

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) 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)

CERTIFICATE – PHLEBOTOMIST: 8 Total Credit Hours

Required Scores: Algebra –31 / 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	

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

Required Scores: Algebra – 25 / Reading – 85 / Writing – 74	Cr Hr	Grade		Cr Hr	Grade
General Education:					
BIO 135 Basic Anatomy and Physiology with Laboratory (or BIO 137 and BIO 139) <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		MAI 140 Medical Assisting Clinical Procedures I <i>Prereq: Acceptance into the Medical Assisting program or Consent of Medical Assisting Coordinator/Director</i>	4	
ENG 101 Writing I <i>Prereq: Appropriate writing placement score or ENC 91</i>	3		MAI 150 Medical Assisting Administrative Procedures I (or MIT 217) <i>Prereq: Acceptance into the Medical Assisting program or Consent of Medical Assisting Coordinator/Director</i>	3	
Heritage / Humanities <i>Prereq: See Compass / ACT score requirement Rec. PHI 110</i>	3		MAI 170 Dosage Calculations <i>Prereq: Consent of Medical Assisting Coordinator/Director</i>	2	
MAT 105 Business Mathematics (or MAT 110 or higher level Quantitative Reasoning course) <i>Prereq: MAT 65 or equivalent as determined by KCTCS placement examination</i>	3		MAI 200 Pathophysiology for the Medical Assistant <i>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</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		MAI 220 Medical Assisting Laboratory Techniques II <i>Prereq: MAI 120</i>	3	
Support Classes:			MAI 240 Medical Assisting Clinical Procedures II <i>Prereq: MAI 140 or Consent of Medical Assisting Coordinator/Director</i>	4	
AHS 115 Medical Terminology (or CLA 131 or MIT 103) <i>No prerequisite</i>	3		MAI 250 Medical Assisting Administrative Procedures II (or MIT 227) <i>Prereq: MAI 150 or Consent of Medical Assisting Coordinator/Director</i>	3	
Digital Literacy <i>Rec. CIT 105</i>	3		MAI 270 Pharmacology for the Medical Assistant <i>Prereq: (MAI 170 and (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</i>	3	
CPR 100 CPR for Healthcare Professionals (or KHP 190) <i>No prerequisite</i>	1		MAI 281 Medical Assisting Practicum <i>Prereq: Consent of Medical Assisting Coordinator/Director</i>	1	
Core Courses:			MAI 284 Medical Assisting Externship <i>Prereq: MAI 281 and Consent of Medical Assisting Coordinator/Director</i>	2-3	
MAI 105 Introduction to Medical Assisting <i>Prereq: Acceptance into the Medical Assisting program or Consent of Medical Assisting Coordinator/Director</i>	3		MIT 104 Medical Insurance (or MAI 230) <i>Prereq or Coreq: AHS 115 or CLA 131 or MIT 103</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				

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 <i>No prerequisite</i>		1
GEN 102 Foundations of Learning <i>No prerequisite</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
MT 010 – KYAE Math <i>Compass score 0-23 in Pre-Algebra</i>		0
MT 50 – Developmental Math Workshop AND MAT 65 – Basic Algebra <i>Compass score 24-41 in Pre-Algebra (or MAT 55)</i>		1-2 3
MAT 65 – Basic Algebra <i>Compass score 16-30 in Algebra</i>		3
MAT 85 – 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		
EN 010 – KYAE English <i>Compass score 26-38</i>		0
ENG 100 – English Workshop AND ENG 101 – Writing I <i>Compass score 39-73 (or ENC 91)</i>		2 3
Developmental Reading		
RD 010 – KYAE Reading <i>Compass score 49-69</i>		0
RDG 100 – Reading Workshop AND Pre-Selected General Education Course <i>Compass score 70-82 (or RDG 30)</i>		2 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: _____