

AES Health Science Theory Pacing Guide

The AES health science curriculum contains over a thousand hours of content. With so much material available, you may want additional guidance on how to use the curriculum in your classroom.

To help make planning easier and ensure you meet your standards, this guide offers a recommended sequence for a year-long Health Science Theory course.

In the guide, you'll find a week-by-week breakdown of which modules to use, approximate hours of instruction, and learning objectives for each unit.

By the end of this guide, you should be well equipped to use the AES curriculum in your classroom.

Tips and Resources to Help You with Planning:

- The hours listed for each AES Unit refer to the approximate class time it will take students to complete the eLearning lessons.
- The weekly pacing allows time for projects, teacher instruction, student skills practice, and other activities not included in the AES curriculum.
- This guide doesn't account for holidays, school functions, school testing, or other events that may affect your class schedule.
- For weeks 18 and 36, you can choose to create a midterm and final exam within the AES system or using your own method. Learn about creating exams in AES here: [How to Create an Exam](#)
- [Visit this page](#) for guidance on resources you can use alongside HealthCenter21.

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WEEK	AES MODULE	UNIT	OBJECTIVES
1	How to Ace This Class	Unit 1: How to Ace This Class (1 hour)	<ul style="list-style-type: none"> - Identify five ways the brain learns - Determine strong study habits - Own responsibility for success
1	Digital Responsibility	Unit 1: Digital Responsibility (1 hour)	<ul style="list-style-type: none"> - Understand the "3 R's" of digital learning: respect, right use, and responsibility
2	Communications	Unit 1: Basic Communication (1 hour)	<p>Lesson 1 - Types of Communication</p> <ul style="list-style-type: none"> - Identify examples of verbal and nonverbal communication. - Interpret verbal and nonverbal behaviors to augment communication within scope of practice. <p>Lesson 2 - Communication Process</p> <ul style="list-style-type: none"> - Apply the elements of communication using the sender-receiver model. - Apply active listening skills using reflection techniques.
2		Unit 2: Interpersonal Communication (1 hour)	<p>Lesson 1 - General Guidelines</p> <ul style="list-style-type: none"> - Identify attitudes and behaviors that promote positive interactions. - Interact appropriately with diverse ethnic, age, cultural, religious, and economic groups. - Discuss the differences between constructive and non-constructive criticism. <p>Lesson 2 - Group Communication</p> <ul style="list-style-type: none"> - Actively listen to other team members. - Exhibit respectful and empathetic behavior when interacting with peers, superiors, subordinates, and customers in group situations. <p>Lesson 3 - Directions</p> <ul style="list-style-type: none"> - Demonstrate use of precise language to clearly communicate ideas. - Demonstrate ability to give and follow directions.

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2		Unit 3: Communication Barriers (1 hour)	<p>Lesson 1 - Personal Barriers</p> <ul style="list-style-type: none"> - Identify barriers that can affect client confidence. - Develop communication skills that are responsive rather than reactive. - Adjust communication to other's ability to understand. <p>Lesson 2 - Cultural Barriers</p> <ul style="list-style-type: none"> - Identify barriers that can affect client confidence. - Adapt communication skills to varied levels of understanding and cultural orientation. - Identify effective techniques for communicating with clients with non-English or limited English proficiency. <p>Lesson 3 - Physical Barriers</p> <ul style="list-style-type: none"> - Identify barriers that can affect client confidence. - Identify effective techniques for communicating with behaviorally or emotionally impaired clients; hearing, speech, and vision impaired clients; and mentally and physically challenged clients. <p>Lesson 4 - Environmental Barriers</p> <ul style="list-style-type: none"> - Identify barriers that can affect client confidence. - Access resources needed to remove communication barriers.
3		Unit 4: Communication with Patients (1 hour)	<p>Lesson 1 - Interaction</p> <ul style="list-style-type: none"> - Identify attitudes and behaviors that promote positive interaction between the health care provider and client. - Explain routine procedures at a client's level of understanding. - Demonstrate courtesy to others, including self-introduction. <p>Lesson 2 - Education</p> <ul style="list-style-type: none"> - Recognize the importance of patient/client education regarding health care.

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			- Explain routine procedures at client's level of understanding.
3		Unit 5: Documentation (1 hour)	<p>Lesson 1 - Documents</p> <ul style="list-style-type: none"> - Identify types of documentation used in the health care profession. - Secure needed information to establish a health history. - Provide written communication that is accurate and grammatically correct, using nomenclature appropriate to the environment. <p>Lesson 2 - Reporting</p> <ul style="list-style-type: none"> - Distinguish between factual reports and opinion. - Develop basic observational skills related to documentation strategies in written and oral form. - Report both subjective and objective information.
3		Unit 6: Communication Technology (1 hour)	<p>Lesson 1 - Telephone Skills</p> <ul style="list-style-type: none"> - Identify policies and protocols regarding use of telecommunications tools. - Give and take complete and accurate messages. <p>Lesson 2 - Other Technologies</p> <ul style="list-style-type: none"> - Demonstrate knowledge of new and emerging communication technologies. - Discuss the use of communication technology to access and distribute data and other information in accordance with established policies and protocols. - Describe the uses of computers in health care.
4	Written Communication	Unit 1: Process Incoming Mail (1 hour)	<ul style="list-style-type: none"> - Give examples of incoming mail. - Explain why it is important to uphold confidentiality when processing incoming mail. - Describe how to process incoming mail. - Explain how using a procedure helps assistants process incoming mail efficiently. - Annotate a letter.
4		Unit 2: Written Communication	<p>Lesson 1 - Written Communication</p> <ul style="list-style-type: none"> - Identify types of written communications.

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		(1 hour)	<ul style="list-style-type: none"> - Explain how assistants help physicians and other senior office staff when they create written communications. - Explain why it is important to uphold confidentiality when creating written communications. - Describe characteristics of written communications that reflect positively on a medical practice. <p>Lesson 2 - The Writing Process</p> <ul style="list-style-type: none"> - Describe each of the five steps of the writing process. - Explain how using a process helps assistants create written communications efficiently. - Revise and edit a draft of a letter.
4		Unit 3: Types of Written Communication (1 hour)	<p>Lesson 1 - Memos</p> <ul style="list-style-type: none"> - Identify who memos are used to communicate with. - Describe the parts of a memo. - Create a memo using the writing process. <p>Lesson 2 - Business Letters</p> <ul style="list-style-type: none"> - Identify who business letters are used to communicate with. - Describe the parts of a business letter. <p>Lesson 3 - Business Letter Extras</p> <ul style="list-style-type: none"> - Compare business letter styles. - Identify a continuation page. - Describe how a business letter should be printed. - Explain when and how to make copies of a business letter. <p>Lesson 4 - Form Letters</p> <ul style="list-style-type: none"> - Describe a form letter. - Explain how form letters are efficient. - Describe how form letters can be personalized. - Create personalized form letters using mail merge.

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4		Unit 4: Outgoing Mail (1 hour)	<p>Lesson 1 - Inserting Letters into Envelopes</p> <ul style="list-style-type: none"> - Explain why it is important to uphold confidentiality when processing outgoing mail. - List the benefits of correctly inserting letters into envelopes. - Insert a letter into a No. 10 window envelope. <p>Lesson 2 - Preparing Envelopes</p> <ul style="list-style-type: none"> - Explain why it is important to prepare an envelope properly. - Describe the parts of an envelope. - Prepare envelopes. <p>Lesson 3 - Mailing Mail</p> <ul style="list-style-type: none"> - Define postage. - Explain the importance of postage. - Compare classifications of mail. - Compare special delivery services.
5	Professionalism in Healthcare	Unit 1: Presence (2 hours)	<p>Lesson 1 - Appearance</p> <ul style="list-style-type: none"> - Explain the importance of maintaining a professional appearance in school or work settings. - Identify appropriate attire necessary for success in a variety of professions. - Demonstrate basic standards in hygiene and grooming habits. - Describe healthy habits such as nutrition, sleep, and stress management. - Recognize body art is a personal choice based on style, background, and culture. - Explain the importance of complying with company dress codes and rules. <p>Lesson 2 - Conduct</p> <ul style="list-style-type: none"> - Explain the importance of conducting oneself in a manner appropriate for the profession and workplace. - Demonstrate a positive attitude.

