

## Medical Assistant Program

**The following classes are the only classes that can be taken in advance while on waitlist status.**

10-890-101	College 101	1
10-501-101	Medical Terminology	3
31-509-302	Human Body in Health & Disease	3
10-501-104	Culture of Healthcare	2
10-501-107	Digital Literacy Healthcare	2

### **Program Progression and Re-Entry Notes**

- No final grade lower than "C" is acceptable in any Medical Assistant Program course.
- The Health Sciences & Education Re-entry Policy will apply for any final grade lower than a "C," which may affect program progression.
- The Health Sciences & Education Re-entry Policy will apply for a "withdrawal" from any course, which may affect program progression.

### **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:** Susie Gee 920-498-7179 [susan.gee@nwtc.edu](mailto:susan.gee@nwtc.edu)

**Marinette Campus:** Kelly Thompson 715-732-3876 [kelly.thompson@nwtc.edu](mailto:kelly.thompson@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](mailto: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.

**Marinette Campus:** You can reach Ryan Herald, by calling 715.732.3546 or by email at [ryan.herald@nwtc.edu](mailto:ryan.herald@nwtc.edu).

<b><u>Academic Advisor</u></b>	<b><u>Program Director</u></b>	<b><u>Additional Support</u></b>
<p><b>Green Bay: Nicole Hartfield</b> <a href="mailto:nicole.hartfield@nwtc.edu">nicole.hartfield@nwtc.edu</a> To set up an appointment please call 920.498.5444.</p> <p><b>Marinette: Elizabeth Martin</b> <a href="mailto:elizabeth.martin@nwtc.edu">elizabeth.martin@nwtc.edu</a> To set up an appointment please call 715.735.9361.</p>	<p><b>Program Director</b> Tina Broderick <a href="mailto:Tina.Broderick@nwtc.edu">Tina.Broderick@nwtc.edu</a></p>	<p><b>The Health Science and Education Office</b> can be contacted @ 920.498.5543 for questions regarding Castle Branch or to reach program administration.</p> <p><b>Marinette Campus Support Staff</b> can be contacted @ 715.735.9361</p>

**\*\*You will need to apply directly to the track that you chose to complete\*\***

## Full Time – Week Day (In-Person)

\*Available at Green Bay Campus

First Semester (Summer & Fall Starts)		Credits	Scheduling Notes
10-501-101	Medical Terminology	3	Online or in-person
10-501-104	Culture of Healthcare	2	Online or blended
10-501-107	Digital Literacy Healthcare	2	Online or blended
<b>First Semester Credits</b>		<b>7</b>	
Second Semester			
10-890-101	College 101	1	Multiple options
31-509-302	Human Body in Health and Disease	3	Online or in-person
31-509-301	MA Administrative Procedures	2	In-person
31-509-303	MA Lab Procedures I	2	In-person
31-509-304	MA Clinical Procedures I	4	In-person
<b>Second semester credits</b>		<b>12</b>	
Third Semester			
31-509-305	MA Lab Procedures II	2	In-person
31-509-306	MA Clinical Procedures II	3	In-person
31-509-307	Medical Office Insurance Finance	2	In-person
31-509-308	Pharmacology for Allied Health	2	In-person or blended
31-509-309	Medical Law Ethics Professionalism	2	In-person or online
31-509-310	Medical Assistant Practicum	3	5 weeks, Monday through Friday, daytime
<b>Third semester credits</b>		<b>14</b>	

## Part Time – Week Day (In-Person)

\*Available at Green Bay and Marinette Campuses

First Semester (Summer start only)		Credits	Scheduling Notes
10-501-101	Medical Terminology	3	Online or in-person
10-501-104	Culture of Healthcare	2	Online or blended
10-501-107	Digital Literacy Healthcare	2	Online or blended
<b>first semester credits</b>		<b>7</b>	
Second Semester (Fall)			
31-509-301	MA Administrative Procedures	2	In-person
31-509-302	Human Body in Health & Disease	3	Online or in-person
10-890-101	College 101	1	Multiple options
<b>second semester credits</b>		<b>6</b>	
Third Semester (Spring)			
31-509-303	MA Lab Procedures I	2	In-person
31-509-304	MA Clinical Procedures I	4	In-person
<b>third semester credits</b>		<b>6</b>	
Fourth Semester (Summer)			
31-509-309	Medical Law Ethics Professionalism	2	In-person or online
31-509-308	Pharmacology for Allied Health	2	In-person or blended
31-509-307	Med Office Insurance Finance	2	In-person
<b>fourth semester credits</b>		<b>6</b>	
Fifth Semester (Fall)			
31-509-305	MA Lab Procedures II	2	In-person
31-509-306	MA Clinical Procedures II	3	In-person
31-509-310	Medical Assistant Practicum	3	5 weeks, Monday through Friday
<b>fifth semester credits</b>		<b>8</b>	

## **Part Time – Weekend Blended (Online, Blended)**

**\*Available at Green Bay Campus**

<b>First Semester (Summer Start Only)</b>		<b>Credits</b>	<b>Scheduling Notes</b>
10-501-104	Culture of Healthcare	2	Online or weekday afternoon/evening blended
10-501-107	Digital Literacy Healthcare	2	Online or weekday-afternoon/evening blended
10-501-101	Medical Terminology	3	Online or in-person
<b>first semester credits</b>		<b>7</b>	
<b>Second Semester (Fall)</b>			
31-509-301	MA Administrative Procedures	2	Blended class with in person lab on Saturdays
10-890-101	College 101	1	Multiple options
31-509-302	Human Body in Health & Disease	3	Online or blended
31-509-309	Medical Law Ethics Professionalism	2	In-person or online
<b>second semester credits</b>		<b>8</b>	
<b>Third Semester (Spring)</b>			
31-509-303	MA Lab Procedures I	2	Blended class with in-person lab on Saturdays
31-509-304	MA Clinical Procedures I	4	Blended class with in-person lab on Saturdays
31-509-308	Pharmacology for Allied Health	2	<b>In-person with meetings during weekday</b> (Blended option also available during summer semester)
<b>third semester credits</b>		<b>8</b>	
<b>Fourth Semester (Fall)</b>			
31-509-307	Med Office Insurance Finance	2	Blended class with in-person lab on Saturdays (weekday option available during summer semester)
31-509-305	MA Lab Procedures II	2	Blended class with in-person lab on Saturdays
31-509-306	MA Clinical Procedures II	3	Blended class with in-person lab on Saturdays
31-509-310	Medical Assistant Practicum	3	5 weeks, Monday through Friday, daytime
<b>fourth semester credits</b>		<b>10</b>	

