



**MEDICAL ASSISTANT\*  
Certificate Program**

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

**FIRST YEAR – SUMMER SEMESTER**

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

**FIRST YEAR – FALL SEMESTER**

Dept. No.	Hrs.	Gr.
BIO 105    Anatomy & Physiology <sup>3</sup>	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 <sup>4</sup>	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.

<sup>1</sup> 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.

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

<sup>3</sup> BIO 205 & BIO 206 may be substituted for BIO 105.

<sup>4</sup> Prerequisite: Math placement score above the College’s developmental level or MAT 051 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 2009**

**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)