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			<ul style="list-style-type: none"> - Identify expectations of commitment. - Express thoughts and ideas using courteous, respectful verbal and nonverbal communication. - Demonstrate a growth mindset necessary for success
5		Unit 2: Executive Function (2 hours)	Lesson 1 - Mental Processes <ul style="list-style-type: none"> - Define executive functioning skills as essential to professionalism in any job function or workplace. - Recognize how self-regulation is key to demonstrating dedication, perseverance, and a positive work ethic. - Describe why working memory is important for organization, time management and productive work habits. - Explain why flexible thinking is critical to effectively solving problems and making decisions. Lesson 2 - Organizational Skills <ul style="list-style-type: none"> - Build organizational skills to optimize professional success by prioritizing tasks, using time management tools, and problem-solving techniques. - Demonstrate a positive work ethic by having good punctuality, attendance, and prioritizing and performing assigned tasks as directed. - Fulfill employer expectations by efficiently planning, following schedules, and meeting deadlines. - Utilize problem-solving strategies to make sound decisions and evaluate their impact.
6		Unit 3: Collaboration (2 hours)	Lesson 1 - Teamwork <ul style="list-style-type: none"> - Explain the benefits of teamwork. - Model characteristics of effective teamwork to build and maintain healthy interpersonal relationships and reach desired goals. - Describe common roles and functions of the individual members of a team. - Recognize factors and situations that may lead to conflict and demonstrate effective techniques for conflict resolution and consensus-building. Lesson 2 - Leadership

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			<ul style="list-style-type: none"> - Describe the attributes and attitudes of an effective leader. - Identify common types of leaders. - Implement the leadership techniques needed for an effective team such as setting goals, selecting team members, and assigning roles. - Model ways of making leadership decisions and effectively communicating with a team.
6		Unit 4: Workplace Integrity (2 hours)	Lesson 1 - Inclusion <ul style="list-style-type: none"> - Define workplace integrity. - Describe laws which aim to create an inclusive workplace and allow all employees to accomplish job objectives. - Define what is meant by protected characteristics and identify which are covered under the law. - Differentiate between workplace harassment, discrimination, and bullying. - Contribute to an inclusive workplace by demonstrating ethical behavior and upholding legal responsibilities. Lesson 2 - Confidentiality <ul style="list-style-type: none"> - Describe confidentiality and why it is important. - Display awareness of various types of confidential information. - Understand ways to protect confidentiality by learning and adhering to company policies and by behaving ethically. - Recognize the consequences of and know when to report confidentiality violations.
7	Personal Qualities	Unit 1: Personal Characteristics (1 hour)	Lesson 1 - Appearance <ul style="list-style-type: none"> - Adopt personal health, appearance, and hygiene habits. - Discuss why health care facilities require employees to adhere to personal appearance codes. Lesson 2 - Desirable Traits <ul style="list-style-type: none"> - Adapt to the dynamics of change. - Follow facility guidelines.

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			<ul style="list-style-type: none"> - Demonstrate professionalism. - Interact appropriately with co-workers and clients.
7		Unit 2: Health Care Team (1 hour)	<p>Lesson 1 - Teamwork</p> <ul style="list-style-type: none"> - Recognize characteristics of effective team members. - Identify attitudes that promote positive interactions. <p>Lesson 2 - Team Roles</p> <ul style="list-style-type: none"> - Analyze and respect the roles of team members. <p>Lesson 3 - Leadership</p> <ul style="list-style-type: none"> - Identify traits of a leader, exercise leadership skills. <p>Lesson 4 - Collaboration and Meetings</p> <ul style="list-style-type: none"> - Explain how collaboration can make teams more effective. - Demonstrate the ability to conduct and participate in meetings.
7		Unit 3: Personal Management Skills (1 hour)	<p>Lesson 1 - Time Management</p> <ul style="list-style-type: none"> - Manage time, prioritize responsibilities, and meet deadlines. <p>Lesson 2 - Problem Solving</p> <ul style="list-style-type: none"> - Solve problems independently and in teams. - Use the problem solving method.
7	Medical Mathematics	Unit 1: Number Basics (1 hour)	<p>Lesson 1 - Medical Mathematics</p> <ul style="list-style-type: none"> - Explain the importance of mathematics in health care and overcome math anxiety. <p>Lesson 2 - Number Basics</p> <ul style="list-style-type: none"> - Identify two numerical systems. - Recognize the functions of fractions, decimals, and percentages.
8		Unit 2: Key Calculations (1 hour)	<p>Lesson 1 - Ratios and Proportions</p> <ul style="list-style-type: none"> - Calculate ratios.

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			<ul style="list-style-type: none"> - Solve for an unknown term in a proportion. <p>Lesson 2 - Estimating</p> <ul style="list-style-type: none"> - Make estimates and judge the reasonableness of the result. - Draw conclusions from an estimate.
8		Unit 3: Measurement Systems (1 hour)	<p>Lesson 1 - English System</p> <ul style="list-style-type: none"> - Make and use measurements in traditional units. - Make conversions within the English measuring system. <p>Lesson 2 - Metric System</p> <ul style="list-style-type: none"> - Make and use measurements in metric units. - Make conversions within the metric measuring system. <p>Lesson 3 - Apothecary System</p> <ul style="list-style-type: none"> - Make and use measurements in apothecary units. - Recognize symbols of the apothecary system. - Calculate problems using the apothecary system. <p>Lesson 4 - Conversions</p> <ul style="list-style-type: none"> - Convert between English, metric, and apothecary measurements.
8		Unit 4: Medications (1 hour)	<p>Lesson 1 - Labels and Prescriptions</p> <ul style="list-style-type: none"> - Read medication labels and medical prescriptions <p>Lesson 2 - Dosages</p> <ul style="list-style-type: none"> - Define oral and parenteral medication. - Calculate dosages by using ratios and proportions. <p>Lesson 3 - Parenteral Medication</p> <ul style="list-style-type: none"> - Define drip rate and drip set. - Use a mathematical equation to calculate drip rate.

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8		Unit 5: Temperature and Time (1 hour)	Lesson 1 - Temperature - Convert readings from Fahrenheit to Centigrade. Lesson 2 - Time - Measure time - Convert from standard time to 24-hour time.
9		Unit 6: Charts and Graphs (1 hour)	Lesson 1 - Intake and Output Chart - Estimate standard intake amounts. - Record, read, and evaluate a chart. Lesson 2 - TPR Graph - Draw, read, and interpret a graph. - Record temperature, pulse, respiration, and blood pressure on a graph.
9	Medical Terminology	Unit 1: Word Parts: Roots (1 hour)	Lesson 1 - Word Parts - Explain why it is important for all health care workers to know medical terms. - Name the words parts found in medical terms. - Describe the use of a medical dictionary. Lesson 2 - Word Roots - Define word root. - Identify basic word roots for body systems. - Pronounce common word roots.
9		Unit 2: Word Parts: Suffixes and Prefixes (1 hour)	Lesson 1 - Suffixes - Define suffix. - Identify suffixes from a basic list. - Pronounce common suffixes. Lesson 2 - Prefixes - Define prefix. - Identify prefixes from a basic list. - Pronounce common prefixes.

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			<p>Lesson 3 - Combining Word Parts</p> <ul style="list-style-type: none"> - Identify the rules for combining word parts in medical terms. - Explain combining vowels and combining forms. - Build and break apart terms to decode their meanings.
9		<p>Unit 3: Abbreviations (1 hour)</p>	<p>Lesson 1 - General Abbreviations</p> <ul style="list-style-type: none"> - Explain the purpose of abbreviations. - Describe precautions to use with abbreviations. - List general medical abbreviations. <p>Lesson 2 - Body System Abbreviations</p> <ul style="list-style-type: none"> - List medical abbreviations related to certain body systems.
10		<p>Unit 4: Anatomical References (1 hour)</p>	<p>Lesson 1 - Body Planes and Directions</p> <ul style="list-style-type: none"> - Describe anatomical position, define and label body planes, and explain directional terms. <p>Lesson 2 - Body Cavities</p> <ul style="list-style-type: none"> - Identify body cavities and the organs they contain. - Name abdominal regions.
10	Anatomy & Physiology - Introduction	<p>Unit 1: Introduction to Anatomy and Physiology (1 hour)</p>	<p>Lesson 1 - Anatomy and Physiology and the Healthcare Professional</p> <ul style="list-style-type: none"> - Identify the role of the healthcare professional in patient care. - Explain the importance of healthcare workers understanding anatomy and physiology. - Define quality patient care. <p>Lesson 2 - Anatomy and Physiology Defined</p> <ul style="list-style-type: none"> - Define and identify anatomy and physiology.
10		<p>Unit 2: Building Blocks of the Human Body (2 hours)</p>	<p>Lesson 1 - Structural Organization</p> <ul style="list-style-type: none"> - Identify and define the various components of structural organization. - Organize the levels of the body's structure.

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			<p>Lesson 2 - Tissue</p> <ul style="list-style-type: none"> - Identify the four different types of tissue. - Explain the function of each type of tissue. <p>Lesson 3 - Organs</p> <ul style="list-style-type: none"> - Identify major organs of the body. - Name and define the twelve organ systems.
11		Unit 3: Everything Begins with Cells (2.5 hours)	<p>Lesson 1 - Cells</p> <ul style="list-style-type: none"> - Define the cell. - List the functions of a cell. <p>Lesson 2 - Parts of a Cell</p> <ul style="list-style-type: none"> - Identify and explain the parts of a cell. <p>Lesson 3 - Biological Macromolecules</p> <ul style="list-style-type: none"> - Define biological macromolecules. - Identify the four major macromolecules. - Explain the function of each type of macromolecule.
11		Unit 4: Cell Reproduction (1.5 hours)	<p>Lesson 1 - Mitosis</p> <ul style="list-style-type: none"> - Define and explain the process of mitosis. - Identify the stages of mitosis. <p>Lesson 2 - Meiosis</p> <ul style="list-style-type: none"> - Define and explain meiosis. - Identify the types of sex cells. - Differentiate between mitosis and meiosis.
12		Unit 5: Chemical Processes that Support Life (1.5 hours)	<p>Lessons 1 and 2 - The Importance and Functions of Homeostasis</p> <ul style="list-style-type: none"> - Define and explain the importance of homeostasis to the body. - Identify and explain processes that support homeostasis within the body.
12		Unit 6: Anatomical Terminology	<p>Lesson 1 - Anatomical Positions</p> <ul style="list-style-type: none"> - Name and identify the anatomical positions of the body.

