hrs.	Term	Grade	Prerequisites	Notes
MAI 105 Introduction to Medical Assisting	3			Consent of MAI Coordinator	
MAI 150 Medical Assisting Administrative Procedures I OR MIT 217 Medical Office Procedures	3				
MAI 250 Medical Assisting Administrative Procedures II OR MIT 227 Medical Office Software	3				
MAI 281 Medical Assisting Practicum	1				
Total Semester Credit Hours	10				
Total Certificate Credit Hours	20				

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

Advisor Name _____ Advisor Contact _____

Additional Information
<p>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.</p> <p>Students must meet with the Medical Assisting Program Coordinator, Ashley E. Jent, prior to enrollment in the first MAI course.</p> <p>CPR certification for the healthcare provider must be obtained prior to enrolling in MAI 281. Credit for CPR 100 may be granted if proof of CPR certification for Health Care Professionals is provided to the Registrar's Office.</p> <p>To sit for the Certified Medical Assistant exam offered through the American Association of Medical Assistants, you must hold a Diploma in Medical Assisting. Students are encouraged to work toward that credential.</p>