

CERTIFICATE PROGRAM

Danville Area Community College
2021-2022

Medical Assistant
Certificate Program

The Medical Assisting (MA) student will be trained to perform at a minimum clinical entry level in position normally available in a medical facility such as physicians', chiropractors', or podiatrists' offices and clinics. The program provides the student with entry-level theory and "hands-on" training in basic and routine administrative and clinical tasks. This will equip the MA with the competencies required to perform in either a clinical or administrative capacity. The graduate will be able to assist in EKG, first aid, and phlebotomy.

REQUIRED COURSES	HOURS	F,S,I,SU	GRADE
First Semester			
BOFF 121 Fundamentals of Business Documents	3		
BOFF 140 Medical Terminology	3		
MEDA 100 Pharmacology	3		
MEDA 120 Clinical Procedures I	3		
Total	12		
Second Semester			
BOFF 139 Medical Office Procedures	3		
GSCI 105 Human Body Structure	3		
MEDA 150 Pharmacology II	3		
MEDA 170 Clinical Procedures II	3		
Total	12		
Third Semester			
ENGL 121 Communications Skills	3		
MEDA 210 Medical Ethics	3		
BOFF 249 Medical Office Procedures II	3		
MEDA 220 Clinical Procedures III	3		
MEDA 200 Clinical/Office Internship	3		
Total	15		
Total Hours	39		

Enrollment in developmental classes may increase the length of time it takes to complete a certificate.