

Heartland Community College Medical Assistant Certificate

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 2025 PROGRAM:

- ☐ Applications accepted January 1 – May 1
- ☐ 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\(s\)](#)
- ☐ [Residency documentation](#) (Preference for admission is given to **in-district** applicants)

PROGRAM PREREQUISITE: Placement at English 101 and Math 095 (with an ALEKS score of 20 or higher) or completion of Math 095 or higher with a “C” or better.

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 Terminology	1	
MA 110	Introduction to Medical Assisting	1	
MA 120	Medical Assisting Clinical Procedures	6	
Semester Total		15	

¹ Completion of BIOL 181 and BIOL 182 can be used to satisfy this BIOL 121 requirement.

- If using BIOL 181/182, for sequencing and completion purposes, BIOL 181 needs to be completed before the start of the program. Students would then take BIOL 182 in the Fall semester of the MA program.

² 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	Medical Administration and Finance	3	
MA 140	Pharmacology for Medical Assistants	3	
MA 150	Phlebotomy & Intro to the Medical Lab	3	
MA 161	Certified Medical Assisting Practicum	4	
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	Placement		Points Awarded	4		
	Placement at English 101		2.0			
	Placement at college level math		2.0			
Non-Medical Assistant Course Completion “C” or better required Points will be awarded only for courses completed by the end of Spring 2025	Points Awarded			8		
	Course	“A”	“B”			“C”
	BIOL 121	2.0	1.0			.50
	BIOL 181	2.0	1.0			.50
	BIOL 182	2.0	1.0			.50
	BTEC 115	2.0	1.0			.50
	HLTH 109/110	2.0	1.0			.50
HLTH 111	2.0	1.0	.50			
Prior Academic Achievement	Achievement		Points Awarded	1		
	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.

Heartland Medical Assistant to Nursing Pathway: A limited number of seats in Heartland’s ADN program will be reserved for Heartland Medical Assistant graduates. Applicants must meet nursing admission requirements and will be ranked according to current requirements (CNA status is waived).