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		(2.5 hours)	<ul style="list-style-type: none"> - Utilize various directional terms to explain locations of the body. <p>Lesson 2 - Planes and Cavities</p> <ul style="list-style-type: none"> - Define and identify the planes of the body. - Define and identify body cavities. <p>Lesson 3 - Quadrants and Regions</p> <ul style="list-style-type: none"> - Define and identify the abdominopelvic quadrants. - Define and identify the abdominopelvic regions.
12		Unit 7: The Body at Work (0.5 hours)	<ul style="list-style-type: none"> - Explain the interdependence of body systems. - Identify which systems work directly together. - Explain how disease affects the body.
13	Diseases and Disorders	Unit 1: Module Introduction (1 hour)	<ul style="list-style-type: none"> - Identify how the Diseases and Disorders module relates to Anatomy and Physiology - Define terms related to diseases and disorders
13		Unit 2: Multiple Sclerosis (1 hour)	<p>Lesson 1 - Introduction to Multiple Sclerosis</p> <ul style="list-style-type: none"> - Define Multiple Sclerosis - Identify parts of the central nervous system - Explain what causes symptoms of MS - Identify who named Multiple Sclerosis - Identify what year Multiple Sclerosis was named <p>Lesson 2 - Etiology and Pathology of Multiple Sclerosis</p> <ul style="list-style-type: none"> - Define Etiology and Pathology - Identify risk factors for MS - Categorize the courses of MS <p>Lesson 3 - Presentation and Diagnosis</p> <ul style="list-style-type: none"> - Identify symptoms of MS - Define differential diagnosis - Determine methods used to diagnose MS <p>Lesson 4 - Treatment and Prognosis</p>

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			<ul style="list-style-type: none"> - Identify types of MS treatment - Determine what lifestyle choices help minimize the impact of the disease - Recognize what to expect as the disease progresses
13		Unit 3: Parkinson's Disease (1 hour)	Lesson 1 - Introduction to Parkinson's Disease <ul style="list-style-type: none"> - Define Parkinson's disease and identify significant events in the history of Parkinson's disease Lesson 2 - Etiology and Pathology <ul style="list-style-type: none"> - Identify the etiology, determine the risk-factors, and identify the pathology of PD Lesson 3 - Presentation and Diagnosis <ul style="list-style-type: none"> - Identify symptoms of PD - Describe how PD is diagnosed Lesson 4 - Treatment and Prognosis <ul style="list-style-type: none"> - Discover treatments available for PD - Evaluate how lifestyle affects the disease - Review the prognosis for patients with PD
13		Unit 4: Diabetes (1 hour)	Lesson 1 - Introduction to Diabetes <ul style="list-style-type: none"> - Define diabetes and blood glucose - Identify the different types of diabetes Lesson 2 - Etiology and Pathology <ul style="list-style-type: none"> - Define insulin and prediabetes - Identify etiology, determine risk factors, and identify the pathology of diabetes Lesson 3 - Presentation and Diagnosis <ul style="list-style-type: none"> - Identify the symptoms of diabetes - Describe how diabetes is diagnosed Lesson 4 - Treatment and Prognosis <ul style="list-style-type: none"> - Discover treatments available for diabetes

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			<ul style="list-style-type: none"> - Evaluate how lifestyle affects the disease - Review the prognosis for patients with diabetes
14		Unit 5: Asthma (1 hour)	<p>Lesson 1 - Introduction to Asthma</p> <ul style="list-style-type: none"> - Define asthma, bronchi, allergy-induced asthma, and non-allergic asthma - Identify the different types of asthma - Understand the history of asthma <p>Lesson 2 - Etiology and Pathology</p> <ul style="list-style-type: none"> - Define allergen and leukotrienes - Explore the etiology of asthma - Understand the pathology of asthma <p>Lesson 3 - Presentation and Diagnosis</p> <ul style="list-style-type: none"> - Identify symptoms of asthma - Describe how asthma is diagnosed <p>Lesson 4 - Treatment and Prognosis</p> <ul style="list-style-type: none"> - Identify treatments for asthma - Explain the prognosis for people diagnosed with asthma
14	Health Information Technology	Unit 1: Health Information Technology Overview (1 hour)	<p>Lesson 1 - Introduction to Health Information Technology</p> <ul style="list-style-type: none"> - Describe Health Information Technology, its benefits, and who is affected by HIT <p>Lesson 2 - Health Information Technology and Healthcare Providers</p> <ul style="list-style-type: none"> - Summarize how HIT supports healthcare providers - Explain how HIT helps healthcare facilities share medical findings and provide better client care - Recall how HIT helps pharmacies become efficient <p>Lesson 3 - Health Information Technology and Clients</p>

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			<ul style="list-style-type: none"> - Define the personal health record (PHR) and the benefits it provides - Describe the 2 ways to create PHR - Identify what clients can do with PHR - Recognize client's personal health information rights
14		Unit 2: Electronic Health Records (1 hour)	<p>Lesson 1- Introduction to Electronic Health Records</p> <ul style="list-style-type: none"> - Define the term Electronic Health Record - Recognize the purpose and benefits of using EHRs - Determine the standards of Meaningful Use - Identify barriers to use of an EHR <p>Lessons 2 & 3 - Electronic Health Record System Tour</p> <ul style="list-style-type: none"> - Navigate the Practice Fusion Electronic Health Record System - Identify important tabs and buttons in the system - Recall the functionality of an EHR system <p>Lessons 4 & 5- Electronic Health Record Documentation, Part 1 & Part 2</p> <ul style="list-style-type: none"> - Use a simulated EHR system to: schedule a client appointment, check-in clients, verify and update client's account information, and create a new client account
14		Unit 3: Health Insurance Portability and Accountability Act (HIPAA) (1 hour)	<p>Lesson 1- Introduction to HIPAA and HIT</p> <ul style="list-style-type: none"> - Define the Health Insurance Portability and Accountability Act - Determine how the Health Information Technology for Economic and Clinical Health (HITECH) Act affects HIPAA - Examine and explain the HIPAA Privacy and Security Rules <p>Lessons 2&3 - HIPAA Violations</p> <ul style="list-style-type: none"> - Identifying types of HIPAA violations - Determining the level of fault - Deciding whether the violation should be reported to the Department

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			of Health and Human Services (DHHS)
15	Healthcare Careers	Unit 1: Careers in Healthcare (1 hour)	<ul style="list-style-type: none"> - Explain the importance of maintaining professional competence through continuing education. - Identify the role of professional organizations in the professional development process. - Contrast certification, registration, and licensure. - Identify stresses in the health care profession as well as coping strategies and resources.
15		Unit 2: Choosing a Career in Healthcare (1 hour)	<p>Lesson 1 - Career Decisions</p> <ul style="list-style-type: none"> - Discover how to explore specific health care interests. - Identify resources for career research. - Recognize that a career is like a path or ladder. <p>Lesson 2 - Research Careers</p> <ul style="list-style-type: none"> - Research levels of education and credentialing requirements for various health care careers. - Consider employer expectations and working conditions for various health care careers. - Investigate career growth potential for various health occupations. <p>Lesson 3 - Plan Career Paths</p> <ul style="list-style-type: none"> - Identify possible advancement patterns in health care careers. - Explore a potential health science career path in therapeutic, diagnostic, health informatics, or support services. - Identify the availability of educational opportunities for different health professions.
15	Healthcare Systems	Unit 1: History of Healthcare (1 hour)	<p>Lesson 1 - Ancient Times</p> <ul style="list-style-type: none"> - Recognize the medical contributions of several ancient cultures. - Explain the basic teachings of Hippocrates. - Say what ancient healers believed to be the cause of all illnesses. <p>Lesson 2 - Middle Ages and Renaissance</p>

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			<ul style="list-style-type: none"> - Identify medical contributions from the Middle Ages to the Renaissance. - Describe how the Black Death was important to medical development. <p>Lesson 3 - Industrial Revolution and Modern Era</p> <ul style="list-style-type: none"> - Identify medical contributions from the Industrial Revolution and the Modern Era. - Recognize how the link between structure and function was important to medical progress. - Describe how technology has improved medical treatment.
15		Unit 2: Healthcare Delivery Systems (1 hour)	<p>Lesson 1 - National Healthcare Systems</p> <ul style="list-style-type: none"> - Define and understand the purpose and function of systems theory. - Relate systems theory to healthcare systems. - Identify two types of national healthcare systems. - Recognize the three primary goals of a healthcare system. - Compare private and public healthcare systems. <p>Lesson 2 - Healthcare Facilities</p> <ul style="list-style-type: none"> - Define and list the components of a delivery system. - Identify several types of healthcare facilities. <p>Lesson 3 - Government and Nonprofit</p> <ul style="list-style-type: none"> - Identify roles of government and nonprofit agencies. - Recognize specific examples of government and nonprofit agencies. <p>Lesson 4 - Organizational Structure</p> <ul style="list-style-type: none"> - Describe organizational structure in healthcare. - Explain why line of authority is important to healthcare facilities. - Define interdependence.

