1.5 YEAR COMPLETION PLAN  
31-509-1 MEDICAL ASSISTANT  
2020-21 PROGRAM CURRICULUM CHECKLIST  
NORTHWOOD TECHNICAL COLLEGE  
ASHLAND, NEW RICHMOND, SUPERIOR - FALL START (AUGUST 2020)  
RICE LAKE - SPRING START (JANUARY 2021)

Name/ID
Date

Course Prerequisite: Must be completed prior to second semester/term  
- AHA CPR for Healthcare Providers & First Aid (Medic or Heartsaver)

<table>
<thead>
<tr>
<th>CATALOG NUMBER</th>
<th>COURSE TITLE</th>
<th>HOURS PER WEEK</th>
<th>CREDITS</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PATIENT SERVICES SPECIALIST TECHNICAL DIPLOMA 30-509-2</th>
<th>MEDICAL ASSISTANT TECHNICAL DIPLOMA (Financial Aid Eligible)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10501101</td>
<td>Medical Terminology</td>
<td>3 hours per week</td>
<td>3 credits</td>
<td>48 lecture hours</td>
<td>0 lab hours</td>
<td>Patient Services Specialist</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>10501107</td>
<td>Digital Literacy for Healthcare</td>
<td>3 hours per week</td>
<td>2 credits</td>
<td>16 lecture hours</td>
<td>32 lab hours</td>
<td>Patient Services Specialist</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>10801136</td>
<td>English Composition 1</td>
<td>3 hours per week</td>
<td>3 credits</td>
<td>48 lecture hours</td>
<td>0 lab hours</td>
<td>Patient Services Specialist</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>31509309</td>
<td>Medical Law, Ethics and Professionalism</td>
<td>4 hours per week</td>
<td>2 credits</td>
<td>64 lecture hours</td>
<td>0 lab hours</td>
<td>Patient Services Specialist</td>
<td>Medical Assistant</td>
</tr>
</tbody>
</table>

**FIRST TERM TOTAL**

<table>
<thead>
<tr>
<th>CATALOG NUMBER</th>
<th>COURSE TITLE</th>
<th>HOURS PER WEEK</th>
<th>CREDITS</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>PATIENT SERVICES SPECIALIST TECHNICAL DIPLOMA 30-509-2</th>
<th>MEDICAL ASSISTANT TECHNICAL DIPLOMA (Financial Aid Eligible)</th>
</tr>
</thead>
<tbody>
<tr>
<td>31509301</td>
<td>Medical Assistant Administrative Procedures</td>
<td>4 hours per week</td>
<td>2 credits</td>
<td>32 lecture hours</td>
<td>32 lab hours</td>
<td>Patient Services Specialist</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>31509302</td>
<td>Human Body in Health and Disease</td>
<td>6 hours per week</td>
<td>3 credits</td>
<td>96 lecture hours</td>
<td>0 lab hours</td>
<td>Patient Services Specialist</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>31509303</td>
<td>Medical Assistant Laboratory Procedures 1</td>
<td>4 hours per week</td>
<td>2 credits</td>
<td>32 lecture hours</td>
<td>32 lab hours</td>
<td>Patient Services Specialist</td>
<td>Medical Assistant</td>
</tr>
<tr>
<td>31509304</td>
<td>Medical Assistant Clinical Procedures 1</td>
<td>8 hours per week</td>
<td>4 credits</td>
<td>64 lecture hours</td>
<td>64 lab hours</td>
<td>Patient Services Specialist</td>
<td>Medical Assistant</td>
</tr>
</tbody>
</table>

**SECOND TERM TOTAL**

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.  
Revised 4/07/2020
# 1.5 Year Completion Plan

### 31-509-1 Medical Assistant

#### 2020-21 Program Curriculum Checklist

**Northwood Technical College**

**Ashland, New Richmond, Superior - Fall Start (August 2020)**

**Rice Lake - Spring Start (January 2021)**

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**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)**
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### THIRD TERM

**31509305**  
Medical Assistant Laboratory Procedures 2  
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: 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

**31501308**  
Pharmacology for Allied Health  
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: 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

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**THIRD TERM TOTAL**  
8 Credits  
Patient Services Specialist  
12 Credits  
Medical Assistant

**PROGRAM REQUIREMENTS**  
17 Credits  
Patient Services Specialist  
33 Credits  
Medical Assistant

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All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.  
Revised 4/07/2020
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 courses 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

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better. Revised 4/07/2020