

FIRST YEAR – SUMMER SEMESTER

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

FIRST YEAR – FALL SEMESTER

Dept. No.	Hrs.	Grade
MDA 101 Introduction to Medical Assisting	1	_____
ALH 217 Medical Terminology	3	_____
MDA 128 Administrative Skills for Medical Assisting	5	_____
MDA 129 Medical Insurance and Billing Procedures ³	3	_____
	12	

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 Practical Skills for Medical Assisting ⁴	6	_____
	15	

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 MDA 134.

¹ Proficiency exam is available for OFT 115 for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business, Computer and Mathematics Departments.

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 MDA 129 students entering MDA 129 are not required to complete OFT 115 Keyboarding and NAD 101 Nursing Assistant Training to enter and complete this course.

⁴ MDA 134 course requirements can be fulfilled by completing 160 hours of practical experience. Students may choose an Externship in the Spring or an Apprenticeship in the Fall and Spring semesters.

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 timelines of this document.