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16		Unit 3: Trends, Technology, and Emerging Issues (1 hour)	<p>Lesson 1 - Healthcare Trends</p> <ul style="list-style-type: none"> - Explain how trends affect the healthcare system. - Identify five current trends in healthcare. - Describe methods of cost containment. <p>Lesson 2 - Consumer Responsibilities</p> <ul style="list-style-type: none"> - Understand the importance of patient-centered care. - Make connections between treatment success and patient responsibilities, advocacy, and compliance. <p>Lesson 3 - Technology and Emerging Issues</p> <ul style="list-style-type: none"> - Explain why it is important for healthcare providers to be adaptable, flexible, and quick learners to keep up with emerging issues. - Define and understand the importance of bioethics. - Understand the importance of life-long learning to the discovery, implementation, and success of new health technologies.
16		Unit 4: Healthcare Economics (1 hour)	<p>Lesson 1 - Health Insurance</p> <ul style="list-style-type: none"> - Explain the need for health insurance. - Define key health insurance terms. - Distinguish between individual and group insurance. - Describe indemnity insurance and managed care. <p>Lesson 2 - Types of Health Plans</p> <ul style="list-style-type: none"> - Compare the features of EPO, HMO, PPO, and POS plans. - Evaluate the total cost of healthcare related to choosing a health plan. <p>Lesson 3 - Government Programs</p> <ul style="list-style-type: none"> - Explain the need for public medical assistance. - Identify the services of Medicaid and Medicare.
16	The Health Assistant	Unit 1: Health Assisting	Lesson 1 - Health Care Teams

WEEK	AES MODULE	UNIT	OBJECTIVES
		(1 hour)	<ul style="list-style-type: none"> - Describe the roles of health care team members. - Identify health career options. <p>Lesson 2 - Facilities</p> <ul style="list-style-type: none"> - Discuss the services provided by various facilities. - Describe how services are unique and interdependent. <p>Lesson 3 - Education and Credentials</p> <ul style="list-style-type: none"> - Discuss the impact of OBRA on nurse assistant requirements. - Identify health career options. - Identify the mission of HOSA.
16		Unit 2: Nursing (1 hour)	<p>Lesson 1 - Nursing Care Delivery Model</p> <ul style="list-style-type: none"> - Identify the different nursing delivery systems, their functions, and differences. <p>Lesson 2 - The Nursing Process</p> <ul style="list-style-type: none"> - Match nursing functions with appropriate personnel. - Explain the relationship of the nursing process to nursing practice.
17		Unit 3: Qualities of Health Assistants (1 hour)	<p>Lesson 1 - Personality Traits</p> <ul style="list-style-type: none"> - Identify personal qualities of an assistant. - Describe appropriate appearance and behavior for an assistant. - Describe the impact of effective working relationships. <p>Lesson 2 - Communication</p> <ul style="list-style-type: none"> - Identify effective methods to develop patient/family and staff relationships. - Compare verbal and nonverbal communication. - Use communication skills appropriate to the situation.
17		Unit 4: Infection Control and	Lesson 1 - Infection Control

WEEK	AES MODULE	UNIT	OBJECTIVES
		Safety Precautions (1 hour)	<ul style="list-style-type: none"> - Apply Center for Disease Control guidelines related to standard precautions. - Apply aseptic technique. - Explain the Bloodborne Pathogens standard. <p>Lesson 2 - Safety Precautions</p> <ul style="list-style-type: none"> - Describe the influence of various agencies and the value of an ergonomic facility. - Identify Right-To-Know and other communicative regulations. <p>Lesson 3 - Violations</p> <ul style="list-style-type: none"> - Describe the influence of various agencies. - Identify emergency procedures. - Describe the process for reporting violations.
17		Unit 5: Legal Conduct (1 hour)	<p>Lesson 1 - Law</p> <ul style="list-style-type: none"> - Determine legal responsibilities of assistants. - Practice within standards and scope of practice. <p>Lesson 2 - Scope of Practice</p> <ul style="list-style-type: none"> - Practice within scope of practice for profession. <p>Lesson 3 - Privileged Communication</p> <ul style="list-style-type: none"> - Identify legal responsibilities of an assistant. - Identify methods to ensure patient confidentiality.
17		Unit 6: Patient Rights and Code of Ethics (1 hour)	<p>Lessons 1&2 - Informed Consent and Patient and Resident Rights</p> <ul style="list-style-type: none"> - Determine the legal responsibilities of an assistant. - Discuss the impact of the Patient's Bill of Rights. <p>Lesson 3 - Ethics</p> <ul style="list-style-type: none"> - Practice within ethical responsibilities of an assistant.
18		Unit 7: Communication Exercise	Lesson 1 - Communication Exercise

WEEK	AES MODULE	UNIT	OBJECTIVES
		(1 hour)	<ul style="list-style-type: none"> - Evaluate and critique an interaction between healthcare workers and patients, colleagues, or others. - Recognize positive and negative interactions. - Reflect on similar situations that have occurred in the student's own lives
18	Midterm Exam		<ul style="list-style-type: none"> - Review material and take an end-of-semester exam.
19	Health Career Exploration	Unit 1: Introduction to Career Exploration (1 hour)	<ul style="list-style-type: none"> - Define passion, purpose, skill, and talent - Identify advantages and disadvantages for a health care career - Determine workplace facilities for health care careers - Identify the five health care career pathways
19		Unit 2: Health Care Career Pathways (1 hour)	<p>Lesson 1 - Diagnostic Services</p> <ul style="list-style-type: none"> - Define the primary role of diagnostic services - Identify various skills needed for diagnostic services - Determine general education/state requirements for diagnostic services - Identify various occupations connected to diagnostic services <p>Lesson 2 - Therapeutic Services</p> <ul style="list-style-type: none"> - Define the primary role of therapeutic services - Identify various skills needed for therapeutic services - Determine general education/state requirements for therapeutic services - Identify various occupations connected to therapeutic services <p>Lesson 3 - Health Informatics</p> <ul style="list-style-type: none"> - Define the primary role of health informatics - Identify various skills needed for health informatics - Determine general education/state requirements for health informatics - Identify various occupations connected to health informatics

WEEK	AES MODULE	UNIT	OBJECTIVES
			<p>Lesson 4 - Support Services</p> <ul style="list-style-type: none"> - Define the primary role of support services - Identify various skills needed for support services - Determine general education/state requirements for support services - Identify various occupations connected to support services <p>Lesson 5 - Biotechnology Research and Development</p> <ul style="list-style-type: none"> - Define the primary role of biotechnology research and development - Identify various skills needed for biotechnology research and development - Determine general education/state requirements for biotechnology research and development - Identify various occupations connected to biotechnology research and development
19		Unit 3: Health Care Careers (1 hour)	<p>Lesson 1 - Radiology Technician</p> <ul style="list-style-type: none"> - Discover what radiology technicians do and where they do their work - Identify the physical requirements of the job - Determine specific education requirements for the role <p>Lesson 2 - Physical Therapist</p> <ul style="list-style-type: none"> - Discover what physical therapists do and where they do their work - Identify the physical requirements of the job - Determine specific education requirements for the role <p>Lesson 3 - Medical Illustrator</p> <ul style="list-style-type: none"> - Discover what medical illustrators do and where they do their work - Identify the physical requirements of the job - Determine specific education requirements for the role

WEEK	AES MODULE	UNIT	OBJECTIVES
			<p>Lesson 4 - Biomedical Equipment Technician</p> <ul style="list-style-type: none"> - Discover what biomedical equipment technicians do and where they do their work - Identify the physical requirements of the job - Determine specific education requirements for the role <p>Lesson 5 - Forensic Science Technician</p> <ul style="list-style-type: none"> - Discover what forensic science technicians do and where they do their work - Identify the physical requirements of the job - Determine specific education requirements for the role <p>Lesson 6 - Phlebotomist</p> <ul style="list-style-type: none"> - Discover what a phlebotomist does and where they do their work - Determine specific education requirements for the role - Explore salary ranges for the role <p>Lesson 7 - Electrocardiogram Technician</p> <ul style="list-style-type: none"> - Discover what an electrocardiogram technician does and where they do their work - Identify the physical requirements of the job - Determine specific education requirements for the role
20	Medical Assistant Pharmacology	Unit 1: Introduction to Pharmacology (1 hour)	<p>Lesson 1 - Introduction to Pharmacology</p> <ul style="list-style-type: none"> - Define drug and pharmacology. - Describe the primary medicinal uses for drugs. - Recognize drug classifications and commonly prescribed drugs. - Identify the three types of drug names. - Explain the purpose of the Prescribers' Digital Reference <p>Lesson 2 - Drugs</p>

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Describe drug actions. - Explain the desirable and undesirable effects of drugs. - List common drug routes. - Identify frequently used drug forms.
20		Unit 2: Drug Safety (1 hour)	Lesson 1 - Legal and Safety Issues <ul style="list-style-type: none"> - List guidelines for storing drugs appropriately. - Describe the correct disposal of expired medications. - Define controlled substances. - Distinguish between the five classifications of controlled substances. - Identify regulations for prescribing, labeling, storing, and disposing controlled substances. Lesson 2 - Prescriptions and Abbreviations <ul style="list-style-type: none"> - Distinguish between prescribing, dispensing, and administering medication. - Identify the parts of a prescription form. - Recognize common medication abbreviations. - List the responsibilities of a medical assistant related to prescriptions.
20		Unit 3: Preparing and Administering Medication (1 hour)	Lesson 1 - Calculating Dosage <ul style="list-style-type: none"> - Define dosage. - Name factors that are considered when determining the appropriate dosage for patients. - Calculate solid medication dosage, liquid medication dosage, and dosage by weight. Lesson 2 - Administering Medications <ul style="list-style-type: none"> - Identify the items on prescription and nonprescription drug labels. - List guidelines from proper drug administration. - Name the six "rights" of drug administration. - Correctly document medication administration. - Administer medication orally, topically, transdermally, and rectally.

