

MEDICAL ASSISTANT

Overview

Medical Assistant Technical Diploma

Program Code: 31-509-1

For more information: [wctc.edu/med-asst](http://www.wctc.edu/med-asst) (<http://www.wctc.edu/med-asst/>)

Medical assistants' work directly influences the public's health and well-being. They perform administrative, laboratory and clinical duties in the offices of physicians, podiatrists, chiropractors and other healthcare practitioners. In this program, learn to take health histories, measure vital signs, administer medications, perform electrocardiograms, conduct laboratory tests among other tasks.

The minimum required course grades and cumulative grade point average (GPA) for students admitted to this program, under this catalog are:

Core Courses = C

Program GPA = 2.0

Related Certificate that can be earned along the way.

Introduction to Health Careers Technical Certificate (<https://catalog.wctc.edu/programs/introduction-health-careers/>)

Learning Outcomes

Program Outcomes

1. Perform medical office administrative functions.
2. Provide patient care in accordance with regulations, policies, laws and patient rights.
3. Perform medical laboratory procedures.
4. Demonstrate professionalism in a healthcare setting.
5. Demonstrate safety and emergency practices in a healthcare setting.

Critical Life Skills

To help our students prepare for success in a workplace and society that is **increasingly global, multi-cultural, and collaborative**, all students are given opportunities to develop and demonstrate Critical Life Skills, both in and out of the classroom. The following Critical Life Skills are learning outcomes for WCTC students.

- **Communication:** Demonstrate appropriate communication.
- **Critical Thinking/Problem Solving:** Demonstrate critical thinking skills to analyze situations and solve problems.
- **Relationships:** Demonstrate effective interpersonal skills.
- **Self-management:** Demonstrate responsible and respectful behavior.

Required Courses

Listed below are the required courses for the program. To view the recommended sequence for taking courses click on the plan of study tab(s) above. See your Academic Advisor to design a full-time or part-time plan that works for you!

View your **Program Matrix** to find out when each course will be offered (term and time of day).

Code	Title	Credits
Core Courses		
501-101	Medical Terminology	3
Approved Substitutions: 501-150 and 501-151		
501-104	Culture of Healthcare	2
501-107	Digital Literacy Healthcare	2
501-308	Pharmacology for Allied Health	2
509-301	Medical Asst Admin Procedures	2
509-302	Human Body in Health & Disease	3
509-303	Medical Asst Lab Procedures 1	2
509-304	Medical Asst Clin Procedures 1	4
509-305	Med Asst Lab Procedures 2	2
509-306	Med Asst Clin Procedures 2	3
509-307	Med Office Insurance & Finance	2
509-309	Medical Law, Ethics & Profess	2
509-310	Medical Assistant Practicum	3
Total Credits		32

Full-time Plan

First Year		Credits
Summer Term		
501-104	Culture of Healthcare	2
501-107	Digital Literacy Healthcare	2
509-309	Medical Law, Ethics & Profess	2
Credits		6
Fall Term 1		
501-101	Medical Terminology	3
509-301	Medical Asst Admin Procedures	2
509-304	Medical Asst Clin Procedures 1 <small>This course will run 16 weeks.</small>	4
Credits		9
Fall Term 2		
509-302	Human Body in Health & Disease	3
509-303	Medical Asst Lab Procedures 1	2
Credits		5
Spring Term 1		
509-305	Med Asst Lab Procedures 2	2
509-306	Med Asst Clin Procedures 2	3
509-307	Med Office Insurance & Finance	2
501-308	Pharmacology for Allied Health	2
Credits		9
Spring Term 2		
509-310	Medical Assistant Practicum	3
Credits		3
Total Credits		32

Part-time Plan

Course	Title	Credits
First Year		
Summer Term		
501-104	Culture of Healthcare	2
501-107	Digital Literacy for Healthcar	2

509-309	Medical Law, Ethics & Profess	2
	Credits	6
Fall Term 1		
501-101	Medical Terminology	3
	Credits	3
Fall Term 2		
509-302	Human Body in Health & Disease	3
	Credits	3
Spring Term 1		
501-308	Pharmacology for Allied Health	2
	Credits	2
Spring Term 2		
COMPLETE ALL COURSEWORK FOR YEAR 1		
	Credits	0
Second Year		
Fall Term 1		
509-304	Medical Asst Clin Procedures 1 <small>This course will run 16 weeks.</small>	4
509-301	Medical Asst Admin Procedures	2
	Credits	6
Fall Term 2		
509-303	Medical Asst Lab Procedures 1	2
	Credits	2
Spring Term 1		
509-305	Med Asst Lab Procedures 2	2
509-306	Med Asst Clin Procedures 2	3
509-307	Med Office Insurance & Finance	2
	Credits	7
Spring Term 2		
509-310	Medical Assistant Practicum	3
	Credits	3
	Total Credits	32