



**2 YEAR COMPLETION PLAN**  
**31-509-1 MEDICAL ASSISTANT**  
**2019-20 PROGRAM CURRICULUM CHECKLIST**  
**WISCONSIN INDIANHEAD TECHNICAL COLLEGE (W I T C)**  
**ASHLAND, NEW RICHMOND, SUPERIOR - FALL START (AUGUST 2019)**  
**RICE LAKE - SPRING START (JANUARY 2020)**



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

Date \_\_\_\_\_

**Course Prerequisite: Must be completed prior to Medical Assistant Practicum**  
 - 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</b>											
10-501-101	Medical Terminology	3	hours per week	3	credits	48	lecture hours	0	lab hours	Patient Services Specialist	Medical Assistant
31-509-302	Human Body in Health and Disease Corequisite: 10-501-101 Medical Terminology	6	hours per week	3	credits	96	lecture hours	0	lab hours	Patient Services Specialist	Medical Assistant
	<b>FIRST TERM TOTAL</b>									<b>6 Credits</b> Patient Services Specialist	<b>6 Credits</b> Medical Assistant
<b>SECOND TERM</b>											
10-501-107	Digital Literacy for Healthcare	3	hours per week	2	credits	16	lecture hours	32	lab hours	Patient Services Specialist	Medical Assistant
10-801-136	English Composition 1	3	hours per week	3	credits	48	lecture hours	0	lab hours	Patient Services Specialist	Medical Assistant
31-509-309	Medical Law, Ethics and Professionalism	4	hours per week	2	credits	64	lecture hours	0	lab hours	Patient Services Specialist	Medical Assistant
	<b>SECOND TERM TOTAL</b>									<b>7 Credits</b> Patient Services Specialist	<b>7 Credits</b> Medical Assistant
<b>THIRD TERM</b>											
31-509-301	Medical Assistant Administrative Procedures Prerequisite: Declared Medical Assistant program (31-509-1) or Patient Services Specialist Program (30-509-2) and Corequisites: 10-501-107 Digital Literacy for Healthcare, 10-501-101 Medical Terminology, 31-509-302 Human Body in Health and Disease, 31-509-303 Medical Assistant Laboratory Procedures 1, and 31-509-304 Medical Assistant Clinical Procedures 1	4	hours per week	2	credits	32	lecture hours	32	lab hours	Patient Services Specialist	Medical Assistant
31-509-303	Medical Assistant Laboratory Procedures 1 Prerequisite: Admission to Medical Assistant program and Corequisites: 10-501-107 Digital Literacy for Healthcare, 10-501-101 Medical Terminology, 31-509-302 Human Body in Health and Disease, 31-509-301 Medical Assistant Administrative Procedures, and 31-509-304 Medical Assistant Clinical Procedures 1	4	hours per week	2	credits	32	lecture hours	32	lab hours		Medical Assistant



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<b>THIRD TERM CONTINUED</b>											
31-509-304	Medical Assistant Clinical Procedures 1 Prerequisite: Admission into the Medical Assistant program and Corequisites: 10-501-107 Digital Literacy for Healthcare, 10-501-101 Medical Terminology, 31-509-302 Human Body in Health and Disease, 31-509-301 Medical Assistant Administrative Procedures, 31-509-303 Medical Assistant Laboratory Procedures 1	8	hours per week	4	credits	64	lecture hours	64	lab hours		Medical Assistant
<b>THIRD TERM TOTAL</b>										<b>2 Credits</b> Patient Services Specialist	<b>8 Credits</b> Medical Assistant
<b>FOURTH TERM</b>											
31-509-305	Medical Assistant Laboratory Procedures 2 Prerequisite: 10-501-101 Medical Terminology, 31-509-302 Human Body in Health and Disease, 31-509-303 Medical Assistant Laboratory Procedures 1, and 31-509-304 Medical Assistant Clinical Procedures 1, and Corequisites: 31-509-306 Medical Assistant Clinical Procedures 2, 31-509-307 Medical Office Insurance and Finance, and 31-501-308 Pharmacology for Allied Health	4	hours per week	2	credits	32	lecture hours	32	lab hours		Medical Assistant
31-509-306	Medical Assistant Clinical Procedures 2 Prerequisites: 10-501-101 Medical Terminology, 31-509-302 Human Body in Health & Disease, 31-509-303 Medical Assistant Laboratory Procedures 1, and 31-509-304 Medical Assistant Clinical Procedures 1 and Corequisites: 31-509-305 Medical Assistant Laboratory Procedures 2, 31-509-307 Medical Office Insurance and Finance, and 31-501-308 Pharmacology for Allied Health	6	hours per week	3	credits	64	lecture hours	32	lab hours		Medical Assistant
31-509-307	Medical Office Insurance and Finance Prerequisites: 10-501-101 Medical Terminology, 31-509-302 Human Body in Health and Disease, 31-509-303 Medical Assistant Laboratory Procedures 1, and 31-509-304 Medical Assistant Clinical Procedures 1 and Corequisites: 10-501-107 Digital Literacy for Healthcare, 31-509-305 Medical Assistant Laboratory Procedures 2, 31-509-306 Medical Assistant Clinical Procedures 2, and 31-501-308 Pharmacology for Allied Health	4	hours per week	2	credits	0	lecture hours	64	lab hours	Patient Services Specialist	Medical Assistant

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

Revised 4/04/2019



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<b>FOURTH TERM CONTINUED</b>											
31-501-308	Pharmacology for Allied Health Prerequisite: 10-501-101 Medical Terminology, 31-509-302 Human Body in Health and Disease, 31-509-303 Medical Assistant Laboratory Procedures 1, and 31-509-304 Medical Assistant Clinical Procedures 1 and Corequisites: 31-509-305 Medical Assistant Laboratory Procedures 2, 31-509-306 Medical Assistant Clinical Procedures 2, 31-509-307 Medical Office Insurance and Finance	4	hours per week	2	credits	64	lecture hours	0	lab hours		Medical Assistant
31-509-310	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>FOURTH 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

*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 509-310, 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 99-831-900 Writing Essentials may be recommended in addition to English Composition 1.

EARN CREDIT FOR WHAT YOU ALREADY KNOW: Visit <https://www.witc.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 4/04/2019