

Medical Assisting Two Year Program: Scope & Sequence

Year 1- Semester 1

MA101 - Medical Assisting Services I

(89 days)

District Pre-Assessment

Unit Name: (1) Medical Assisting as a Career (7 days)

- Roles and Responsibilities
- Laws and Regulations
- Medical Specialties

CTSO Integration (Leadership Skills): HOSA Officer Elections, HOSA Week, HOSA Research Assignment, Medical Assistant Competition, Health Education Competition, HOSA T-shirt Design, Program Of Work, Bylaws, Submission Of All Chapter Forms, CTSO Officer Training, HOSA Officer Visit

Professional Skills: 1.B, 2.A-B, 3.D, 4.A-F, 5.A-B, 6.A-C, 8.C-I
Academic Standards: ELA.11-12.SL.4, ELA.11-12.SL.5
Work-Based Learning: Guest Speaker (Industry Partner), HOSA Officer Visit, Community Service
Technical Standard: 11.1-11.6, 4.1, 4.5, 5.2, 9.1-9.6

Unit Name: (2) Safety and the Environment (10 days)

- Asepsis/Univ. Precautions
- Lab Safety
- OSHA Guidelines
- Exam Room Prep

CTSO Integration (Leadership Skills): Medical Assistant Competition
Professional Skills: 8.C, 8.D
Academic Standards: ELA.11-12.L.6
Work-based Learning: Job Shadow, community service
Technical Standard: 1.1-1.6, 10.1-10.20

Unit Name: (3) Front Office, Insurance & Communication (15 days)

- Verbal/Non-verbal Communication
- Phone Etiquette
- Scheduling
- Insurance Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition, speaking skills competition
Professional Skills:1.A-1.D, 2.A-2.C, 4.A-4.F, 5.A, 6.A-6.C, 7.A-7.C, 8.A-8.I, 9.B-9.C
Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6
Work-Based Learning: Job Shadow, guest speaker, Front office simulation, phone etiquette, community service
Technical Standard: 2.1- 2.5, 3.1-3.2, 4.1-4.6., 5.1-5.12, 9.1-9.6

Unit Name: (4) Medical Law & Ethics (7 days)

- HIPAA
- Local, State and Federal Laws
- Consents/Scope

CTSO Integration (Leadership Skills): HOSA Online Testing Prep, Medical Assistant Competition , Law and Ethics competition

Professional Skills: 1.D, 3.A-3.E, 4.A-4.F ,8.A-8.I

Academic Standards: ELA.11-12.W.9, ELA.11-12.L.6, ELA.11-12.SL.4, ELA.11.12.SL.4

Work-based Learning: Guest speaker, community service
Technical Standard: 4.1- 4.6, 11.1-11.6

HOSA Regional Online Testing (3 days)

Unit Name: (5) Body Measurements & Assisting In An Exam (30 days)

Vitals/Chief Complaint
Medical History
Exam Room Prep

CTSO Integration (Leadership Skills): HOSA Fall Conference, Medical Assisting Competition

Professional Skills:1.D, 4.D, 8.I

Academic Standards: 5.MD.A, ELA.11-12.L.6

Work-based Learning: Job shadowing, guest speakers, mentorship, externship, industry partner check off, community service

Technical Standard: 5.4, 5.12, 6.1-6.10, 8.1, 8.7, 11.5

Unit Name: (7) Musculoskeletal (20 days)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.W.9, ELA.11-12.L.6, ELA.11-12.SL.5

Work-Based Learning: Job Shadow, Field Trip GCU cadaver lab, community service

Technical Standard: 13.1-13.11

Year 1- Semester 2

MA102 - Medical Assisting Services I

(92 days)

HOSA State Online Testing (5 days)

Unit Name: (7) Integumentary System (5 days)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): HOSA National Conference, Medical Assistant Competition, Public health competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.W.9, ELA.11-12.L.6, ELA.11-12.SL.4, ELA.11-12.SL.5

Work-Based Learning: Field Trip GCU cadaver lab. , community service

Technical Standard: 13.1-13.11

Unit Name: (8) Pharmacology & Injections (30 days)

