

Medical Assisting | One Year Program: Scope & Sequence

Semester 1

MA103 - Medical Assistant Foundations I

(91 days)

District Pre-Assessment

Unit Name: (Audionyms) Medical Terminology

(throughout)

- Root words
- Prefixes
- Suffixes

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

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

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

Work-based Learning: Job shadow, Guest Speakers, Simulated Lab Experiences

Technical Standard: 3.1-3.2, 4.1, 4.5

Unit Name: (1) Intro to Medical Assisting

(5 days- 4 Classroom, 1 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, 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, Career Research

Technical Standard: 11.1-11.6, 4.1, 4.5, 5.2, 9.1-9.6

Unit Name: (2) Safety and the Environment

(6 days- 2 Classroom, 4 Lab)

- Medical Asepsis
- OSHA
- Lab Safety, Controls

CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation

Professional Skills: 1.A,B,D, 2.A-C, 3.A, C, D, 8.C-F

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

Work-Based Learning: Guest Speaker (Industry Partner), Simulated Lab Experiences

Technical Standard: 1.1-1.6, 3.1-3.2, 8.1-8.8, 10.1-10.20

Unit Name: (3) Body Measurements

(16 days- 5 Classroom, 11 Lab)

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

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

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

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

Work-based Learning: Job Shadowing, Guest Speakers, Industry Partner Check-Off, Simulated Lab Experience Vitals Check-Off

Technical Standard: 1.1- 1.6, 4.1, 4.4, 5.3, 6.1- 6.10, 12.1-12.9

Unit Name: (4) Integumentary System

(6 days- 4 Classroom, 2 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

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

Professional Skills: 1.A-D, 2.A-B, 4.A-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: Guest Speakers (Industry Partners) Job Shadow

Technical Standard: 3.1-3.2, 4.1-4.6, 7.1-7.12, 8.1-8.8, 9.1-9.6, 10.1-10.20, 11.1-11.6, 13.1

Unit Name: (5) Musculoskeletal

(5 days- 3 Classroom, 2 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

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

Professional Skills: 1.A-D, 2.A-B, 4.A-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: Guest Speaker (Industry Partner), Field Trip GCU Cadaver Lab, Job Shadow, Virtual Tour Of

Osteopathic Office

Technical Standard: 3.1-3.2, 13.1-13.11

HOSA Regional Online Testing

Unit Name: (6) Pharmacology and Injections

(31 days- 15 Classroom, 16 Lab)

- Dosage Calculations
- Med Preparation
- Prescription Components
- Vaccines
- Administration of Medications

CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation, Pharmacology competition, math competition

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

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

Work-Based Learning: Guest Speaker (Industry Partner), Simulated Lab Experience All Injection Check-Offs, Industry Partner Check-Off

Technical Standard: 4.1-4.6, 6.1-6.10, 7.1 -7.12, 8.1-8.8, 9.1-9.6, 10.1-10.20, 11.1-11.6

Unit Name: (7) Front Office and Communication

(5 days- 4 Classroom, 1 Lab)

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

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

Professional Skills: 1.A-D, 2.A-C, 4.A-F,5.A-B, 6.A-C, 7.A-C, 8.A-I, 9.B-C

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

Work-Based Learning: Guest Speaker (Industry Partner), Simulated Lab Experience Patient Check-In And Check-Out, Job Shadowing

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

Unit Name: (8) Sensory System

(5 days- 3 Classroom, 2 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation

Professional Skills: 1.A-D, 2.A-B, 4.A-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 (Industry Partner), Virtual Tour Of Ophthalmology Office, Simulated Lab Experience Eye Exams

Technical Standard: 3.1-3.2, 4.1-4.6, 5.1-5.12, 6.1-6.10, 9.1-9.6, 10.1-10.20, 11.1-11.6, 12.1-12.9, 13.10

Unit Name: (9) Insurance and Billing

(7 days – 5 classroom, 2 lab)

- Health Insurance
- Patient Billing

CTSO Integration (Leadership Skills): Medical Assistant

Competition Simulation, speaking skills competition

Professional Skills: 1.A-D, 2.A-C, 4.A-F,5. A-B, 6.A-C, 7.A-C, 8.A-I, 9.B-C

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

Work-Based Learning: Guest Speaker (Industry Partner), Simulated Lab Experience Patient Check-In and Check-Out, Job Shadowing

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

Unit Name: (10) Law & Ethics and Convert to EMR

(4 days – 3 classroom, 1 lab)

- HIPAA
- Local, State and Federal Laws
- Consents/Scope
- Care tracker Case Studies
- Basic Computer Applications
- Identify components of EMR

CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation

Professional Skills: 1.A-D, 2.A-B, 4.A-F, 7.A-C, 8.A-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, Lab Simulations

Technical Standard: 4.1- 4.6, 5.1-5.5, 5.8-5.12, 9.1-9. 11.1-11.6

Unit Name: (11) CPR & First Aid

(2 days – 2 lab)

