



MEDICAL ASSISTING

Medical assistants frequently serve as the initial point of contact at a doctor's office or clinic. They play a crucial role in shaping the initial impression patients receive when interacting during office visits and phone calls. With their ability to offer reassurance and encouragement, they can significantly influence the atmosphere for both patients and the healthcare team.

Tasked with a blend of administrative and clinical responsibilities in outpatient settings, medical assistants are the anchor that ensures the smooth operation of healthcare facilities. By enrolling in the Medical Assisting program at OCtech, you are given a comprehensive education that encompasses both the business skills and medical knowledge of outpatient procedures needed to support physicians and other healthcare providers in their daily practices.

Through externships at local medical practices, you gain hands-on experience in a variety of tasks, including taking patient histories, assisting in examinations and select diagnostic procedures, collecting and testing patient specimens, performing laboratory tests, processing and coding insurance, scheduling appointments, handling billing and providing patient education.

Graduates emerge not only as highly skilled medical assistants, but also as compassionate caregivers who are ready to make a positive impact on their communities.

*start classes
any time!*

NOW OFFERING FLEXIBLE OPTIONS

- ADMINISTRATIVE SUPPORT
- CLINICAL SUPPORT
- DIPLOMA

PROGRAM TRACK/FALL START ONLY

MED 105 Medical Assisting Office Skills I
 MED 107 Medical Office Management
 AHS 136 Essentials of A&P (or BIO 117 or higher)
 MED 115 Medical Office Lab Procedures I
 AHS 110 Patient Care Procedures
 MED 112 Medical Assisting Pharmacology
 MED 156 Clinical Experience I
 IDS 112 Employability Skills for Careers

**SPEAK WITH
AN ADVISOR
TODAY!**



MEDICAL ASSISTING PROGRAM COORDINATOR
 CHRISTIN BARTLEY | 803.535.1408 | bartleycs@octech.edu

 **OCtech**
 Orangeburg-Calhoun Technical College

3 FLEXIBLE OPTIONS MEDICAL ASSISTING

MA DEGREE ADMINISTRATIVE SUPPORT

75 SEMESTER HOURS

| | |
|---------|---|
| MAT 120 | Probability and Statistics |
| PSY 201 | General Psychology |
| PHI 110 | Ethics |
| ENG 101 | English Composition |
| CPT 170 | Microcomp Applications |
| AHS 104 | Medical Vocabulary/Anatomy |
| AHS 110 | Patient Care Procedures |
| AHS 136 | Essentials of Anatomy and Physiology |
| IDS 112 | Employability Skills for Career |
| MED 105 | Med Assisting Office Skills I |
| MED 107 | Med Office Management |
| MED 112 | Medical Assisting Pharmacology |
| MED 115 | Med Office Lab Procedures I |
| MED 156 | Clinical Experience I |
| BUS-101 | Introduction to Business |
| CPT 107 | File Entry Operations |
| IST 259 | Electronic Messaging |
| ACC 101 | Accounting Principles I |
| MGT 110 | Office Management |
| MKT 135 | Customer Service Techniques |
| AHS 141 | Phlebotomy for the Health Care Provider |
| AHS 144 | Phlebotomy Practicum |
| AHS 106 | Cardiopulmonary Resuscitation |
| MGT 206 | Management Spreadsheets |

MA DEGREE CLINICAL SUPPORT

61 SEMESTER HOURS

| | |
|---------|--|
| AHS 106 | Cardiopulmonary Resuscitation |
| AHS 141 | Phlebotomy for the Health Care Provider |
| AHS 144 | Phlebotomy Practicum |
| CPT 170 | Microcomputer Applications |
| AHS 104 | Medical Vocabulary/Anatomy |
| ENG 160 | Technical Communications (or higher) |
| MED 105 | Medical Assisting Office Skills I |
| MED 107 | Medical Office Management |
| PSY 201 | General Psychology |
| AHS 136 | Essentials of A&P |
| MED 115 | Medical Office Lab Procedures I |
| AHS 110 | Patient Care Procedures |
| MAT 155 | Contemporary Mathematics (or higher) |
| MED 112 | Medical Assisting Pharmacology |
| MED 156 | Clinical Experience I |
| IDS 112 | Employability Skills for Careers |
| HSS 101 | Intro to Humanities (HSS 101 or 105) |
| BIO 117 | Basic Anatomy and Physiology I (or higher) |
| AHS 140 | Therapeutics for Health |

MA DIPLOMA

52 SEMESTER HOURS

| | |
|---------|--|
| AHS 106 | Cardiopulmonary Resuscitation |
| AHS 141 | Phlebotomy for the Health Care Provider |
| AHS 144 | Phlebotomy Practicum |
| CPT 170 | Microcomputer Applications |
| AHS 104 | Medical Vocabulary/Anatomy |
| ENG 160 | Technical Communications (or higher) |
| MED 105 | Medical Assisting Office Skills I |
| MED 107 | Medical Office Management |
| PSY 201 | General Psychology |
| AHS 136 | Essentials of A&P (or BIO 117 or higher) |
| MAT 155 | Contemporary Mathematics (or higher) |
| MED 115 | Medical Office Lab Procedures I |
| AHS 110 | Patient Care Procedures |
| MED 112 | Medical Assisting Pharmacology |
| MED 156 | Clinical Experience I |
| IDS 112 | Employability Skills for Careers |

\$35,800

median annual salary
in SC in 2022

U.S. Bureau of Labor Statistics

CCtech
Orangeburg-Calhoun Technical College

We are accredited by the Commission on Accreditation of Allied Health Education Programs
upon the recommendation of the Medical Assisting Education Review Board



8/2024