

# GUIDED PATHWAY: MEDICAL ASSISTING CERTIFICATE

## HEALTH SCIENCES CAREER PATH



For more information, visit the [Dallas College Medical Assisting webpage](http://www.dcccd.edu/medassist) [www.dcccd.edu/medassist] and your academic advisor at the El Centro Campus.

This is an example course sequence for students interested in pursuing the Medical Assisting Certificate. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a certificate in Medical Assisting. Students must earn at least 25% of the credit hours required for graduation through instruction by Dallas College. See catalog for [official certificate requirements](#).

The Medical Assisting Certificate program is a 12-month program designed to prepare individuals to perform the duties of a medical assistant who can function in an acute care clinical setting or physician's office in the areas of: medical office administration, clinical lab procedures, examining room assisting and physicians' office laboratory procedures. A cohort is accepted each fall and spring semester. Courses that complete the Certificate are noted below.

Students pursuing this certificate are waived from the [Texas Success Initiative \(TSI\)](#) standards, but must meet course prerequisites, as long as the student completes the TSI waiver form prior to enrollment.

<b>Catalog Year</b>	2020-2021	You may use this pathway if you entered Dallas College on or before this date.
<b>Degree Type</b>	Level I Certificate	
<b>GPA Requirement</b>	Student must earn a GPA of 2.0 or higher	
<b><a href="#">TSI</a></b>	May be Exempt	

## SEMESTER-BY-SEMESTER MAP FOR FULL-TIME STUDENTS

All plans can be modified to fit the needs of part-time students. This is not an official degree plan. See catalog for [official certificate requirements](#).

### CERTIFICATE MINIMUM: 40 SEMESTER CREDIT HOURS

#### PREREQUISITE SEMESTER Total Hours: 6

**ENGL 1301** – Composition I *This is a Core course. Must earn a grade of "C" or higher.*

**CHOOSE ONE:** **SPCH 1311** – Introduction to Speech Communication *This is a Core course.* **OR**  
**SPCH 1321** – Business and Professional Communication *This is a Core course.*

#### SEMESTER 1 (Fall & Spring Cohort) Total Hours: 9

**MDCA 1205** – Medical Law and Ethics

**MDCA 1409** – Anatomy and Physiology for Medical Assistants

**CHOOSE ONE:** **MDCA 1313** – Medical Terminology **OR**  
**HPRS 2302** – Medical Terminology for Allied Health

#### SEMESTER 1 ACTION ITEMS

1. Meet with your advisor to confirm academic and career goals before the end of the semester.
2. Meet with a career advisor or coach to research your career options and opportunities for job shadowing.
3. Meet with your advisor to request an official program of study audit and confirm or update your academic/career path and program of study.

#### SEMESTER 2 (Fall Cohort)/SEMESTER 3 (Spring Cohort) Total Hours: 15

**MDCA 1443** – Medical Insurance

**MDCA 1421** – Administrative Procedures

**HPRS 2300** – Pharmacology for Health Professions

**MDCA 1417** – Procedures in Clinical Setting

*SEMESTER 2/3 ACTION ITEMS*

1. Meet with the clinical coordinator regarding placement for the Clinical course.

**SEMESTER 3 (Fall Cohort)/SEMESTER 2 (Spring Cohort) Total Hours: 6**

**MAYMESTER/SUMMER**

[MDCA 1391](#) – Special Topics in Medical Assistant

[MDCA 1352](#) – Medical Assistant Laboratory Procedures

*SEMESTER 3/2 ACTION ITEMS*

1. Meet with the clinical coordinator regarding placement for the Clinical course.

**SEMESTER 4 (Fall & Spring Cohort) Total Hours: 4**

[MDCA 2361](#) – Clinical-Medical/Clinical Assistant

[MDCA 1154](#) – Medical Assisting Credentialing Exam Review

*SEMESTER 4 ACTION ITEMS*

1. After reviewing your degree plan and program of study, meet the Health Occupations Admissions Office to apply for the Medical Assisting Certificate.
2. Sign up for commencement.
3. Join the [Alumni Network!](#)

**PATHWAY TOTAL: 40 SEMESTER CREDIT HOURS**