

# MEDICAL ASSISTING ADMINISTRATIVE CERTIFICATE

The Medical Assisting Administrative Certificate (20 units) prepares students for a career in the healthcare profession as Administrative Medical Assistants. This program provides students with the theoretical knowledge, practical skills, and current electronic health record technology to sit the certification examinations to become Certified Administrative Medical Assistants and Certified Billing and Coding Specialists.

CT.MA.A

## Program Map Design Your Future!

Begin by exploring MSJC program maps to find career or transfer (<https://msjc.emsicc.com/?radius=&region=All%20Regions>) opportunities. Program maps show the recommended course sequence that leads to graduation or transfer. The maps were developed by program experts to give you the skills and knowledge you need to succeed.

- **Starting in Spring?** Choose Fall Semester 1 courses.
- **Are you a part-time student?** Start Fall Semester 1 courses and follow the course sequence.

Fall Semester 1		Units
AH-105	Medical Terminology	3
CSIS-101	Introduction to Computers and Data Processing	3
MA-122	Medical Ethics (formerly AH-122)	3
<b>Units</b>		<b>9</b>
Spring Semester 1		Units
MA-772	Administrative Medical Assisting (formerly MA-072)	3
MA-776	Medical Billing and Coding	4
BIOL-100	Human Biology	4
<b>Units</b>		<b>11</b>
<b>Total Units</b>		<b>20</b>

## Requirements

Course	Title	Credits
<b>Required Courses</b>		
AH-105	Medical Terminology	3
BIOL-100	Human Biology	4
CSIS-101	Introduction to Computers and Data Processing	3
MA-122	Medical Ethics (formerly AH-122)	3
MA-772	Administrative Medical Assisting (formerly MA-072)	3
MA-776	Medical Billing and Coding	4
<b>Total Units</b>		<b>20</b>

## Career Exploration

Discover information about careers that interest you!

1. Take a **Career Quiz** (<https://msjc.emsicc.com/assessment/>) to learn about yourself and receive career suggestions based on your interests.
2. Search available **in-demand jobs** (<https://msjc.emsicc.com/browse-careers/>) in your career areas of interest and find up-to-date salaries and education requirements.
3. Find the **MSJC Program** (<https://msjc.emsicc.com/browse-programs/>) that connects your interests to a career.

Note: There are no guaranteed positions for students completing these programs. Education and work experience required will vary by employer. The salary and benefits for specific occupations will be dependent on work experience, education, background, and employer.

## Gainful Employment Disclosures: Medical Assisting Administrative

Gainful Employment Disclosures – 2024

**Program Name** MEDICAL ASSISTING ADMINISTRATIVE

**This program is designed to be completed in 8 months.**

**This program will cost \$920 if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.**

**Of the students who completed this program within normal time, the typical graduate leaves with \$0 of debt.**

**The following States do not have licensure requirements for this profession: California**

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

NOTE:

Cost per unit \$46

Nonresident Fees- Tuition: \$318

Capital Outlay: \$58

Parking Permits cost \$90 a year or \$45 a semester

RTA Go Pass cost \$16 a year or \$8 a semester

SGA discount sticker (optional) - \$14 a year or \$7 a semester

Student representation fee (optional) - \$4 a year or \$2 a semester

Student Health Center Fee - \$52 a year or \$26 a semester

\*For summer session fees and non-CA resident tuition, please

see: <https://www.msjc.edu/enroll/what-fees-do-i-have-to-pay.html>