WEEK	AES MODULE	UNIT	OBJECTIVES
20		Unit 4: Parenteral Medications (1 hour)	<p>Lesson 1 - Preparing Syringes</p> <ul style="list-style-type: none"> - List the equipment used to administer injections. - Read the measurement units on a syringe. - Withdraw medication from ampules and vials. - Reconstitute powder medication. <p>Lesson 2 - Administering Injections</p> <ul style="list-style-type: none"> - Educate patients about injections. - List the syringe and needle sizes used for different types of injections. - Administer intradermal, subcutaneous, intramuscular, and z-track injections. - List the administration sites for insulin injections. <p>Lesson 3 - Intravenous Therapy</p> <ul style="list-style-type: none"> - Describe the methods of intravenous administration. - Describe the medical assistant's role in IV therapy. - Read IV bags and calculate drip rate.
21	Behavioral Health	Unit 1: Introduction to Behavioral Health (1 hour)	<p>Lesson 1 - Behavioral Health Defined</p> <ul style="list-style-type: none"> - Define behavioral health. - Identify the difference between behavioral health and mental health. - Determine the importance of healthcare professionals in behavioral health. <p>Lesson 2 - Stop the Stigma</p> <ul style="list-style-type: none"> - Define stigma and recognize the behaviors associated with having a stigma. - Identify ways that having a stigma against mental health disorders and diseases is harmful. - Determine ways to help combat stigma within yourself and others. <p>Lesson 3 - Careers in Behavioral Health</p> <ul style="list-style-type: none"> - Identify various careers in behavioral health.

WEEK	AES MODULE	UNIT	OBJECTIVES
21		Unit 2: Common Mental and Behavioral Disorders (1 hour)	<p>Lessons 1 - Anxiety Disorders</p> <ul style="list-style-type: none"> - Define anxiety disorder, panic disorder, obsessive-compulsive disorder, phobias, and psychotherapy. - Identify symptoms and understand treatment options of anxiety disorders. <p>Lesson 2 - Mood Disorders</p> <ul style="list-style-type: none"> - Define mood disorders, depression, and bipolar disorder. - Identify symptoms and understand treatment options of mood disorders. <p>Lesson 3 - Eating Disorders</p> <ul style="list-style-type: none"> - Define eating disorder, binge-eating, bulimia nervosa, and anorexia nervosa. - Identify symptoms and understand treatment options of eating disorders. <p>Lesson 4 - Post-Traumatic Stress Disorder</p> <ul style="list-style-type: none"> - Define post-traumatic stress disorder (PTSD). - Identify symptoms and understand treatment options of PTSD. <p>Lesson 5 - Substance Use Disorder</p> <ul style="list-style-type: none"> • Define substance use disorder, addiction, relapse, and detoxification. • Identify symptoms and understand treatment options of substance use disorder.
21		Unit 3: Managing Behavioral Health (1 hour)	<p>Lesson 1 - Risk Factors for Behavioral Health Disorders</p> <ul style="list-style-type: none"> - Identify the risk factors and determine how to find help for behavioral health disorders. <p>Lesson 2 - Reducing Risk Factors</p> <ul style="list-style-type: none"> - Identify methods of self-care. - Identify signs someone may be suffering from a behavioral health issue.

WEEK	AES MODULE	UNIT	OBJECTIVES
			Lesson 3 - Treatment Options and Care Facilities - Review behavioral health treatment options. - Identify various types of care facilities.
22	Admissions, Transfers, and Discharges	Unit 1: Patient Concerns (1 hour)	Lesson 1 - Introduction - Display sensitivity to patients during admission, transfer, or discharge. - Identify aspects of independent living that a patient may lose while in a facility. Lesson 2 - Patient Belongings - Maintain safekeeping of a patient's belongings. - Identify ways to ensure the security of a patient's possessions.
22		Unit 2: Admissions (1 hour)	Lesson 1 - Baseline Assessment - Demonstrate basic assessment technique. - Take and record medical history. - Measure and record height and weight. - Observe and report abnormal signs and symptoms. Lesson 2 - Initial Examination - Prepare an exam room. - Identify instruments for physical examinations. - Identify positions used for special examinations. Lesson 3 - Examination Positions - Position patients for examinations. - Drape patients. - Maintain patient privacy and dignity. Lesson 4 - Admissions - Show sensitivity while demonstrating the procedure for admitting a patient. - Assist with assessment procedures. - Observe and report appropriate patient data. - Maintain safekeeping of a patient's belongings.

WEEK	AES MODULE	UNIT	OBJECTIVES
			- Acquaint a patient with the physical surroundings.
22		Unit 3: Transfers and Discharges (1 hour)	<p>Lesson 1 - Transfers</p> <ul style="list-style-type: none"> - Show sensitivity while demonstrating the procedure for transferring a patient. - Assist with assessment procedures. - Observe and report appropriate patient data. - Maintain safekeeping of a patient's belongings. - Acquaint a patient with the physical surroundings. <p>Lesson 2 - Discharges</p> <ul style="list-style-type: none"> - Show sensitivity while demonstrating the procedure for discharging a patient. - Assist with assessment procedures. - Observe and report appropriate patient data. - Maintain safekeeping of a patient's belongings. - Acquaint a patient with the physical surroundings.
22		Unit 4: Communication Exercise (1 hour)	<ul style="list-style-type: none"> - Evaluate and critique a real-world interaction between healthcare workers and patients, colleagues, or others. - Recognize positive and negative interactions. - Reflect on similar situations that have occurred in the student's own lives.
23	Rehabilitation and Restorative Care	Unit 1: Rehabilitation and Restorative Care (1 hour)	<p>Lesson 1 - Introduction</p> <ul style="list-style-type: none"> - Explain the role of the nursing assistant in rehabilitation care. - Describe the roles of each member of the rehabilitative team and discuss the goals and principles of holistic rehabilitation. - Identify the importance of involving a resident's family in promoting the resident's independence. <p>Lesson 2 - Patients</p> <ul style="list-style-type: none"> - Describe the psychological aspects of rehabilitative care. - Discuss strategies for promoting patient independence.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Provide assistance to patients participating in group activities. - Assist patients to participate in planned recreational activities.
23		Unit 2: Activities of Daily Living (1 hour)	<p>Lesson 1 - Activities of Daily Living</p> <ul style="list-style-type: none"> - Assist and instruct patients to be independent in the activities of daily living. - Identify major categories of activities of daily living. - Identify standard assistive devices and adaptive equipment and their uses. <p>Lesson 2 - Incontinence</p> <ul style="list-style-type: none"> - Identify strategies for encouraging maximum patient independence in activities of daily living. - List strategies used to always maintain patient dignity.
23		Unit 3: Ambulation (1 hour)	<p>Lesson 1 - Ambulation</p> <ul style="list-style-type: none"> - Identify situations in which patients may need assistance in ambulating. - Ensure maximum independence and safety for patients who need help ambulating. - Identify standard assistive devices and adaptive equipment and their uses. <p>Lesson 2 - Transfer Belt</p> <ul style="list-style-type: none"> - Assist a patient in ambulation using a transfer belt. - Demonstrate proper use of transfer belt. - Employ precautions designed to prevent patients from falling. <p>Lesson 3 - The Falling Patient</p> <ul style="list-style-type: none"> - Aid and care for a patient who is falling or who has fallen. - Identify patients who are at risk for falls and demonstrate how to assist the falling patient.
23		Unit 4: Assistive Devices for Ambulation	<p>Lesson 1 - Cane</p> <ul style="list-style-type: none"> - Assist patients in ambulation with a cane.

WEEK	AES MODULE	UNIT	OBJECTIVES
		(1 hour)	<ul style="list-style-type: none"> - Demonstrate correct gait walking. - Help patients with balance in sitting, walking, and standing. <p>Lesson 2 - Crutches</p> <ul style="list-style-type: none"> - Demonstrate correct crutch walking. - Assist patients in ambulation with crutches. - Help patients with balance in sitting, walking, and standing. <p>Lesson 3 - Walker</p> <ul style="list-style-type: none"> - Assist a patient in ambulation with a walker. - Demonstrate use of assistive equipment for ambulation.
24		Unit 5: Range of Motion Exercises (1 hour)	<p>Lesson 1 - Range of Motion Exercises</p> <ul style="list-style-type: none"> - Demonstrate the principles and rules of range of motion exercises for patients in rehabilitative care. - Identify strategies for encouraging maximum patient independence in activities of daily living. <p>Lesson 2 - Performing Passive ROM Exercises</p> <ul style="list-style-type: none"> - Perform passive range of motion exercises. - Demonstrate the principles and rules of range of motion exercises for patients in rehabilitative care.
24		Unit 6: Cold and Heat Applications (1 hour)	<p>Lesson 1 - Cold and Heat Application</p> <ul style="list-style-type: none"> - Identify situations when a cold or warm compress may be ordered. - Discuss the physical conditions requiring heat and cold applications and safety concerns related to the application of each. <p>Lessons 2 and 3 - Cold Pack and Hot Soak</p> <ul style="list-style-type: none"> - Demonstrate cold and hot applications. - Monitor and observe safety with cold and heat treatments. <p>Lesson 4 - Sitz Bath</p>

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Identify types of sitz baths and the effective temperature range for the water in a sitz bath. - Administer a sitz bath.
24		Unit 7: Compressive Garments & Breathing Exercises (1 hour)	Lesson 1 - Apply a Binder <ul style="list-style-type: none"> - Identify the nursing assistant's responsibilities in caring for the patient and reporting complications during the postoperative period; apply a binder. Lesson 2 - Assist with Breathing and Coughing <ul style="list-style-type: none"> - Identify factors that support healing. - Demonstrate nursing assistant duties including the postoperative assistance of patients in coughing and deep breathing. Lesson 3 - Apply Elasticized Stockings <ul style="list-style-type: none"> - Identify factors that support healing. - Demonstrate nursing assistant duties including putting on and removing elastic stockings.
24		Unit 8: Communication Exercise (1 hour)	<ul style="list-style-type: none"> - Evaluate and critique a real-world interaction between healthcare workers and patients, colleagues, or others. - Recognize positive and negative interactions. - Reflect on similar situations that have occurred in the student's own lives.
25	CPR and Basic Life Support	Unit 1: Introduction (1 hour)	Lesson 1 - Why Learn Basic Life Support? <ul style="list-style-type: none"> - Define cardiac arrest and recognize the difference between a heart attack and cardiac arrest. - Learn some causes of cardiac arrest. - Understand what happens to the heart during a cardiac arrest. - Learn about arrhythmia, VF, pVT, and PEA. - Understand the speed of damage caused by a cardiac arrest. - Learn how CPR and defibrillation can help during a cardiac arrest. Lesson 2 - Basic Life Support

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Learn some statistics, including survival rates, about cardiac arrest in the United States. - Understand the goal of the American Heart Association concerning cardiac arrest. - Identify the Chain of Survival and the basic life support links in the chain. - Recognize the signs of cardiac arrest. - Define and identify the basic steps of CPR. - Understand defibrillation and shockable rhythms. - Recognize when not to start and when to stop BLS. - Learn about BLS certifications.
25		Unit 2: Adult BLS (2 hours)	<p>Lesson 1 - Introduction to Adult BLS</p> <ul style="list-style-type: none"> - Identify the age definition for an adult. - Name the steps in the adult Chain of Survival for in-hospital and out-of-hospital cardiac arrests. - Explain basic life support, or BLS. - Understand the foundational skills needed to administer BLS during an emergency. <p>Lessons 2 and 3 - Procedure for One-Person and Two-Person Adult Rescue</p> <ul style="list-style-type: none"> - Learn the BLS procedures for one-person and two-person adult rescues. <p>Lesson 4 - High-Quality Adult CPR</p> <ul style="list-style-type: none"> - Recognize and understand the foundational concepts of high-quality CPR. - Understand the steps needed to perform high-quality adult CPR <p>Lesson 5 - AED for Adults and Older Children</p> <ul style="list-style-type: none"> - Recognize the importance of an automated external defibrillator, or AED. - Explain the basic operation of an AED for adults and children 8 years of age and older. <p>Lesson 6 - Opioid Overdose Emergencies</p> <ul style="list-style-type: none"> - Know about opioids and the dangers of overdoses.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Recognize opioid overdoses. - Know how to treat opioid overdoses in an emergency.
26		Unit 3: Pediatric BLS (1.5 hours)	<p>Lesson 1 - Introduction to Pediatric BLS</p> <ul style="list-style-type: none"> - Identify age definition for infants and children. - Describe causes of cardiac arrest in infants and children. - Name the steps in the Pediatric Chain of Survival. <p>Lesson 2 - Procedure for One-Person Pediatric Rescue</p> <ul style="list-style-type: none"> - Learn some statistics, including survival rates, about cardiac arrest in the United States. - Understand the goal of the American Heart Association concerning cardiac arrest. - Identify the Chain of Survival and the basic life support links in the chain. - Recognize the signs of cardiac arrest. - Define and identify the basic steps of CPR. - Understand defibrillation and shockable rhythms. - Recognize when not to start and when to stop BLS. <p>Lesson 3 - Procedure for Two-Person Pediatric Rescue</p> <ul style="list-style-type: none"> - Learn the BLS procedure for a two-person pediatric rescue. <p>Lesson 4 - High-Quality Pediatric CPR</p> <ul style="list-style-type: none"> - Recognize and understand the foundational concepts of high-quality, pediatric CPR. - Understand the steps needed to perform high-quality CPR. - Learn how to give rescue breaths with and without barrier devices. <p>Lesson 5 - AED for Infants and Younger Children</p> <ul style="list-style-type: none"> - Learn the basic operation of an AED for children less than 8 years old.

WEEK	AES MODULE	UNIT	OBJECTIVES
26		Unit 4: Airway Obstruction (1 hour)	<p>Lesson 1 - Introduction to Airway Obstruction</p> <ul style="list-style-type: none"> - Define choking and identify signs of choking - Describe techniques to relieve choking in responsive victims - How to care for victims that become unresponsive <p>Lessons 2 and 3 - Choking Relief for Adults, Children, and Infants</p> <ul style="list-style-type: none"> - Learn how to relieve choking for adults, children, and infants
26		Unit 5: Learning Activities (1 hour)	<p>Lesson 1 - One-Person Adult Rescue</p> <ul style="list-style-type: none"> - Practice your knowledge of a one-person adult rescue in a real-life scenario. <p>Lesson 2 - Review Challenge</p> <ul style="list-style-type: none"> - Practice your BLS and choking relief knowledge using a Jeopardy-style game.
27	Shock and Resuscitation	Unit 1: Shock (2 hours)	<p>Lesson 1: Perfusion and Shock</p> <ul style="list-style-type: none"> - Establish the relationship between perfusion and the cardiovascular and respiratory systems. - Describe how the failure of various components of circulation may lead to shock. <p>Lesson 2: Stages and Types of Shock</p> <ul style="list-style-type: none"> - List the signs and symptoms of each stage of shock. - Establish the relationship between causes of shock and types of shock. - Explain the sense of urgency to transport patients who show signs of shock. <p>Lesson 3: Management of Shock</p> <ul style="list-style-type: none"> - Use assessment information to recognize shock. - Identify the priority of actions to take when treating shock. - Explain the sense of urgency to transport patients who show signs of shock.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Demonstrate the care of a patient exhibiting signs and symptoms of shock. <p>Lesson 4: Shock and Special Populations</p> <ul style="list-style-type: none"> - Recognize that certain age groups may be more vulnerable to shock. - Identify why typical signs and symptoms of shock may be masked in pediatric and geriatric patients. - Describe how care should be altered for pediatric and geriatric patients who may be in shock. - Explain the sense of urgency to transport geriatric and pediatric patients who may be in shock.
27		Unit 2: Resuscitation (2 hours)	<p>Lesson 1: Chain of Survival</p> <ul style="list-style-type: none"> - Differentiate between clinical death and biological death. - Explain how each step in the chain of survival increases the chance of a positive outcome for the patient. - Explain the sense of urgency when attempting to resuscitate patients who are in respiratory and cardiac arrest. <p>Lesson 2: Resuscitation Basics</p> <ul style="list-style-type: none"> - Describe circumstances when resuscitative care appropriately should be withheld. - Name the three conditions that must be met to provide CPR. - Establish the relationship between airway control and ventilation to CPR. - Identify how to give effective chest compressions. - Promote professional behavior, such as empathy, diplomacy, and careful delivery of service, always—no matter how difficult the circumstances. <p>Lesson 3: Automatic External Defibrillation</p> <ul style="list-style-type: none"> - Explain the rationale for early defibrillation. - Discuss the advantages of AEDs. - Differentiate between a fully automated and semi-automated defibrillator.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Name which heart rhythms are appropriate for defibrillation and which ones are not. - Discuss the responsibility to ensure that the AED is in good working order by completing a checklist at the start of each shift. - Explain the role medical direction plays in the use of automatic external defibrillation. - Defend the importance of continuing education regarding training in automatic external defibrillation. - Defend the reasons for maintenance of AEDs. <p>Lesson 4: AED Skills</p> <ul style="list-style-type: none"> - State the reasons for assuring that the patient is pulseless and apneic when using the AED. - Explain the considerations for interruption of CPR when using the AED. - List the steps in the operation of an AED. - Demonstrate the application and operation of an AED.
28		Unit 3: Adult CPR (1 hour)	<p>Lesson 1: Introduction to Adult CPR</p> <ul style="list-style-type: none"> - Describe the basic steps of CPR. - Identify two methods of adult CPR, including the one-person rescue and the two-person rescue. <p>Lesson 2: Adult One-Person Rescue</p> <ul style="list-style-type: none"> - Identify the steps to follow for a one-person adult rescue. - Demonstrate professional behavior, including careful delivery of service. - Perform one-person CPR on an adult. - Demonstrate the recovery position for adults. <p>Lesson 3: Adult Two-Person Rescue</p> <ul style="list-style-type: none"> - Explain the benefits of using a two-person rescue. - Identify the steps to follow for a two-person adult rescue. - Demonstrate professional behavior, including teamwork and careful delivery of service.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Perform two-person CPR on an adult. - Demonstrate the recovery position for adults.
28		Unit 4: Pediatric CPR (1 hour)	<p>Lesson 1: Introduction to Pediatric CPR</p> <ul style="list-style-type: none"> - Name the links in the Pediatric Chain of Survival. - Identify two types of pediatric CPR, including child CPR and infant CPR. <p>Lesson 2: Child One-Person Rescue</p> <ul style="list-style-type: none"> - Identify the steps to follow for a one-person rescue of a child. - Perform one-person CPR on a child. - Demonstrate the recovery position for children. - Demonstrate professional behavior, including careful delivery of service. <p>Lesson 3: Child Two-Person Rescue</p> <ul style="list-style-type: none"> - Identify the steps to follow for a two-person rescue of a child. - Demonstrate professional behavior, including teamwork and careful delivery of service. - Perform 2-person rescue CPR on a child. - Demonstrate the recovery position for children. <p>Lesson 4: Infant One-Person Rescue</p> <ul style="list-style-type: none"> - Identify the steps to follow for a one-person rescue of an infant. - Demonstrate professional behavior, including careful delivery of service. - Perform one-person rescue CPR on an infant. - Demonstrate the recovery position for infants. <p>Lesson 5: Infant Two-Person Rescue</p> <ul style="list-style-type: none"> - Identify the steps to follow for a two-person rescue of an infant. - Demonstrate professional behavior, including teamwork and careful delivery of service. - Perform two-person rescue CPR on an infant.

