

PROGRAM GUIDEBOOK

MEDICAL ASSISTANT

CERTIFICATE

2026-2027

Program Information:

The Medical Assistant Certificate program will prepare students for an entry-level position as a medical assistant in an administrative and/or clinical setting. Medical assistants perform administrative and certain clinical duties in physicians' offices including scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Clinical duties include taking and recording vital signs and medical histories, preparing patients for examinations, and administering medications as directed by a physician. 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. For more information visit the NHA website.

Estimated Starting Salary:

$23.00 to $30.00 average hourly wage

Note: Salary outlook is for Orange County, California and will vary depending on skill, experience, employer, and geographic location.

Eligibility Requirements

To be eligible for the program candidates must:

- Be 18 years of age or older.
- Apply online or in-person at any NOCE Center.
- Complete the online General Orientation at least 24 hours prior to registering for 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 e-mail at counseling@noce.edu. Counseling is available in-person, online, and via telephone at all three NOCE Centers. You can view the locations and operating hours on the NOCE Counseling Webpage.

Course Guide

Course Definitions

Prerequisite: A course or a test that must be successfully completed prior to registering for the listed course.
Co-requisite: A course that must be taken at the same time as another course.
Advisory: A course that is highly recommended and advantageous to course success.

Required Core Courses for Medical Assistant Certificate

Core Courses are listed in the order of the program's recommended sequence

COMP 685

Course Title: Computer Keyboarding, Beginning
Course Hours: 36

MEDA 100

Course Title: Medical Assistant, Core Concepts
Course Hours: 36

MEDO 105

Course Title: Medical Terminology
Course Hours: 48

MEDA 101

Course Title: Computers in Healthcare and EHR, Introduction
Prerequisite(s): COMP 685
Course Hours: 36

MEDA 110

Course Title: Medical Assistant Administrative
Prerequisite(s): COMP 685, MEDA 100, MEDO 105
Co-requisite(s): MEDA 111
Course Hours: 24

MEDA 111

Course Title: Medical Assistant Administrative, Lab
Prerequisite(s): COMP 685, MEDA 100, MEDO 105
Co-requisite(s): MEDA 110
Course Hours: 24

MEDA 120

Course Title: Medical Assistant Electronic Health Records
Prerequisite(s): COMP 685, MEDA 100, MEDO 105, MEDA 101
Co-requisite(s): MEDA 121
Course Hours: 12

MEDA 121

Course Title: Medical Assistant Electronic Health Records, Lab
Prerequisite(s): COMP 685, MEDA 100, MEDO 105, MEDA 101
Co-requisite(s): MEDA 120
Course Hours: 24

MEDA 140

Course Title: Medical Billing, Introduction
Prerequisite(s): COMP 685, MEDA 101
Co-requisite(s): MEDA 141
Course Hours: 24

MEDA 141

Course Title: Medical Billing Lab, Introduction
Prerequisite(s): COMP 685, MEDA 101
Co-requisite(s): MEDA 140
Course Hours: 24

MEDA 130

Course Title: Medical Assistant Financial Concepts
Prerequisite(s): COMP 685, MEDA 100, MEDO 105
Co-requisite(s): MEDA 131
Course Hours: 24

MEDA 131

Course Title: Medical Assistant Financial Concepts Lab
Prerequisite(s): COMP 685, MEDA 100, MEDO 105
Co-requisite(s): MEDA 130
Course Hours: 24

MEDA 200

Course Title: Medical Assistant Clinical Procedures Theory I
Prerequisite(s): MEDO 105, MEDA 100
Co-requisite(s): MEDA 201
Course Hours: 18

MEDA 201

Course Title: Medical Assistant Clinical Procedures Lab I
Co-requisite(s): MEDA 200
Course Hours: 48

MEDA 210

Course Title: Medical Assistant Clinical Procedures Theory II
Prerequisite(s): MEDA 200
Co-requisite(s): MEDA 211
Course Hours: 18

MEDA 211

Course Title: Medical Assistant Clinical Procedures Lab II
Co-requisite(s): MEDA 210
Course Hours: 48

Required Electives (Must choose one of the following)

MEDA 300

Course Title: Medical Assisting Simulation Lab and Certification Prep
Prerequisite(s): MEDA 210, MEDA 211
Course Hours: 108

PTEC 125

Course Title: Human Relations for Healthcare Workers
Course Hours: 36

Completion Timeline

All required courses must be completed, and students must maintain Catalog Rights. No extensions and/or exceptions will be given. Those students who do not meet the requirements and/or have not maintained catalog rights will be required to repeat any classes and/or take any additional program requirements.

Catalog Rights

North Orange Continuing Education (NOCE) issues a new catalog each academic year beginning in the fall semester and, if needed, subsequent addendums for the spring and summer terms. The information published in the catalog or catalog addendums is in effect for the academic year beginning with the fall semester and concluding with the summer term.

The course requirements for a specific certificate program may change from one catalog to the next and, therefore, may change during the period of time 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. Additional information can be found on the NOCE Catalog Rights Webpage.

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 .

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 register for the class. If you do not register 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 register for the class. If you do not register 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 admission@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.

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 with a NOCE counselor.

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

NOCE Department Contact Information

Career Technical Education

NOCE Anaheim Campus
1830 W. Romneya Drive, Room 513 (Floor 5)
Anaheim, California 92801
(714) 808-4915
careers@noce.edu

Admissions and Records (StarHelp Registration Assistance)

NOCE Anaheim Campus
1830 W. Romneya Drive, (Floor 2)
Anaheim, California 92801
(714) 808-4679
admission@noce.edu
Note: Registration assistance is available at all three NOCE centers. You can view locations on the NOCE Admissions and Records Webpage.

Academic Counseling

NOCE Anaheim Campus
1830 W. Romneya Drive, Room 215 (Floor 2)
Anaheim, California 92801
(714) 808-4682
counseling@noce.edu
Note: Counseling is available in-person, online, and via telephone at all three NOCE centers. You can view the locations and operating hours on the NOCE Counseling Webpage.

The North Orange County Community College District's (NOCCCD) North Orange Continuing Education (NOCE) Administrative Offices are located at 1830 W. Romneya Drive in Anaheim, California 92801. For more information, call 714.808.4645 or visit www.noce.edu. It is the policy of NOCCCD to provide an educational, employment, and business environment in which no person shall be unlawfully subjected to discrimination or sexual harassment, nor unlawfully denied full and equal access to the benefits of District programs or activities on the basis of ethnic group identification, national origin, religion, age, gender, race, color, ancestry, sexual orientation, marital status or physical or mental disability as defined and prohibited by state and federal statutes. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. To read the entire NOCCCD nondiscrimination statement, see the policy in the General Information section in the back of the NOCE class schedule.