Medical Assisting

Student Name	
Enrollment Date	Academic Year
Emplid	Scores: Math
-	Reading

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) KCTCS Liability Insurance (\$11/semester); 2) Hepatitis B series and Tetanus/Pertussis immunizations; 3) dress code approved scrubs and shoes; 4) second-hand watch; 5) stethoscope (suggested, Littmann Classic II); 6) a physical examination; 7) a TB test showing '0' mm of induration *or* a Physician's statement if chest x-ray was needed; 8) KCTCS approved Background Check (\$43); and, 9) RMA or RPT Examination fee (\$100)

Writing

CERTIFICATE – PHLEBOTOMIST: 8 Total Credit Hours

Required Scores: Algebra –31 / Reading – 85 / Writing – 74	Cr Hr	Grade
PHB 100 Phlebotomy (or MAI 120)	6	
No prerequisite		
PHB 155 Phlebotomy Clinical (or PHB 152)	2	
Prereq: PHB 100 or PHB 151		

Positived Scores: Algebra 25 / Positing 95 / Writing 74 Oct II Oct II

ASSOCIATE IN APPLIED SCIENCE DEGREE - MEDICAL ASSISTING: 60-61 Total Credit Hours

Required Scores: Algebra – 25 / Reading – 85 / Writing – 74	Cr Hr
General Education:	
BIO 135 Basic Anatomy and Physiology with	4
Laboratory (or BIO 137 and BIO 139)	
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)	
ENG 101 Writing I	3
Prereq: Appropriate writing placement score or ENC 91	
Heritage / Humanities / Foreign Languages	3
Prereq: See Compass / ACT score requirement	
MAT 105 Business Mathematics (or MAT 110 or higher	3
level Quantitative Reasoning course)	
Prereq: MAT 65 or equivalent as determined by KCTCS	
placement examination	_
PSY 110 General Psychology	3
Prereq: (ACT, COMPASS, or ASSET scores for college	
level reading) or completion of Transitional reading	
course(s) Support Classes:	
• •	_
AHS 115 Medical Terminology (or CLA 131 or MIT 103)	3
No prerequisite	
Digital Literacy	3
Rec. CIT 105	
CPR 100 CPR for Healthcare Professionals (or KHP	1
No prerequisite	
Core Courses:	
	3
MAI 105 Introduction to Medical Assisting Prereq: Acceptance into the Medical Assisting program or	3
Consent of Medical Assisting Coordinator/Director	3
MAI 120 Medical Assisting Laboratory	3
Techniques I	
Prereq: Acceptance into the Medical Assisting program or	
Consent of Medical Assisting Coordinator/Director	

	Cr Hr	Grade
MAI 140 Medical Assisting Clinical Procedures I	4	
Prereq: Acceptance into the Medical Assisting program or		
Consent of Medical Assisting Coordinator/Director		
MAI 150 Medical Assisting Administrative	3	
Procedures I (or MIT 217)		
Prereq: Acceptance into the Medical Assisting program or		
Consent of Medical Assisting Coordinator/Director	_	
MAI 170 Dosage Calculations	2	
Prereq: Consent of Medical Assisting Coordinator/Director	_	
MAI 200 Pathophysiology for the Medical	3	
Assistant		
Prereq: ((BIO 135 or (BIO 137 and BIO 139)) and (AHS		
115 or AHS 120 or CLA 131 or MIT 103) or Consent of		
Medical Assisting Coordinator/Director	_	
MAI 220 Medical Assisting Laboratory	3	
Techniques II		
Prereq: MAI 120		
MAI 240 Medical Assisting Clinical Procedures II	4	
Prereq: MAI 140 or Consent of Medical Assisting		
Coordinator/Director	_	
MAI 250 Medical Assisting Administrative	3	
Procedures II (or MIT 227)		
Prereq: MAI 150 or Consent of Medical Assisting Coordinator/Director		
MAI 270 Pharmacology for the Medical Assistant	3	
Prereg: (MAI 170 and (BIO 135 or (BIO 137 and BIO 139))	3	
and (AHS 115 or AHS 120 or CLA 131 or MIT 103) or		
Consent of Medical Assisting Coordinator/Director		
MAI 281 Medical Assisting Practicum	1	
Prereg: Consent of Medical Assisting	•	
Coordinator/Director		
MAI 284 Medical Assisting Externship	2-3	
Prereg: MAI 281 and Consent of Medical Assisting		
Coordinator/Director		
MIT 104 Medical Insurance (or MAI 230)	3	
Prereg or Coreg: AHS 115 or CLA 131 or MIT 103		

College Success Courses As Needed: It is strongly recommended that students complete a college success course. If a student is advised into two or three developmental education courses, it is strongly recommended they enroll in the 3 credit hour college success course.

College Success Courses	Cr Hr
GEN 100 Introduction to College	1
No prerequisite	
GEN 102 Foundations of Learning	3
No prerequisite	

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
MT 010 - KYAE Math	0
Compass score 0-23 in Pre-Algebra	
MT 50 - Developmental Math Workshop AND	1-2
MAT 65 – Basic Algebra	3
Compass score 24-41 in Pre-Algebra	
(or MAT 55)	
MAT 65 – Basic Algebra	3
Compass score 16-30 in Algebra	
MAT 85 – Intermediate Algebra	3
Compass score 31-35 in Algebra	
MAT 100 – College Algebra Workshop	2
Compass score 36-49 in Algebra / ACT 19-21 - enroll	
concurrent in College Algebra (MAT 150)	
Developmental Writing	
EN 010 – KYAE English	0
Compass score 26-38	
ENG 100 – English Workshop AND	2
ENG 101 – Writing I	3
Compass score 39-73	
(or ENC 91)	
Developmental Reading	
RD 010 – KYAE Reading	0
Compass score 49-69	
RDG 100 – Reading Workshop AND	2
Pre-Selected General Education Course	3
Compass score 70-82	
(or RDG 30)	
RDG 41 – Reading Laboratory	1
Compass score 83-84	

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: