About our program

Greenville Technical College’s Medical Assistant program prepares students through classroom study, hands-on training, and real-world clinical experience in area medical practices. The Medical Assistant program is part of GTC’s Health and Wellness Division, which has a respected reputation of providing highly skilled graduates to the health care profession for many years.

Medical assistants are very versatile allied health professionals. They are cross-trained to perform clinical and administrative responsibilities, and work under a physician’s supervision, mainly in medical offices and clinics. Most employers require medical assistants to obtain their medical assistant credential upon completion of their education, and maintain it throughout employment.

Curriculum

Graduates of GTC’s Medical Assistant program earn a Certificate in Applied Science after completing 38-credit hours. Full-time students will begin program classes in the Fall Semester (August) for three semesters. Part-time students begin Spring Semester (January) and can complete the program in four semesters. Completion times may vary according to required prerequisite courses.

Our curriculum prepares graduates to take the exam to become a Certified Medical Assistant (CMA), the premiere credential awarded by the American Association of Medical Assistants (AAMA).
Job Outlook/Career Opportunities

The demand for medical assistants is projected to grow 29% from 2016-2026, according to the Bureau of Labor Statistics projections. In May 2017, the median annual wage for medical assistants was $32,480. Job prospects are best for medical assistants who earn certification and are skilled with electronic health records (EHR). Demand for medical assistants is expected to increase because of the demand for preventive medical services. Also, medical assistants are valued for their knowledge of both routine administrative and clinical duties, which enhances the patient's overall care experience.

What You’ll Learn

Courses included in the program teach skills such as these:
• Medical terminology
• Anatomy and physiology
• Medical Insurance and billing
• Patient education
• Pharmacology
• Medical laboratory techniques

On-the-job duties for a medical assistant may be clinical or administrative, but typically include the following responsibilities:
• Assisting a physician with patient exams
• Taking a patient's personal information and medical history
• Recording vital signs such as blood pressure
• Entering patient information in electronic records
• Preparing samples for lab testing
• Appointment scheduling, referrals and helping the patient navigate the health care system.

Qualities for success

Medical assistants have frequent contact with people who are ill, or in pain or other distress, so being able to remain calm and professional under sometimes stressful conditions is an important quality. The ability to pay attention to detail and provide relevant information to help the physician determine treatment is essential. Confidentiality is an ethical and professional obligation. Successful medical assistants want to serve others, both patients and colleagues.

To learn more about the Medical Assistant certificate program, the required CareerTalk session, and admission requirements, please visit www.gvltec.edu, or contact the program’s administrative assistant at (864) 236-3660.

Visit www.gvltec.edu/gainful-employment for important information about the educational debt, earnings, and graduation rates of students who attended this program.