

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.
BTEC 115	Business Communications	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																									
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In case of a tie, the applicant with the highest GPA in the general education courses will be given priority.