WEEK	AES MODULE	UNIT	OBJECTIVES
			- Demonstrate the recovery position for infants.
28		Unit 5: Airway Obstructions (1 hour)	<p>Lesson 1: Introduction to Airway Obstructions</p> <ul style="list-style-type: none"> - Describe first aid for foreign objects in the air passages. <p>Lesson 2: Adults and Children</p> <ul style="list-style-type: none"> - Describe first aid for foreign objects in the air passages. - Demonstrate professional behavior, including careful delivery of service. - Demonstrate the proper position for abdominal thrusts. <p>Lesson 3: Infants</p> <ul style="list-style-type: none"> - Describe first aid for foreign objects in the air passages. - Demonstrate professional behavior, including careful delivery of service. - Practice clearing an airway obstruction in an infant.
29	Phlebotomy	Unit 1: Introduction to Phlebotomy (1 hour)	<p>Lesson 1 - Introduction to Phlebotomy</p> <ul style="list-style-type: none"> - Identify the purpose of phlebotomy. - Name safety precautions related to maintaining a clean and controlled environment for blood drawing procedures. <p>Lesson 2 - Communication</p> <ul style="list-style-type: none"> - Greet and identify patients according to the proper protocol. - Explain a procedure to a patient.
29		Unit 2: Skin Puncture: Microhematocrit and Hemoglobin (1 hour)	<p>Lesson 1 - Skin Punctures</p> <ul style="list-style-type: none"> - Perform a finger stick procedure. - Collect specimens for analysis. - Maintain a safe and clean work area. <p>Lesson 2 - Microhematocrit</p> <ul style="list-style-type: none"> - Measure and record a microhematocrit.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Perform a finger stick procedure. - Perform CLIA-waived tests that assist with diagnosis and treatment. <p>Lesson 3 - Hemoglobin</p> <ul style="list-style-type: none"> - Measure and record hemoglobin. - Perform a finger stick procedure. - Perform CLIA-waived tests that assist with diagnosis and treatment.
29		Unit 3: Skin Puncture: Blood Glucose and PKU Test (1 hour)	<p>Lesson 1 - Blood Glucose</p> <ul style="list-style-type: none"> - Measure and record blood glucose. - Perform a finger stick procedure. - Perform CLIA-waived tests that assist with diagnosis and treatment. <p>Lesson 2 - PKU Test</p> <ul style="list-style-type: none"> - Obtain blood for a PKU test. - Perform CLIA-waived tests that assist with diagnosis and treatment.
29		Unit 4: Venipuncture (1 hour)	<p>Lesson 1 - Venipuncture</p> <ul style="list-style-type: none"> - Describe the following methods for venipuncture: evacuation tube, syringe, and butterfly needle. - Identify the anatomy of the arm as it relates to venipuncture. <p>Lesson 2 - Equipment for Venipuncture</p> <ul style="list-style-type: none"> - Identify and describe the type of equipment used for venipuncture. <p>Lesson 3 - Order of the Draw</p> <ul style="list-style-type: none"> - Demonstrate correct order of draw. <p>Lesson 4 - Vacuum Tube Blood Collection</p> <ul style="list-style-type: none"> - Perform venipuncture by evacuated tube system using an arm simulator. - Collect blood specimens for laboratory analysis.

WEEK	AES MODULE	UNIT	OBJECTIVES
			Lesson 5 - Troubleshooting - Troubleshoot during a venipuncture procedure.
30		Unit 5: Draw in Order Game (1 hour)	
30	Medical Office Assistant	Unit 1: Introduction to Medical Office Assistant (1 hour)	<p>Lesson 1 - The Medical Office Assistant</p> <ul style="list-style-type: none"> - List general responsibilities of medical office assistants. - Name education and training requirements for office assistants. - Identify types of certifications that are available for office assistants. - Recognize career development opportunities. - Abide by the AAMA Code of Ethics. - Discover the rewards and stressors of medical office assisting. <p>Lesson 2 - The Healthcare Team</p> <ul style="list-style-type: none"> - Identify members of a health care team. - Explain interdependence in a health care team. - Define organizational structure. - Describe the importance of a line of authority.
30		Unit 2: Professional Traits (1 hour)	<p>Lesson 1 - Professional and Personal Qualities</p> <ul style="list-style-type: none"> - Identify personal and professional qualities that are needed to be successful as a medical office assistant. - Name traits that are essential for maintaining a positive attitude. - Comply with rules at a medical facility. - Explain dress requirements for medical office assistants. - Use time management skills. <p>Lesson 2 - Verbal Communication</p> <ul style="list-style-type: none"> - Define communication.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Identify the two primary forms of communication as verbal and nonverbal. - Distinguish between oral and written communication. - Identify types of written communication. - Describe how language choice impacts communication. <p>Lesson 3 - Nonverbal Communication</p> <ul style="list-style-type: none"> - Name methods of nonverbal communication. - Express how nonverbal communication can impact your message. <p>Lesson 4 - Communication Barriers</p> <ul style="list-style-type: none"> - Define communication barrier. - Name and give examples of four types of communication barriers.
30		Unit 3: Legal Responsibilities (1 hour)	<p>Lesson 1 - Introduction to HIPAA</p> <ul style="list-style-type: none"> - Define HIPAA and describe why it is needed. - Name the four main purposes of HIPAA. <p>Lesson 2 - The Privacy Rule</p> <ul style="list-style-type: none"> - Explain the regulations in the Privacy Rule. - Define protected health information, privacy, confidentiality, and disclosure. - List elements that must be included in a formal authorization. - Name six rights under the Privacy Rule. - Identify a medical facility's responsibilities under the Privacy Rule. - Recognize situations when disclosure without authorization is allowed.
31		Unit 4: Communication Exercise (1 hour)	<ul style="list-style-type: none"> - Evaluate and critique a real-world medical office interaction. - Recognize professional characteristics of Medical Office Assistants. - Reflect on similar situations that have occurred in students' own lives.

WEEK	AES MODULE	UNIT	OBJECTIVES
31	Safety Precautions	Unit 1: Safety Guidelines and Regulations (1 hour)	<p>Lesson 1 - Basic Guidelines</p> <ul style="list-style-type: none"> - Define safety in health care. - Describe common safety issues. - Identify common safety symbols. - Define ergonomics. <p>Lesson 2 - Greeting and Identifying</p> <ul style="list-style-type: none"> - Determine the steps for greeting, identifying, and explaining procedures to patients. - Decide the proper order of these steps. <p>Lesson 3 - Government Regulations</p> <ul style="list-style-type: none"> - Define what a regulation is, determine the top regulatory agencies, and identify health care regulations. <p>Lesson 4 - Reporting Safety Hazards</p> <ul style="list-style-type: none"> - Determine what a sentinel event is and how to respond to it. - Identify the legal implications of accidents in a health care facility. - Identify the importance of reporting an incident. - Apply appropriate communication techniques when interviewing the victim of an accident. - Demonstrate how to file an event report.
31		Unit 2: Body Mechanics (1 hour)	<p>Lesson 1 - Body Mechanics for Workers</p> <ul style="list-style-type: none"> - Define body mechanics. - Identify the proper techniques for lifting and moving, and pushing and pulling. <p>Lesson 2 - Body Mechanics for Patients</p> <ul style="list-style-type: none"> - Identify equipment used to help patients maintain proper body mechanics. - Define the four basic bed positions and their uses. - Identify the four basic bed positions.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<p>Lesson 3 - Patient Transfers</p> <ul style="list-style-type: none"> - Determine how body mechanics relates to patient transfers. - Identify principles of body mechanics to use during transfers.
31		<p>Unit 3: Environmental Safety (1 hour)</p>	<p>Lesson 1 - Food Safety</p> <ul style="list-style-type: none"> - Describe the aspects of food safety in healthcare. - Define foodborne illness and understand what causes these types of sicknesses. - Recognize ways to handle, prepare, and store foods properly. - Identify ways to help a patient eat a meal. <p>Lesson 2 - Fire Safety</p> <ul style="list-style-type: none"> - Identify fire prevention guidelines. - Define the acronyms RACE and PASS. - Identify the types of fire extinguishers. <p>Lesson 3 - Chemical Safety</p> <ul style="list-style-type: none"> - Explain the importance of safety data sheets. - Identify required information on safety data sheets. - Recognize safety guidelines that should be practices when handling chemical solutions.
32	Legal and Ethical Responsibilities	<p>Unit 1: Civil and Criminal Law (1 hour)</p>	<p>Lesson 1 - Criminal Law</p> <ul style="list-style-type: none"> - Analyze legal responsibilities regarding criminal law. - Analyze medical liability regarding criminal law. <p>Lesson 2 - Civil Law and Torts</p> <ul style="list-style-type: none"> - Analyze legal responsibilities regarding torts. - Analyze medical liability regarding torts. - Contrast "scope of practice" for specific careers. <p>Lesson 3 - Civil Law and Contracts</p> <ul style="list-style-type: none"> - Analyze legal responsibilities regarding contracts. - Analyze medical liability regarding contracts.

