

Semester 1		Semester 2	
<p><i>District Pre-Assessment</i></p> <p><u>Unit 1 (10 days)</u></p> <p>Intro to Medical Assisting</p> <ul style="list-style-type: none"> • Roles and Responsibilities • Laws and Regulations • Medical Specialties <p>(Standards – 11.0)</p> <p><u>Unit 2 (15 days)</u></p> <p>Infection Control</p> <ul style="list-style-type: none"> • Asepsis/Univ. Precautions • Lab Safety • OSHA Guidelines <p>(Standards – 10.0, 1.0, 8.0)</p> <p><i>OSHA10 Medical Certification</i></p> <p><u>Unit 3 (15 days)</u></p> <p>Medical Terminology</p> <ul style="list-style-type: none"> • Root words • Prefixes • Suffixes • Patient Positioning <p>(Standards – 3.0)</p>	<p><u>Unit 4 (20 days)</u></p> <p>Body Measurements</p> <ul style="list-style-type: none"> • Vitals/Chief Complaint • Medical History • Exam Room Prep <p>(Standards – 12.0, 6.0)</p> <p><i>HOSA Fall Conference</i> <i>HOSA Online Testing Prep</i></p> <p><u>Unit 5 (7 days)</u></p> <p>Sensory</p> <ul style="list-style-type: none"> • Structure and Function • Diseases and Disorders • Diagnostic Procedures <p>(Standards – 12.0, 13.0)</p> <p><u>Unit 6 (10 days)</u></p> <p>Medical Law & Ethics</p> <ul style="list-style-type: none"> • HIPAA • Local, State and Federal Laws • Consents/Scope <p>(Standards – 2.0, 4.0, 11.0)</p> <p><i>Semester Exam</i></p>	<p><i>HOSA Online Testing</i></p> <p><u>Unit 7 (20 days)</u></p> <p>Pharmacology & Injections</p> <ul style="list-style-type: none"> • Dosage Calculations • Med Preparation • Prescription Components • Vaccines <p>(Standards – 7.0, 8.0)</p> <p><u>Unit 8 (10 days)</u></p> <p>Front Office, Insurance & Communication</p> <ul style="list-style-type: none"> • Verbal/Non-verbal Communication • Phone Etiquette • Scheduling • Insurance Procedures <p>(Standards – 3.0, 4.0, 5.0, 9.0)</p> <p><u>Unit 9 (20 days)</u></p> <p>Electronic Medical Records (EMR)</p> <ul style="list-style-type: none"> • Care tracker Case Studies • Basic Computer Applications • Identify components of EMR <p>(Standards 5.8, 5.9, 9.0)</p>	<p><u>Unit 10 (10 days)</u></p> <p>Urinary</p> <ul style="list-style-type: none"> • Diagnostic Procedures • Structure and Function • Diseases and Disorders <p>(Standards -13.0,6.0,8.0)</p> <p><i>HOSA State Conference</i></p> <p><u>Unit 11 (5 days)</u></p> <p>Musculoskeletal</p> <ul style="list-style-type: none"> • Structure and Function • Diseases and Disorders • Diagnostic Procedures <p>(Standards – 13.0)</p> <p><u>Unit 12 (7 days)</u></p> <p>Integumentary</p> <ul style="list-style-type: none"> • Structure and Function • Diseases and Disorders • Diagnostic Procedures <p>(Standards – 13.0)</p> <p><i>District Post-Assessment</i> <i>HOSA National Conference</i></p>
<p style="text-align: center;">Learning experiences provided over the course of the year include:</p> <ul style="list-style-type: none"> • Professional Skills • Leadership Development – HOSA 			

Semester 3		Semester 4	
<p><u>Unit 1 (20 days)</u></p> <p>Circulatory</p> <ul style="list-style-type: none"> Structure and Function Diseases and Disorders Diagnostic Procedures <p>(Standards – 8.0, 10.0, 12.0, 13.0)</p> <p><u>Unit 2 (15 days)</u></p> <p>Respiratory</p> <ul style="list-style-type: none"> Structure and Function Diseases and Disorders Diagnostic Procedures <p>(Standards – 12.0, 13.0)</p> <p><u>Unit 3 (15 days)</u></p> <p>Reproductive</p> <ul style="list-style-type: none"> Structure and Function Diseases and Disorders Diagnostic Procedures <p>(Standards – 6.0, 8.0, 10.0, 13.0)</p>	<p><u>Unit 4 (5 days)</u></p> <p>Human Growth, Death & Dying</p> <ul style="list-style-type: none"> Stages of Grief Coping Skills <p>(Standards – 3.0, 4.0, 9.0, 11.0)</p> <p>HOSA Fall Conference</p> <p>HOSA Online Testing Prep</p> <p><u>Unit 5 (10 days)</u></p> <p>Endocrine</p> <ul style="list-style-type: none"> Structure and Function Diseases and Disorders Diagnostic Procedures <p>(Standards – 8.0, 13.0)</p> <p><u>Unit 6 (10 days)</u></p> <p>Lymphatic & Immune</p> <ul style="list-style-type: none"> Structure and Function Diseases and Disorders Diagnostic Procedures <p>(Standards – 8.0, 10.0, 13.0)</p> <p>Semester Exam</p>	<p>HOSA Online Testing</p> <p><u>Unit 7 (10 days)</u></p> <p>Minor Surgical Procedures</p> <ul style="list-style-type: none"> Sterile Tray Set up Sterile Technique Instrument Identification <p>(Standards – 7.0, 8.0)</p> <p><u>Unit 8 (10 days)</u></p> <p>Gastroenterology</p> <ul style="list-style-type: none"> Structure and Function Diseases and Disorders Diagnostic Procedures <p>(Standards – 10.0, 13.0)</p> <p><u>Unit 9 (10 days)</u></p> <p>Nervous System</p> <ul style="list-style-type: none"> Structure and Function Diseases and Disorders Diagnostic Procedures <p>(Standards – 13.0)</p> <p><u>Unit 10 (5 days)</u></p> <p>Professional Development</p> <ul style="list-style-type: none"> Resume building Interview Preparation Mock Interviews <p>(Standards – 11.0)</p>	<p>HOSA State Conference</p> <p><u>Unit 11 (5 days)</u></p> <p>CPR & First Aid</p> <ul style="list-style-type: none"> CPR/AED First Aid/Medications <p>(Standards – 7.0, 8.0)</p> <p>American Heart Association</p> <p>CPR/AED Certification</p> <p>ADE Skill Standards Assessment</p> <p><u>Unit 12 (30 days)</u></p> <p>Cumulative</p> <ul style="list-style-type: none"> Proficiency/Competencies Extern Responsibilities Certification Preparation <p>(Standards – WES)</p> <p>National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) Certification Exam</p> <p>160 Hour Student Externship Experience at Industry Partners*</p> <p>American Medical Technologists (AMT) Registered Medical Assistant Certification Exam & Registered Phlebotomy Technician Certification Exam</p> <p>HOSA National Conference</p>
<p>Learning experiences provided over the course of the year include:</p> <ul style="list-style-type: none"> Professional Skills & Leadership Development – HOSA <p>* Student must meet eligibility requirements to participate</p>			