HENDERSON COMMUNITY COLLEGE
ACADEMIC PLAN/APPLICATION FOR MEDICAL ASSISTING CERTIFICATES
Medical Office Insurance Billing and Coding, Medical Office Clinical Assistant, and Medical Office Administrative Assistant

EMPL ID _____ Major/Program Code _____ Name _____

(Complete shaded areas as applicable) (2006-2007)

Academic Success Requirements (May be required)	Semester Taken	Credit Hours
ENC 090 - Foundations of College Writing I		3*
ENC 091 - Foundations of College Writing II		3*
MT 055 - Pre-Algebra		3*
MT 065 - Basic Algebra with Measurement		3*
RDG 010 - Introduction to College Reading		3*
RDG 020 - Improved College Reading		3*
RDG 030 - Reading for the College Classroom		3*
* Courses numbered 001-099 and MA 108 do not count toward the determination of grade point average or as credit toward graduation.		

Medical Office Clinical Assistant Certificate Requirements	Semester Taken	Credit Hours
BIO 135 - Anatomy & Physiology		4
CLA 131 - Medical Terminology		3
KHP 190 - First Aid and Emergency Care		2
MAI 120 - Medical Assisting Laboratory Techniques I		2
MAI 140 - Medical Assisting Clinical Procedures I		4
MAI 281 - Clinical Orientation		1
CIS 100 - Introduction to Computers		3
Total Credit Hours		19

Medical Office Insurance Billing and Coding Certificate Requirements	Semester Taken	Credit Hours
BIO 135 - Anatomy & Physiology		4
CLA 131 - Medical Terminology		3
MAI 105 - Introduction to Medical Assisting		3
MAI 150 - Medical Assisting Administrative Procedures I		3
MAI 230 - Medical Insurance **OR**		
OS 278 - Medical Office Techniques		3
MAI 250 - Medical Assisting Administrative Procedures II		3
MAI 281 - Clinical Orientation		1
CIS 100 - Introduction to Computers		3
Total Credit Hours		23

Medical Office Administrative Assistant Certificate Requirements	Semester Taken	Credit Hours
BIO 135 - Anatomy & Physiology		4
CLA 131 - Medical Terminology		3
MAI 105 - Introduction to Medical Assisting		3
MAI 150 - Medical Assisting Administrative Procedures I		3
MAI 250 - Medical Assisting Administrative Procedures II		3
MAI 281 - Clinical Orientation		1
CIS 100 - Introduction to Computers		3
Elective - 1-3 credit hours		
Total Credit Hours		21-23

Electives	Semester Taken	Credit Hours

Electives	Semester Taken	Credit Hours

Certificates in Medical Assisting are awarded to students who complete the specified requirements with a grade point average of 2.0 or higher and have demostrated competency equivalent to ENC 091, RDG 030, and MT 065 or higher

HENDERSON COMMUNITY COLLEGE
SEMESTER-BY-SEMESTER ACADEMIC PLAN FOR MEDICAL ASSISTING CERTIFICATES
Medical Office Insurance Billing and Coding, Medical Office Clinical Assistant, and Medical Office Administrative Assistant

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course		Grade	Credit Hours
Sem. GPA	Cum. GPA	Total	