

WESTERN DAKOTA TECHNICAL COLLEGE

Diploma, 39 Credit Hours, 12-Month Program

The Medical Assisting program prepares students for a variety of careers in the medical profession. A Medical Assistant is a professional, multi-skilled person who assists in all aspects of medical care and is primarily employed in a medical office setting. Medical Assistants help physicians with patient care management. They also execute administrative and clinical procedures and perform managerial functions.

Administrative duties may include using computer applications, answering telephones, greeting patients, updating and filing patient medical records, coding and filling out insurance forms, scheduling appointments, arranging for hospital admissions and laboratory services, and handling correspondence, billing, and bookkeeping in a medical office setting.

Clinical duties may include taking medical histories, taking vital signs, explaining treatment procedures to patients, preparing patient for examination, assisting the physician during the exam, collecting and preparing laboratory specimens, performing basic laboratory tests, instructing patients about medication and special diets, preparing and administering medications as directed by a physician, and taking electrocardiograms. Medical Assisting is a rapidly growing and expanding career.

The Medical Assisting diploma enhances the skills a student obtains in the Medical Assisting certificate. In addition to medical office skills and skills to assist physicians with patient care management, students will expand their knowledge in English, mathematics, and psychology. These additional courses promote, and advance essential knowledge, skills, and values students need to advance in a competitive workforce. Since the exact duties a Medical Assistant performs are unique to the setting in which she or he is employed, an enhanced skill set can only expand the possibilities for their career in the medical profession.

Age Requirement: **You must be at least 18 years of age to be eligible to register as a Medical Assistant in South Dakota.**

| Course No. | Course Title | Credits |
|---------------------------------------|---------------------------------------------------|-----------|
| General Education Requirements | | |
| CSC 105 | MICROCOMPUTER SOFTWARE APPLICATIONS I | 3 |
| ENGL 101 | COMPOSITION I* or | 3 |
| ENGL 106 | WORKPLACE COMMUNICATIONS I* | |
| MATH 100 | ELEMENTARY ALGEBRA** <i>or higher</i> | 3 |
| PSYC 101 | GENERAL PSYCHOLOGY <i>or</i> | 3 |
| PSYC 103 | HUMAN RELATIONS IN THE WORKPLACE | |
| | Total | 12 |
| Technical Requirements | | |
| HC 114 | ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS | 3 |
| HC 135 | MEDICAL LAW AND ETHICS <i>online</i> | 2 |
| HC 200 | PHARMACOLOGY FOR HEALTHCARE <i>online</i> | 3 |
| HC 205 | PROFESSIONALISM IN HEALTHCARE <i>online</i> | 1 |
| HC 213 | MEDICAL TERMINOLOGY I | 3 |
| HC 225 | PATHOPHYSIOLOGY <i>online</i> | 3 |
| MA 210 | MEDICAL ASSISTING I <i>online</i> | 3 |
| MA 214 | MEDICAL ASSISTING I CLINICAL | 1 |
| MA 250 | MEDICAL ASSISTING II <i>online</i> | 3 |
| MA 253 | MEDICAL ASSISTING II LAB & CLINICAL | 5 |
| | Total | 27 |

*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

**Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area. Professional licensure and certification requirements often vary from state to state. Educational requirements by state for this program can be found <https://www.wdt.edu/degree-programs/medical-assisting/>.

The Medical Assisting program is on hiatus and not enrolling students for the 2024-25 academic year.

2024-2025 Academic Catalog – 6/2024

Apply online today at [wdt.edu](https://www.wdt.edu) or call Admissions Department at (605) 718-2565 or email admissions@wdt.edu

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WESTERN DAKOTA

TECHNICAL COLLEGE

| First Semester | | | Second Semester | | |
|---------------------------|-------------------------------------------------|-----------|---------------------------|---------------------------------------------|-----------|
| CSC 105 | Microcomputer Software Applications I | 3 | HC 200 | Pharmacology for Healthcare <i>online</i> | 3 |
| HC 114 | Anatomy & Physiology for the Health Professions | 3 | HC 205 | Professionalism in Healthcare <i>online</i> | 1 |
| HC 135 | Medical Law and Ethics <i>online</i> | 2 | HC 225 | Pathophysiology <i>online</i> | 3 |
| HC 213 | Medical Terminology I | 3 | MA 250 | Medical Assisting II <i>online</i> | 3 |
| MA 210 | Medical Assisting I <i>online</i> | 3 | MA 253 | Medical Assisting II Lab & Clinical | 5 |
| MA 214 | Medical Assisting I Clinical | 1 | | | |
| Total Credit Hours | | 15 | Total Credit Hours | | 15 |
| Third Semester | | | | | |
| ENGL 101 | Composition I <i>or</i> | 3 | | | |
| ENGL 106 | Workplace Communications I | | | | |
| MATH 100 | Elementary Algebra <i>or higher</i> | 3 | | | |
| PSYC 101 | General Psychology <i>or</i> | 3 | | | |
| PSYC 103 | Human Relations in the Workplace | | | | |
| Total Credit Hours | | 9 | | | |

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

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