

# Medical Assisting Two Year Program: Scope & Sequence

## Year 1- Semester 1

### MA101 - Medical Assisting Services I

(91 days)

#### District Pre-Assessment

#### Unit Name: (1) Medical Assisting as a Career

(7 days- 4 Classroom, 3 Lab)

- 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, CTOS Officer Training, HOSA Officer Visit

Work-Based Learning: Guest Speaker (Industry Partner), HOSA Officer Visit, Career Research

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

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- 4 Classroom, 6 Lab)

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

CTSO Integration (Leadership Skills): Medical Assistant Competition

Work-based Learning: Lab Training, Guest Speaker

Professional Skills: 8.C, 8.D

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

Technical Standard: 1.1-1.6, 10.1-10.20

#### HOSA Fall Leadership Conference

#### Unit Name: (3) Body Measurements & Assisting In An Exam

(40 days- 10 classroom, 30 lab)

- Vitals/Chief Complaint
- Medical History
- Exam Room Prep

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

Work-based Learning: Guest Speaker, industry partner check off, Simulated Lab Experience

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

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

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

#### Unit Name: (4) Front Office

(10 days- 5 classroom, 5 lab)

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

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

Work-Based Learning: Guest Speaker, Front office simulation, phone etiquette

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

Technical Standard: 2.1- 2.5, 3.1-3.2, 4.1-4.6., 5.1-5.12, 9.1-9.6

#### Unit Name: (5) Medical Law & Ethics

(7 days- 4 Classroom, 3 Lab)

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

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

Work-based Learning: Guest Speaker

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

Technical Standard: 4.1- 4.6, 11.1-11.6

#### HOSA Regional Online Testing

#### Unit Name: (6) Musculoskeletal

(10 days- 5 classroom, 5 lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

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

Work-Based Learning: Field Trip GCU cadaver lab, Guest Speaker, Simulated Lab Experience

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

Technical Standard: 13.1-13.11

#### Semester Exam

## Year 1- Semester 2

### MA102 - Medical Assisting Services I (86 days)

#### Unit Name: (7) Integumentary System

(5 days- 4 Classroom, 1 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): HOSA Online State Testing, Medical Assistant Competition, Public health competition

Work-Based Learning: Field Trip GCU cadaver lab, Guest Speaker, Simulated Lab Experience

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

Technical Standard: 13.1-13.11

#### HOSA State Online Testing

#### Unit Name: (8) Pharmacology & Injections

(30 days- 10 Classroom, 20 Lab)

- Dosage Calculations
- Med Preparation
- Prescription Components
- Vaccines

CTSO Integration (Leadership Skills): HOSA Regional Conference, Medical Assistant Competition, Pharmacology competition, math competition

Work-Based Learning: Parent Day, Industry partner check off, Simulated Lab Experience, job shadowing, Guest Speaker

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

Technical Standard: 7.1-7.12, 8.1-8.8

#### HOSA Regional Competition

#### Unit Name: (9) Nervous System

(5 days- 4 Classroom, 1 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Work-Based Learning: Field Trip GCU cadaver lab, Guest Speaker, Simulated Lab Experience

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

Technical Standard: 3.1, 13.7

#### Unit Name: (10) Sensory

(7 days- 4 Classroom, 3 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Work-Based Learning: Guest Speaker, Laboratory project, Simulated Lab Experience

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

Technical Standard: 12.1-12.9, 13.1-13.11

#### Unit Name: (11) Urinary

(10 days- 4 Classroom, 6 Lab)

- Diagnostic Procedures
- Structure and Function
- Diseases and Disorders

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

Work-Based Learning: Laboratory project/skills, Simulated Lab Experience, Guest Speaker, job shadowing

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

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

#### HOSA State Leadership Conference

#### Unit Name: (12) Insurance & Billing

(5 days- 4 Classroom, 1 Lab)

- Insurance Procedures & Forms
- Diagnosis Coding
- CPT Coding

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

Technical Standard: 2.1- 2.5, 3.1-3.2, 4.1-4.6., 5.1-5.12, 9.1-9.6

**Unit Name: (13) EMR**

(5 days- 4 Classroom, 1 Lab)

**●Managing Electronic Medical Records**

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, Simulated  
Lab Experience

Technical Standard: 2.1- 2.5, 3.1-3.2, 4.1-4.6., 5.1-5.12,  
9.1-9.6

**Unit Name: (14) Cumulative**

(12 days- 4 Classroom, 8 Lab)

**●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 Experience

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****HOSA International Competition**

## Year 2- Semester 1

### MA201 Medical Assisting Services III (91 days)

#### Unit Name: (1) Lab Safety Review

(2 days- 1 Classroom, 1 Lab)

