MEDICAL ADMINISTRATIVE OFFICE TECHNICIAN, CERTIFICATE OF ACCOMPLISHMENT

Banner Code: 3_CE_MAOT
Not Financial Aid Eligible

The Medical Administrative Office Technician certificate program is designed to prepare students to work in a medical office environment such as a hospital, managed care facility, private medical office, and multi-specialty clinic. Students who complete this certificate will be prepared to manage front office activities.

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/#accomplishmenttext).

Course	Title	Units
Required Core		
Complete the following:		
BC C112	Office Organization	3
BC C145	Medical Administrative Assistant 1	3
BC C163	Health Information Technology: Medical Terminology	3
ENGL C103	Business English	3
Total Units		**12**