NICOLET COLLEGE

Medical Assistant

Technical Diploma

Medical assistants work primarily in physician offices or ambulatory care clinics. The medical assistant is trained in various aspects of the medical office, including clinical, laboratory, and administrative procedures. Responsibilities might include obtaining a health history, preparing the patient for physical examination, assisting with the exam, assisting with minor surgery, performing routine CLIA-waived tests, disinfecting, and sterilizing instruments. With theory-based content online you can focus on skills practice and assessment during your open lab time. After the completion of this program, students are eligible to become a Certified Medical Assistant.

Students must successfully pass a background check and complete clinical requirements. For more information, please connect with a Success Coach.

Program Outline

TERM 1

Course #	Course Title	Credits
3150110100	Medical Terminology Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasis on spelling, definition, and pronunciation. Introduction to operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology.	3.00
3150930100	Medical Asst Admin Procedures Introduces Medical Assistant students to office management and business administration in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. Students apply introductory medical coding skills and managed care terminology. Corequisites: 3150930300 Medical Asst Lab Procedures 1, 3150930400 Medical Asst Clin Procedures 1.	2.00
3150930200	Human Body in Health and Disease Introduces students to basic anatomy and physiology of the human body. Focuses on wellness and disease prevention. Students identify diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases. Prerequisite: 1050110100 Medical Terminology (C or better) (concurrent enrollment allowed).	3.00
3150930300	Medical Asst Lab Procedures 1 Introduces Medical Assistant students to laboratory procedures commonly performed in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing. Corequisites: 3150930100 Medical Asst Admin Procedures, 3150930400 Medical Asst Clin Procedures 1.	2.00
3150930400	Medical Asst Clin Procedures 1 Introduces Medical Assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills, including screening, vital signs, patient history, minor surgery, and patient preparation for routine and specialty exams in the ambulatory care setting. Prerequisite: 3150930200 Human Body in Health and Disease (C or better) (concurrent enrollment allowed) or 1080617700 General Anatomy and Physiology (C or better). Corequisites: 3150930100 Medical Asst Admin Procedures, 3150930300 Medical Asst Lab Procedures 1.	4.00

Course #	Course Title	Credits
3180130400	Applied Communications Writing Focuses on writing skills related to employment. Students write and edit letters, resumes, memos, and brief reports.	2.00

TERM 2

Course #	Course Title	Credits
3150130800	Pharmacology for Allied Health Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems. Prerequisite: 3150930200 Human Body in Health and Disease (C or better) or 1080617700 General Anatomy and Physiology (C or better).	2.00
3150930500	Med Asst Lab Procedures 2 Prepares students to perform laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students perform phlebotomy, immunology, hematology, and chemistry laboratory procedures. Prerequisite: 3150930300 Medical Asst Lab Procedures 1 (C or better). Corequisites: 3150930600 Med Asst Clin Procedures 2, 3150930700 Medical Office Insurance and Finance.	2.00
3150930600	Med Asst Clin Procedures 2 Prepares Medical Assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting. Prerequisites: 3150930400 Medical Asst Clin Procedures 1 (C or better) and 3150930300 Medical Asst Lab Procedures 1 (C or better). Corequisites: 3150930500 Med Asst Lab Procedures 2, 3150930700 Medical Office Insurance and Finance.	3.00
3150930700	Medical Office Insurance and Finance Introduces Medical Assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. Prerequisite: 3150930100 Medical Asst Admin Procedures (C or better). Corequisites: 3150930500 Med Asst Lab Procedures 2, 3150930600 Med Asst Clin Procedures 2.	2.00
3150930900	Medical Law Ethics and Professionalism Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical records, perform risk management procedures, and examine legal and bioethical issues.	2.00
3150931000	Medical Assistant Practicum Requires Medical Assistant students to integrate and apply knowledge and skills from all previous Medical Assistant courses in actual patient care settings. Learners perform administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. 200 hours of clinical practicum is required. Prerequisites: 3180130400 Applied Communications Writing (C or better) (concurrent enrollment allowed) and 3150930500 Med Asst Lab Procedures 2 (C or better) (concurrent enrollment allowed) and 3150930600 Med Asst Clin Procedures 2 (C or better) (concurrent enrollment allowed) and 3150930700 Medical Office Insurance and Finance (C or better) (concurrent enrollment allowed) and 3150930900 Medical Law Ethics and Professionalism (C or better) (concurrent enrollment allowed).	3.00
3180130500	Applied Communication Listening Speaking Emphasizes effective listening and speaking skills required for job performance and satisfaction. Those skills include interviewing for a job, communicating in the work place, and securing a job promotion.	2.00

Total Credits: 32.00

Talk with a Success Coach about the program outline. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose

the best classes if you're thinking of transferring.

At A Glance

How You'll Learn

A highly flexible, comprehensive program offering theory-based content online so you can focus on skills practice and assessment during your lab time. Coursework is designed to enhance prior learning and continuously build skills competence. Exams are multiple choice and designed to simulate the National Certification exam taken to become a CMA (AAMA).

Next Academic Start Dates

11
JAN

Spring 2027 Term Starts

15
MAR

Additional Spring 2027 Start for Select Courses

VIEW FULL CALENDAR

Program Tuition*

$5,425

Books & Supplies*

$380

*Total cost for degree completion is estimated by current course requirements, books, and supplies. Tuition and fees are set by the Wisconsin Technical College System and subject to change.

Financial Aid Eligible

▸ Potential Indirect Costs

What You'll Learn

- Perform medical office administrative functions
- Provide patient care in accordance with regulations, policies, laws, and patient rights
- Perform medical laboratory procedures
- Demonstrate professionalism in a healthcare setting
- Demonstrate safety and emergency practices in a healthcare setting

Your Potential Careers

- Medical Office Assistant
- Laboratory Assistant
- Surgical Office Assistant
- Phlebotomist
- Optometric Assistant
- Podiatric Assistant
- Pharmacy Assistant
- Chiropractic Assistant

Median Annual Salary

$40,994	$38,026	$37,082
Local	State	National

Lightcast 2023.1

Get Started

Your application can be submitted online, it takes just a few minutes to complete.

APPLY NOW