

ADMINISTRATIVE MEDICAL ASSISTANT CERTIFICATE

Program Number: 61-509-3
Certificate

Campus: Beaver Dam, Fond du Lac, West Bend
This program is **not** eligible for financial aid

About the Program

Administrative medical assistants are at the front lines of a medical office and play an integral role in the patient experience. The courses from this certificate can be directly transferred into Moraine Park's Medical Assistant (<https://catalog.morainepark.edu/program-information/programs/medical-assistant/>) technical diploma should students choose to continue their education.

What You'll Learn

This certificate prepares students to perform administrative tasks in a health care setting such as patient registration, scheduling patient appointments and procedures, telecommunications skills, maintaining electronic health care records, operating computer software and office equipment, and maintaining supplies for the office. In addition, students will learn basic rooming procedures often performed in a medical clinic. This includes obtaining vitals and patient history, preparing the patient for an exam, collecting specimens, and infection control principles for the medical office.

Transfer Opportunities

Your academic journey can continue at a four-year college or university. Earn your associate degree at Moraine Park and then apply those credits toward a bachelor's degree. Starting at MPTC makes completing a bachelor's degree **affordable, accessible and convenient**. You can go anywhere as MPTC has transfer agreements with colleges and universities both in Wisconsin and throughout the country.

Visit the Transfer to a Four-Year College (<https://www.morainepark.edu/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

This program also requires:

- Criminal Background Check

Credit for Prior Learning

Transform the skills and abilities developed through previous experience into college credit through MPTC's Credit for Prior Learning process.

- Transfer credit from other colleges/universities
- Earn college credit for your military training and experience
- Earn college credit via Advance Placement, CLEP, DANTES/DSST or MPTC Challenge Exams
- Earn college credit from previous/current work and life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/credit-for-prior-learning/>) page for more information.

Approximate Costs

NOTE: The fees below are 2025-2026 fees. They will be updated when 2026-2027 fees are approved.

Tuition

Occupational

- \$152.85 per credit (resident)
- \$229.28 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- \$192.20 per credit (resident)
- \$288.30 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

Student Fees

- \$5.00 minimum per course Material Fee
- \$13.76 per-credit Supplemental Fee for Undergraduate courses
- \$4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/>) for additional enrollment fee information.

Course Requirements

Course	Title	Credits
Semester 1		
103-159	Computer Literacy - Microsoft Office	1
509-301	Medical Assistant Administrative Procedures	2
509-302	Human Body in Health and Disease	3
509-303	Medical Assistant Laboratory Procedures 1	2
509-304	Medical Assistant Clinical Procedures 1	4
509-320	Medical Terminology for Medical Assistants	2
Credits		14
Total Credits		14

Pathways

- Medical Assistant Technical Diploma (<https://catalog.morainepark.edu/program-information/programs/medical-assistant/>)
 - Administrative Medical Assistant Certificate (p. 1)

Earn a certificate and a technical diploma along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

Career Opportunities

- Medical Office Receptionist
- Information Clerk
- Scheduler