- 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 Certification Semester Exam

Semester 2

MA104 - Medical Assistant Services II

(86 days)

HOSA State Online Testing

Unit Name: (12) Circulatory/EKG

(10 days- 4 Classroom, 6 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

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

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

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

Work-Based Learning: Industry Partner Check-Off, Guest Speakers (Industry Partners) Job Shadow, Virtual Tour Of Cardiology Office, Simulated Lab Experience For Venipuncture, Capillary Punctures And Ekg's

Technical Standard: 3.1-3.2, 4.1-4.6, 5.1-5.12, 6.1-6.10, 8.1-8.8, 9.1-9.6, 10.1-10.20, 11.1-11.6, 12.1-12.9, 13.3

Unit Name: (13) Digestive System

(5 days – 4 classroom, 1 lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation

Professional Skills: 1.A-D, 2.A-B, 4.A-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: Guest Speakers (Industry Partners) Job Shadow, Virtual Tour of Gastroenterology Office

Technical Standard: 3.1-3.2, 4.1-4.6, 5.1-5.12, 6.1-6.10, 9.1-9.6, 10.1-10.20, 11.1-11.6, 13.5

Unit Name: (14) Venipuncture

(30 days- 10 Classroom, 20 Lab)

- 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

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

Unit Name: (15) Human Growth, Death & Dying

(3 days – 2 classroom, 1 lab)

- Stages of Grief
- Coping Skill

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

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

HOSA Regional Conference

Unit Name: (16) Respiratory System

(5 days- 3 Classroom, 2 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation

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

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

Work-Based Learning: Industry Partner Check Off, Guest Speakers (Industry Partners) Job Shadow, Virtual Tour Of Pulmonology Office, Simulated Lab Experience

Technical Standard: 3.1-3.2, 4.1-4.6, 5.1-5.12, 6.1-6.10, 9.1-9.6, 10.1-10.20, 11.1-11.6, 12.1-12.9, 13.4

Unit Name: (17) Nervous System

(5 days- 4 Classroom, 1 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

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

Professional Skills: 1.A-D, 2.A-B, 4.A-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: Guest Speakers (Industry Partners) Job Shadow, Simulated Lab Experience, Virtual Tour Of Neurology Office

Technical Standard: 3.1-3.2, 13.7

Unit Name: (18) Endocrine/Lymph

(7 days- 4 Classroom, 3 Lab)

- 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
Technical Standard: 3.1-3.2, 8.1-8.8, 10.1-10.20, 12.9, 13.8, 13.11

Unit Name: (19) Reproductive

(10 days- 5 Classroom, 5 Lab)

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation

Professional Skills: 1.A-D, 2.A-B, 4.A-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: Guest Speakers (Industry Partners) Job Shadow, Simulated Lab Experience

Technical Standard: 3.1-3.2, 4.1-4.6, 5.1-5.12, 6.1-6.10, 8.1-8.8, 9.1-9.6, 10.1-10.20, 11.1-11.6, 13.9

Unit Name: (20) Urinary

(7 days- 4 Classroom, 3 Lab)

- 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

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

Unit Name: (21) Minor Surgical

(6 days- 4 Classroom, 2 Lab)

- Sterile Tray Set up
- Sterile Technique
- Instrument Identification

CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation

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

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

Work-Based Learning: Industry Partner Check-Off, Guest Speakers (Industry Partners) Job Shadow, Simulated Lab Experience For Minor Surgical Procedures, Tray Set Up, Sterilizing Instruments, Operating The Autoclave, Virtual Tour Of Surgery Center

Technical Standard: 1.1-1.6, 3.1-3.2, 4.1-4.6, 5.1-5.12, 6.1-6.10, 8.1-8.8, 9.1-9.6, 10.1-10.20, 11.1-11.6

HOSA State Leadership Conference**Unit Name: (22) Professional Development**

(5 days- 4 Classroom, 1 Lab)

- Resume Building
- Interview Preparation
- Mock Interviews

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

Professional Skills: 1.A-D, 2.A-B, 4.A-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: Financial Guest Speaker, Guest Speakers (Industry Partners) Job Shadow, Resume Writing, Mock Interviews, Completion Of A Job Application, LinkedIn Profile Set, Simulated Job-Research Activity Technical Standard: 4.1, 11.1-11.6

**District Post-Assessment
Technical Skills Assessment**

- NHA-Certified Clinical Medical Assistant (CCMA)**
- AMT- Registered Medical Assistant (RMA)**
- NHA- Certified Phlebotomy Technician Exam (CPT)**
- AMT- Registered Phlebotomy Technician Exam (RPT)**

American Heart Association (AHA)
Common AZCCR Math Standards (CAMS)
English Language Arts Standards (ELAS)
Health Occupations Students of America (HOSA)
National Healthcare Association (NHA)
Occupational Safety Health Administration (OSHA)