

Medical Assisting Two-Year Program: Scope & Sequence

Year 1- Semester 1

MA101 - Medical Assisting Services I

(92 days)

District Pre-Assessment

Unit Name: (1) Introduction to Medical Assisting

- Roles and Responsibilities
- Laws and Regulations- Scope of Practice
- Medical Specialties
- Medical Terminology

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

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, ELA.11-12.L.6

Technical Standard: 11.1-11.6, 3.1-3.2, 4.1, 4.5, 5.2, 9.1-9.6

11 days- 8 Classroom, 3 Lab

27.5 Class Hours, 7.5 Lab Hours

Unit Name: (2) Safety and the Environment

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

CTSO Integration (Leadership Skills): MA 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

10 days- 4 Classroom, 6 Lab

10 Class Hours, 15 Lab Hours

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

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

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

Work-based Learning: Guest Speaker, industry partner check off, Simulated Lab Experience- Vitals & Parent Day, Meta Coach - White Coat Syndrome

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.

33 days- 10 Classroom, 23 lab

25 Class Hours, 57.5 Lab Hours

Unit Name: (4) Medical Law & Ethics

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

CTSO Integration (Leadership Skills): HOSA Online Testing Prep, MA 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

7 days- 4 Classroom, 3 Lab

10 Class Hours, 7.5 Lab Hours

Unit Name: (5) Front Office /Insurance

- Verbal/Non-verbal Communication
- Phone Etiquette
- Scheduling
- Insurance Procedures & Forms
- Diagnosis, CPT, Procedural Coding

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

Work-Based Learning: Guest Speaker, Simulated Lab- front office

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

10 days- 9 Classroom, 6 Lab

22.5 Class Hours, 15 Lab Hours

HOSA Fall Leadership Conference

Z

Unit Name: (6) Integumentary System

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures- Intradermal Injections

CTSO Integration (Leadership Skills): MA Competition

Work-Based Learning: Field Trip to GCU cadaver lab, 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.W.9, ELA.11-12.L.6, ELA.11-12.SL.4, ELA.11-12.SL.5

Technical Standard: 13.1-13.11

10 days- 6 Classroom, 4 Lab

15 Class Hours, 10 Lab Hours

HOSA Regional Testing

Unit Name: (12) CPR & First Aid

AHA-CPR AED Certification

- CPR/AED
- First Aid/Medications

CTSO Integration (Leadership Skills): MA Competition, CPR competition

Work-Based Learning: **AHA- CPR AED Certification**

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

4 days- 2 Classroom, 2 Lab

5 Class Hours,5 Lab Hours

Unit Name: (7) Skeletal System

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): MA Competition

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

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

7 days- 4 Classroom, 3 Lab

10 Class Hours, 7.5 Lab Hours

District Benchmark Exam

Year 1- Semester 2

MA102 - Medical Assisting Services I (89 days)

HOSA Online Testing

Unit Name: (7) Muscular System

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): MA Competition
Work-Based Learning: Field Trip GCU cadaver lab, Guest Speaker, Simulated Lab Experience- Anatomage Table
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

7 days- 4 Classroom, 3 Lab
10 Class Hours, 7.5 Lab Hours

Unit Name: (8) Pharmacology & Injections

- Dosage Calculations
- Med Preparation
- Prescription Components
- Vaccines

CTSO Integration (Leadership Skills): MA Competition, Pharmacology competition, math competition
Work-Based Learning: Parent Day, Industry partner check-off, job shadowing, Guest Speaker, Simulated Lab - Injections / Immunization, Meta Coach - Immunizations
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

37 days- 11 Classroom, 26 Lab
27.5 Class Hours, 65 Lab Hours

HOSA Regional Competition

Unit Name: (9) Nervous System

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): MA Competition
Work-Based Learning: Field Trip GCU cadaver lab, Guest Speaker, MetaCoach - PHQ-9
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

11 days- 6 Classroom, 2 Lab
15 Class Hours, 5 Lab Hours

Unit Name: (10) Sensory

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): MA Competition
Work-Based Learning: Guest Speaker, Laboratory project, Simulated Lab - Vision / Hearing Screenings
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

10 days- 6 Classroom, 4 Lab
15 Class Hours, 10 Lab Hours

HOSA State Competition

Unit Name: (11) Urinary

- Diagnostic Procedures
- Structure and Function
- Diseases and Disorders

CTSO Integration (Leadership Skills): MA Competition, HOSA Happenings, HOSA Scrapbook
Work-Based Learning: Laboratory project/skills, Guest Speaker, job shadowing, Simulated Lab - Urinalysis
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

11 days- 5 Classroom, 6 Lab
12.5 Class Hours, 15 Lab Hours

Unit Name: (13) Cumulative/ Test Prep

●Proficiency/Competencies
CTSO Integration (Leadership Skills): HOSA National Conference Prep, all HOSA Competitions related to MA
Work-Based Learning: Simulated Lab Experience- Previously taught skills
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: 1.1-1.6, 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

