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

Certificate

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 semester are prerequisites to the Second 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 |  |  |  |  |
| Total Semester Credit Hours | 7 |  |  |  |  |

Semester 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MAI 105 Introduction to Medical Assisting | 3 |  |  | Acceptance into program |  |
| MAI 155 Admin Proced for the Med Assistant | 4 |  |  | Acceptance into program |  |
| MAI 281 Medical Assisting Practicum | 1 |  |  | Consent of Coordinator |  |
| Total Semester Credit Hours | 8 |  |  |  |  |
| Total Certificate Credit Hours | 15 |  |  |  |  |

**Graduation Requirements:**

* 25% or more of Total Certificate 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.
* 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.
* To sit for the Certified Medical Assistant exam offered through the American Associate of Medical Assistants, you must hold a Diploma in Medical Assisting. Students are encouraged to work toward that credential and see a professional certification.

**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*