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

CTSO Integration (Leadership Skills): Chapter Officer Elections

Work-based Learning: Guest Speaker

Professional Skills: 8.C, 8.D

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

Technical Standard: 1.1-1.6, 10.1-10.20

#### Unit Name: (2) Cardiovascular/EKG

(19 days- 8 classroom, 11 lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): HOSA State Officer Visit, Officer Training

Work-Based Learning: Field Trip GCU cadaver lab, Guest Speaker, Simulated Lab Experience

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

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

Technical Standard: 12.1-12.9, 13.1-13.11

#### Unit Name: (3) Venipuncture

(28 days- 8 classroom, 20 lab)

- Fundamentals
- Collect and Process Specimen

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

Work-Based Learning: Laboratory practice, Parent day, Simulated Lab Experience, Guest Speaker, blood drive

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

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

### HOSA Fall Leadership Conference

#### Unit Name: (4) Respiratory

(10 days- 4 Classroom, 6 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Work-Based Learning: Laboratory simulation project, mentorship, Guest Speaker, Simulated Lab Experience

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

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

Technical Standard: 12.1-12.9, 13.1-13.11

#### Unit Name: (5) CPR & First Aid

(4 days- 2 classroom, 2 lab)

- CPR/AED
- First Aid/Medications

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

Work-Based Learning: AHA- CPR AED

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

Technical Standard: 7.1-7.12-8.1-8.8

### AHA-CPR AED Certification

#### Unit Name: (6) Digestive and Nutrition

(10 days- 4 classroom, 6 lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

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

Work-Based Learning: Guest Speaker, Simulated Lab

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

Technical Standard: 3.1, 13.5

### HOSA Regional Online State Testing

#### Unit Name: (7) Minor Surgical Procedures

(10 days- 4 Classroom, 6 Lab)

- Sterile Tray Set up
- Sterile Technique
- Instrument Identification

CTSO Integration (Leadership Skills): Medical Assistant Competition

Work-Based Learning: Guest speaker, Simulated Lab

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

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

#### Unit Name: (8) Review

(8 days- 4 Classroom, 4 Lab)

- CPT Prep
- Lab Practice

CTSO Integration (Leadership Skills): Medical Assistant Competition

Work-Based Learning: Simulated Lab, CPT Test Prep

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

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

### Semester Exam

#### Certified Phlebotomy Technician (CPT) Certification

#### Registered Phlebotomy Technician (RPT) Certification

## Year 2- Semester 2

### MA202 Medical Assisting Services IV

(86 days)

#### Unit Name: (9) Reproductive

(13 days- 10 classroom, 3 lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Work-Based Learning: Guest Speaker, Simulated Lab Experience

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

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

#### HOSA Online State Testing

#### Unit Name: (10) Endocrine

(10 days- 4 Classroom, 6 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition

Work-Based Learning: Simulated Lab Experience, Mentoring, Guest Speaker

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

Technical Standard: 3.1, 12.9, 13.8

#### HOSA Regional Conference

#### Unit Name: (11) Preparing For the Workforce

(6 days- 4 Classroom, 2 Lab)

- PBA
- Resume building
- Interview Preparation
- Mock Interviews

CTSO Integration (Leadership Skills): HOSA State Conference, Medical Assistant Competition, Job seeking skills competition

Work-Based Learning: Mock interview, job application, job shadow, Guest Speaker

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

Technical Standard: 4.1

#### Unit Name: (12) Lymphatic & Immune

(9 days- 4 Classroom, 5 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

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

Work-Based Learning: Guest Speaker, Simulated Lab

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

Technical Standard: 3.1, 8.4, 13.11

#### Unit Name: (13) Human Growth, Death & Dying

(7 days- 4 Classroom, 3 lab)

- Stages of Grief
- Coping Skills

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

Work-Based Learning: Guest speaker

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

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

#### HOSA State Leadership Conference

#### Unit Name: (14) Cumulative

(42 days- 12 Classroom, 30 Lab)

- Externship
- Proficiency/Competencies
- State Assessment Review
- Certification Preparation: NHA- Certified *Clinical Medical Assistant (CCMA)*, AMT- Registered Medical Assistant,

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

Work-Based Learning: PBA, 160 hour student externship experience at industry partners

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

Technical Standard: 1.0, 2.0, 3.0, 4.0, 5.0, 5.0, 7.0, 8.0, 9.0, 10.0, 11.0, 12.0, 13.0

#### ADE Technical Skills Assessment

#### NHA- Certified Clinical Medical Assistant (CCMA)

#### AMT- Registered Medical Assistant (RMA)

#### HOSA International Competition

Arizona Department of Education (ADE)

American Medical Technologists (AMT)

Common AZCCR Math Standards (CAMS)

English Language Arts Standards (ELAS)

HOSA (Future Health Professionals)

National Health Career Association (NHA)