NOCE
NORTH ORANGE
CONTINUING EDUCATION

Medical Assistant Certificate
Program Guide

2025-2026

Career Highlights

As a medical assistant, you will perform administrative and certain clinical duties in physicians' offices, hospitals, and other healthcare facilities. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, and administering medications as directed by a physician.

Explore if this Career is the right path for you at: Career Coach

Program Information

This program will prepare students for an entry-level position as a medical assistant in an administrative and/or clinical setting. The program consists of a sequence of courses that prepare students with the knowledge and skills needed to perform the tasks of a medical assistant in medical and healthcare settings.

The program prepares students to sit for the National Health Career Association (NHA), Certified Medical Administrative Assistant (CMAA), and/or Certified Clinical Medical Assistant (CCMA) examination to earn a national medical assisting certification. Certification is a voluntary process that allows individuals to build their professional credentials by providing evidence that they have attained the necessary level of knowledge, skill, and/or experience in a well-defined area. For more information visit the NHA website.

Eligibility Requirements

To be eligible for the program candidates must:

- 18 years or older.
- Apply online or in-person at any NOCE Center.
- Complete an online General Orientation at least 24 hours prior to registering for Medical Assistant Certificate Program courses.
- Recommended: Basic English language reading, writing, and speaking skills, and/or be at an ESL Intermediate High level.
- Recommended: Basic math skills

Program of Study Leading to a Certificate

This information is for advisement purposes only and is subject to change.

It is recommended that students see a NOCE Counselor upon enrollment to complete an educational plan. Counselor appointments can be made in person at the Anaheim Campus Room 215, by phone at (714) 808-4682, or via email at counseling@noce.edu

Required Core Courses for Medical Assistant Certificate Core courses are listed in the order of the program's recommended sequence				
Course#	**Course Title**	**Hours**	**Prerequisite**	**Corequisite**
☐ COMP 685	Computer Keyboarding, Beginning	36		
☐ MEDA 100	Medical Assistant, Core Concepts	36		
☐ MEDO 105	Medical Terminology	48		
☐ MEDA 101	Computers in Healthcare and EHR, Introduction	36	COMP 685	
☐ MEDA 110	Medical Assistant Administrative	24	COMP 685 MEDO 105 MEDA 100	MEDA 111
☐ MEDA 111	Medical Assistant Administrative Lab	24	COMP 685 MEDO 105 MEDA 100	MEDA 110
☐ MEDA 120	Medical Assistant Electronic Health Records	12	COMP 685 MEDO 105 MEDA 100 MEDA 101	MEDA 121

Course#	Course Title	Hours	Prerequisite	Corequisite
☐ MEDA 121	Medical Assistant, Electronic Health Record Lab	24	COMP 685 MEDO 105 MEDA 100 MEDA 101	MEDA 120
☐ MEDA 130	Medical Assisting Financial Concepts	24	COMP 685 MEDO 105 MEDA 100	MEDA 131
☐ MEDA 131	Medical Assistant Financial Concepts Lab	24	COMP 685 MEDO 105 MEDA 100	MEDA 130
☐ MEDA 140	Medical Billing, Introduction	24	COMP 685 MEDA 101	MEDA 141
☐ MEDA 141	Medical Billing Lab, Introduction	24	COMP 685 MEDA 101	MEDA 140
☐ MEDA 200	Medical Assistant Clinical Procedures Theory I	18	MEDO 105 MEDA 100	MEDA 201
☐ MEDA 201	Medical Assistant Clinical Procedures Lab I	48	MEDO 105 MEDA 100	MEDA 200
☐ MEDA 210	Medical Assistant Clinical Procedures Theory II	18	MEDA 200	MEDA 211
☐ MEDA 211	Medical Assistant Clinical Procedures Lab II	48	MEDA 200	MEDA 210

	Required Electives (One course required)			
Course#	Course Title	Hours	Prerequisite	Corequisite
☐ PTEC 125	Human Relations for Healthcare Workers	36		
☐ MEDA 300	Medical Assistant Simulation Lab	108		

Completion Timeline

All required courses for the Medical Assistant Certificate must be completed and students must maintain Catalog Rights. No extensions and/or exceptions will be given. Those students not meeting the requirements and/or not maintaining catalog rights will be required to repeat any classes and/or take any additional program requirements.

