

## Medical Assistant++

### Associate in Applied Science

Minimum of 64 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

Course ID	Course Name	Credits	Type	Min Gd
<b>Term 1</b>				
SCL 1001	Success in College and Life	1	Life Skills	
GEN ED	Gen Ed Elective	3	Gen Ed	
AHP 1013	Medical Terminology	3	Support	
<b>Term 2</b>				
ENGL 1113	English Composition I	3	Gen Ed	
BIO 1314	Human Anatomy and Physiology I	4	Support	
<b>Term 3</b>				
OSRHE	Osrhe Approved General Education Communications Course	3	Gen Ed	
HIST 1483	U.S. History to 1877	OR	Gen Ed	
HIST 1493	U.S. History 1877 to Present	3	Gen Ed	
<b>Term 4</b>				
GEN ED	Gen Ed Elective	3	Gen Ed	
POLSC 1113	American Federal Government	3	Gen Ed	
<b>Term 5</b>				
BIO 1414	Human Anatomy and Physiology II	4	Support	
FA MATH1	Faculty Approved Mathematics That Meet Occc's Mathematics Proficiency Requirements	3	Support	
PSY 1113	General Psychology	3	Gen Ed	
<b>Term 6</b>				
PLA	Prior Learning Assessment	7	Major	
<b>Term 7</b>				
PLA	Prior Learning Assessment	7	Major	
<b>Term 8</b>				
PLA	Prior Learning Assessment	7	Major	
<b>Term 9</b>				
PLA	Prior Learning Assessment	7	Major	

### 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, CCMA, NCMA, or RMA certification, and meeting resident credit hour requirements.

++Special admission procedures required.

Degree Program Course Descriptions

**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. 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 with a grade of "C" or higher*

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**

3 Credits Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

**GEN ED - Gen Ed Elective**

3 Credits General Education elective

**HIST 1483 - U.S. History to 1877**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1400 to 1877 in such areas as revolution, geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

**HIST 1493 - U.S. History 1877 to Present**

*Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures*

3 Credits After analyzing events in American history from 1877 to the present in such areas as geographic and social mobility, political reform, government precedents and war, students will be able to identify patterns of present day mobility, describe governmental operations in their society and help resolve conflict in society based on the student's search for change, precedents, and conflict in the American past. A general education requirement.

**OSRHE - Osrhe Approved General Education Communications Course**

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 - General 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.