



**MEDICAL ASSISTANT*
Certificate Program**

Career Curriculum MDA2006
Certificate of Achievement
Minimum Hrs. 33
Major Code: 1.2 510801K

FIRST YEAR – SUMMER SEMESTER

Dept. No.		Hrs.	Gr.
BUS 115	Keyboarding ¹	1	—
NAD 101	Nursing Assistant Training ²	<u>7</u>	—
		8	

FIRST YEAR – FALL SEMESTER

Dept. No.		Hrs.	Gr.
BIO 105	Anatomy & Physiology ³	3	—
MDA 120	Introduction to Medical Assisting	3	—
MDA 122	Medical Office Procedures	4	—
MDA 124	Medical Terminology & Coding	<u>3</u>	—
		13	

FIRST YEAR – SPRING SEMESTER

Dept. No.		Hrs.	Gr.
MDA 130	Pharmacology ⁴	3	—
MDA 132	Medical Clinic Procedures	4	—
MDA 133	Medical Office Laboratory Procedures	2	—
MDA 134	Externship	<u>3</u>	—
		12	

* Registration with the Illinois Department of Health-Health Care Worker Registry is required.
All MDA courses must be taken in the sequence stated in the curriculum.
Students must maintain a “C” or higher in all courses in order to graduate from the program.
Drug screening, immunizations and criminal background checks are required for externships.

¹ Proficiency exam is available for BUS 115 (requiring 21 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

² NAD 101 must be completed by the end of the first semester or prior to application into the Medical Assistant program.

³ BIO 205 & BIO 206 may be substituted for BIO 105.

⁴ Prerequisite: Math placement score above the College’s developmental level or MAT 051 or MAT 104 with a grade of “C” or higher.

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2011

Career Opportunities: This certificate program is a concentrated program of study in medical assisting designed to train individuals to become multi-skilled professionals in an ambulatory healthcare setting. Medical assistants are allied health professionals who function as a member of a health care delivery team and perform routine, yet essential, administrative and clinical procedures.

Graduates are eligible to sit for the following certification exams:

- Registered Medical Assistant (RMA)
- National Certified Medical Assistant (NCMA)