

Purpose of This Guide

This course guide provides:

- A course description
- Ways to get help
- An explanation of the AES course framework
- Estimated curriculum hours for each part of every module in the course template

Medical Assistant

The **Medical Assistant** course template helps students understand the skills and responsibilities and basic knowledge require of medical assistants. Students learn through a combination of instructor-led classroom activities, online lessons, and computer graded quizzes. Topics include appointments, medical records, insurance and coding, telephone communications and written communications.

Getting Help

An important aspect to your success is getting the proper support when you need it. Applied Educational Systems has over 30 years of experience providing classroom resources to teachers and students. Throughout this time, we have taken great pride in our top-notch customer service. We can help you get start and be successful in several ways:

- **AES Learning Center** – The AES Learning Center is a library of resources to help you save time in your classroom and use AES in the way that best suits you and your students. The library is easy to search and is frequently updated.
- **AES Support** – Use our live chat, email, or telephone support if you have questions.
- **AES Educator Community on Facebook** – The AES Educator Community is a place for AES users to ask questions, discuss teaching strategies, share resources and support each other. If you want to collaborate with other AES teachers, this is the place for you!
- **Email Newsletter** – We have a newsletter for all AES Customers to help keep you informed about updates.

Course Framework

The AES course framework is organized into a specific learning plan that we refer to as “the four phases.” The four-phase learning plan is designed to maximize student understanding while also saving you time with planning. The curriculum is taught with a combination of lectures, hands-on activities, and computer-based learning.

The four phases of the AES curriculum are listed below.

Explore (teacher-led activities)

- Hook students’ interests
- Prime students for learning new concepts and skills
- Examples include role-play scripts, equipment demonstrations, other activities to introduce topics and initiate classroom discussion

Learn & Practice (student-directed activities)

- Self-paced, interactive eLearning lessons
- Heart of the AES curriculum, where most standards are covered and learning takes place
- Students examine content, may practice skills, and complete assessments
- Teacher resources, including lesson plans, PowerPoints, and quiz and test keys

Reflect (teacher-led activities)

- Review and discuss key ideas from the eLearning lessons
- Help students connect new concepts to existing knowledge and experience
- Short essay prompts mix academic skills related to language arts and writing

Reinforce (teacher-led/student-directed activities)

- Individual and group student projects that enhance understanding of concepts and skills
- Require student application of module concepts
- May take one or several class periods (suggested hours listed in the Curriculum Hours table)
- May include rubrics for assessing projects

Detailed descriptions of Explore, Learn & Practice Units, Reflect, and Reinforce are in the Lesson Plans, which are available in the Teacher Resource area for each module.

Curriculum Hours

The following table is provided for you to easily identify the number of estimated curriculum hours for the four phases of each module.

NOTE:

- A “curriculum hour” is equal to approximately 45-50 minutes.
- Your times may vary depending on the age and experience of the learner.
- Learn & Practice hours include 1 curriculum hour of eLearning per unit and 1 curriculum hour for the Module Test, unless otherwise noted.
- The times listed are for non-customized modules.

Module & Description	Explore hours	Learn & Practice hours	Reflect hours	Reinforce Project hours
<p>The Health Assistant</p> <p>This module provides an overview of the role and responsibilities of health assistant occupations, including employment opportunities, educational requirements, professionalism, scope of practice, confidentiality, informed consent, ethics, infection control, and safety precautions.</p>	1	7 - eLearning 1 - Module Test	1	4 – Job Search 3 – Self-Portrait 1 – Current Event Report
<p>Anatomy & Physiology</p> <p>This module provides an overview of the 12 body systems and how they work together, including structure, functions, diseases, disorders, homeostasis, and immunity. As a bonus, an Advanced Test option is provided along with the traditional Module Test option found in all modules. It provides broader coverage and some more challenging questions.</p>	1	13 - eLearning 1 - Module Test	1	2 – Informative Brochure 1 – Body Function Worksheet 1 – Current Event Report
<p>Human Growth & Development</p> <p>This module provides an overview of how people grow, develop, and age throughout the life span in the four areas of development: physical, intellectual, social, and emotional. They also learn about the hierarchy of human needs, genetics, genetic diseases, aging, terminal illness, grief, and mortuary science.</p>	1	5 - eLearning 1 - Module Test	1	2 – Family Health Tree 1 – Hierarchy of Needs 2 – Information Brochure 1 – Current Event Report