13 days- 4 Classroom, 9 Lab
10 Class Hours, 22.5 Lab Hours

District Post Assessment

HOSA International Competition

Year 2- Semester 1

MA201 Medical Assisting Services III (92 days)

Unit Name: (14) Lab Safety Review

- 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

2 days- 1 Classroom, 1 Lab

2.5 Class Hours, 2.5 Lab Hours

Unit Name: (15) Cardiovascular/EKG

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures: EKG

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

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

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

Technical Standard: 12.1-12.9, 13.1-13.11

20 days- 8 Classroom, 12 Lab

20 Class Hours, 30 Lab Hours

Unit Name: (16) Venipuncture

- Fundamentals
- Collect and Process Specimen

CTSO Integration (Leadership Skills): MA Competition

Work-Based Learning: Laboratory practice, Parent day, mentorship, Guest Speaker, Service Learning- Blood Drive, Simulated Lab - Venipuncture

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

28 days- 8 Classroom, 20 Lab

20 Class Hours, 50 Lab Hours

HOSA Fall Leadership Conference

Unit Name: (17) Digestive and Nutrition

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): MA Competition

Work-Based Learning: 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.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

10 days- 4 Classroom, 6 Lab

10 Class Hours, 15 Lab Hours

Unit Name: (18) Respiratory

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures: PFT's

CTSO Integration (Leadership Skills): MA Competition

Work-Based Learning: Mentorship, Guest Speaker, Simulated Lab - Spirometry / SVN / Peak Flow

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

Technical Standard: 12.1-12.9, 13.1-13.11

10 days- 4 Classroom, 6 Lab

10 Class Hours, 15 Lab Hours

HOSA Regional Conference

Unit Name: (19) Preparing For the Workforce

- Resume building
- Interview Preparation
- Mock Interviews

CTSO Integration (Leadership Skills): MA Competition, Job-seeking skills competition

Work-Based Learning: Mock interview, Resume Writing, 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

6 days- 4 Classroom, 2 Lab

10 Class Hours, 5 Lab Hours

Unit Name: (20) Review

- Phlebotomy Certification 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 Standards: 3.7, 7.2, 7.3, 8.1, 8.2, 8.3, 8.4, 8.7, 8.8

Simulated Lab - Venipuncture

15 Days- 3 Classroom, 12 Lab

7.5 Class Hours, 30 Lab Hours

Semester Exam

Certified Phlebotomy Technician (CPT) Certification

Registered Phlebotomy Technician (RPT) Certification

Year 2- Semester 2

MA202 Medical Assisting Services IV

(89 days)

Unit Name: (21) Endocrine/Lymphatic

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures: Throat swabs, capillaries

CTSO Integration (Leadership Skills): MA Competition
Work-Based Learning: Mentoring, Guest Speaker, Simulated Lab- Diabetes PBA, Meta Coach - Diabetes
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, 8.4, 13.11
10 days- 4 Classroom, 6 Lab
10 Class Hours, 15 Lab Hours

Unit Name: (22) Reproductive

- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

CTSO Integration (Leadership Skills): MA Competition
Work-Based Learning: Guest Speaker, Simulated Lab - Urine Pregnancy test, Pap tray set-up, Well Woman Visit
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
13 days- 10 Classroom, 3 Lab
25 Class Days, 7.5 Lab Days

HOSA Online State Testing

Unit Name: (23) Human Growth, Death & Dying

- Stages of Grief
- Coping Skills

CTSO Integration (Leadership Skills): MA 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
7 days- 4 Classroom, 3 Lab
10 Class Hours, 7.5 Lab Hours

Unit Name: (24) Minor Surgical Procedures

- Sterile Tray Set up
- Sterile Technique
- Instrument Identification

CTSO Integration (Leadership Skills): MA Competition
Work-Based Learning: Guest speaker, Simulated Lab - Surgical Tray Set-up, Meta Coach - Incision and Drainage
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
10 days- 4 Classroom, 6 Lab
10 Class Hours, 15 Lab Hours

HOSA State Leadership Conference

Unit Name: (25) Cumulative

- Proficiency/Competencies
- Mock Interviews
- Extern Responsibilities
- Externship
- Certification Preparation: NHA- Certified *Clinical Medical Assistant (CCMA)*, *AMT*- Registered Medical Assistant, CTSO Integration (Leadership Skills): HOSA National Conference, 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: 1.1-1.6, 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
48 days- 13 Classroom, 35 Lab
32.5 Class Hours, 87.5 Lab Hours

ADE Technical Skills Assessment

NHA-Certified Clinical Medical Assistant (CCMA)
AMT- Registered Medical Assistant (RMA)

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