WEEK	AES MODULE	UNIT	OBJECTIVES
			- Explain the doctrine of informed consent.
32		Unit 2: Privacy and Security (1 hour)	<p>Lesson 1 - Introduction to HIPAA</p> <ul style="list-style-type: none"> - Define HIPAA and describe why HIPAA is needed. <p>Lesson 2 - Privileged Communications</p> <ul style="list-style-type: none"> - Analyze legal aspects of privileged communication in health care and recognize abuse. <p>Lesson 3 - Medical Records</p> <ul style="list-style-type: none"> - Analyze legal aspects of privileged communication in healthcare. - Explain the importance of the confidentiality of medical records. <p>Lesson 4 - Technology</p> <ul style="list-style-type: none"> - Analyze legal aspects of privileged communication in health care. - Assess risks and benefits of telecommunications tools in health care.
32		Unit 3: Advance Directives and Client Rights (1 hour)	<p>Lesson 1 - Advance Directives</p> <ul style="list-style-type: none"> - Analyze legal aspects of advance directives. - Explain types of advance directives. <p>Lesson 2 - Client Rights</p> <ul style="list-style-type: none"> - List patients' rights and responsibilities.
32		Unit 4: Liability and Ethics (1 hour)	<p>Lesson 1 - Reducing Liability</p> <ul style="list-style-type: none"> - Contrast types of liability. - Differentiate between policies and procedures. - Explain the importance of documentation. - Determine when an incident is reportable. - Know the steps of the problem-solving method. - Describe risk management. <p>Lesson 2 - Ethics</p> <ul style="list-style-type: none"> - Differentiate between laws, ethics, and morality.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Describe a code of ethics for health care workers. <p>Lesson 3 - Ethical Dilemmas</p> <ul style="list-style-type: none"> - Analyze current and future bioethical dilemmas.
33		Unit 5: Workplace Law (1 hour)	<p>Lesson 1 - Discrimination</p> <ul style="list-style-type: none"> - Describe non-discriminatory laws in the workplace. <p>Lesson 2 - Wages, Benefits, and Leave</p> <ul style="list-style-type: none"> - Describe labor laws regarding wages, benefits, and leave. <p>Lesson 3 - Safety</p> <ul style="list-style-type: none"> - Describe various workplace safety laws.
33	Infection Control	Unit 1: Introduction to Infection Control (1 hour)	<p>Lesson 1- Microorganisms</p> <ul style="list-style-type: none"> - Analyze the difference between microorganisms, non-pathogens, and pathogens. - Identify types of pathogens, bacteria, parasites, and fungi and diseases caused by each. <p>Lesson 2- Infection</p> <ul style="list-style-type: none"> - Distinguish between endogenous, exogenous, nosocomial, or healthcare-acquired (HAI), and opportunistic diseases. - Define infectious disease and communicable disease. - Identify the components of the chain of infection. - Explain the primary modes of transmission in the chain of infection. <p>Lesson 3- Asepsis</p> <ul style="list-style-type: none"> - Explain the importance of maintaining asepsis to prevent the spread of disease. - Compare and contrast the two basic types of asepsis, medical and surgical, and the best practices for each method. - Describe the three levels of asepsis and the characteristics of each process.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<p>Lesson 4- Hand Hygiene</p> <ul style="list-style-type: none"> - Explain the importance of hand cleansing and its role in preventing the spread of infection. - Identify when to cleanse hands. - Analyze the two methods healthcare workers should use to cleanse their hands. <p>Lesson 5- Cleaning Equipment</p> <ul style="list-style-type: none"> - Explain the importance of cleaning objects or equipment. - Identify the items needed to clean objects or equipment properly. - Explain the benefits and uses of an ultrasonic unit for cleaning objects or equipment.
33		Unit 2: Standard Precautions (1 hour)	<p>Lesson 1- Standard Precautions</p> <ul style="list-style-type: none"> - Describe the Center for Disease Control and Prevention's list of standard precautions that should be used for all patients, regardless of their type of illness. - Identify protocols for handling used sharps materials. - Evaluate procedures for cleaning spills for hazardous materials, including blood and blood products. - Describe the steps involved in handling contaminated linens and infectious waste. <p>Lesson 2- Gowns</p> <ul style="list-style-type: none"> - Identify who should wear gowns and when. - Describe when to change gowns. - Explain the proper protocols for disposing of gowns. - Don and doff gowns. <p>Lesson 3- Masks and Eyewear</p> <ul style="list-style-type: none"> - Describe when and why it is essential to wear masks and eyewear for procedures. - Demonstrate the proper protocols for wearing and disposing of masks and eyewear.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Explain how pandemics affect CDC guidelines for conserving supplies and safeguarding healthcare workers. <p>Lesson 4- Non-Sterile Gloves</p> <ul style="list-style-type: none"> - Identify the best practices for donning non-sterile gloves as personal protective equipment (PPE). - Explain the procedure for using non-sterile gloves when other protective equipment is required. - Describe the process for wearing, maintaining, and disposing of non-sterile gloves. - Don and doff non-sterile gloves.
33		Unit 3: Transmission-Based Precautions (1 hour)	<p>Lesson 1- Transmission-Based Precautions</p> <ul style="list-style-type: none"> - Define the various types of communicable diseases. - Differentiate between communicable diseases that are infectious and those that are not. - Identify the various transmission-based precautions for each type of communicable disease including contact, droplet, and airborne. <p>Lesson 2- Transmission-Based Garments</p> <ul style="list-style-type: none"> - Describe the protocols for entering and leaving isolation rooms with patients diagnosed with highly communicable diseases. - Describe the protocols used to dispose of PPE and other biohazardous material after removal. - Don and remove transmission-based garments in the correct order. <p>Lesson 3- Isolation Units</p> <ul style="list-style-type: none"> - Explain the purpose of isolation units. - Describe the distribution process of meals in isolation units. - Identify the procedures for transferring soiled linens and trash from an isolation unit.
34		Unit 4: Sterile Technique (1 hour)	<p>Lesson 1- Sterile Field</p> <ul style="list-style-type: none"> - Describe a sterile field and identify guidelines for working in a sterile field. - Explain how to handle a sterile package correctly.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<p>Lesson 2- Sterile Gloves</p> <ul style="list-style-type: none"> - Describe the difference between sterile and non-sterile gloves. - Explain the benefits and use cases for both sterile and non-sterile gloves. - Identify which procedures require the use of sterile versus non-sterile gloves. - Don and remove sterile gloves. <p>Lesson 3- Autoclave</p> <ul style="list-style-type: none"> - Describe the sterilization process used in autoclaving. - Identify the types of autoclaving wrappings and the benefits of each. - Explain the procedures for preparing items for autoclaving. - Demonstrate the steps for cleaning and maintaining the autoclave on a daily, weekly, and monthly basis.
34	Wellness and Nutrition	Unit 1: Wellness (1 hour)	<p>Lesson 1 - Wellness</p> <ul style="list-style-type: none"> - Define wellness, describe holistic healthcare, and explain how wellness may affect health care systems. <p>Lesson 2 - Healthy Living</p> <ul style="list-style-type: none"> - Describe factors of healthy living.
34		Unit 2: Nutrition (1 hour)	<p>Lesson 1 - Nutrients</p> <ul style="list-style-type: none"> - Describe the six types of nutrients. - Contrast simple and complex carbohydrates. - Identify saturated, trans, and unsaturated fats. - Distinguish between complete and incomplete proteins. - Recognize fat and water-soluble vitamins. - Describe fiber. <p>Lesson 2 - Food Groups</p> <ul style="list-style-type: none"> - Describe the five food groups. - Contrast refined and whole grains.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<ul style="list-style-type: none"> - Explain the importance of eating a variety of fruits and vegetables. - Explain why fat-free or low-fat foods are recommended. - Describe how much salt and sugar one should consume. - State the amount of food you need from each food group. <p>Lesson 3 - Diets</p> <ul style="list-style-type: none"> - Interpret MyPlate. - Identify what foods people should eat the most and least. - Read a food label. - Describe types of therapeutic diets.
34		Unit 3: Healthcare (1 hour)	<p>Lesson 1 - Choosing Providers</p> <ul style="list-style-type: none"> - Explain how to choose health care providers, including professionals, hospitals, and pharmacies. - Describe prescription, over the counter, brand name, and generic drugs. <p>Lesson 2 - Physical Examination</p> <ul style="list-style-type: none"> - Describe a physical examination and explain how physical examinations affect wellness. - Demonstrate a far vision test.
35		Unit 4: Stress and Planning for Wellness (1 hour)	<p>Lesson 1 - Stress</p> <ul style="list-style-type: none"> - Define stress and stressors, explain how stress affects wellness, and describe how to manage stress. <p>Lesson 2 - Wellness Plan</p> <ul style="list-style-type: none"> - Develop a wellness plan.
35	Domestic Violence	Unit 1: Domestic Violence and the Healthcare Professional (1 hour)	<p>Lesson 1 - Introduction to Domestic Violence</p> <ul style="list-style-type: none"> - Define domestic violence. - Identify the characteristics of victimization. - Determine the importance of health care professionals in caring for domestic violence victims.

WEEK	AES MODULE	UNIT	OBJECTIVES
			<p>Lesson 2 - Who's at Risk</p> <ul style="list-style-type: none"> - Determine who's at risk for domestic violence. - Explore how specific groups are affected by domestic violence. <p>Lesson 3 - Screening and Assessment</p> <ul style="list-style-type: none"> - Screen and assess patients over the age of 16 for domestic violence. - Question patients privately. - If domestic violence is confirmed, counsel patients on available support networks. <p>Lesson 4 - Documentation</p> <ul style="list-style-type: none"> - Identify how you should document a patient's file. - Identify what should be included in documentation. - Determine whether documentation is correct.
36	Final Exam		Review course material and take the final exam