

## Plan of Study

Name of Program: Medical Assisting

Credential: Diploma

Location: Laurel North, Health Sciences Bldg

Program Liaison: Debra Elam

[debra.elam@ketcs.edu](mailto:debra.elam@ketcs.edu)  
(606) 878-4778

STUDENT NAME: \_\_\_\_\_

Student ID Number \_\_\_\_\_ Student email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

First Semester:				Credit hours
<input type="checkbox"/>	MAI	105	Introduction to Medical Assisting	3
<input type="checkbox"/>	MAI	120	Medical Assisting Laboratory Tech I	3
<input type="checkbox"/>	MAI	140	Medical Assisting Clinical Procedures I	4
<input type="checkbox"/>	MAI	299	Selected Topics: Clinical Medical Assisting I	1
<input type="checkbox"/>	MAI	150	Medical Assisting Admin Procedures <u>OR</u>	3
<input type="checkbox"/>	MIT	217	Medical Office Procedures	(3)
<input type="checkbox"/>	MAI	170	Dosage Calculations	2
<input type="checkbox"/>	AHS	115	*Medical Terminology <u>OR</u>	3
<input type="checkbox"/>	MIT	103	*Medical Office Terminology <u>OR</u>	(3)
<input type="checkbox"/>	CLA	131	*Medical Terminology from Greek and Latin	(3)
			<b>Total Credits</b>	<b>19</b>

Second Semester:				Credit hours
<input type="checkbox"/>	MAI	200	Pathophysiology for the Medical Assistant	3
<input type="checkbox"/>	MAI	220	Medical Assisting Lab Tech II	3
<input type="checkbox"/>	MAI	240	Medical Assisting Clinical Procedures II	4
<input type="checkbox"/>	MAI	299	Selected Topics: Clinical Medical Assisting II	1
<input type="checkbox"/>	MAI	270	Pharmacology for the Medical Assistant	3
<input type="checkbox"/>	MAI	250	Medical Assisting Admin Proc II <u>OR</u>	3
<input type="checkbox"/>	MIT	227	Medical Office Software	(3)
<input type="checkbox"/>	CPR	100	CPR for Healthcare Professionals <u>OR</u>	1
<input type="checkbox"/>	KHP	190	First Aid & Emergency Care	(2)
			<b>Total Credits</b>	<b>18-19</b>

\*prefer this course completed prior to entering the program

<b>Third (Summer) Semester: (or prior to entering program)</b>				<b>Credit hours</b>
<input type="checkbox"/>	<b>ENG</b>	<b>101</b>	<b>*Writing I</b>	<b>3</b>
<input type="checkbox"/>	<b>TEC</b>	<b>200</b>	<b>*Digital Literacy (OR)</b>	<b>3</b>
	<b>CIT</b>	<b>105</b>	<b>*Digital Literacy</b>	<b>(3)</b>
			<b>Subtotal Credits</b>	<b>6</b>

<b>Fourth Semester</b>				<b>Credit hours</b>
<input type="checkbox"/>	<b>BIO</b>	<b>135</b>	<b>Basic Anatomy &amp; Physiology <u>OR</u></b>	<b>4</b>
<input type="checkbox"/>	<b>BIO</b>	<b>137</b>	<b>Human Anatomy and Physiology I <u>AND</u></b>	<b>(4)</b>
<input type="checkbox"/>	<b>BIO</b>	<b>139</b>	<b>Human Anatomy and Physiology II (taken next semester)</b>	<b>(4)</b>
<input type="checkbox"/>	<b>MAI</b>	<b>230</b>	<b>Medical Insurance <u>OR</u></b>	<b>3</b>
	<b>MIT</b>	<b>104</b>	<b>Introduction to Medical Insurance</b>	<b>(3)</b>
<input type="checkbox"/>	<b>MAI</b>	<b>281</b>	<b>Clinical Orientation</b>	<b>1</b>
<input type="checkbox"/>	<b>MAI</b>	<b>284</b>	<b>Medical Assistant Externship</b>	<b>3</b>
	<b>MAI</b>	<b>289</b>	<b>Medical Assisting Assessment Preparation</b>	<b>2</b>
			<b>Subtotal Credits</b>	<b>13-17</b>

<b>Total Credits:</b>	<b>56- 61</b>
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**Student Signature**

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**Date**

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**Advisor Signature**

\_\_\_\_\_  
**Date**