- Dosage Calculations
- Med Preparation
- Prescription Components
- Vaccines

CTSO Integration (Leadership Skills): Medical Assistant Competition, Pharmacology competition, math competition, Professional Skills: 1.A-1.D, 2.A-B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, 5.MD.A, ELA.11-12.L.6

Work-Based Learning: Parent Day, Industry partner check off , lab simulations, externship, job shadowing, community service

Technical Standard: 7.1-7.12, 8.1-8.8

HOSA Regional Conference (5 days)

Unit Name: (9) Nervous System (7 days)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6, ELA.11-12.SL.4, ELA.11-12.SL.5, HS.L1U1.20

Work-Based Learning: Field Trip GCU cadaver lab, community service

Technical Standard: 3.1, 13.7

Unit Name: (10) Sensory (7 days)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.W.7, ELA.11-12.W.9, ELA.11-12.L.6, ELA.11-12.W.2

Work-Based Learning: Guest Speaker, Laboratory project , community service

Technical Standard: 12.1-12.9, 13.1-13.11

Unit Name: (11) Urinary (10 days)

- Diagnostic Procedures

- Structure and Function

- Diseases and Disorders

CTSO Integration (Leadership Skills): HOSA State Conference, Medical Assistant Competition, HOSA Happenings, HOSA Scrapbook, HOSA Chapter competitions,

Professional Skills: 1.A-1.D, 2.A-B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6

Work-Based Learning: Laboratory project/skills, lab simulations, externship, job shadowing, community service

Technical Standard: 6.1-6.10, 8.1-8.8, 13.1-13.11

HOSA State Conference (8 days)

Unit Name: (12) Cumulative (25 days)

- Proficiency/Competencies

CTSO Integration (Leadership Skills): HOSA National Conference, Medical Assistant Competition, all HOSA Competitions related to MA

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.B, 5.A-5.E

Academic Standards: ELA.11-12.L.6

Work-Based Learning: simulated lab scenarios, community service

Technical Standard: 1.1-1.6, 2.1-2.5, 3.1-3.2, 4.1-4.6, 5.1-5.12, 6.1-6.10, 7.1-7.12, 8.1-8.8, 9.1-9.6, 10.1-10.20, 11.1-11.6, 12.1-12.9, 13.1-13.11

District Post-Assessment

Semester Exam

Year 2- Semester 1

MA201 Medical Assisting Services III

(78 days)

Unit Name: (1) Cardiovascular/EKG (20 days)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6, HS.L1U1.20

Work-Based Learning: Field Trip GCU cadaver lab. , community service

Technical Standard: 12.1-12.9, 13.1-13.11

Unit Name: (2) Venipuncture (30 days)

- Fundamentals
- Collect and Process Specimen

CTSO Integration (Leadership Skills): Medical Assistant Competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6

Work-Based Learning: Laboratory practice, Parent day, mentorship , lab simulations, guest speaker, community service

Technical Standard: 8.1-8.8, 10.1-10.20, 12.1-12.9

HOSA Regional Online Testing (3 days)

Unit Name: (3) Respiratory (15 days)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6, HS.L2U1.19

Work-Based Learning: Laboratory simulation project, mentorship

Technical Standard: 12.1-12.9, 13.1-13.11

Unit Name: (4) CPR & First Aid (4 days)

- CPR/AED
- First Aid/Medications

CTSO Integration (Leadership Skills): Medical Assistant Competition, CPR competition

Professional Skills: 1.A-1.D, 2.A-2.B, 3.C, 4.A-4.F, 5.A-5.B

Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6

Work-Based Learning: Laboratory simulation, community service

Technical Standard: 7.1-7.12-8.1-8.8

AHA- CPR AED

Unit Name: (5) Minor Surgical Procedures (10 days)

- Sterile Tray Set up
- Sterile Technique
- Instrument Identification

CTSO Integration (Leadership Skills): Medical Assistant Competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6

