

Withlacoochee Technical College
2019-2020
Medical Assisting

In this course you will learn:

- Performing administrative duties
- Maintaining medical records, billing and coding
- Clinical Assisting
- Taking and recording vital signs and medical histories
- Preparing patients for examinations
- Phlebotomy and administering medications
- EKG Aide
- Laboratory Procedures
- Medical office procedures

Industry Certifications: Certified Clinical Medical Assistant (CCMA), Certified EKG Technician (CET), Phlebotomy (CPT)

Admissions Requirements

1. Complete a WTC application & pay application fee
2. Take Basic Skills Test
3. Apply for financial aid, *if eligible*
4. Meet with a Counselor/Career Advisor
5. Pay non-refundable registration fee
6. Purchase books and supplies

Completion Requirements

1. Attain a grade of “C” or better (2.0 GPA)
2. Complete the required curriculum
3. Settle all school debt including returning textbooks for high school students
4. Meet Florida Basic Skills requirements for the program
5. Receive the instructor’s recommendation

If you have a disability and require accommodations, please contact Student Services.

Most programs are approved for Veterans Educational Benefits. Financial Aid may be available for those who qualify.

Employment Opportunities

- Register at EmployFlorida.com
- O*NET Online has descriptions of occupations for use by job seekers and students.
www.onetonline.org

Statewide Annual Wages	
Entry	Experienced
\$26, 004	\$35,728
Based on Florida Department of Economic Opportunity	

WTC MISSION STATEMENT: To provide the highest quality academic and technical education for current and emerging careers in a competitive workforce.

WTC VISION STATEMENT: To be a nationally recognized technical college of choice providing innovative high-tech education to advance the future of our community.

Campus Location: 1201 West Main Street Inverness, Florida 34450
 Phone Number: (352) 726-2430
 Visit our website at www.wtcollege.org

