

Heartland Community College

Medical Assistant

For detailed Medical Assistant certificate information, please visit the MA website or attend an information meeting (<https://www.heartland.edu/academicDepartments/hhs/medicalAssistant.html>).

APPLICATION DATES – FALL 2020 PROGRAM:

- Applications accepted January 1 – May 1
- Supporting documents due May 15
- Program admission decisions by June 1
- Program starts Fall (August) yearly

DOCUMENTS TO SUBMIT:

- Heartland Community College [application](#)
- Medical Assistant [application](#)
- Official high school & college [transcript\(s\)](#)
- Copy of driver's license or State ID
(preference given to in district applicants)

PROGRAM PREREQUISITE: Ability to enroll in [BIOL 121](#), Essentials of Anatomy & Physiology

CURRICULUM SEQUENCE:

Students following the sequence below will be on track to complete the MA Certificate in one year.

FIRST SEMESTER: FALL

Course #	Title	Credits	Prerequisite
BIOL 121 ¹	Essentials of Anatomy & Physiology	4	Must have completed with a C or better, or be concurrently enrolled in, all courses within this sequence.
BUSN 115	Business Communication	3	
HLTH 109 ²	Fundamentals of Medical Term	1	
MA 110	Intro to Medical Assisting	1	
MA 120	Medical Assisting Clinical Procedures	6	
Semester Total		15	

¹ Prior completion of *BIOL 181 and BIOL 182* can be used to satisfy this *BIOL 121* requirement

² Prior completion of *HLTH 110* can be used to satisfy the *HLTH 109* requirement

Students must complete all courses in the Fall sequence with a C or better to continue in the program.

SECOND SEMESTER: SPRING

Course #	Title	Credits	Prerequisite
HLTH 111	Diseases of the Human Body	3	Must have completed with a C or better, or be concurrently enrolled in, all courses within this sequence.
MA 130	Administration & Finance	3	
MA 140	Pharmacology for Medical Assistants	3	
MA 150	Phlebotomy & Intro to the Medical Lab	3	
MA 151	Phlebotomy & Medical Lab Practicum	1	
MA 161	Medical Assisting Practicum	3	
Semester Total		16	

Application Evaluation – For advising purposes only. Official evaluation will be completed by Admission Coordinator.

Criteria	Points Awarded	Max Points	Your Points
Math and literacy placement	<p>Placement</p> <p>Points Awarded</p> <p>Placement at English 101 2.0</p> <p>Initial placement at college level math 2.0</p> <p>Initial placement at Math 094 1.0</p>	4	
<p>Non-Medical Assistant Course Completion</p> <p>“C” or better required</p> <p>Points will be awarded only for courses completed by the end of Spring 2020.</p>	<p>Points Awarded</p> <p>Course “A” “B” “C”</p> <p>BIOL 121 2.0 1.0 .50</p> <p>BIOL 181 2.0 1.0 .50</p> <p>BIOL 182 2.0 1.0 .50</p> <p>BUSN 115 2.0 1.0 .50</p> <p>HLTH 109/110 2.0 1.0 .50</p> <p>HLTH 111 2.0 1.0 .50</p>	8	
Prior Academic Achievement	<p>Achievement</p> <p>Points Awarded</p> <p>Bachelor degree or higher 1.0</p> <p>Associate degree .50</p> <p>EMT - Paramedic .50</p> <p>Phlebotomy .50</p> <p>EMT – Basic .25</p> <p>CNA .25</p>	1	