

Medical Assisting Administrative Certificate

Students develop competencies in patient registration, charting, practice management, and clinical patient care by utilizing computerized EHR programs and performing hands-on patient care in the lab classes. The Medical Assisting program also provides students with the opportunity to become Medical Scribes. Students are trained to provide optimal patient care in various healthcare settings including hospitals, clinics, urgent care, and a variety of specialty medical offices.

Please see a Pathways Counselor: Create an education plan customized to meet your needs. [Contact a Counselor](#)

Transfer Majors/Award Focus

- Medical Assisting Administrative and Clinical, A.S.
- Medical Assisting Clinical Certificate
- Medical Assisting Administrative Certificate


GE Pattern/Units

- GE Pattern: Option N/A
- Total Units: 20

Program maps indicate the major coursework and recommended general education courses to fulfill your degree in 2 years (approximately 15 units/semester or 30 units/year). If you are a part-time student, start Semester 1 courses and follow the course sequence. Some of the courses listed may be substituted by another course. Please view these options in the official course [catalog](#).


Semester 1

9 Units

 COURSE	TITLE	UNIT
<input type="checkbox"/> AH-105	Medical Terminology	3
<input type="checkbox"/> CSIS-101	Intro. to Computers and Data Processing	3
<input type="checkbox"/> MA-122	Medical Ethics	3

Semester 2

11 Units

 COURSE	TITLE	UNIT
<input type="checkbox"/> MA-772	Administrative Medical Assisting	3
<input type="checkbox"/> MA-776	Medical Billing and Coding	4
<input type="checkbox"/> BIOL-100	Human Biology	4

Career Options

Medical Assistants (SM, C, A)

Medical Secretaries (SM, C)

Find more careers: msjc.emsicc.com

Required Education: SM: some college; C: Certificate; A: Associate,
B: Bachelor's, M: Master's; D: Doctorate

Financial Aid

Financial aid is determined by the number of credit hours you take in a semester. Maximize your financial aid by taking 12-15 units per semester.