

**MEDICAL ASSISTING****GUIDED PATHWAY: MEDICAL ASSISTANT – LEVEL 1 CERTIFICATE**

For more information, visit [www.laredo.edu/](http://www.laredo.edu/) and your academic advisor.

**Program Description:** This is an example course sequence for students interested in pursuing a Level I Certificate as a Medical Assistant. It does not represent a contract, nor does it guarantee course availability. Following this pathway will help you earn a Level I certificate as a Medical Assistant<sup>1</sup>. For official certification requirements, visit the [Medical Assistant, Certificate \(laredo.edu\)](http://Medical Assistant, Certificate (laredo.edu)) webpage.

Medical Assistant classes provide instruction to prepare students to be multi-skilled healthcare professionals specifically trained to perform in ambulatory settings, such as physician offices, clinics, and group practices, and perform administrative and basic clinical procedures. The Medical Assistant Program (MDCA) offers a Level 1 Certificate (C1) as well as an Associate of Applied Science (AAS) Degree (D).

Visit [Medical Assistant, Certificate \(laredo.edu\)](http://Medical Assistant, Certificate (laredo.edu)) to view career and transfer opportunities who complete a Level I Certificate and the options for transfer. Speak with an academic advisor at your college to choose courses that will help you to transfer to a specific university.

**COLLEGE READINESS REQUIREMENTS (required only for the AAS Degree)****SEMESTER BY SEMESTER MAP FOR FULL-TIME STUDENTS<sup>2</sup>**

C1	PREREQUISITES	ACTION ITEMS
◆	MDCA 1313 – Medical Terminology	<input type="checkbox"/> Meet with your advisor to confirm academic and career goals before the end of the semester. <input type="checkbox"/> Meet with your advisor to discuss submitting an application through the online portal (MA applicants link below) <input type="checkbox"/> MAA Continuing Education students who have successfully completed the MAA program AND obtained their NHA National Certification can meet with their advisor to discuss submitting an application through the online portal (Continuing Education MAA applicants link below)  MA applicants: <a href="https://webportalapp.com/sp/login/laredo-ma">https://webportalapp.com/sp/login/laredo-ma</a> Continuing Education MAA applicants: <a href="https://webportalapp.com/sp/laredo-matt">https://webportalapp.com/sp/laredo-matt</a>
◆	MDCA 1409 – Anatomy and Physiology for Medical Assistants <sup>2</sup>	
TOTAL SEMESTER CREDIT HOURS: 7		
C1	SEMESTER 1	ACTION ITEMS
◆	MDCA 1310 – Medical Assistant Interpersonal & Communication Skills	<input type="checkbox"/> Submit required documentation (CPR certification, immunizations, background check, etc.) to <a href="mailto:ma@laredo.edu">ma@laredo.edu</a> at the beginning of the semester. <input type="checkbox"/> Meet with your advisor to file an official degree plan, confirm or update your academic/career path and program of study. <input type="checkbox"/> MAA students: apply for credit by certification for MDCA 1310, MDCA 1321, MDCA 1343 <input type="checkbox"/> MAA students, enroll in MDCA 1160, HPRS 1204 only (also in MDCA 1313 and MDCA 1409 if not yet completed with a C or better)
◆	MDCA 1321 – Administrative Procedures	
◆	MDCA 1343 – Medical Insurance	
◆	MDCA 1160 – Clinical I – Medical/Clinical Assistant	
◆	HPRS 1204 – Basic Health Profession Skills	
TOTAL SEMESTER CREDIT HOURS: 12		
C1	SEMESTER 2	ACTION ITEMS
◆	MDCA 1302 – Human Disease/Pathophysiology	<input type="checkbox"/> Meet with your advisor at the beginning of the semester to apply for graduation for a Level I Certificate  OR <input type="checkbox"/> File a request with the program director to continue progressing in the program to obtain an AAS degree. Students continuing on the AAS track must be TSI compliant and complete the program within three years of admittance to the program. <input type="checkbox"/> Meet with a career advisor for assistance in preparing for job search (Level I graduates only)
◆	MDCA 1305 – Medical Law and Ethics	
◆	MDCA 1417 – Procedures in a Clinical Setting	
◆	MDCA 1161 – Clinical II – Medical/Clinical Assistant	
◆	HPRS 1210 – Introduction to Pharmacology	
TOTAL SEMESTER CREDIT HOURS: 13		
MA LEVEL CERTIFICATE I MINIMUM: SEMESTER CREDIT HOURS/PATHWAY TOTAL: 32 SEMESTER CREDIT HOURS		

<sup>1</sup>. Students must earn at least 25% of the credit hours (15 hours) required for graduation through instruction by Laredo College awarding the degree.

