



# Medical Assisting

at Walla Walla Community College

[www.wbcc.edu/medicalassisting](http://www.wbcc.edu/medicalassisting)

## The Industry

The Medical Assisting program prepares students for a career as a Medical Assistant. Courses will combine cognitive learning and practice of psychomotor skills in classroom and laboratory settings. Clinical training through externships in local outpatient clinics and physician offices will allow students to observe and practice skills gained in the classroom and laboratory in actual healthcare settings. Medical Assistants are skilled professionals who have specific training to work in a physician's office or a clinic.

## Skills You'll Develop

Administrative Functions:

- Writing business letters
- Compiling and filing patient records
- Medical insurance coding & processing third part reimbursement
- Transcription
- Reception

Clinical Functions:

- Obtaining vital signs
- Sterile techniques
- Assisting physicians with diagnostic testing
- Minor surgical procedures and physical exams
- Laboratory procedures
- Phlebotomy

## WWCC's Medical Assisting Program

The length of the program is four quarters of full time study (fall through summer), consisting of 61.5 credits of programmatic and related instruction.

Prerequisites include CS 100, Introduction to Micro-computers and OT 025, Keyboard Speedbuilding. These can both be challenged if the student feels they have sufficient skills.



## For More Information

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# Medical Assisting

This schedule lists courses required for degree completion but the actual order and specific coursework may vary depending on student placement, start date, and quarter. Please check with your advisor prior to any substitutions.

The required related instruction is noted in bold print. The letter in the parenthesis indicates which category of related instruction is represented by the given course as follows:

(W)- Written Communications  
(M)- Computation/Mathematics

(O)- Oral Communications  
(J)- Job Seeking Skills

(R)- Human Relations  
(L)- Leadership

Year One	Medical Assisting Certificate
<b>Fall Quarter</b>	
<b>MEDA 105, Health Occupations Mathematics (M)*</b> .....	<b>Credits 5</b>
MEDA 110, Human Body Structure & Function in Health & Disease I .....	5
OT 280, Medical Terminology .....	5
<b>WRITE 100, Applied Writing (W)</b> .....	<b>3</b>
Total Credits .....	18
<b>Winter Quarter</b>	
CPR 051, Basic Life Support (BLS) for Healthcare Providers .....	0.7
HO 110, HIV/AIDS Education .....	0.7
HO 172 Pharmacology .....	2
HO 174, Transcultural Competency for Health Professionals .....	2
IFA 022, Medical First Aid Basic .....	0.4
<b>MEDA 114, Therapeutic Relationships (R)</b> .....	<b>2</b>
MEDA 120, Human Body Structure & Function in Health & Disease II .....	5
MEDA 140, Medical Law and Ethics .....	2
Total Credits .....	14.8
<b>Spring Quarter</b>	
MEDA 125, Clinical Procedures .....	10
MEDA 144, Medical Office Administrative Procedures .....	5
MEDA 145, Office Emergencies for Medical Assistants .....	1
MEDA 149, Medical Insurance Procedures for Medical Assisting .....	5
Total Credits .....	21
<b>Summer Quarter</b>	
MEDA 191, Cooperative Work Experience .....	7
<b>MEDA 192, Medical Assisting Seminar (L)</b> .....	<b>2</b>
Total Credits .....	9
<b>Year One Total</b> .....	<b>62.8</b>

Students may demonstrate computer and keyboarding skills through placement testing or complete CS 100, Introduction to Microcomputers and OT 025, Keyboarding prior to entering the program.

\* It is recommended students take MATH 050, Mathematics II before taking MEDA 105, Health Occupations Mathematics.

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The following courses meet the related instructional requirements of the program (one class per category required):

- (W)- BUS 137, ENGL& 101, WRITE 100
- (R)- MEDA 114
- (M)- MEDA 105
- (L)- MEDA 192