Medical Assistant ++
Associate in Applied Science

Minimum of Minimum of 65 Credits credit hours
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. Major hours for this program are earned through successful completion of the CMA-AAMA, CCMA, NCMA, or RMA Prior Learning Assessment certifications.

Course Sequence

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<tr>
<th>Suggested Freshman 1st Semester</th>
<th>Course ID</th>
<th>Course Name</th>
<th>Credits</th>
<th>Type</th>
<th>Min Gd</th>
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<td>SUCCESS IN COLLEGE AND LIFE</td>
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<td>AHP 1013</td>
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<td>Major</td>
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Course Grouping
Major Courses: (28 credit hours)PLA (Prior Learning Assessment credit based on National Certification(s)*)
General Education Courses: (21 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: six credit hours.
Life Skills Courses: (1 credit hour) Life Skills: SCL 1001
Support Courses: (14 credit hours) BIO 1314; BIO 1414; AHP 1013; Mathematics: Three credit hours of faculty approved mathematics that meet OCCC's mathematics proficiency requirements.

Program Notes
Notes: This Technical and Occupational program is designed to prepare students to enter the job force following completion. See Technical and Occupational Programs in the general information section of the catalog.
Prior Learning Assessment (PLA) is contingent upon successful completion of the national CMA-AAMA or CCMA certification, and meeting resident credit hour requirements.
++Special admission procedures required.
AHP 1013 - MEDICAL TERMINOLOGY  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After studying the root words, prefixes, and suffixes from which medical terms evolve, the student will correctly spell medical terms, define terms commonly used in medical fields, and determine the meaning of unfamiliar medical terms.

BIO 1314 - HUMAN ANATOMY AND PHYSIOLOGY I  
Prerequisites: ENGL 0203 or adequate placement score or by meeting determined placement measures; MATH 0103 or adequate math placement test score. An adequate biology placement test score or BIO 0123 or a college-level biological science class.  
4 Credits Through a systematic study of the structure and function of the human body, its cells, tissues, organs and systems, the student will identify and describe basic anatomical structures and fundamental physiological processes that occur in health and disease for the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

BIO 1414 - HUMAN ANATOMY AND PHYSIOLOGY II  
Prerequisites: BIO 1314  
4 Credits With Human Anatomy & Physiology I as a foundation, the student will advance his or her study of the structure and function of the human body and will identify and describe more detailed anatomical structures and more comprehensive physiological processes that occur in health through a systematic survey of the major body systems. Laboratory work which requires dissection is an integral and required part of the course.

ENGL 1113 - ENGLISH COMPOSITION I  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits The student will write well-developed compositions which demonstrate the principles of unity, coherence, and organization and which contain specific details and vivid language. The students will locate library material and incorporate researched materials into compositions.

FA MATH1 - FACULTY APPROVED MATHEMATICS THAT MEET OCCC’S MATHEMATICS PROFICIENCY REQUIREMENTS  
Prerequisites: 

GEN ED - GEN ED ELECTIVE  
Prerequisites: 
3 Credits General Education elective

HIST 1483 - U.S. HISTORY TO THE CIVIL WAR  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1400 to 1870 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, the student will be able to identify patterns of present day mobility, describe governmental operations in his society and help resolve conflict in society based on the students search for change, precedents, and conflict in the American past.

HIST 1493 - U.S. HISTORY SINCE THE CIVIL WAR  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits After analyzing events in American history from 1870 to the present in such areas as political reform, industrialization, urbanization, ethnic acculturation and war, the student will be able to identify meaningful changes in his society, identify equal rights in that society, and help resolve conflict in this society based on the students search for change, equal rights and conflicts in the American past.

OSRHE - OSRHE APPROVED GENERAL EDUCATION COMMUNICATIONS COURSE  
Prerequisites: 
3 Credits OSRHE approved General Education Communications course

PLA - PRIOR LEARNING ASSESSMENT  
Prerequisites: None  
VARIABLE Credits

POLSC 1113 - AMERICAN FEDERAL GOVERNMENT  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits A study of the principles, structure, processes and functions of the United States federal government.

PSY 1113 - INTRODUCTION TO PSYCHOLOGY  
Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures  
3 Credits A survey of the major areas of study in psychology such as motivation, learning, physiology, personality, social psychology, abnormal behavior, perception, memory, cognition/thought, and treatment.

SCL 1001 - SUCCESS IN COLLEGE AND LIFE  
Prerequisites: ENGL 0106 or adequate reading/writing assessment scores  
1 Credit Students will learn best practices for academic, career, and personal success. Students will discover their individual strengths, interests, and values to create a personalized plan; select and utilize resources that are applicable to their growth and success; and engage as active and responsible members of the academic community. This course should be taken during a student's first semester of college work at Oklahoma City Community College and is a required course in degree plans to satisfy the Life Skills requirement.