Medical Assisting Two Year Program: Scope & Sequence

Year 1 - Semester 1

MA101 - Medical Assisting Services I
(89 days)

District Pre-Assessment

Unit Name: (1) Medical Assisting as a Career (7 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 (10 days)
● Asepsis/Univ. Precautions
● Lab Safety
● OSHA Guidelines
● Exam Room Prep
CTSO Integration (Leadership Skills): Medical Assistant Competition
Academic Standards: ELA.11-12.L.6
Work-based Learning: Job Shadow, community service
Technical Standard: 1.1-1.6, 10.1-10.20

Unit Name: (3) Front Office, Insurance & Communication (15 days)
● Verbal/Non-verbal Communication
● Phone Etiquette
● Scheduling
● Insurance Procedures
CTSO Integration (Leadership Skills): Medical Assistant Competition, speaking skills competition
Work-Based Learning: Job Shadow, guest speaker, Front office simulation, phone etiquette, community service
Technical Standard: 2.1-2.5, 3.1-3.2, 4.1-4.6, 5.1-5.12, 9.1-9.6

Unit Name: (4) Medical Law & Ethics (7 days)
● 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, community service
Technical Standard: 4.1-4.6, 11.1-11.6

HOSA Regional Online Testing (3 days)

Unit Name: (5) Body Measurements & Assisting In An Exam (30 days)
Vitals/Chief Complaint
Medical History
Exam Room Prep
CTSO Integration (Leadership Skills): HOSA Fall Conference, Medical Assisting Competition
Academic Standards: 5.MD.A, ELA.11-12.L.6
Work-based Learning: Job shadowing, guest speakers, mentorship, externship, industry partner check off, community service
Technical Standard: 5.4, 5.12, 6.1-6.10, 8.1, 8.7, 11.5

Unit Name: (7) Musculoskeletal (20 days)
● Structure and Function
● Diseases and Disorders
● Diagnostic Procedures
CTSO Integration (Leadership Skills): Medical Assistant Competition
Work-Based Learning: Job Shadow, Field Trip GCU cadaver lab, community service

Year 1 - Semester 2

MA102 - Medical Assisting Services I
(92 days)

HOSA State Online Testing (5 days)

Unit Name: (7) Integumentary System (5 days)
● Structure and Function
● Diseases and Disorders
● Diagnostic Procedures
Unit Name: (8) Pharmacology & Injections (30 days)
- Dosage Calculations
- Med Preparation
- Prescription Components
- Vaccines

Unit Name: (9) Nervous System (7 days)
- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

Unit Name: (10) Sensory (7 days)
- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

Unit Name: (11) Urinary (10 days)
- Diagnostic Procedures

CTSO Integration (Leadership Skills): HOSA National Conference, Medical Assistant Competition, Public health competition
Work-Based Learning: Field Trip GCU cadaver lab. , community service

Work-Based Learning: Parent Day, Industry partner check off, lab simulations, externship, job shadowing, community service
Technical Standard: 7.1-7.12, 8.1-8.8

HOSA Regional Conference (5 days)

Unit Name: (12) Cumulative (25 days)
- Proficiency/Competencies

HOSA State Conference (8 days)

Year 2- Semester 1
MA201 Medical Assisting Services III
(78 days)

Unit Name: (1) Cardiovascular/EKG (20 days)
- Structure and Function
- Diseases and Disorders
- Diagnostic Procedures

Unit Name: (2) Venipuncture (30 days)
- Fundamentals
- Collect and Process Specimen

CTSO Integration (Leadership Skills): HOSA National Conference, Medical Assistant Competition
Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6, HS.L1U1.20
Work-Based Learning: Field Trip GCU cadaver lab. , community service

Unit Name: (3) Specimen (30 days)
- Collection
- Preparation

Unit Name: (4) Blood Bank (30 days)
- Blood Transfusion
- Blood Storage

Unit Name: (5) Immunization (30 days)
- Immunization Schedule
- Vaccine Administration

Unit Name: (6) Infection Control (30 days)
- Standard Precautions
- Cross-Contamination

Unit Name: (7) Infection Control (30 days)
- Infection Control Policies
- Housekeeping

CTSO Integration (Leadership Skills): Medical Assistant Competition
Work-Based Learning: Laboratory project/skills, lab simulations, externship, job shadowing, community service

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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

HOSA Regional Online Testing (3 days)

Unit Name: (3) Respiratory (15 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,
HS.L2U1.19
Work-Based Learning: Laboratory simulation project, mentorship

Unit Name: (4) CPR & First Aid (4 days)
● CPR/AED
● First Aid/Medications
CTSO Integration (Leadership Skills): Medical Assistant Competition, CPR competition
Work-Based Learning: Laboratory simulation, community service

AHA- CPR AED

Unit Name: (5) Minor Surgical Procedures (10 days)
● Sterile Tray Set up
● Sterile Technique
● Instrument Identification
CTSO Integration (Leadership Skills): Medical Assistant Competition
Work-Based Learning: Guest speaker, community service
Technical Standard: 3.1, 7.2, 7.3, 8.1, 8.2, 8.3, 8.4, 8.7, 8.8

Unit Name: (6) Human Growth, Death & Dying (10 days)
● Stages of Grief
● Coping Skills
CTSO Integration (Leadership Skills): HOSA Fall Conference, Medical Assistant Competition
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

Semester Exam

HOSA State Online Testing (5 days)

Year 2- Semester 2
MA202 Medical Assisting Services IV
(75 days)

Unit Name: (7) Endocrine/ EMR (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: (8) Reproductive (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.W.9,
ELA.11-12.L.6, ELA.11-12.SL.4, ELA.11-12.SL.5, HS.L3U1.24-26
Work-Based Learning: Community service
Technical Standard: 3.1, 6.7, 6.8, 6.9, 6.10, 8.1, 8.4, 10.4,
10.11, 13.9

HOSA Regional Conference (5 days)

Unit Name: (9) Lymphatic & Immune (10 days)
● Structure and Function
● Diseases and Disorders
● Diagnostic Procedures
CTSO Integration (Leadership Skills): HOSA Online Testing Preparation, Medical Assistant Competition
Academic Standards: ELA.11-12.L.4, ELA.11-12.L.6,
HS.L3U1.24-26
Work-Based Learning: Community service
Technical Standard: 3.1, 8.4, 13.11

Unit Name: (10) Digestive (10 days)
● Structure and Function
● Diseases and Disorders
● Diagnostic Procedures
CTSO Integration (Leadership Skills): Medical Assistant Competition
Work-Based Learning: Community service
Technical Standard: 3.1, 13.5

HOSA State Conference (8 days)

Unit Name: (11) Professional Development (10 days)
● 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, community service
Technical Standard: 4.1

Unit Name: (12) Cumulative (22 days)
● Proficiency/Competencies
● Extern Responsibilities
● Certification Preparation: NHA- Certified Clinical Medical Assistant (CCMA), AMT- Registered Medical Assistant, Registered Phlebotomy Technician exams
CTSO Integration (Leadership Skills): HOSA National Conference, Medical Assistant Competition, all HOSA Competitions related to MA
Academic Standards: ELA.11-12.L.6
Work-Based Learning: 160 hour student externship experience at industry partners, community service

ADE Technical Skills Assessment

Semester Exam

AHA-CPR AED Certification
NHA-Certified Clinical Medical Assistant (CCMA)
Registered Medical Assistant (RMA)
Registered Phlebotomy Technician Exam

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