



**1.5 YEAR COMPLETION PLAN
31-509-1 MEDICAL ASSISTANT
2022-23 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

- BLS Basic Life Support & First Aid (Medic or Heartsaver)

| CATALOG NUMBER | COURSE TITLE | HOURS PER WEEK | CREDITS | LECTURE HOURS | LAB HOURS | PATIENT SERVICES SPECIALIST TECHNICAL DIPLOMA | MEDICAL ASSISTANT TECHNICAL DIPLOMA (Financial Aid Eligible) |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------|------------------|--------------|--------------------------------------------------|--------------------------------------------------------------|
| | | | | | | 30-509-2 | |
| FIRST TERM | | | | | | | |
| 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 |
| FIRST TERM TOTAL | | | | | | 10 Credits Patient Services Specialist | 10 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: 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 |
| SECOND TERM TOTAL | | | | | | 5 Credits Patient Services | 11 Credits Medical Assistant |

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

Revised 1/3/2022



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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) |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|------------------|---------------|-----------------------------------------------------------|-----------------------------------------------------------------|
| 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 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 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 Services Specialist | 12 Credits Medical Assistant |
| | PROGRAM REQUIREMENTS | | | | | 17 Credits Patient Services Specialist | 33 Credits Medical Assistant |

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

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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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