



**Medical Assistant (31-509-1)**  
Technical Diploma  
**Effective 2020/2021**

*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.*

**K-D = Kenosha/days, E-D = Elkhorn/days, R-D = Racine/days, R-E = Racine/evening, F=Fall, S=Spring, SU=Summer**

Term	Course #	Cr.	Course Title	Requisites (prereq- before/ coreq-with)	K-D	E-D	R-D	R-E
1	890-155	1	📍 Gateway to Success (G2S)		S	F	SU	F
1	*509-301	2	Medical Assistant Admin Procedures	Prereq: Program Admission; Coreq: 501-107	S+	F+	SU+	F+
1	*509-303	2	Medical Assistant Lab Procedures 1	Prereq: Program Admission; Coreq: 509-304	S	F	SU	F
1	*509-304	4	Medical Assistant Clinical Procedures 1	Prereq: Program Admission; Coreq: 509-303	S	F	SU	F
1	*509-302	3	🎓 Human Body in Health and Disease	Prereq: Program Admission; Coreq: 501-101	S+	F+	SU+	F+
1	*501-107	2	Digital Literacy for Healthcare		S+	F+	SU+	F+
1	*501-101	3	🎓 Medical Terminology <sup>4,9</sup>	Prereq: 838-105	S+	F+	SU+	F+
2	*509-305	2	Medical Assistant Lab Procedures 2	Prereq: Program Admission; 509-303; Coreq: 509-306	SU	S	F	S
2	*509-306	3	Medical Assistant Clinical Procedures 2	Prereq: Program Admission; 509-303; 509-304 Coreq: 509-305	SU	S	F	S
2	*509-307	2	Medical Office Insurance & Finance	Prereq: Program Admission; 501-107; 509-302	SU+	S+	F+	S+
2	*509-308	2	Pharm for Allied Health	Prereq: Program Admission; 509-302	SU+	S+	F+	S+
2	*509-309	2	Medical Law, Ethics and Professionalism	Prereq: Program Admission; Coreq: 801-301 OR 801-136	SU+	S+	F+	S+
2	801-301 OR 801-136	1 OR 3	Writing Principles <sup>4</sup> OR English Composition 14 <sup>9</sup>	Prereq: 851-756 Prereq: 831-103 OR 831-107	SU	S	F	S
3	*509-310	3	Medical Assistant Practicum <sup>6,7</sup>	Prereq: Program Admission; Instructor Consent; Coreq: 509-305; 306; 307; 308; 309	F	SU	S	S

**Minimum Program Total Credits Required: 32**

Notes associated with courses (identified by a superscript number at the end of the course title) are located on the back of the sheet.

📍 Mastery of this course will put students on a path to achieve successful degree completion, on-time graduation, and enrich the college experience. Students are required to take this course in their first semester of enrollment. Please see an advisor for details.

🎓 = Milestone Course. Faculty have identified this course as providing a strong foundation for success throughout the program.

(\*) indicates students must achieve a minimum of 2.0 ("C") or above for these major courses to meet graduation requirements.

(+) indicates this course must be taken online.

## 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:

- Communication Competence
- Professionalism and Career Management
- Cultural Competence
- Critical Thinking and Problem Solving
- Teamwork and Collaboration
- Technology Competence

### Admission Requirements

1. Students must submit an application and pay \$30 fee.
2. Students must meet one of the following: minimum high school GPA of 2.6, minimum college GPA of 2.0, or complete valid reading, writing, and math placement assessments.
3. Students must complete a Background Disclosure form and must request and pay for a background check. Applicants for all health science programs are subject to a review of their criminal backgrounds. Positive background checks may negatively impact your ability to pursue a health career at Gateway Technical College. Each case will be individually evaluated based on all available evidence provided to the college.

### Graduation Requirements

1. Minimum 32 credits with an average 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. A liability fee is assessed for core courses.
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 a 1-year or more interruption between core (\*) courses and Medical Assistant Practicum (509-310), the student must enroll in and successfully complete, Update for Health Professionals (509-433) prior to the practicum.
4. A satisfactory placement test score (or successful remediation) is required prior to enrollment. See an advisor for details.
5. 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.
6. Course 509-310 Medical Assistant Practicum 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 531-410B CPR-Healthcare Provider and 531-419A Medic First Aid.
7. 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.
8. Please note that your program may require additional fee(s) for: Criminal Background Check, Medical Documentation Manager, and/or Drug Testing.
9. A credit for prior learning assessment is available for this course. For more information, please contact [cfpl@gtc.edu](mailto:cfpl@gtc.edu).

### Accreditation Statement

Gateway Technical College's Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) ([www.caahep.org](http://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](http://www.aama-ntl.org)

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for a period of two years 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. Occasionally, the District may offer a particular course out of published sequence. By doing so, the District does not obligate itself to offer succeeding courses out of published sequence.

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