



BUSINESS AND WORKFORCE DIVISION
LIBRARY/EDUCATION TECHNOLOGY BUILDING
ROOM LE 220
(408) 270-6434

STUDENT SUCCESS CENTER
STUDENT SERVICES BUILDING
ROOM SC-250
(408) 270-6475

CERTIFICATE OF ACHIEVEMENT

2018-2019

MEDICAL ASSISTANT – FRONT OFFICE

The Medical Assistant-Front Office certificate program requires a total of 22 units. Students will learn medical terminology, coding, and billing. Courses in communications, technology, and business are also part of the program. An internship is included to provide practical experience in the healthcare environment. After completion of the program, students can apply for positions such as, medical biller, patient specialist, or office assistant.

Program Learning Outcomes:

- Apply for employment as a Medical Office Assistant or an Office Assistant.
- Secure an entry-level position in an office environment
- Manage the front office in the healthcare environment.
- Handle scheduling appointments
- Read, interpret, and produce medical documents
- Process insurance forms and claims
- Handle patient concerns.
- Handle patients' accounts using a medical billing application

ACCTG	101	Bookkeeping for Small Business	3.0
BIS	007	Business Writing Skills	3.0
BIS	012	Business Document Production	2.0
BIS	016	Medical Front Office Skills	2.0
BIS	017	Medical Terminology	1.0
BIS	102	Microsoft Excel	3.0
BIS	135	Human Relations in the Workplace	3.0
BIS	138	Work Experience	2.0
BIS	161	Computerized Medical Office Procedures	1.0
BIS	160	Computerized Medical Billing or	
BIS	162	Medical Coding	2.0
		Total Units	22.0