

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 2021 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	<table> <thead> <tr> <th>Placement</th> <th>Points Awarded</th> </tr> </thead> <tbody> <tr> <td>Placement at English 101</td> <td>2.0</td> </tr> <tr> <td>Initial placement at college level math</td> <td>2.0</td> </tr> <tr> <td>Initial placement at Math 094</td> <td>1.0</td> </tr> </tbody> </table>	Placement	Points Awarded	Placement at English 101	2.0	Initial placement at college level math	2.0	Initial placement at Math 094	1.0	4																									
Placement	Points Awarded																																		
Placement at English 101	2.0																																		
Initial placement at college level math	2.0																																		
Initial placement at Math 094	1.0																																		
Non-Medical Assistant Course Completion "C" or better required Points will be awarded only for courses completed by the end of Spring 2021.	<table> <thead> <tr> <th>Course</th> <th colspan="3">Points Awarded</th> </tr> <tr> <th></th> <th>"A"</th> <th>"B"</th> <th>"C"</th> </tr> </thead> <tbody> <tr> <td>BIOL 121</td> <td>2.0</td> <td>1.0</td> <td>.50</td> </tr> <tr> <td>BIOL 181</td> <td>2.0</td> <td>1.0</td> <td>.50</td> </tr> <tr> <td>BIOL 182</td> <td>2.0</td> <td>1.0</td> <td>.50</td> </tr> <tr> <td>BUSN 115</td> <td>2.0</td> <td>1.0</td> <td>.50</td> </tr> <tr> <td>HLTH 109/110</td> <td>2.0</td> <td>1.0</td> <td>.50</td> </tr> <tr> <td>HLTH 111</td> <td>2.0</td> <td>1.0</td> <td>.50</td> </tr> </tbody> </table>	Course	Points Awarded				"A"	"B"	"C"	BIOL 121	2.0	1.0	.50	BIOL 181	2.0	1.0	.50	BIOL 182	2.0	1.0	.50	BUSN 115	2.0	1.0	.50	HLTH 109/110	2.0	1.0	.50	HLTH 111	2.0	1.0	.50	8	
Course	Points Awarded																																		
	"A"	"B"	"C"																																
BIOL 121	2.0	1.0	.50																																
BIOL 181	2.0	1.0	.50																																
BIOL 182	2.0	1.0	.50																																
BUSN 115	2.0	1.0	.50																																
HLTH 109/110	2.0	1.0	.50																																
HLTH 111	2.0	1.0	.50																																
Prior Academic Achievement	<table> <thead> <tr> <th>Achievement</th> <th>Points Awarded</th> </tr> </thead> <tbody> <tr> <td>Bachelor degree or higher</td> <td>1.0</td> </tr> <tr> <td>Associate degree</td> <td>.50</td> </tr> <tr> <td>EMT – Paramedic</td> <td>.50</td> </tr> <tr> <td>Phlebotomy</td> <td>.50</td> </tr> <tr> <td>EMT – Basic</td> <td>.25</td> </tr> <tr> <td>CNA</td> <td>.25</td> </tr> </tbody> </table>	Achievement	Points Awarded	Bachelor degree or higher	1.0	Associate degree	.50	EMT – Paramedic	.50	Phlebotomy	.50	EMT – Basic	.25	CNA	.25	1																			
Achievement	Points Awarded																																		
Bachelor degree or higher	1.0																																		
Associate degree	.50																																		
EMT – Paramedic	.50																																		
Phlebotomy	.50																																		
EMT – Basic	.25																																		
CNA	.25																																		

In case of a tie, the applicant with the highest GPA in the general education courses will be given priority.