

# 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, CTSS 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 (7 days)

- 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)  
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  
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, 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  
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)  
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  
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  
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  
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, 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 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)  
Community Service, Field Trip GCU Cadaver Lab, Job Shadow,  
Virtual Tour Of Osteopathic Office  
Technical Standard: 3.1-3.2, 13.1-13.11

**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,  
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, 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  
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)  
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  
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, 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  
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)  
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,  
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

**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  
Professional Skills: 1.C-1.D, 4.B, 8.A-8.I, 9.A-9.C  
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  
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, 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  
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

**Unit Name: (4) Respiratory System (5 days)**

- 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, 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  
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

**Unit Name: (6) Minor Surgical (6 days)**

- 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, 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  
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

**Unit Name: (8) Endocrine (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: (9) Reproductive (10 days)**

- 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, 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  
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, 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

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

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

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, 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)