

POFM 1165
Practicum-Medical Administrative/Executive Assistant
Western Texas College

I. Basic Course Information

- A. Course Description: Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
- B. Prerequisites: Students must successfully complete all Medical Administrative Assistant core courses and/or be enrolled in the final semester of the Program.

II. Student Learning Outcomes

- A. As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

III. Major Course Requirements: The grade for this course will be determined as follows:

- A. Site Evaluations: 60%
- B. Self-Evaluation: 20%
- C. Attendance: 20%
- D. Grading scale:
 - A= (90-100%)
 - B= (80-89%)
 - C= (70-79%)
 - D= (60-69%)
- E. Students must earn a grade "C" or higher to successfully complete this course.
- F. Students must attain a "C" or higher to remain in the program.

IV. Information on Books and Other Course Materials

- A. None

V. Other Policies, Procedures and important dates: Please refer to the WTC Course Catalog for the following:

- A. Campus Calendar
- B. Final exam schedule
- C. How to drop a class

- D. Withdrawal information
- E. Student Conduct/Academic Integrity
- F. Class Attendance
- G. Students with disabilities

VI. Course Sequence & Content

- A. TBA: The schedule will be based on the need of the practicum site.