



John A. Logan College

Certificate Toward a Degree in Medical Assistant*

Career Curriculum MDA2006
Minimum Hours: 37
Major Code: 1.2 510801
Effective Date: Fall 2019

FIRST YEAR – SU MMER 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
ORI	100	College 101	1	_____
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	_____
			17	

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-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	3	_____
MDA	132	Medical Clinic Procedures	4	_____
MDA	133	Medical Office Laboratory Procedures	2	_____
MDA	134	Externship	3	_____
			12	

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:

- National Center for Competency Testing (NCCT)

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.