

Plan of Study

Name of Program: Medical Assisting

Credential: Certificate – Medical Office
Administrative Assistant

Location: Laurel North

Program Liaison: Debra Elam

STUDENT NAME: _____

Student ID Number _____

Address: _____

Phone: _____ Email: _____

First Semester				Credit hours
<input type="checkbox"/>	AHS	115	Medical Terminology <u>OR</u>	3
<input type="checkbox"/>	CLA	131	Medical Terminology from Greek and Latin <u>OR</u>	(3)
<input type="checkbox"/>	MIT	103	Medical Office Terminology	(3)
<input type="checkbox"/>	BIO	135	Basic Anatomy & Physiology <u>OR</u>	4
	BIO	137	Human Anatomy & Physiology I AND	(4)
	(BIO	139)	(Human Anatomy & Physiology II) (second semester)	(4) (second sem)
	MAI	105	Introduction to Medical Assisting	3
<input type="checkbox"/>	MAI	150	Medical Assisting Administrative Procedures I <u>OR</u>	3
<input type="checkbox"/>	MIT	217	Medical Office Procedures	(3)
<input type="checkbox"/>	CIT	105	Digital Literacy (or test out)	(3)
			Total Credits	13 -16

Second Semester:				Credit hours
<input type="checkbox"/>	MAI	250	Medical Assisting Administrative Procedures II <u>OR</u>	3
<input type="checkbox"/>	MIT	227	Medical Office Software	(3)
	(BIO	139)	(Human Anatomy & Physiology II)	(4)
<input type="checkbox"/>	MAI	281	Medical Assisting Practicum	1
			Total Credits	4 - 8
			Total Credits for Program	20 - 24

Special Notes: Medical Assisting Practicum must be arranged the semester prior to taking MAI 281 with the Program Clinical Coordinator. Student is responsible to contact Debra Elam at Debra.Elam@kctcs.edu or call 606-878-4778.

Student Signature

Date

Advisor Signature

Dat

rev. 10/13/2015