

# Certificate in Medical Assistant\*

Career Curriculum : MDA 2006  
Minimum Hours: 35  
Major Code: 1.2 510801  
Effective Date: Fall 2022

## FIRST YEAR ~~FALL~~ SUMMER SEMESTER

Dept. No.		Hrs.	Grade
BUS 115	Keyboarding	1	_____
NAD 101	Nursing Assistant Training	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 MDA 134.

## FIRST YEAR ~~FALL~~ SEMESTER

Dept. No.		Hrs.	Grade
MDA 101	Introduction to Medical Assisting	1	_____
HIT 217	Medical Terminology	3	_____
MDA 128	Administrative Skills for Medical Assisting	8	_____
		12	

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.

<sup>1</sup> 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, Computer and Mathematics Departments

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

## FIRST YEAR ~~FALL~~ SPRING SEMESTER

Dept. No.		Hrs.
MDA 130	Pharmacology	3
MDA 132	Medical Clinical Procedures	4
MDA 133	Medical Office Laboratory Procedures	2
MDA 134	Practical Skills for Medical Assisting	6
		15

Graduates are eligible to sit for the following certification exams:  
x 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.