

Medical Assistant Program GREEN BAY CAMPUS

The following program courses are the courses that can be taken in advance while on waitlist status.

***Please note that courses taken ahead of time may affect financial aid eligibility requirements in future semesters.**

10-890-101	College 101	1
10-501-101	Medical Terminology	3
31-509-302	Human Body in Health & Disease	3
31-509-309	Medical Law Ethics	2
10-501-104	Contemporary Healthcare Practices	2
10-501-107	Digital Literacy Healthcare	2

Program Progression and Re-Entry Notes

- The Health Sciences & Education Re-entry Policy will apply beginning the semester that Administrative Procedures is taken.
- No final grade lower than "C" is acceptable in any Medical Assistant Program course.
- Re-entry Policy will apply for failure to follow the program plan, any final grade lower than a "C," or a "withdrawal" from any course. Contact your academic advisor to discuss re-entry.
- The program sequence is approved by CAAHEP and any deviation from the program plan will affect student progression and cause a delay in program completion.

Additional Program Courses			
31-509-301	MA Administrative Procedures	31-509-306	MA Clinical Procedures 2
31-509-303	MA Laboratory Procedures 1	31-509-307	Medical Office Insurance Finance
31-509-304	MA Clinical Procedures 1	31-509-308	Pharmacology for Allied Health
31-509-305	MA Laboratory Procedures 2	31-509-310	Medical Assistant Practicum

Admissions Status Questions

If you have questions on where you are in the admissions process (pre-program, waitlist, or program acceptance). Please contact your Medical Assistant Admissions Advisor.

Green Bay Campus Admissions Advisor: Emily Schaefer 920-498-5683 emily.schaefer@nwtc.edu

Financial Aid Questions:

We have financial aid advisors available to answer any financial aid questions you may have. You can reach them by email at NWTC.finaid@nwtc.edu.

Green Bay Campus: You can reach them on the phone by calling 920.498.5444 or in person by stopping in our Green Bay Welcome Center SC240.

<u>Academic Advisor</u>	<u>Program Director</u>	<u>Additional Support</u>
<p>Green Bay: Nicole Hartfield nicole.hartfield@nwtc.edu To set up an appointment please call 920.498.5444.</p>	<p>Tina Broderick Tina.Broderick@nwtc.edu</p>	<p>The Health Science and Education Office can be contacted @ 920.498.5543 for questions regarding Castle Branch or to reach program administration.</p>

***You will need to apply directly to the program plan that you choose to complete. ***

First 8 Weeks	Second 8 Weeks	Full Semester (16 weeks)
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GREEN BAY CAMPUS Program Plans

Full Time – Weekday

Full Time – FALL START			Full Time– SPRING START		
Fall (1st Semester)		Credits	Spring (1st Semester)		Credits
10-501-101	Medical Terminology	3	10-501-101	Medical Terminology	3
10-501-104	Contemporary Healthcare Practices	2	10-501-104	Contemporary Healthcare Practices	2
10-501-107	Digital Literacy Healthcare	2	10-501-107	Digital Literacy Healthcare	2
31-509-301	MA Administrative Procedures	2	31-509-301	MA Administrative Procedures	2
31-509-302	Human Body in Health & Disease	3	31-509-302	Human Body in Health & Disease	3
10-890-101	College 101	1	10-890-101	College 101	1
Spring (2nd Semester)			Fall (2nd Semester)		
31-509-303	MA Lab Procedures I	2	31-509-303	MA Lab Procedures I	2
31-509-304	MA Clinical Procedures I	4	31-509-304	MA Clinical Procedures I	4
31-509-309	Medical Law Ethics Professionalism	2	31-509-309	Medical Law Ethics Professionalism	2
31-509-308	Pharmacology for Allied Health	2	31-509-308	Pharmacology for Allied Health	2
31-509-307	Medical Office Insurance Finance	2	31-509-307	Medical Office Insurance Finance	2
Fall (3rd Semester)			Spring (3rd Semester)		
31-509-305	MA Lab Procedures II	2	31-509-305	MA Lab Procedures II	2
31-509-306	MA Clinical Procedures II	3	31-509-306	MA Clinical Procedures II	3
31-509-310	Medical Assistant Practicum	3	31-509-310	Medical Assistant Practicum	3

Part Time – WeekDAY (In-Person)

Summer (1st Semester) Summer start only		Credits
10-501-101	Medical Terminology	3
10-501-104	Contemporary Healthcare Practices	2
10-501-107	Digital Literacy Healthcare	2
Fall (2nd Semester)		
31-509-302	Human Body in Health & Disease	3
31-509-301	MA Administrative Procedures	2
10-890-101	College 101	1
Spring (3rd Semester)		
31-509-304	MA Clinical Procedures I	4
31-509-307	Med Office Insurance Finance	2
Fall (4th Semester)		
31-509-303	MA Lab Procedures 1	2
31-509-309	Medical Law Ethics Professionalism	2
31-509-308	Pharmacology for Allied Health	2
Spring (5th Semester)		
31-509-305	MA Lab Procedures II (Runs first 10 weeks)	2
31-509-306	MA Clinical Procedures II (Runs first 10 weeks)	3
31-509-310	Medical Assistant Practicum (Runs last 5 weeks)	3

**Part Time – WeekEND
(Online, Saturdays, and/or Evening)**

Summer (1st Semester) Summer start only		Credits
10-501-101	Medical Terminology	3
10-501-104	Contemporary Healthcare Practices	2
10-501-107	Digital Literacy Healthcare	2
Fall (2nd Semester)		
31-509-301	MA Administrative Procedures	2
10-890-101	College 101	1
31-509-302	Human Body in Health & Disease	3
Spring (3rd Semester)– Both classes full 16 weeks		
31-509-303	MA Lab Procedures I	2
31-509-304	MA Clinical Procedures I	4
Summer (4th Semester)		
31-509-308	Pharmacology for Allied Health	2
31-509-309	Medical Law Ethics Professionalism	2
31-509-307	Med Office Insurance Finance	2
Fall (5th Semester)		
31-509-305	MA Lab Procedures II (Runs first 10 weeks)	2
31-509-306	MA Clinical Procedures II (Runs first 10 weeks)	3
31-509-310	Medical Assistant Practicum (Runs last 5 weeks)	3