[Medical Assisting](https://bluegrass.kctcs.edu/education-training/program-finder/medical-assisting.aspx)

Associate in Applied Science

Coordinator: Ashley E. Jent ([ashley.jent@kctcs.edu](mailto:ashley.jent@kctcs.edu)) 859-246-6668

Student Name: Student ID:

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

NOTE: This is a Selective Admissions program. All courses listed in First and Second Semesters are prerequisites to the Third Semester MAI courses.

Semester 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | 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 |  |  |  |  |
| ENG 101 Writing I | 3 |  |  |  |  |
| Digital Literacy | 3 |  |  |  |  |
| Elective\* (See Additional Information) | 0-5 |  |  |  |  |
| Total Semester Credit Hours | 13-18 |  |  |  |  |

Semester 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MAI 105 Introduction to Medical Assisting | 3 |  |  | Acceptance into program |  |
| MAI 125 Medical Assisting Lab Techniques I | 2 |  |  | Acceptance into program |  |
| MAI 140 Medical Assisting Clinical Proc. I | 4 |  |  | Acceptance into program |  |
| MAI 155 Admin Proced for the Med Assist | 4 |  |  | Acceptance into program |  |
| MAI 170 Dosage Calculations | 2 |  |  | Acceptance into program |  |
| MAI 200 Pathophysiology | 3 |  |  | BIO 135 and AHS 115 or MIT 103 or CLA 131 |  |
| Total Semester Credit Hours | 18 |  |  |  |  |

Semester 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MAI 220 Medical Assisting Lab Techniques II | 3 |  |  | MAI 125 |  |
| MAI 240 Med Assisting Clinical Procedures II | 4 |  |  | MAI 140 |  |
| MAI 270 Pharmacology for the Medical Assistant | 3 |  |  | MAI170, BIO135 and AHS 115/MIT103/CLA131 |  |
| MAI 281 Medical Assisting Practicum | 1 |  |  | Consent of MAI Coord. |  |
| MAI 284 Medical Assisting Externship | 2 |  |  | Consent of MAI Coord. |  |
| MAI 289 Medical Assist. Assessment Prep. | 2 |  |  | Consent of MAI Coord. |  |
| CPR 100 CPR for Healthcare Professionals  (See Additional Information) | 1 |  |  |  |  |
| Total Semester Credit Hours | 16 |  |  |  |  |

Semester 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | 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 |  |  |  |  |
| Elective \* (See Additional Information) | 0-5 |  |  |  |  |
| Total Semester Credit Hours | 9-14 |  |  |  |  |
| 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.
* \* Total of 5 credit hours needed from the Approved Medical Assisting Elective List. These can be split between semester 1 and semester 4.
* 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).

**Approved Medical Assisting Elective Courses**

|  |  |
| --- | --- |
| Course | Cr. Hrs. |
| BSA 288 Personal and Organizational Leadership | 3 |
| MAI 299 Selected Topics: Medical Assisting: (Topic) | 3 |
| MIT 104 Medical Insurance | 3 |
| MIT 205 Advanced Medical Coding | 1 – 3 |
| MIT 240 Medical Interpreter-Lecture | 3 |
| MIT 241 Medical Interpreter-Laboratory | 3 |
| NFS 101 Human Nutrition and Wellness | 3 |
| PHB 100 Phlebotomy | 3 |
| PHB 155 Phlebotomy Clinical | 3 |
| OST 100 Keyboarding | 3 |
| OST 110 Word Processing Applications | 3 |

**Embedded Credentials**

|  |  |  |  |
| --- | --- | --- | --- |
| Credential | Title | Requirements | Total Cr. Hours |
| Diploma | Medical Assisting | BIO 135, ENG 101, AHS 115 or MIT 103 or CLA 131, CPR 100, Digital Literacy, MAI 105, MAI 125, MAI 140, MAI 155, MAI 170, MAI 200, MAI 220, MAI 240, MAI 270, MAI 281, MAI 284, MAI 289 | 47 |
| Certificate | Electrocardiograph Technician | AHS 115 or CLA 131 or MIT 103, BIO 135, CPR 100, MAI 140, MAI 240, MAI 281 | 17 |
| Certificate | Medical Office Administrative Assistant | AHS 115 or CLA 131 or MIT 103, BIO 135, MAI 105, MAI 155, MAI 281 | 15 |
| Certificate | Medical Office Insurance Billing and Coding | AHS 115 or CLA 131 or MIT 103, BIO 135, MAI 155, MAI 281 | 12 |

**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.

*Reviewed by: Ashley E. Jent Effective Term: Spring 2022*

*Review Date: 9/15/2021*