A L A M O
C O L L E G E S
D I S T R I C T
Continuing Education

| Student Name | | Banner ID | | Program | Campus(s) Specific |
|---|---|---|---|---|---|
| | | | | Medical Front Office | |

**Program Description**

Medical Front Office workers are a vital part of today's medical offices as they influence the first impression of the medical office. They perform a variety of duties, including greeting and scheduling patients and visitors, bookkeeping, calling patients to remind them of appointments, handling billing, answering and routing calls, making transactions, and keeping paperwork organized. This program/course prepares you for the Certified Medical Administrative Assistant (CMAA).

| Sequence | Notes: |
|---|---|
| Variable | |

| Completion Status | Course Title(s) | Rubric | Contact Hours | CRN | Prerequisite(s) | Grade Mode | Training Mode |
|---|---|---|---|---|---|---|---|
| | CPR for Healthcare Providers | EMSP 1019 | 3 | | | A,B,C,D, NR | Online |
| | Basic Knowledge & Science | MDCA 1091 | 18 | | EMSP 1019 | A,B,C,D, NR | Online |
| | Medical Law & Ethics | PBHL 1001 | 9 | | MDCA 1091 | A,B,C,D, NR | Online |
| | Patient Care & Records | MDCA 1021 | 96 | | PBHL 1001 | A,B,C,D, NR | Online |
| | Medical Office Procedures | POFM 1021 | 64 | | MDCA 1021 Med Records & Patien | A,B,C,D, NR | Online |
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**Program Requirements**

Possess proficiency in English (reading, writing, and speaking skills)
You are at least eighteen (18) years of age
Some high school
Must have access to computer/tablet and internet

This form is an outline of courses required to complete the elected Continuing Education program.

Reference the course syllabus; the syllabus provides an overview of the assignments and activities in a course. It is your guide to what to expect from the course and to your responsibilities as a student.

| | Yes | No |
|---|---|---|
| CE to Credit pathway eligible: | | X |
| Prior Learning Credit eligible: | | X |

CE students have access to the ACES portal at https://aces.alamo.edu. ACES is your official access point to student resources and information.
All Alamo Colleges CE students are given a banner ID number and official Alamo Colleges e-mail; your Official Alamo College e-mail address will be the official form of communication between you and the college.

CE courses require a minimum of 80% attendance; some State Regulated courses require a specific number of hours to qualify for a certification from a credentialing body. Students are expected to attend class on the first day and throughout the program. Students may be dropped who do not attend the first class meeting or make contact with the instructor regarding the absence.

For fully online courses, an attendance verification activity is assigned and must be completed. For courses that are less than 3-days the student is expected to complete the attendance activity on or before the Census Date.

CE students may have the option to convert CEU's to academic credits for qualifying programs which may lead towards an academic certificate or associate's degree at any of the Alamo Colleges. A six-hour academic requirement must be met before the CEU's can be transferred into college credit.

The Alamo Colleges District's grading system is available in the Academic Standards section of the academic catalog on the left hand navigation bar. A grade of NR (Not Recorded) is posted on your transcript when your instructor has not assigned a final grade. To change a grade of NR, you should follow up with the instructor or, reach out to dst-alamoICD@alamo.edu for further guidance.