Catalog Rights and Completion Deadline

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period that a student attends NOCE. Catalog rights established when a student first takes classes at NOCE protect the student from being held for additional program requirements that may be added to a later catalog.

Students maintain catalog rights by maintaining continuous enrollment in one of the following courses at NOCE: Basic Skills, Career Technical Education, Disability Support Services, and English as a Second Language. Continuous enrollment is enrollment in any two of the previous consecutive terms, including Summer, resulting in an academic record of A, B, C, D, F, P (Pass), NP (No Pass), SP (Satisfactory Progress), or W (Withdrawal). Missing more than two consecutive terms will result in loss of catalog rights due to a break in continuous enrollment.

If continuous enrollment is broken, the student must adhere to the catalog requirements in effect at the time continuous enrollment is re-established and maintained. The lab enrollment in WFPR 100, WFPR101, keyboarding exams, and required certifications (e.g., CPR card) cannot be used to maintain catalog rights. Course substitution and course challenges do not maintain catalog rights.

This policy supersedes all previous catalog rights provisions and applies only to the programs at NOCE.

Course Substitutions:
Accepted Course: HS 145 C: Medical Terminology at Cypress College
Substituted For: MEDO 105: Medical Terminology at NOCE

Contact the CTE Office at careers@noce.edu to request a Course Substitution Request form.

Challenge Exams
COURSE: COMP 685 Computer Keyboarding, Beginning
For more information and to obtain an application, visit the CTE Challenge Examination Request webpage or contact the CTE Office at careers@noce.edu .

Graduation Check for Program Certificate and Commencement
To receive the certificate and participate in the Commencement Ceremony, students must schedule and attend a Graduation Check/Exit Interview appointment with a NOCE Counselor at the end of their final term to complete the application for the program certificate. If you do not plan on participating in the Commencement Ceremony, you still must schedule a Graduation Check/Exit Interview appointment with a NOCE counselor.

Once the Records Office receives your application and verifies that all the requirements have been met, the program certificate will be mailed to you.

Program Attendance and Grading Requirements (In-Person Courses)

First Day of Class
ATTENDANCE ON FIRST DAY OF CLASS IS MANDATORY to secure your place in class. If you are not in class ONE HOUR after the scheduled start time, your spot could be assigned to a student on the waitlist.

No student will be allowed to enroll in a class after the established deadline.

Ongoing Attendance
Regular attendance is expected of every student.

Waitlisted Students
Before the class start date, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist.

- The waitlist process is only valid before the class start date.
- After the class starts, students interested in adding a closed class must have instructor permission, so it is recommended that students who were on the waitlist attend the first day of class and request instructor permission to be added.
- For classes five weeks in length or less, students cannot add after the start date.
- For classes six weeks in length or more, students cannot add after the second meeting of the class.
- No student will be allowed to enroll in a class after the established deadline.

Grading Policy
All courses in this program are graded (Pass or No Pass).

In order to be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements and the 80% or higher grading requirement.

Program Attendance and Grading Requirements (Online Courses)

First Week of Attendance
FIRST WEEK OF ATTENDANCE IS MANDATORY to secure your place in class. If you do not sign into your Canvas course and/or contact your instructor by 11:59 p.m. on the third day from the start of the course, your spot could be reassigned to a student on the waitlist, and you will be dropped from the course.

If you are enrolled in a hybrid class and the first class meeting is scheduled to be in-person, see the First Day of Class policy for in-person classes.

No student will be allowed to enroll in a class after the established deadline.

Ongoing Active Participation
Ongoing active participation is expected of every student. Active participation requires more than just logging onto Canvas. Students who do not actively participate on a weekly basis will be dropped from the class up until the second census date.

Waitlisted Students
Through the first week of classes, students on the waitlist will be notified via e-mail as soon as a seat is available. Once you receive the e-mail, you will have up to 24 hours to accept the seat. If you do not accept, by the deadline given in your e-mail notification, the seat will be offered to the next student on the waitlist.

- The waitlist process is only valid through the end of the first week of the class.
- During the 2nd week of classes, students still interested in adding a closed class must contact StarHelp at (714) 808-4679 or e-mail starhelp@noce.edu.
- No student will be allowed to enroll in a class after the established deadline

Grading Policy
All courses in this program are graded (Pass or No Pass).

To be eligible to receive a passing grade, students in this program must meet both the minimum attendance requirements through ongoing active participation and the 80% or higher grading requirement.