



**1.5 YEAR COMPLETION PLAN**  
**31-509-1 MEDICAL ASSISTANT**  
**2021-22 PROGRAM CURRICULUM CHECKLIST**  
**NORTHWOOD TECHNICAL COLLEGE**  
**ASHLAND, NEW RICHMOND, SUPERIOR - FALL START (AUGUST 2022)**  
**RICE LAKE - SPRING START (JANUARY 2023)**  
**Combination of On Site and Online instruction**



Name/ID \_\_\_\_\_ Date \_\_\_\_\_

**Course Prerequisite: Must be completed prior to second semester/term**

**- AHA CPR for Healthcare Providers & First Aid (Medic or Heartsaver)**

CATALOG NUMBER	COURSE TITLE	HOURS PER WEEK	CREDITS	LECTURE HOURS	LAB HOURS	PATIENT SERVICES SPECIALIST TECHNICAL DIPLOMA 30-509-2	MEDICAL ASSISTANT TECHNICAL DIPLOMA (Financial Aid Eligible)
<b>FIRST TERM - Spring 2023</b>							
10501101	Medical Terminology	3 hours per week	3 credits	48 lecture hours	0 lab hours	Patient Services Specialist	Medical Assistant
10501107	Digital Literacy for Healthcare Note: When registering for this course, please select and register for the course titled, "Digital Literacy HC - MA & Phrm".	3 hours per week	2 credits	16 lecture hours	32 lab hours	Patient Services Specialist	Medical Assistant
10801136	English Composition 1	3 hours per week	3 credits	48 lecture hours	0 lab hours	Patient Services Specialist	Medical Assistant
31509309	Medical Law, Ethics and Professionalism	4 hours per week	2 credits	64 lecture hours	0 lab hours	Patient Services Specialist	Medical Assistant
<b>FIRST TERM TOTAL</b>						<b>10 Credits</b> Patient Services Specialist	<b>10 Credits</b> Medical Assistant
<b>SECOND TERM - Fall 2023</b>							
31509301	Medical Assistant Administrative Procedures Prerequisite: Declared Medical Assistant program (31-509-1) or Patient Services Specialist Program (30-509-2) and Corequisites: 10501107 Digital Literacy for Healthcare, 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1	4 hours per week	2 credits	32 lecture hours	32 lab hours	Patient Services Specialist	Medical Assistant
31509302	Human Body in Health and Disease Corequisite: 10501101 Medical Terminology	6 hours per week	3 credits	96 lecture hours	0 lab hours	Patient Services Specialist	Medical Assistant
31509303	Medical Assistant Laboratory Procedures 1 Prerequisite: Admission to Medical Assistant program and Corequisites: 10501107 Digital Literacy for Healthcare, 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509301 Medical Assistant Administrative Procedures, and 31509304 Medical Assistant Clinical Procedures 1	4 hours per week	2 credits	32 lecture hours	32 lab hours		Medical Assistant
31509304	Medical Assistant Clinical Procedures 1 Prerequisite: Admission into the Medical Assistant program and Corequisites: 10501107 Digital Literacy for Healthcare, 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509301 Medical Assistant Administrative Procedures, 31509303 Medical Assistant Laboratory Procedures 1	8 hours per week	4 credits	64 lecture hours	64 lab hours		Medical Assistant
<b>SECOND TERM TOTAL</b>						<b>5 Credits</b> Patient Services	<b>11 Credits</b> Medical Assistant



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<b>THIRD TERM - Spring 2024</b>							
31509305	Medical Assistant Laboratory Procedures 2 Prerequisite: 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1, and Corequisites: 31509306 Medical Assistant Clinical Procedures 2, 31509307 Medical Office Insurance and Finance, and 31501308 Pharmacology for Allied Health	4 hours per week	2 credits	32 lecture hours	32 lab hours		Medical Assistant
31509306	Medical Assistant Clinical Procedures 2 Prerequisites: 10501101 Medical Terminology, 31509302 Human Body in Health & Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and Corequisites: 31509305 Medical Assistant Laboratory Procedures 2, 31509307 Medical Office Insurance and Finance, and 31501308 Pharmacology for Allied Health	6 hours per week	3 credits	64 lecture hours	32 lab hours		Medical Assistant
31509307	Medical Office Insurance and Finance Prerequisites: 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and Corequisites: 10501107 Digital Literacy for Healthcare, 31509305 Medical Assistant Laboratory Procedures 2, 31509306 Medical Assistant Clinical Procedures 2, and 31501308 Pharmacology for Allied Health	4 hours per week	2 credits	0 lecture hours	64 lab hours	Patient Services Specialist	Medical Assistant
31501308	Pharmacology for Allied Health Prerequisite: 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and Corequisites: 31509305 Medical Assistant Laboratory Procedures 2, 31509306 Medical Assistant Clinical Procedures 2, 31509307 Medical Office Insurance and Finance	4 hours per week	2 credits	64 lecture hours	0 lab hours		Medical Assistant
31509310	Medical Assistant Practicum Prerequisites: Current Health Care Provider CPR and first aid, successful completion or standing in all other program courses, approval of program faculty, compliance with Wisconsin Caregiver Law, and program Health Requirements are met.	12 hours per week	3 credits	0 lecture hours	192 lab hours		Medical Assistant
<b>THIRD TERM TOTAL</b>						<b>2 Credits</b> Patient Services Specialist	<b>12 Credits</b> Medical Assistant
<b>PROGRAM REQUIREMENTS</b>						<b>17 Credits</b> Patient Services Specialist	<b>33 Credits</b> Medical Assistant

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

Revised 2/18/2021



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*GRADUATION REQUIREMENTS: Although your academic advisor can provide guidance, you are ultimately responsible for selecting courses that meet a program's graduation requirements.*

All required course **must be successfully** completed prior to starting 31509310, Medical Assistant Practicum.

**Grades:** A program plan GPA of 2.0 in a 4.0 grade system is required graduate. A grade point average (GPA) of 2.0 or better is needed in all required courses. Students must also successfully pass all required course competencies. For specific program course requirements, see individual course syllabi. Failure to achieve a "C" in a course, failure to achieve the exam score as specified in the individual course syllabi or failure to pass all required course competencies will delay advancement in the program until an acceptable grade is achieved. Program courses may only be repeated once. If a course needs to be repeated, please contact your advisor before registering. This includes taking a similar course at another college.

**See the current Medical Assistant Student Handbook for more specifics on grade and test requirements.**

*Please be advised that low enrollment class sections may be cancelled. You will be contacted by Student Services with information on other class sections available in alternate formats. Co-enrollment in 99831900 Writing Essentials may be recommended in addition to English Composition 1.*

EARN CREDIT FOR WHAT YOU ALREADY KNOW: Visit <https://www.NorthwoodTech.edu/admissions/preparing-for-college/credit-for-prior-learning> for more information

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All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.

Revised 2/18/2021