

Oklahoma City Community College

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
Term 1				
SCL 1001	Success in College and Life 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. Prerequisites: ENGL 0106 or adequate reading/writing assessment scores	1	Life Skills	
GEN ED	Gen Ed Elective General Education elective	3	Gen Ed	
AHP 1013	Medical Terminology 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. Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures	3	Support	
Term 2				
ENGL 1113	English Composition I 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. Prerequisites: ENGL 0203, adequate placement score, or by meeting determined placement measures	3	Gen Ed	
BIO 1314	Human Anatomy and Physiology I 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. 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	Support	
Term 3				
OSRHE	Osre Approved General Education Communications Course	3	Gen Ed	

OSRHE approved General Education Communications course			
HIST 1483	U.S. History to 1877	OR	Gen Ed
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.			
Prerequisites:			
ENGL 0203, adequate placement score, or by meeting determined placement measures			
HIST 1493	U.S. History 1877 to Present	3	Gen Ed
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.			
Prerequisites:			
ENGL 0203, adequate placement score, or by meeting determined placement measures			
Term 4			
GEN ED	Gen Ed Elective	3	Gen Ed
General Education elective			
POLSC 1113	American Federal Government	3	Gen Ed
A study of the principles, structure, processes and functions of the United States federal government.			
Prerequisites:			
ENGL 0203, adequate placement score, or by meeting determined placement measures			
Term 5			
BIO 1414	Human Anatomy and Physiology II	4	Support
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.			
Prerequisites:			
BIO 1314 with a grade of "C" or higher			
FA MATH1	Faculty Approved Mathematics That Meet Occc's Mathematics Proficiency Requirements	3	Support
Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement			
PSY 1113	General Psychology	3	Gen Ed
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.			
Prerequisites:			
ENGL 0203, adequate placement score, or by meeting determined placement measures			
Term 6			
PLA	Prior Learning Assessment Array	7	Major
Prerequisites:			
None			
Term 7			
PLA	Prior Learning Assessment Array	7	Major
Prerequisites:			
None			
Term 8			
PLA	Prior Learning Assessment Array	7	Major
Prerequisites:			
None			
Term 9			
PLA	Prior Learning Assessment	7	Major

Array

Prerequisites:

None

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.

COURSE DESCRIPTIONS

ALLIED HEALTH

AHP 1013 - Medical Terminology

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.

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

Credits: 3

BIOLOGICAL SCIENCE

BIO 1314 - Human Anatomy and Physiology I

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.

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.

Credits: 4

BIO 1414 - Human Anatomy and Physiology II

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.

Prerequisites: BIO 1314 with a grade of "C" or higher

Credits: 4

ELECTIVES

FA MATH1 - Faculty Approved Mathematics That Meet Occc's Mathematics Proficiency Requirements

Faculty approved Mathematics that meets OCCC's Mathematics proficiency requirement

Credits: 3

GEN ED - Gen Ed Elective

General Education elective

Credits: 3

OSRHE - Osrhe Approved General Education Communications Course

OSRHE approved General Education Communications course

Credits: 3

ENGLISH

ENGL 1113 - English Composition I

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.

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

Credits: 3

HISTORY

HIST 1483 - U.S. History to 1877

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.

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

Credits: 3

HIST 1493 - U.S. History 1877 to Present

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.

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

Credits: 3

POLITICAL SCIENCE

POLSC 1113 - American Federal Government

A study of the principles, structure, processes and functions of the United States federal government.

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

Credits: 3

PRIOR LEARNING ASSESSMENT**PLA - Prior Learning Assessment**

Prerequisites: None

Credits: VARIABLE

PSYCHOLOGY**PSY 1113 - General Psychology**

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.

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

Credits: 3

SUCCESS IN COLLEGE AND LIFE**SCL 1001 - Success in College and Life**

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.

Prerequisites: ENGL 0106 or adequate reading/writing assessment scores

Credits: 1