Work-Based Learning: Guest speaker, community service

Technical Standard: 3.1, 7.2, 7.3, 8.1, 8.2, 8.3, 8.4, 8.7, 8.8

Unit Name: (6) Human Growth, Death & Dying (10 days)

- Stages of Grief
- Coping Skills

CTSO Integration (Leadership Skills): HOSA Fall Conference, Medical Assistant Competition

Professional Skills: 1.A-1.D, 4.A-4.F, 6.A-6.B, 8.D

Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6, ELA.11-12.SL.4, ELA.11-12.SL.5, HS.L3U1.24-26

Work-Based Learning: Guest speaker, community service

Technical Standard: 3.1-3.2, 4.1-4.6, 9.1-9.6, 11.1-11.6

Semester Exam

HOSA State Online Testing (5 days)

Year 2- Semester 2

MA202 Medical Assisting Services IV

(75 days)

Unit Name: (7) Endocrine/ EMR (10 days)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6, ELA.11-12.SL.5, HS.L1U1.20

Work-Based Learning: Laboratory simulations, Mentoring, community service

Technical Standard: 3.1, 12.9, 13.8

Unit Name: (8) Reproductive (10 days)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.W.9, ELA.11-12.L.6, ELA.11-12.SL.4, ELA.11-12.SL.5, HS.L3U1.24-26

Work-Based Learning: Community service

Technical Standard: 3.1, 6.7, 6.8, 6.9, 6.10, 8.1, 8.4, 10.4, 10.11, 13.9

HOSA Regional Conference (5 days)

Unit Name: (9) Lymphatic & Immune (10 days)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): HOSA Online Testing Preparation, Medical Assistant Competition

Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F

Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6, HS.L3U1.24-26

Work-Based Learning: community service

Technical Standard: 3.1, 8.4, 13.11

Unit Name: (10) Digestive (10 days)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition
Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F
Academic Standards: ELA.11-12.L.4, ELA.11-12.W.9, ELA.11-12.L.6, ELA.11-12.SL.4, ELA.11-12.SL.5, HS.L1U1.20
Work-Based Learning: Community service
Technical Standard: 3.1, 13.5

American Medical Technologists (AMT)
Common AZCCR Math Standards (CAMS)
English Language Arts Standards (ELAS)
HOSA (Future Health Professionals)
National HealthCareer Association (NHA)

HOSA State Conference (8 days)

Unit Name: (11) Professional Development (10 days)

- Resume building
- Interview Preparation
- Mock Interviews

CTSO Integration (Leadership Skills): HOSA State Conference, Medical Assistant Competition, Job seeking skills competition
Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.F, 9.C
Academic Standards: ELA.11-12.W.4, ELA.11-12.W.5, ELA.11-12.L.4, ELA.11-12.L.6, HS.L3U1.24-26
Work-Based Learning: Mock interview, job application, job shadow, community service
Technical Standard: 4.1

Unit Name: (12) Cumulative (22 days)

- Proficiency/Competencies
- Extern Responsibilities
- Certification Preparation: NHA- Certified *Clinical Medical Assistant (CCMA)*, AMT- Registered Medical Assistant, Registered Phlebotomy Technician exams

CTSO Integration (Leadership Skills): HOSA National Conference, Medical Assistant Competition, all HOSA Competitions related to MA
Professional Skills: 1.A-1.D, 2.A-2.B, 4.A-4.B, 5.A-5.E
Academic Standards: ELA.11-12.L.6
Work-Based Learning: 160 hour student externship experience at industry partners, community service
Technical Standard: 1.1-1.6, 2.1-2.5, 3.1-3.2, 4.1-4.6, 5.1-5.12, 6.1-6.10, 7.1-7.12, 8.1-8.8, 9.1-9.6, 10.1-10.20, 11.1-11.6, 12.1-12.9, 13.1-13.11

ADE Technical Skills Assessment

Semester Exam

AHA-CPR AED Certification
NHA-Certified Clinical Medical Assistant (CCMA)
Registered Medical Assistant (RMA)
Registered Phlebotomy Technician Exam

Arizona Department of Education (ADE)