Module & Description	Explore hours	Learn & Practice hours	Reflect hours	Reinforce Project hours
<p>Infection Control</p> <p>This module provides an overview of the importance of protecting oneself and others from disease-causing microorganisms, as students learn about microorganisms, asepsis, hand washing, basic equipment cleaning, autoclaving, personal protective equipment, sterile technique, and transmission-based precautions.</p> <p>Students practice donning and removing protective garments and working in an isolation unit.</p>	1	4 - eLearning 1 - Module Test	1	2 – Hand Washing 3 – Observing Microorganism Growth 3 – Chain of Infection Poster 1 – Current Event Report
<p>Safety Precautions</p> <p>This module provides an overview of safety techniques and the steps for greeting and identifying patients in a health care facility. Students use the Internet to research safety regulations from OSHA, the FDA, and the EPA and demonstrate how to report safety violations by filing an event report.</p>	1	3 - eLearning 1 - Module Test	1	1 – Create an Evacuation Plan 1 – Safety Guidelines Poster 1 – Current Event Report
<p>Client Status</p> <p>This module provides an overview of the importance of body measurements and vital signs. Students learn about body measurements for adults and infants. They also learn about methods and equipment for taking and recording temperature, pulse, respiration, and blood pressure. A learning game is provided to gain practice in reading analog devices.</p>	1	5 - eLearning 1 - Module Test 1 - Reading Analog Devices Game	1	2 - Examining Vital Signs 1 – Current Event Report
<p>Medical Assistant Pharmacology</p> <p>This module provides an overview of the regulations and guidelines for drug prescription, administration, storage, and disposal. Students calculate and prepare medication dosages and learn to administer medications, including injections.</p>	1	4 - eLearning 1 - Module Test	1	3 – Culture and Religious Research 1 – Current Event Report
<p>Body Mechanics</p> <p>This module provides students an overview of the correct ways to move the body to prevent injuries to themselves and patients.</p>	1	5 - eLearning 1 - Module Test	1	3 - Body Mechanics Jive 4 - Patient Care Scenarios 1 - Current Event Report
<p>Physical Exams</p> <p>This module provides an overview of the medical assistant's role in EENT, CPE, pediatric, GYN and OB patient examinations. Students learn about the equipment, positions, and draping methods for each procedure and how to educate and prepare patients and assist physicians.</p>	1	4 - eLearning 1 - Module Test	1	4 - Wellness Campaign 1 - Current Event Report

Module & Description	Explore hours	Learn & Practice hours	Reflect hours	Reinforce Project hours
<p>Specimen Collection and Testing</p> <p>This module provides an overview of the guidelines and safety precautions for handling specimens and CLIA-waived tests. Students practice common procedures for collecting stool and urine specimens, strain urine, and perform common tests. They explore cultures, smears, and stains and practice taking throat, wound, and sputum specimens.</p>	1	5 - eLearning 1 - Module Test	1	3 - Cleaning Experiment 4 - Patient Care Scenarios 1 - Current Event Report
<p>Phlebotomy</p> <p>This module provides an overview of how to collect blood specimens using venipuncture and fingerstick techniques.</p>	1	4 - eLearning 1 - Module Test 1- Draw in Order Game	1	3 - Blood-Typing 4 - Patient Care Scenarios 1 - Current Event Report
<p>Electrocardiography</p> <p>This module provides an overview of how to conduct a routine 12-lead ECG and recognize related diagnostic cardiac tests. Students examine the anatomy of the heart and the electrical conduction pattern for the cardiac cycle. Then they classify leads and learn how ECGs work.</p>	1	6 - eLearning 1 - Module Test 1 - ECG Technician Game	1	3 - Healthy Heart Poster 4 - Patient Care Scenarios 1 - Current Event Report
<p>Ambulatory Surgery</p> <p>This module provides an overview of the tasks to be done before, during, and after ambulatory surgery including infection control techniques, instruments for common surgeries, guidelines for using anesthetics, and providing follow-up care to surgical patients, including suture and staple removal.</p>	1	4 - eLearning 1 - Module Test	1	3 - Ethics Debate 1 - Current Event Report