



# Health Sciences Career and Academic Pathways (CAPs) Program Map: Certificate of Completion for Front Office Medical Assistant

Total number of units: 96 hours

Top Code/Academic Plan: 1208.00

Updated on August 9, 2021

Session 1	Course Code	Course	Units	Notes	Advising Notes
Program Course	VOC ED 434CE	<b>Legal Obligations and Medical Ethics</b>	<b>36</b>		
Program Course	VOC ED 430CE	<b>Basic Medical Terminology</b>	<b>12</b>		
Program Course	VOC ED 431CE	<b>Communication in Healthcare</b>	<b>12</b>		
Program Course	VOC ED 433CE	<b>Medical Records and Scheduling</b>	<b>36</b>		

**Total Units 96**

## Degree Path and Requirements:

Front office medical assistants are health care professionals who performs a number of duties, including greeting and scheduling new and follow-up appointments for patients and visitors, bookkeeping, calling patients to remind them of appointments, answering and routing calls, making transactions, registering new patients and updating records, and keeping paperwork organized. They are responsible for maintaining a calm and efficient environment. A front office medical assistant is the touchstone for both the staff and patients of a healthcare practice.

This map is a suggested term-by-term sequence of courses to complete the program in a recommended time frame. This is an efficient and recommended plan, but actual plans may vary by individual student need. This map cannot replace a meeting with counselors. [Academic Counseling](#). Students can apply for certificates as soon as the necessary courses are completed. Meet with a counselor and the financial aid office to ensure continued financial aid. Check with financial aid for eligibility. [Financial Aid & Scholarship Office](#).

## Department Advising Notes:

Noncredit courses provide adults with competencies that are critical to their ability to prepare and succeed in college and the workplace. These free courses are designed to help persons of all ages learn English, prepare for the High School Equivalency Examination (GED/HiSET), obtain short-term job training, transition to college credit courses, and prepare for US Citizenship.

## Program Description

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## Career and Transfer Opportunities

The Front Office Medical Assistant certificate of completion is a pathway that leads to the Medical Assistant Certificate of Achievement and the Associate of Science degree in Medical Assistant.

Visit the Transfer Center for transfer and guaranteed transfer information, which varies based on transfer college. [Transfer Center](#). Make an appointment with a counselor for transfer information. [Transfer Counseling Services](#). Students can visit [Career and Job Services](#) for career counseling and further exploration. For additional resources, students pursuing a certificate can visit the [American Job Center of California](#) on ELAC main campus.

## Youtube Videos

[You Belong at East Los Angeles College](#)

## Program Map

A suggested sequence of classes to complete a degree, certificate, or program of study. Students should consult an academic counselor for variations to this plan based on part-time or full-time status, transfer plans, pre-requisites needed, etc.

## Prerequisite Course

A specific course that must be completed before advancing to the next course.

Check the online catalog at [elac.edu](http://elac.edu) for the latest and most accurate information.

## Contact

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