

MEDICAL ADMINISTRATIVE OFFICE TECHNICIAN, CERTIFICATE OF SPECIALIZATION

Banner Code: 3_CE_MAOT
Not Financial Aid Eligible

The Medical Administrative Office Technician certificate program prepares students for careers in medical office environments, including hospitals, managed care facilities, private medical practices, and multi-specialty clinics. This program provides the skills needed to efficiently manage front office operations, such as scheduling appointments, handling patient records, processing insurance claims, and ensuring effective communication within a healthcare setting. Upon completion, students will be equipped with the knowledge and practical experience required to support the daily administrative functions of a medical office.

Program Level Student Learning Outcomes

Upon completion of this program, students will be able to:

1. Use appropriate software to create documents and digital files for the workplace.
2. Input, organize, retrieve, and manipulate data for the workplace.
3. Communicate effectively in the workplace.
4. Apply Standard English principles when writing, editing, and speaking.
5. Use medical terminology to create medical records and insurance claim forms, integrate appropriate terminology from patient files and physician notes, and analyze medical terminology to produce professional medical documents.

Review Graduation Requirements (<https://catalog.cccd.edu/coastline/graduation-requirements/certificates/#specializationtext>).

Course	Title	Units
Required Core		
Complete the following:		
CIS C105	Introduction to Business Office Technology	3
BC C145	Medical Administrative Assistant 1	3
BC C163	Health Information Technology: Medical Terminology	3
ENGL C103	Business English	3
Total Units		12