

Medical Assisting

Student Name _____

Enrollment Date _____ Academic Year _____

Emplid _____ Scores: Math _____

Reading _____

Writing _____

Progression in the Medical Assisting program is contingent upon achievement of a grade of C or greater in each course and maintenance of a 2.0 cumulative grade point average or above (on a 4.0 scale).

Additional Expenses: Students must have the following: 1) a physical examination; 2) a TB test showing '0' mm of induration or a Physician's statement if chest x-ray was needed; 3) KCTCS Liability Insurance (\$20/year); 4) Hepatitis B immunization series; 5) dress code approved scrubs; 6) second-hand watch; and, 7) stethoscope.

CERTIFICATE – PHLEBOTOMIST: 8 Total Credit Hours

Required Scores: Algebra – 25 / Reading – 85 / Writing – 74	Cr Hr	Grade
PHB 100 Phlebotomy (or MAI 120) <i>No prerequisite</i>	6	
PHB 155 Phlebotomy Clinical (or PHB 152) <i>Prereq: PHB 100 or PHB 151</i>	2	

DIPLOMA – MEDICAL ASSISTING: 52 Total Credit Hours

Required Scores: Algebra – 25 / Reading – 85 / Writing – 74	Cr Hr	Grade
General Education:		
BIO 135 Basic Anatomy and Physiology with Laboratory <i>Prereq: (Reading, English and Mathematics assessment exam scores above the KCTCS developmental placement level) or (Successful completion of the prescribed "learning community" to assist the student in determined areas of weakness) or (Consent of Instructor)</i>	4	
ENG 101 Writing I (or TEC 200 – (not approved for degree)) <i>Prereq: Appropriate writing placement score or ENC 91</i>	3	
Support Classes:		
AHS 115 Medical Terminology (or CLA 131 or OST 103 or (AHS 120 – (not approved for degree)) <i>No prerequisite</i>	3	
Computer Literacy course or competency demonstrated by exam <i>Rec. CIS 100</i>	3	
CPR 100 CPR for Healthcare Professionals (or KHP 190) <i>No prerequisite</i>	1	
Core Courses:		
GEN 100 Introduction to College <i>No prerequisite</i>	1	
FHM 100 Dosage Calculations (or MAI 170) <i>No prerequisite</i>	2	
OST 104 Introduction to Medical Insurance (or MAI 230) <i>Prereq or Coreq: AHS 115 or CLA 131 or OST 103</i>	3	
MAI 105 Introduction to Medical Assisting <i>Prereq: Acceptance into the Medical Assisting program or Consent of Medical Assisting Coordinator/Director</i>	3	
MAI 120 Medical Assisting Laboratory Techniques I <i>Prereq: Acceptance into the Medical Assisting program or Consent of Medical Assisting Coordinator/Director</i>	3	

	Cr Hr	Grade
MAI 140 Medical Assisting Clinical Procedures I <i>Prereq: Acceptance into the Medical Assisting program or Consent of Medical Assisting Coordinator/Director</i>	4	
MAI 150 Medical Assisting Administrative Procedures I (or OST 217) <i>Prereq: Acceptance into the Medical Assisting program or Consent of Medical Assisting Coordinator/Director</i>	3	
MAI 200 Pathophysiology for the Medical Assistant <i>Prereq: ((AHS 109 or BIO 135) and (AHS 115 or AHS 120 or CLA 131 or OST 103) with a grade of C or greater) or Consent of Medical Assisting Coordinator/Director</i>	3	
MAI 220 Medical Assisting Laboratory Techniques II <i>Prereq: MAI 120 with a grade of C or greater</i>	3	
MAI 240 Medical Assisting Clinical Procedures II <i>Prereq: (MAI 140 with a grade of C or greater) or Consent of Medical Assisting Coordinator/Director</i>	4	
MAI 250 Medical Assisting Administrative Procedures II (or OST 227) <i>Prereq: (MAI 150 with a grade of C or greater) or Consent of Medical Assisting Coordinator/Director</i>	3	
MAI 270 Pharmacology for the Medical Assistant <i>Prereq: (MAI 170 and (AHS 109 or BIO 135) and (AHS 115 or AHS 120 or CLA 131 or OST 103) with a grade of C or greater) or Consent of Medical Assisting Coordinator/Director</i>	3	
MAI 281 Medical Assisting Practicum <i>Prereq: Consent of Medical Assisting Coordinator/Director</i>	1	
MAI 282 Medical Assisting Externship <i>Prereq: MAI 281 and Consent of Medical Assisting Coordinator/Director</i>	2	

ASSOCIATE IN APPLIED SCIENCE DEGREE – MEDICAL ASSISTING: (MEDICAL ASSISTING DIPLOMA (52 Hours) PLUS 9 additional credit hours in General Education): 61 Total Credit Hours

Required Scores: Algebra – 25 / Reading – 85 / Writing – 74	Cr Hr	Grade
Heritage / Humanities / Foreign Languages <i>Prereq: See Compass / ACT score requirement</i>	3	
MAT 105 Business Mathematics <i>Prereq: MAT 65 or equivalent as determined by KCTCS placement examination</i> OR	3	
MAT 110 Applied Mathematics <i>Prereq: MAT 65 or equivalent as determined by KCTCS placement examination</i>	(3)	
PSY 110 General Psychology <i>Prereq: (ACT, COMPASS, or ASSET scores for college level reading) or completion of Transitional reading course(s)</i>	3	

Developmental Courses: Once students complete and pass a developmental course with a grade of 'C' or higher, they have the option of retesting or moving into the next level of developmental. Once students have completed and passed ALL levels of developmental, they can be placed into General Education courses, including College Algebra, and are not required to retest.

Developmental Math	Cr Hr
MAT 55 – Pre-Algebra <i>Compass score 24-41 in Pre-Algebra</i>	3
MAT 65 – Basic Algebra <i>Compass score 16-30 in Algebra</i>	3
MAT 120 – Intermediate Algebra <i>Compass score 31-35 in Algebra</i>	3
MAT 100 – College Algebra Workshop <i>Compass score 36-49 in Algebra / ACT 19-21 - enroll concurrent in College Algebra (MAT 150)</i>	2
Developmental Writing	
ENC 90 – Foundations of College Writing I <i>Compass score 26-38</i>	3
ENC 91 – Foundations of College Writing II <i>Compass score 39-73</i>	3
Developmental Reading	
RDG 20 – Improved College Reading <i>Compass score 49-69</i>	3
RDG 30 – Reading for the College Classroom <i>Compass score 70-82</i>	3
RDG 41 – Reading Laboratory <i>Compass score 83-84</i>	1

I have reviewed this advising sheet with my advisor and understand course requirements and preferred sequence of courses necessary to complete a credential. Also, I do understand that there may be course changes with future curriculum revisions that may affect a change in course requirements listed on this sheet.

Student: _____	Student: _____	Student: _____
Advisor: _____	Advisor: _____	Advisor: _____
Date: _____	Date: _____	Date: _____
Student: _____	Student: _____	Student: _____
Advisor: _____	Advisor: _____	Advisor: _____
Date: _____	Date: _____	Date: _____
Student: _____	Student: _____	Student: _____
Advisor: _____	Advisor: _____	Advisor: _____
Date: _____	Date: _____	Date: _____