

# Medical Assistant#

## Associate in Applied Science

Minimum of 64 Credits

Medical Assistants perform highly technical administrative and clinical tasks to promote efficient operations of the medical office and other health care settings. They may work in the following environments: Physician's Offices, Medical Offices, Hospitals, Insurance Companies, Billing Companies, Medical Receptionists, and Medical Records. In addition to admission to the College, admission to the Medical Assistant Program is required. The application process for the program must be completed at Francis Tuttle, Metro Tech or Moore Norman Technology Centers\*. Students must be admitted to the Medical Assistant Program before enrollment in major courses. Special procedures also exist in the Medical Assistant program regarding transfer of credit from other schools and readmission of students previously in the program. The Medical Assistant Program is accredited by the American Association of Medical Assistants and Council on Accreditation of Health Education Programs.

Course #	Course Name	Credits	Type	Prerequisites
<b>Suggested Freshman 1st Semester</b>				
SCL 1001	SUCCESS IN COLLEGE AND LIFE	1	Life Skills	None
AHP 1013	MEDICAL TERMINOLOGY	3	Major	(R)
AOT 1113	COMPUTER KEYBOARDING	3	Support	(R) (W)
MA 1133	CLINICAL PROCEDURES I	3	Major	(R) (M)(W); Corequisite: AHP 1013 and BIO 1224
BIO 1224	TECHNICAL HUMAN ANATOMY AND PHYSIOLOGY	4	Major	(R) (W)
ENGL 1113	ENGLISH COMPOSITION I	3	Gen Ed	(R) (W), Adequate reading and writing assessment scores or LS 0033 College Writing II, either taken within the last year, with strong encouragement for immediate continuation.
<b>Suggested Freshman 2nd Semester</b>				
AOT 1713	BEGINNING WORD PROCESSING APPLICATIONS	3	Support	(R) (W)
MA 1021	MEDICAL LAW AND ETHICS	1	Major	(R) (W)
MA 1033	MEDICAL INSURANCE	3	Major	(R) (W)
MA 1233	CLINICAL PROCEDURES II	3	Major	(R) (W) (M); Corequisite: MA 1133
OSRHE	* OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE	3	Gen Ed	
FA MATH1	FACULTY APPROVED MATHEMATICS THAT MEET OCCC'S MATHEMATICS PROFICIENCY REQUIREMENTS	3	Support	
<b>Suggested Sophomore 1st Semester</b>				
AOT 2033	MEDICAL CODING	3	Major	(R) (W), AHP 1013
MA 2212	PHARMACOLOGY FOR MEDICAL ASSISTANTS	2	Major	(R) (W) (M)
MA 2243	MEDICAL INFORMATICS	3	Major	(R) (W) (M)
MA 2234	ADMINISTRATION AND MEDICAL OFFICE PROCEDURES	4	Major	(R) (W) (M) AOT 1713
MA 2251	MEDICAL ASSISTANT SIMULATION	1	Major	(R) (W) (M); Corequisite: MA 1133; MA 1233
POLSC 1113	AMERICAN FEDERAL GOVERNMENT	3	Gen Ed	(R) (W)
<b>Suggested Sophomore 2nd Semester</b>				
HIST 1483	U.S. HISTORY TO THE CIVIL WAR --OR--		Gen Ed	(R) (W)
HIST 1493	U.S. HISTORY SINCE THE CIVIL WAR	3	Gen Ed	(R) (W)
PSY 1113	INTRODUCTION TO PSYCHOLOGY	3	Gen Ed	(R)
MA 2516	MEDICAL ASSISTANT EXTERNSHIP	6	Major	(R) (W) (M), Completion of 33 credit hours in the major
GEN ED	GEN ED ELECTIVE	3	Gen Ed	

Major Courses: (36 credit hours) BIO 1224; AHP 1013; AOT 2033; MA 1021; MA 1033; MA 1133; MA 1233; MA 2212; MA 2234; MA 2243; MA 2251; MA 2516

General Education Courses: (18 credit hours) Political Science: POLSC 1113; English: ENGL 1113; Any Oklahoma State Regents for Higher Education approved general education three credit hour English or communications course.; History: HIST 1483 or HIST 1493; Psychology: PSY 1113; General Education Electives: Three credit hours

Life Skills Courses: (1 credit hour) Life Skills: SCL 1001

Support Courses: (9 credit hours) Computer Keyboarding: AOT 1113; Beginning Word Processing Applications: AOT 1713; Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

Notes: This technical/occupational program is designed to prepare students to enter the job force following completion. See Technical/Occupational Programs in the general information section of the catalog.

Medical Assistant (MA) major courses are available only at Francis Tuttle, Metro Tech and Moore Norman Technology Centers.

# This program is offered through a cooperative alliance established with Francis Tuttle, Moore Norman and Metro Tech Technology Centers.

\*Students must file all financial aid through the technology center while attending there.