

### Semester 1

<p><b><i>District Pre-Assessment</i></b></p> <p><u>Unit 1 (3 days)</u></p> <p><b>Intro to Medical Assisting</b></p> <ul style="list-style-type: none"> <li>• Roles and Responsibilities</li> <li>• Laws and Regulations</li> <li>• Medical Specialties</li> </ul> <p>Technical Standards: 11.0</p> <p><u>Unit 2 (11 days)</u></p> <p><b>Infection Control</b></p> <ul style="list-style-type: none"> <li>• Medical Asepsis</li> <li>• OSHA &amp; Lab Safety</li> </ul> <p>Technical Standards: 1.0, 10.0, 8.0</p> <p><b><i>OSHA10 Medical Certification</i></b></p> <p><u>Unit 3 (6 days)</u></p> <p><b>Body Measurements</b></p> <ul style="list-style-type: none"> <li>• Vitals/Chief Complaint</li> <li>• Medical History</li> <li>• Exam Room Prep</li> </ul> <p>Technical Standards: 12.0, 6.0</p> <p><u>Unit 4 (14 days)</u></p> <p><b>Medical Terminology</b></p> <ul style="list-style-type: none"> <li>• Root words</li> <li>• Prefixes &amp; Suffixes</li> </ul> <p>Technical Standards: 3.0</p>	<p><u>Unit 5 (3 days)</u></p> <p><b>Anatomical Descriptions and Body Structures</b></p> <ul style="list-style-type: none"> <li>• Body regions/planes</li> <li>• Patient positioning</li> </ul> <p>Technical Standards: 3.0</p> <p><u>Unit 6 (15 days)</u></p> <p><b>Pharmacology and Injections</b></p> <ul style="list-style-type: none"> <li>• Dosage Calculations</li> <li>• Med Preparation</li> <li>• Prescription Components</li> <li>• Vaccines</li> </ul> <p>Technical Standards: 7.0, 8.0</p> <p><u>Unit 7 (5 days)</u></p> <p><b>Musculoskeletal</b></p> <ul style="list-style-type: none"> <li>• Structure and Function</li> <li>• Diseases and Disorders</li> <li>• Diagnostic Procedures</li> </ul> <p>Technical Standards: 13.0</p>	<p><u>Unit 8 (5 days)</u></p> <p><b>Nervous System</b></p> <ul style="list-style-type: none"> <li>• Structure and Function</li> <li>• Diseases and Disorders</li> <li>• Diagnostic Procedures</li> </ul> <p>Technical Standards: 13.0</p> <p><u>Unit 9 (5 days)</u></p> <p><b>Sensory System</b></p> <ul style="list-style-type: none"> <li>• Structure and Function</li> <li>• Diseases and Disorders</li> <li>• Diagnostic Procedures</li> </ul> <p>Technical Standards: 12.0, 13.0</p> <p><b><i>HOSA Fall Conference</i></b></p> <p><u>Unit 10 (8 days)</u></p> <p><b>Law &amp; Ethics</b></p> <ul style="list-style-type: none"> <li>• HIPAA</li> <li>• Local, State and Federal Laws</li> <li>• Consents/Scope</li> </ul> <p>Technical Standards: 2.0, 4.0, 11.0</p>	<p><u>Unit 11 (5 days)</u></p> <p><b>Lab Procedures</b></p> <ul style="list-style-type: none"> <li>• CLIA testing</li> <li>• Controls</li> <li>• Diagnostic Procedures</li> </ul> <p>Technical Standards: 1.0, 8.0, 10.0</p> <p><u>Unit 12 (4 days)</u></p> <p><b>Urinary System</b></p> <ul style="list-style-type: none"> <li>• Diagnostic Procedures</li> <li>• Structure and Function</li> <li>• Diseases and Disorders</li> </ul> <p>Technical Standards: 6.0, 8.0, 13.0</p> <p><u>Unit 13 (5 days)</u></p> <p><b>Reproductive</b></p> <ul style="list-style-type: none"> <li>• Structure and Function</li> <li>• Diseases and Disorders</li> <li>• Diagnostic Procedures</li> </ul> <p>Technical Standards: 6.0, 8.0, 10.0, 13.0</p> <p><b><i>Semester Exam</i></b></p>
<p>Learning experiences provided over the course of the year</p> <ul style="list-style-type: none"> <li>• Professional Skills</li> <li>• Leadership Development – HOSA</li> </ul>			