<sup>2</sup>. Completion of BIOL 2301, BIOL 2101, BIOL 2302 & BIOL 2102 will satisfy this requirement.

## Certification and Licensure Information

The Medical Assistant program requires that the student take the American Medical Certification Association (AMCA) exam in order to achieve the Medical Assistant Certification (MAC) at the end of the fourth semester (AAS only).

Exams are administered on campus as Laredo College is designated as a testing site for AMCA. Testing is held at the Lerma Pena Building in Room 227. Exams are proctored by the testing center personnel. Questions regarding eligibility for certification as a Medical Assistant should be directed to the American Medical Certification Association at [AMCA@AMCAexams.com](mailto:AMCA@AMCAexams.com)

## Career Information

### Common Job Titles: Certified Medical Assistant (CMA)

#### Regional Labor Market Information

According to the United States Bureau of Labor Statistics, employment of medical assistants is projected to grow 23 percent from 2018 to 2028. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

Medical assistants typically do the following:

- Record patient history and personal information
- Measure vital signs, such as blood pressure
- Help physicians with patient examinations
- Schedule patient appointments
- Enter patient information into medical records

Source: <https://www.bls.gov/ooh/healthcare/medical-assistants.htm>

#### Career and labor market research tools

[O\\*Net Online – Summary report for Medical Assistants](#)

**Career Resources:** The Laredo College Workforce Development Center website provides information on career exploration and employment. The Center is dedicated to creating professional leaders in our community by offering services such as soft skill development, workplace readiness, job opportunities, internships, and much more. For more information, visit their website at <https://www.laredo.edu/Academic-Departments/workforce-development-center/index.html>. Students are encouraged to consult with their area of study advisor for additional career assistance. The above information is provided as a guide and reference tool for occupations related to this program. This is not a guarantee of job placement in any of these occupations after successful completion of an LC program. The common job titles listed are representative titles and are provided for career research. These are not the only occupations possible in this area of study.

## Transfer Information

The Associate of Applied Science in Medical Assistant prepares students to directly enter the workforce with the necessary skills and credentials. However, students graduating with a Level I have higher education opportunities.

**Transfer Guides:** The universities listed here do not constitute a Laredo College endorsement. Transfer course evaluations and determination of which courses will count toward a Bachelor's degree are made by the receiving transfer institution.

**Laredo College: Bachelor of Organizational Leadership – Medical Assisting** Source: <https://www.laredo.edu/Academic-Career-Pathways/information-technology-business-personal-services/bas-orgl.html>

**Texas A&M International University: Bachelor of Applied Arts and Sciences (BAAS)** Source: [Bachelor of Applied Arts and Sciences \(BAAS\) < Texas A&M International University \(tamiu.edu\)](#)

**South Texas College: Bachelor of Applied Technology in Medical and Health Services Management** Source: [Medical and Health Services Management | South Texas College](#)

**Texas Tech University – Health Sciences Center: Bachelor of Science in Healthcare Management** Source: [Bachelor of Science in Healthcare Management | Texas Tech University Health Sciences Center \(ttuhsc.edu\)](#)

**Additional Transfer Resources:** Laredo College transfer website provides information on additional colleges & universities: <https://www.laredo.edu/admissions/Transfer%20Student.html> Students are encouraged to consult with a faculty advisor, area of study advisor, and/or their chosen transfer institution to ensure courses taken at LC will apply toward their associate or bachelor's degree program.

Laredo College adheres to the Non-Discrimination Notice outlined on the LC website. <https://www.laredo.edu/about/Legal%20Disclosures/Non-Discrimination-Index/index.html>