



Medical Assistant (31-509-1)

Technical Diploma
Effective 2026/2027

The course sequence shown on this sheet is the recommended path to completion. Courses will be scheduled in the terms indicated here. All courses should be taken in the order shown to help you stay on track and graduate according to your academic plan. Courses in this program may be offered in a variety or combination of formats (for example: in-person, video conferencing, online, etc.). More detailed scheduling information for this program can be found at <https://www.gtc.edu/medical-assistant>. Please see your academic advisor for additional information.

O=Online, F=Fall, S=Spring, SU=Summer

| Term | Course Number | Credits | Course Title | Requisites (prereq- before/ coreq- with) | Notes | O |
|------|---------------|---------|---|--|---|------|
| 1 | 890-155 | 1 | Gateway to Success (G2S) | | • Students are required to take this course in their first semester of enrollment. Please see an advisor for details. | SU/S |
| 1 | *509-301 | 2 | Medical Assistant Admin Procedures | Prereq: Program Admission; Coreq: 501-107 | | SU/S |
| 1 | *509-302 | 3 | Human Body in Health and Disease | Prereq: Program Admission; Coreq: 501-101 | • Faculty have identified this milestone course as providing a strong foundation for success throughout the program. | SU/S |
| 1 | *501-107 | 2 | Digital Literacy for Healthcare | | | SU/S |
| 1 | *501-101 | 3 | Medical Terminology | Prereq: 838-105 | • Faculty have identified this milestone course as providing a strong foundation for success throughout the program. • Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details. | SU/S |
| 2 | *509-307 | 2 | Medical Office Insurance & Finance | Prereq: Program Admission; 501-107; 509-302 | | F/SU |
| 2 | *509-308 | 2 | Pharm for Allied Health | Prereq: Program Admission; 509-302 | | F/SU |
| 2 | *509-309 | 2 | Medical Law, Ethics and Professionalism | Prereq: Program Admission; Coreq: 801-301 OR 801-136 | | F/SU |
| 2 | 801-301 | 1 | Writing Principles | Prereq: 851-756 | • Satisfactory college placement results (through multiple measures or placement test scores) or successful remediation is required prior to enrollment. See an advisor for details. | F/SU |
| 3 | *509-303 | 2 | Medical Assistant Lab Procedures 1 | Prereq: Program Admission; Coreq: 509-304 | | S/F |
| 3 | *509-304 | 4 | Medical Assistant Clinical Procedures 1 | Prereq: Program Admission; Coreq: 509-303 | | S/F |
| 4 | *509-305 | 2 | Medical Assistant Lab Procedures 2 | Prereq: Program Admission; 509-303; Coreq: 509-306 | | SU/S |
| 4 | *509-306 | 3 | Medical Assistant Clinical Procedures 2 | Prereq: Program Admission; 509-303; 509-304; Coreq: 509-305 | | SU/S |
| 4 | *509-310 | 3 | Medical Assistant Practicum | Prereq: 509-301; Program Admission; Instructor Consent; Coreq: 509-305; 306; 307; 308; 309 | • This course is a 160-hour unpaid practicum experience that must be completed in order for students to successfully complete the MA program. In order to enroll in the practicum course, students must complete all other coursework, submit a completed health physical form and submit evidence of completion of courses 531-800 CPR-Healthcare Provider and 531-817 Heartsaver First Aid. | SU/S |

Minimum Program Total Credits Required: 32

(*) Students must achieve a minimum of 2.0 ("C") or above for this major course to meet graduation requirements.

Medical Assistant (31-509-1)

The *Medical Assistant* program's goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Medical assistants are multi-skilled health individuals who work in ambulatory settings such as clinics, group practices, and physicians' offices. The medical assistant is responsible for medical and surgical asepsis, taking vital signs, assisting the physician with examinations and surgery, administering ECGs and administering medications. The business/ administrative duties include patient reception, appointment making, record keeping, filing, bookkeeping, processing insurance claims, typing medical correspondence, transcription and microcomputer applications. Laboratory functions include specimen collection, performance of waived laboratory tests and work. Graduates find jobs as medical assistants, secretaries, medical laboratory assistants, phlebotomists, receptionists, medical insurance clerks and electrocardiogram technicians.

Program Learning Outcomes

Graduates will be able to:

- 1 Perform medical office administrative functions
- 2 Provide patient care in accordance with regulations, policies, laws, and patient rights.
- 3 Perform medical laboratory procedures
- 4 Demonstrate professionalism in a healthcare setting
- 5 Demonstrate safety and emergency practices in a healthcare setting

Essential Career Competencies

Gateway's six essential career competencies are the general attitudes and skills promoted and assessed by all programs. All Gateway graduates will develop skills in:

- 1 Communication Competence
- 2 Critical Thinking and Problem Solving
- 3 Professionalism and Career Management
- 4 Teamwork and Collaboration
- 5 Cultural Competence
- 6 Technology Competence

Admission Requirements

- 1 Students must submit an application and pay \$30 fee.
- 2 Students must meet one of the following: minimum cumulative high school GPA of 2.6 (unweighted); earned at least 12 college credits with a minimum GPA of 2.0; or complete valid reading, writing, and math placement assessments.
- 3 Prior to registration in core program courses students must complete a background disclosure form and criminal background check.
- 4 Review the technical standards for this program at www.gtc.edu/forms. An acknowledgement of these standards will be completed within the online application.

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for one year or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult My Gateway for exact fee amounts. The District reserves the right to modify, cancel, or relocate course offerings in response to factors such as low enrollment, resource availability, or other relevant considerations to ensure high-quality educational experiences. Students will be notified in writing and are encouraged to meet with their Academic Advisor to adjust their academic plan.

Graduation Requirements

- 1 Minimum 32 credits with a cumulative GPA of 2.0 or above.
- 2 *Minimum of 2.0 ("C") or above for these major courses.
- 3 Complete 890-155 Gateway to Success (G2S) in the first semester.

For a complete list of Graduation Requirements, check the Student Handbook or [Graduation Requirements](#).

Notes

- 1 Please note that your program may require additional fee(s) for: Criminal Background Check, Medical Document Manager, and/or Drug Testing.
- 2 There is a daily long-term exposure to latex products in this program. Those with latex sensitivity may find exp. to latex impossible to avoid in this environment.
- 3 When there has been any interruption between 509-305/509-306 and 509-310, the student must enroll in and complete 509-433 Medical Assisting Re-Entry Assessment prior to taking 509-310. 509-433 Medical Assisting Re-Entry Assessment must also be taken if there has been 1 year or more interruption between 509-303/509-304 and 509-305/509-306.
- 4 Persons convicted of a felony are not eligible to sit for the certification exam unless the certifying board grants a waiver based on the mitigating circumstances listed in the Disciplinary Standards of the American Association of Medical Assistants.
- 5 Students should be advised that they will be assigned a clinical site affiliated with the campus where they have completed 509-305 and 509-306. Reassignment of clinical sites is subject to instructor approval.
- 6 Admitted students must order a background check and complete a background information disclosure (BID). Additional details regarding these requirements can be found under Admission Requirements on the [Medical Assistant Program Page](#).

Accreditation Statement

Gateway Technical College's Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350
<https://www.caahep.org>

Additional information on the Medical Assisting profession can be accessed at:
www.aama-ntl.org