



Certificate

Toward a Degree in

Medical Assistant

Career Curriculum MDA2006
 Minimum Hours: 36
 Major Code: 1.2 510801K
 Effective Date: Spring 2017

FIRST YEAR – SUMMER SEMESTER

Dept.	No.		Hrs.	Grade
BUS	115	Keyboarding ¹	1	_____
NAD	101	Nursing Assistant Training ²	7	_____
			8	

NOTES AND INFORMATION

* 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.

FIRST YEAR – FALL SEMESTER

Dept.	No.		Hrs.	Grade
BIO	105	Human Biology ³	4	_____
HIT	217	Medical Terminology	3	_____
MDA	120	Introduction to Medical Assisting	3	_____
MDA	122	Medical Office Procedures	4	_____
MDA	126	Introduction to Electronic Health Records	2	_____
			16	

¹ Proficiency exam is available for BUS 115 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. Registration with the Illinois Department of Health-Care Worker Registry is required for background check purposes only.

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

FIRST YEAR – SPRING SEMESTER

Dept.	No.		Hrs.	Grade
MDA	130	Pharmacology ⁴	3	_____
MDA	132	Medical Clinic Procedures	4	_____
MDA	133	Medical Office Laboratory Procedures	2	_____
MDA	134	Externship	3	_____
			12	

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

This is a Gainful Employment Certificate Program of 16 credit hours or more that prepares the student for gainful employment in a recognized occupation. For detailed information regarding program length, cost, average loan debt and completion details, select the following link to the Gainful Employment Worksheet for this program. [Gainful Employment Worksheet–Medical Assistant Certificate Program \(MDA 2006\)](#).

You can also access this information by typing the following URL into your browser’s address bar:
http://www.jalc.edu/gainful_employment/medical_assistant/Gedt.html

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)

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.