### Semester 2

<p><b><i>HOSA Online Testing</i></b></p> <p><u>Unit 14 (13 days)</u></p> <p><b>Intro to Front Office</b></p> <ul style="list-style-type: none"> <li>• Verbal/Non-verbal Communication</li> <li>• Phone Etiquette</li> <li>• Scheduling</li> <li>• Health Insurance</li> </ul> <p>Technical Standards: 3.0, 4.0, 5.0, 9.0</p> <p><u>Unit 15 (18 days)</u></p> <p><b>Circulatory</b></p> <ul style="list-style-type: none"> <li>• Structure and Function</li> <li>• Diseases and Disorders</li> <li>• Diagnostic Procedures – EKG</li> <li>• Phlebotomy</li> </ul> <p>Technical Standards: 8.0, 10.0, 12.0, 13.0</p> <p><u>Unit 16 (5 days)</u></p> <p><b>Endocrine</b></p> <ul style="list-style-type: none"> <li>• Structure and Function</li> <li>• Diseases and Disorders</li> <li>• Diagnostic Procedures</li> </ul> <p>Technical Standards: 8.0, 13.0</p>	<p><u>Unit 17 (5 days)</u></p> <p><b>Gastrointestinal</b></p> <ul style="list-style-type: none"> <li>• Structure and Function</li> <li>• Diseases and Disorders</li> <li>• Diagnostic Procedures</li> </ul> <p>Technical Standards: 10.0, 13.0</p> <p><u>Unit 18 (5 days)</u></p> <p><b>Respiratory System</b></p> <ul style="list-style-type: none"> <li>• Structure and Function</li> <li>• Diseases and Disorders</li> <li>• Diagnostic Procedures</li> </ul> <p>Technical Standards: 12.0, 13.0</p> <p><u>Unit 19 (6 days)</u></p> <p><b>Minor Surgical</b></p> <ul style="list-style-type: none"> <li>• Sterile Tray Set up</li> <li>• Sterile Technique</li> <li>• Instrument Identification</li> </ul> <p>Technical Standards: 7.0, 8.0</p>	<p><b><i>HOSA State Conference</i></b></p> <p><u>Unit 20 (4 days)</u></p> <p><b>Lymph/Immune</b></p> <ul style="list-style-type: none"> <li>• Structure and Function</li> <li>• Diseases and Disorders</li> <li>• Diagnostic Procedures</li> </ul> <p>Technical Standards: 8.0, 10.0, 13.0</p> <p><u>Unit 21 (7 days)</u></p> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Resume building</li> <li>• Interview Preparation</li> <li>• Mock Interviews</li> </ul> <p>Technical Standards: 11.0</p> <p><u>Unit 22 (4 days)</u></p> <p><b>Cardiopulmonary Resuscitation</b></p> <ul style="list-style-type: none"> <li>• CPR/AED Certification (American Heart Association)</li> <li>• Bandaging/Splinting</li> <li>• First Aid/Medications</li> </ul> <p>Technical Standards: 7.0, 8.0</p>	<p><b><i>ADE Technical Skills Assessment</i></b></p> <p><u>Unit 23 (18 days)</u></p> <p><b>Electronic Medical Records</b></p> <ul style="list-style-type: none"> <li>• Care tracker Case Studies</li> <li>• Basic Computer Applications</li> <li>• Identify components of EMR</li> </ul> <p>Technical Standards: 5.8, 9.0</p> <p><b><i>District Post-Assessment</i></b></p> <p><b><i>National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) Certification Exam</i></b></p> <p><b><i>160 Hour Student Externship Experience at Industry Partners*</i></b></p> <p><b><i>American Medical Technologists (AMT) Registered Medical Assistant Certification Exam &amp; Registered Phlebotomy Technician Certification Exam</i></b></p> <p><b><i>HOSA National Conference</i></b></p>
<p>Learning experiences provided over the course of the year</p> <ul style="list-style-type: none"> <li>• <b>Professional Skills</b></li> <li>• <b>Leadership Development – HOSA</b></li> </ul> <p>* Student must meet eligibility requirements to participate</p>			