

# ASSOCIATE OF SCIENCE IN MEDICAL ASSISTING



Cox College offers three tracks in our Medical Assisting program designed to help you grow in the career. Skilled in both patient care and administrative duties, medical assistants are in high demand throughout the country. Discover which medical assisting track at Cox College will work best for you.

## Admission Checklist

- 1. Complete & submit the Cox College application along with the application fee through one of the following methods:

*Priority service date: A minimum of 2 months prior to the start of the semester.*

- Complete the application online at <https://coxcollege.edu/>
- Request a Cox College application by mail and return it to the College
- Attend one of our Cox College events

You will be contacted by an admissions counselor within 2-3 weeks via email or mail. He/she will let you know what additional documents and/or transcripts are needed.

- 2. Complete your FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code is 013877. Not required by recommended.

*Priority service date: A minimum of 4 weeks prior to the start of the semester.*

- Visit <https://studentaid.ed.gov/sa/> for more info on financial aid.
- Contact our Financial Aid Department at 417/269-3401 for assistance.

- 3. Apply for institutional scholarships at <https://coxcollege.edu/scholarships/>. Not required but recommended.

- 4. Request that your official transcripts be sent to Cox College

- High school transcript or GED
- Transcripts from ALL colleges/universities in which you have completed college level courses
- It can take up to 3 weeks for us to receive your transcripts once you have requested them to be sent.

- 5. Apply to the specific program by the deadline, if you meet the program requirements.

## Mail application and materials to:

Cox College  
1423 N. Jefferson Avenue  
Springfield, MO 65802

Fax: 417/269-3586  
[admissions@coxcollege.edu](mailto:admissions@coxcollege.edu)

# MEDICAL ASSISTING PROGRAM OF STUDY



This program can be taken as a full-time plan of study or a part-time plan of study. Course-work is online with labs and practicum hours completed on campus or at an approved ambulatory care facility. The program is designed to work with your schedule

Completing the medical assisting core courses (33 credit hours) gives students the education needed to take the certification examination (RMA). Student will also complete four required courses (10 credit hours) and 17 credit hours are selected by the student from a body of elective courses. The elective courses are selected to coincide with ASR, ASN, BSN, and BSDI curriculums requirements as much as possible.

Core Courses	Credit Hours
____ MACC 103 Introduction to Medical Assisting	1
____ MACC 111 Human Diseases	3
____ MACC 117 Introduction to Anatomy and Physiology	3
____ MACC 118 Medical Terminology	3
____ MACC 119 Intro to Pharmacology	2
____ MACC 153 Clinical Medical Assisting I	2
____ MACC 154 Clinical Medical Assisting I Lab	2
____ MACC 163 Administrative Medical Assisting I	2
____ MACC 164 Administrative Medical Assisting I Lab	1
____ MACC 173 Clinical Medical Assisting II	2
____ MACC 174 Clinical Medical Assisting II Lab	2
____ MACC 183 Administrative Medical Assisting II	2
____ MACC 184 Administrative Medical Assisting II Lab	1
____ MACC 280 Medical Assisting Capstone	3
____ MACC 290 Medical Assisting Practicum	4
<b>Total hours for Core Courses</b>	<b>33</b>
<b>Required Courses</b>	
____ ENGL 150 English	3
____ INFM 160 Computer Resources	1
____ MATH 150 Intermediate Algebra or MATH 160 College Algebra	3
____ PSYC 101 Introduction to Psychology	3
<b>Total hours for Required Courses</b>	<b>10</b>
<b>Elective Courses (Choose 17 Credit Hours Minimum)</b>	
____ BIOL 205 Human Anatomy	4
____ BIOL 206 Human Physiology	4
____ BIOL 207 Anatomy & Physiology Refresher	2
____ BIOL 208 Microbiology	4
____ BIOL 302 Principles of Human Nutrition	3
____ BIOL 382 Pathophysiology	3
____ CCPL 100 Promoting Learning and Ultimate Success	1
____ CHEM 103 Fundamentals of Chemistry	4
____ ENGL 207 Expository Writing	3
____ GOVT 101 Government and Politics in the United States	3
____ GSTU 101 Introduction to Computers and Software	3
____ HUMN 235 Common Reader	1
____ MACC 215 Electronic Health Records	2
____ MACC 318 Health Information Management, etc.	3
____ MACC 328 Health Care Delivery Systems	2
____ MACC 338 Healthcare Reimbursement and Insurance	2
____ MATH 227 Introduction to Statistics	3
____ PHIL 201 Introduction to Philosophy	3
____ PHYS 201 Principles of Physics	4
____ PSYC 230 Life-span Development	3
____ SOCI 101 Introduction to Sociology	3
____ SOCI 304 Global Awareness and Cultural Diversity	3
____ SPAN 101 Spanish for Health Care Workers	3
<b>Total Hours for Associate of Science in Medical Assisting</b>	<b>60</b>