



**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 | 1 | — |
| NAD 101 Nursing Assistant Training ¹ | <u>7</u> | — |
| | 8 | |

FIRST YEAR – FALL SEMESTER

| Dept. No. | Hrs. | Gr. |
|---|----------|-----|
| BIO 105 Anatomy & Physiology ² | 3 | — |
| MED 120 Introduction to Medical Assisting | 3 | — |
| MED 122 Medical Office Procedures | 4 | — |
| MED 124 Medical Terminology & Coding | <u>3</u> | — |
| | 13 | |

FIRST YEAR – SPRING SEMESTER

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

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

¹ NAD 101 must be completed by the end of the first semester or prior to application into the Medical Assistant program.

² BIO 205 & BIO 206 may be substituted for BIO 105.

*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 2008

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.

This certificate meets the Accrediting Bureau of Health Education Schools (ABHES) guidelines for medical assistants. Graduates are eligible to sit for the following certified exams:

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