

# 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. Work with your Academic Advisor to design a program plan!

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

Code	Title	Credits
<b>Core Courses</b>		
501-301	Medical Terminology	3
Approved Substitutes: 501-101 OR (501-150 and 501-151)		
501-304	Contemp. Healthcare Practices	2
Approved Substitute: 501-104		
501-307	Digital Literacy Healthcare	2
Approved Substitute: 501-107		
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	Medical Asst Lab Procedures 2	2
509-306	Medical 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
<b>Total Credits</b>		<b>32</b>

## Part-time Option 1, Fall Start

**NOTE: The following courses could also be taken in Summer.**

- 501-304 Contemporary Healthcare Practices
- 501-307 Digital Literacy Healthcare
- 509-309 Medical Law, Ethics and Professionalism
- 501-301 Medical Terminology
- 501-308 Pharmacology for Allied Health

Course	Title	Credits
<b>First Year</b>		
<b>Fall Term 1</b>		
501-301	Medical Terminology	3
501-304	Contemp. Healthcare Practices	2
<b>Credits</b>		<b>5</b>
<b>Fall Term 2</b>		
501-307	Digital Literacy Healthcare	2
509-309	Medical Law, Ethics & Profess	2
<b>Credits</b>		<b>4</b>
<b>Spring Term 1</b>		
509-304	Medical Asst Clin Procedures 1	4
		<small>This course runs 16 weeks.</small>
509-301	Medical Asst Admin Procedures	2
<b>Credits</b>		<b>6</b>
<b>Spring Term 2</b>		
509-302	Human Body in Health & Disease	3
509-303	Medical Asst Lab Procedures 1	2
<b>Credits</b>		<b>5</b>
<b>Second Year</b>		
<b>Fall Term 1</b>		
501-308	Pharmacology for Allied Health	2
509-305	Medical Asst Lab Procedures 2	2
509-306	Medical Asst Clin Procedures 2	3

509-307	Med Office Insurance & Finance	2
<b>Credits</b>		<b>9</b>

**Fall Term 2**

509-310	Medical Assistant Practicum	3
<b>Credits</b>		<b>3</b>
<b>Total Credits</b>		<b>32</b>

**Part-time Option 2, Fall Start**

NOTE: The following courses could also be taken in Summer.

- 501-304 Contemporary Healthcare Practices
- 501-307 Digital Literacy Healthcare
- 509-309 Medical Law, Ethics and Professionalism
- 501-301 Medical Terminology
- 501-308 Pharmacology for Allied Health

Course	Title	Credits
<b>First Year</b>		
<b>Fall Term 1</b>		
501-301	Medical Terminology	3
501-304	Contemp. Healthcare Practices	2
<b>Credits</b>		<b>5</b>
<b>Fall Term 2</b>		
501-307	Digital Literacy Healthcare	2
509-302	Human Body in Health & Disease	3
<b>Credits</b>		<b>5</b>
<b>Spring Term 1</b>		
509-309	Medical Law, Ethics & Profess	2
<b>Credits</b>		<b>2</b>
<b>Spring Term 2</b>		
501-308	Pharmacology for Allied Health	2
<b>Credits</b>		<b>2</b>
<b>Second Year</b>		
<b>Fall Term 1</b>		
509-304	Medical Asst Clin Procedures 1 <small>This course runs 16 weeks.</small>	4
509-301	Medical Asst Admin Procedures	2
<b>Credits</b>		<b>6</b>
<b>Fall Term 2</b>		
509-303	Medical Asst Lab Procedures 1	2
<b>Credits</b>		<b>2</b>
<b>Spring Term 1</b>		
509-305	Medical Asst Lab Procedures 2	2
509-306	Medical Asst Clin Procedures 2	3
509-307	Med Office Insurance & Finance	2
<b>Credits</b>		<b>7</b>
<b>Spring Term 2</b>		
509-310	Medical Assistant Practicum	3
<b>Credits</b>		<b>3</b>
<b>Total Credits</b>		<b>32</b>

**Full-time, Fall Start**

NOTE: The following courses could also be taken in Summer.

- 501-304 Contemporary Healthcare Practices
- 501-307 Digital Literacy Healthcare
- 509-309 Medical Law, Ethics and Professionalism
- 501-301 Medical Terminology
- 501-308 Pharmacology for Allied Health

Course	Title	Credits
<b>First Year</b>		
<b>Fall Term 1</b>		
501-301	Medical Terminology	3
501-307	Digital Literacy Healthcare	2
509-301	Medical Asst Admin Procedures	2
509-304	Medical Asst Clin Procedures 1 <small>This course runs 16 weeks.</small>	4
<b>Credits</b>		<b>11</b>
<b>Fall Term 2</b>		
509-302	Human Body in Health & Disease	3
509-303	Medical Asst Lab Procedures 1	2
501-304	Contemp. Healthcare Practices	2
509-309	Medical Law, Ethics & Profess	2
<b>Credits</b>		<b>9</b>
<b>Spring Term 1</b>		
501-308	Pharmacology for Allied Health	2
509-305	Medical Asst Lab Procedures 2	2
509-306	Medical Asst Clin Procedures 2	3
509-307	Med Office Insurance & Finance	2
<b>Credits</b>		<b>9</b>
<b>Spring Term 2</b>		
509-310	Medical Assistant Practicum	3
<b>Credits</b>		<b>3</b>
<b>Total Credits</b>		<b>32</b>

**Part-time Option 1, Spring Start**

NOTE: The following courses could also be taken in Summer.

