Medical Assisting | One Year Program: Scope & Sequence

Semester 1
MA103 - Medical Assistant Foundations I
(98 days)

District Pre-Assessment

Unit Name: (1) Medical Assisting as a Career (3 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


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 (7 days)
● Medical Asepsis
● OSHA
● Lab Safety, Controls

CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation


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

Work-Based Learning: Guest Speaker (Industry Partner)

Community Service, Simulated Lab Experience Hand Washing

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

Unit Name: (3) Medical Terminology (15 days)
● Root words
● Prefixes
● Suffixes
● Patient Positioning

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


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

Work-based Learning: Job shadow, Guest Speakers, community service

Technical Standard: 3.1-3.2, 4.1, 4.5

Unit Name: (4) Front Office Insurance and Communication (13 days)
● Verbal/Non-verbal Communication
● Phone Etiquette
● Scheduling
● Health Insurance

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


Work-Based Learning: Guest Speaker (Industry Partner)

Community Service, 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: (5) Law & Ethics (5 days)
● HIPAA
● Local, State and Federal Laws
● Consents/Scope

CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation


Work-Based Learning: Guest Speaker, Community Service

Technical Standard: 4.1-4.6, 11.1-11.6

HOSA Regional Online Testing

Unit Name: (6) Body Measurements (6 days)
● Vitals/Chief Complaint
● Medical History
● Exam Room Prep

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


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

Work-based Learning: Job Shadowing, Guest Speakers, Industry Partner Check-Off, Community Service, 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: (7) Musculoskeletal (5 days)
● Structure and Function
● Diseases and Disorders
● Diagnostic Procedures

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


Unit Name: (8) Integumentary System (5 days)
- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures
CTSO Integration (Leadership Skills): Medical Assistant
Competition Simulation, HOSA Happenings, HOSA Scrapbook,
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, Community Service
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: (9) Pharmacology and Injections (20 days)
- Dosage Calculations
- Med Preparation
- Prescription Components
- Vaccines
CTSO Integration (Leadership Skills): Medical Assistant
Competition Simulation, Pharmacology competition, math
competition
Work-Based Learning: Guest Speaker (Industry Partner)
Community Service, 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: (10) Nervous System (5 days)
- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures
CTSO Integration (Leadership Skills): HOSA State Conference
Medical Assistant Competition Simulation
Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6,
ELA.11-12.SL.4, ELA.11-12.SL.5, HS.L1U.1.20
Work-Based Learning: Guest Speakers (Industry Partners) Job
Shadow, Community Service, Virtual Tour Of Neurology Office
Technical Standard: 3.1-3.2, 13.7

Unit Name: (11) Sensory System (5 days)
- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures
CTSO Integration (Leadership Skills): Medical Assistant
Competition Simulation
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)
Community Service, 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: (12) 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,
Work-Based Learning: Laboratory project/skills, lab
simulations, externship, job shadowing, community service

Semester Exam

Semester 2
MA104 - Medical Assistant Services II
(76 days)

HOSA State Online Testing

Unit Name: (1) Electronic Medical Records (EMR) (6 days)
- Care tracker Case Studies
- Basic Computer Applications
- Identify components of EMR
CTSO Integration (Leadership Skills): Medical Assistant
Competition
Academic Standards: ELA.11-12.L.6
Work-based Learning: Job Shadow, lab simulations,
community service
Technical Standard: 5.1-5.4, 5.5, 5.8-5.10, 5.11, 5.12, 9.1-9.

Unit Name: (2) Circulatory/EKG (17 days)
- 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
Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6,
HS.L1U.1.20
Work-Based Learning: Industry Partner Check-Off, Guest
Speakers (Industry Partners) Job Shadow, Community Service,
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: (3) Venipuncture (30 days)
- Fundamentals
- Collect and Process Specimen
CTSO Integration (Leadership Skills): Medical Assistant Competition
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

Unit Name: (4) Respiratory System (5 days)
- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures
CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation
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, Community Service, Virtual Tour Of Pulmonology 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, 12.1-12.9, 13.4

Unit Name: (5) CPR & First Aid (3 days)
- CPR/AED
- First Aid/Medications
CTSO Integration (Leadership Skills): Medical Assistant Competition, CPR competition
Work-Based Learning: Laboratory simulation, community service

Unit Name: (6) Minor Surgical (6 days)
- Sterile Tray Set up
- Sterile Technique
- Instrument Identification
CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation
Work-Based Learning: Industry Partner Check-Off, Guest Speakers (Industry Partners) Job Shadow, Community Service,

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 Regional Conference

Unit Name: (7) Human Growth, Death & Dying (5 days)
- Stages of Grief
- Coping Skill
CTSO Integration (Leadership Skills): HOSA Fall Conference, Medical Assistant Competition
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

Unit Name: (8) Endocrine (10 days)
- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures
CTSO Integration (Leadership Skills): Medical Assistant Competition
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: (9) Reproductive (10 days)
- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures
CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation
Work-Based Learning: Guest Speakers (Industry Partners) Job Shadow, Community Service
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: (10) Gastrointestinal (5 days)
- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures
CTSO Integration (Leadership Skills): Medical Assistant Competition Simulation

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Work-Based Learning: Guest Speakers (Industry Partners)
Job Shadow, Community Service, 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: (11) Lymph | Immune (4 days)
● Structure and Function
● Diseases and Disorders
● Diagnostic Procedures
CTSO Integration (Leadership Skills): HOSA Online Testing
Medical Assistant Competition Simulation
Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6, HS.L3U1.24-26
Work-Based Learning: Guest Speakers (Industry Partners) Job Shadow, Community Service
Technical Standard: 3.1-3.2, 8.1-8.8, 10.1-10.20, 13.11

Unit Name: (12) Professional Development (5 days)
● Resume Building
● Interview Preparation
● Mock Interviews
CTSO Integration (Leadership Skills): Medical Assistant Competition, Job seeking skills competition
Work-Based Learning: Financial Guest Speaker, Guest Speakers (Industry Partners) Job Shadow, Community Service, 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
AHA-CPR AED Certification
OSHA 10 Medical Certification
NHA-Certified Clinical Medical Assistant (CCMA)
American Medical Technologists (AMT)
Registered Medical Assistant (RMA)
Registered Phlebotomy Technician Exam

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)