1.5 YEAR COMPLETION PLAN
31-509-1 MEDICAL ASSISTANT
2024-25 REQUIRED COURSES
NORTHWOOD TECHNICAL COLLEGE
ASHLAND, NEW RICHMOND, SUPERIOR - FALL START (AUGUST 2024)

RICE LAKE - SPRING START (JANUARY 2025)
Combination of On Site and Online Instruction

Students in the Medical Assistant program may not be eligible to receive full financial aid, due to Department of Education regulations on how credits are recognized. For more information contact your campus Financial Aid Advisor.

Name/ID _____   Date _____

Course Prerequisite: Must be completed prior to second semester/term
   - BLS Basic Life Support & First Aid (Medic or Heartsaver)

CATALOG NUMBER	COURSE TITLE	HOURS PER WEEK	CREDITS	LECTURE HOURS	LAB HOURS	PATIENT SERVICE SPECIALIST TECHNICAL DIPLOMA 30-509-2	MEDICAL ASSISTANT TECHNICAL DIPLOMA (Financial Aid Eligible)
	FIRST TERM						
10501101	Medical Terminology	3 hours per week	3 credits	48 lecture hours	0 lab hours	Patient Service Specialist	Medical Assistant
31501107	Digital Literacy for Healthcare	4 hours per week	2 credits	64 lecture hours	0 lab hours	Patient Service Specialist	Medical Assistant
32801361	Applied Communications	4 hours per week	2 credits	64 lecture hours	0 lab hours	Patient Service Specialist	Medical Assistant
31509309	Medical Law, Ethics and Professionalism	4 hours per week	2 credits	64 lecture hours	0 lab hours	Patient Service Specialist	Medical Assistant
	FIRST TERM TOTAL					**9 Credits** Patient Service Specialist	**9 Credits** Medical Assistant
	SECOND TERM						
31509301	Medical Assistant Administrative Procedures Prerequisite: Declared Medical Assistant program (31-509-1) or Patient Services Specialist Program (30-509-2) and Corequisites: 31501107 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 Service 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 Service Specialist	Medical Assistant
31509303	Medical Assistant Laboratory Procedures 1 Prerequisite: Admission to Medical Assistant program and Corequisites: 31501107 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: 31501107 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
	SECOND TERM TOTAL					**5 Credits** Patient Service Specialist	**11 Credits** Medical Assistant

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.   Revised 7/13/2023
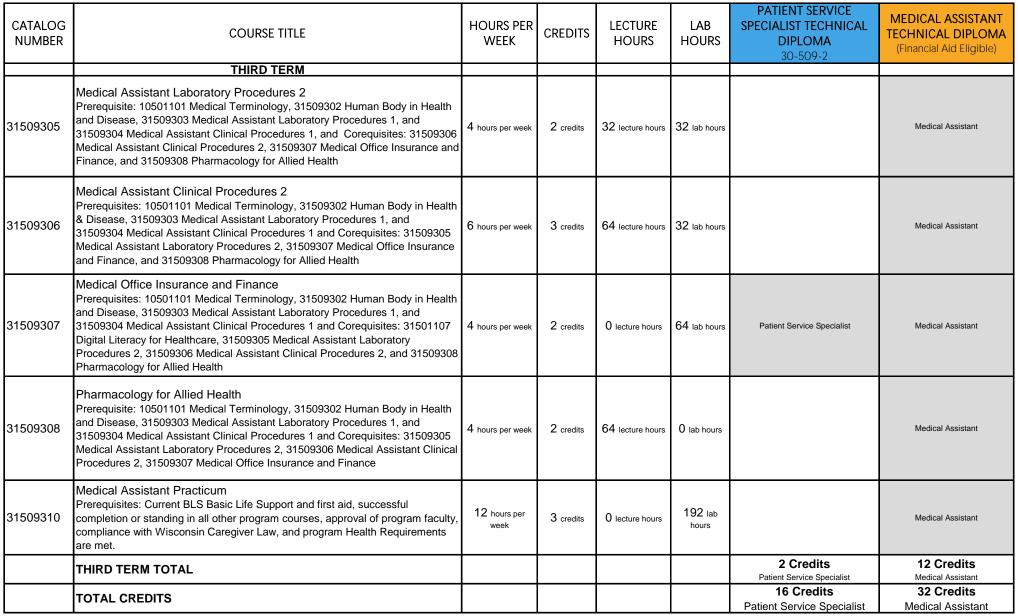
1.5 YEAR COMPLETION PLAN
31-509-1 MEDICAL ASSISTANT
2024-25 REQUIRED COURSES
NORTHWOOD TECHNICAL COLLEGE
ASHLAND, NEW RICHMOND, SUPERIOR - FALL START (AUGUST 2024)
RICE LAKE - SPRING START (JANUARY 2024)
Combination of On Site and Online Instruction

CATALOG NUMBER	COURSE TITLE	HOURS PER WEEK	CREDITS	LECTURE HOURS	LAB HOURS	PATIENT SERVICE SPECIALIST TECHNICAL DIPLOMA 30-509-2	MEDICAL ASSISTANT TECHNICAL DIPLOMA (Financial Aid Eligible)
	THIRD TERM						
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 31509308 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 31509308 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: 31501107 Digital Literacy for Healthcare, 31509305 Medical Assistant Laboratory Procedures 2, 31509306 Medical Assistant Clinical Procedures 2, and 31509308 Pharmacology for Allied Health	4 hours per week	2 credits	0 lecture hours	64 lab hours	Patient Service Specialist	Medical Assistant
31509308	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 BLS Basic Life Support 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
	THIRD TERM TOTAL					**2 Credits** Patient Service Specialist	**12 Credits** Medical Assistant
	TOTAL CREDITS					**16 Credits** Patient Service Specialist	**32 Credits** Medical Assistant

All prerequisite/corequisite courses must be completed with a grade point of 2.0 or better.   Revised 7/13/2023

1.5 YEAR COMPLETION PLAN
31-509-1 MEDICAL ASSISTANT
2024-25 REQUIRED COURSES
NORTHWOOD TECHNICAL COLLEGE
ASHLAND, NEW RICHMOND, SUPERIOR - FALL START (AUGUST 2024)
RICE LAKE - SPRING START (JANUARY 2024)
Combination of On Site and Online Instruction

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 canceled. You will be contacted by Student Services with information on other class sections available in alternate formats.

EARN CREDIT FOR WHAT YOU ALREADY KNOW:
Visit Credit for Prior Learning for more information

If you have difficulty accessing this content or notice any accessibility problems, please contact the Northwood Tech Curriculum Office at
curriculum.office@NorthwoodTech.edu
or 715.752.8128. You will receive a response within 5 business days.