- 501-304 Contemporary Healthcare Practices
- 501-307 Digital Literacy Healthcare
- 509-309 Medical Law, Ethics and Professionalism
- 501-301 Medical Terminology
- 501-308 Pharmacology for Allied Health

Course	Title	Credits
<b>First Year</b>		
<b>Spring Term 1</b>		
501-304	Contemp. Healthcare Practices	2
501-301	Medical Terminology	3
<b>Credits</b>		<b>5</b>
<b>Spring Term 2</b>		
501-307	Digital Literacy Healthcare	2
509-309	Medical Law, Ethics & Profess	2
<b>Credits</b>		<b>4</b>

Fall Term 1		
509-304	Medical Asst Clin Procedures 1 <small>This course runs 16 weeks.</small>	4
509-301	Medical Asst Admin Procedures	2
<b>Credits</b>		<b>6</b>

Fall Term 2		
509-302	Human Body in Health & Disease	3
509-303	Medical Asst Lab Procedures 1	2
<b>Credits</b>		<b>5</b>

**Second Year**

Spring Term 1		
501-308	Pharmacology for Allied Health	2
509-305	Medical Asst Lab Procedures 2	2
509-306	Medical Asst Clin Procedures 2	3
509-307	Med Office Insurance & Finance	2
<b>Credits</b>		<b>9</b>

Spring Term 2		
509-310	Medical Assistant Practicum	3
<b>Credits</b>		<b>3</b>
<b>Total Credits</b>		<b>32</b>

## Part-time Option 2, Spring Start

**NOTE: The following courses could also be taken in Summer:**

- 501-304 Contemporary Healthcare Practices
- 501-307 Digital Literacy Healthcare
- 509-309 Medical Law, Ethics and Professionalism
- 501-301 Medical Terminology
- 501-308 Pharmacology for Allied Health

Course	Title	Credits
<b>First Year</b>		
<b>Spring Term 1</b>		
501-304	Contemp. Healthcare Practices	2
501-301	Medical Terminology	3
<b>Credits</b>		<b>5</b>

Spring Term 2		
501-307	Digital Literacy Healthcare	2
509-309	Medical Law, Ethics & Profess	2
<b>Credits</b>		<b>4</b>

Fall Term 1		
509-304	Medical Asst Clin Procedures 1 <small>This course runs 16 weeks.</small>	4
509-301	Medical Asst Admin Procedures	2
<b>Credits</b>		<b>6</b>

Fall Term 2		
509-302	Human Body in Health & Disease	3
509-303	Medical Asst Lab Procedures 1	2
<b>Credits</b>		<b>5</b>

**Second Year**

Spring Term 1		
501-308	Pharmacology for Allied Health	2
509-305	Medical Asst Lab Procedures 2	2

509-306	Medical Asst Clin Procedures 2	3
509-307	Med Office Insurance & Finance	2
<b>Credits</b>		<b>9</b>

Spring Term 2		
509-310	Medical Assistant Practicum	3
<b>Credits</b>		<b>3</b>
<b>Total Credits</b>		<b>32</b>

## Full-Time, Spring Start Plan

**NOTE: The following courses could also be taken in Summer:**

- 501-304 Contemporary Healthcare Practices
- 501-307 Digital Literacy Healthcare
- 509-309 Medical Law, Ethics and Professionalism
- 501-301 Medical Terminology
- 501-308 Pharmacology for Allied Health

Course	Title	Credits
<b>First Year</b>		
<b>Spring Term 1</b>		
509-304	Medical Asst Clin Procedures 1 <small>This course runs 16 weeks.</small>	4
501-301	Medical Terminology	3
501-304	Contemp. Healthcare Practices	2
501-307	Digital Literacy Healthcare	2
509-301	Medical Asst Admin Procedures	2
<b>Credits</b>		<b>13</b>

Spring Term 2		
509-302	Human Body in Health & Disease	3
509-303	Medical Asst Lab Procedures 1	2
509-309	Medical Law, Ethics & Profess	2
<b>Credits</b>		<b>7</b>

Fall Term 1		
501-308	Pharmacology for Allied Health	2
509-305	Medical Asst Lab Procedures 2	2
509-306	Medical Asst Clin Procedures 2	3
509-307	Med Office Insurance & Finance	2
<b>Credits</b>		<b>9</b>

Fall Term 2		
509-310	Medical Assistant Practicum	3
<b>Credits</b>		<b>3</b>
<b>Total Credits</b>		<b>32</b>